

Injury & Illness Prevention Program

Prepared for



"The Twin Rivers Unified School District's Business Services Department recognizes its vital role in supporting the District's responsibility to provide safe working conditions for all of our employees. It is the Business Services Department's belief that safety awareness is the basis on which a safety program must be found.

Our commitment is to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health, safety, and welfare of our employees, and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but also to develop a concern for safety for all who work with him/her. Employees shall, at all times while on District property, conduct themselves and perform work in a safe manner consistent with the existing safety rules."

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Goals

Diligent implementation of this program will reap many benefits for Twin Rivers Unified School District. Most notably it will:

1. Protect the health and safety of employees, students, and visitors. Decrease the potential risk of disease, illness, injury, and harmful exposures to District Personnel.
2. Reduce Workers' Compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement workers.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies in maintaining compliance with Health and Safety Codes.

Statutory Authority

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. SB 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program and required the Cal/OSHA Standards Board to develop regulations.

- > California Labor Code §6401.7.
- > California Code of Regulations Title 8, §1509 and §3203.

Responsibility

The ultimate authority for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the **Governing Board of Trustees**.

It is the responsibility of the **Business Services Department** to develop and implement procedures, which ensure effective compliance with the Injury and Illness Prevention Program (*IIPP*) and other health and safety policies related to operations under the Business Services Department's control.

It is the responsibility of the **Site Administrator, Directors, and Supervisors** to ensure that their employees receive job specific safety training, and that they fulfill the other responsibilities assigned to them in this IIPP. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors utilizing the form presented in Appendix B: Report of Unsafe Conditions or Hazards.

Compliance

Compliance with this IIPP will be achieved in the following manner:

1. Site Administrators, Directors, and Supervisors will distribute to their employees Codes of Safe Practices that specifically address control of the hazards involved in their job duties.
2. Site Administrators, Directors, and Supervisors will set positive examples for working safely and require that all staff under their direction work safely.
3. Site Administrators, Directors, and Supervisors will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
4. Site Administrators, Directors, and Supervisors will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
5. The District has established an appropriate means of recognition for employees and/or groups of employees who demonstrate safe work practices. On a quarterly basis the District's Business Services Department will take nominations from the School and District sites on employees who have contributed to their own safety as well as their co-workers. The employee chosen for that quarter will receive a Safety Awareness Certificate.

Communication

The District will communicate with employees on safety issues in the following ways:

The Business Services Department will –

- Communicate the development and implementation of safety policies, regulations, inspection techniques, schedules, and methods of coping with high accident incidence and safety problem areas to Site Administrators, Directors, and Supervisors.
- Periodically distribute to all sites information on safety issues. The information is to be posted in a location accessible to all employees at that site. Items distributed might include changes in protocols, safety bulletins, accident statistics, training announcements and other relevant information, as it becomes available.
- Review Accident Investigation Reports, Reports of Unsafe Conditions, Office Safety Inspections, and Monthly Property Inspection forms.
- Address any safety concerns raised by employees at that site (to ensure that the employee's concern is properly understood and appropriately addressed; employees are asked to use the form in Appendix B).

Site Administrators, Directors, and Supervisors will –

- Provide time at periodic staff meetings to discuss safety topics.
- Make recommendations to the Business Services Department with regard to the control of safety hazard or unsafe practices.
- Aid the Business Services Department in the review and analysis of accident reports.
- Distribute to employees, or post in appropriate locations, safety materials provided by the Business Services Department as described above.

- Assist in the development of In-Service Safety Training Programs.
- Assist the Business Services Department in the review and selection of literature and other material suitable for distribution throughout the District to assist in training or advertising the IIPP.

Hazard Identification

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. The District's self-inspection program will consist of:

- > Documented monthly property inspections of the facilities by the site custodians using the checklist presented in Appendix D.
- > Annual inspections of all office areas, utilizing the checklist presented in Appendix C, by the Site Administrator, Director or Designee.
- > Additional Safety Inspections will be conducted whenever the Business Services Department is made aware of new equipment, changes in procedures are introduced into the workplace that may present new hazards, or a Report of Unsafe Conditions or Hazards is received utilizing Appendix B.

Accident Investigations

The Site Administrators, Directors, and Supervisors will initiate the Accident Investigation Report for all accidents, injuries, occupational illnesses, and near-miss incidents using the Accident Investigation form (Appendix A). These forms will be forwarded to the Business Services Department to investigate to identify and correct root causes as part of their Hazard Correction procedures outlined below.

Hazard Correction

All hazards reported using the following forms: Employee Report of Unsafe Condition(s), Inspection Checklists, or Accident Investigation will be promptly investigated by the Business Services Department. The Department will assess the potential for injury; establish a corrective action plan if necessary; and report back to the appropriate Site Administrator, Director, or Supervisor on the planned corrective measures.

Training

Effective dissemination of safety information lies at the very heart of a successful IIPP. In order to ensure that those charged with responsibilities in this IIPP are properly trained in those tasks, the following training will be provided:

To All Employees

- > All existing employees will be trained on the contents of the IIPP and the responsibilities assigned to them.
- > All new employees will be trained on the contents of the IIPP and the responsibilities assigned to them during the New Employee Safety Orientation.
- > All employees will be trained on appropriate safety measures associated with their job duties using the job-specific Codes of Safe Practices.
- > Retraining on a revised or new Code of Safe Practices will be provided whenever:
 - The employee is given a new job assignment.
 - A new substance, process, procedure or piece of equipment is introduced.
 - The Site Administrator, Director, and Supervisor is made aware of a new or previously unrecognized hazard.

Areas of training are listed in Appendix F.

To All Site Administrators, Directors, and Supervisors

- > The Site Administrators, Directors, and Supervisors will be trained on the contents of this IIPP and the responsibilities assigned to them.
- > All new Site Administrators, Directors, and Supervisors will be trained on the contents of this IIPP and the responsibilities assigned to them as part of their new job duty training.
- > All Site Administrators, Directors, and Supervisors will be trained in the hazards associated with the duties performed by their employees and the Codes of Safe Practices associated with those hazards.
- > All Site Administrators, Directors, and Supervisors will be trained on accident investigation procedures.

Documentation

CalOSHA standards and regulations require the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these standards and regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the District Office, School Site, or other District Buildings for at least the length of time listed below:

1. Copies of all IIPP Safety Inspection Forms - retain for one (1) year.
2. Copies of all Employee Training Forms and related training documentation - retain for the duration of the individual's employment.
3. Copies of all Safety Meeting Trainings and Agendas - retain for one (1) year.

The Business Services Department will ensure that these records are kept on file, and will present them to CalOSHA or other regulatory agency representatives if requested.

A safe and healthy workplace must be the goal of everyone in the Twin Rivers Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury and Illness Prevention Program, please contact the Business Services Department at 5115 Dudley Boulevard, McClellan California 95652.

Appendix A

Accident **Investigation** Report



Accident Investigation Form

THIS FORM IS NOT TO BE COMPLETED BY THE INJURED EMPLOYEE

Injured Employee: _____ Date Reported: ____/____/____

Date of Injury: ____/____/____ Location/Site: _____

Time of Injury: ____:____ AM ____:____ PM Job Title: _____

Location: (i.e. room#, cafeteria, parking lot, etc.)

How did the injury occur?

Part of body injured: (i.e. r-foot, r-side of head, l-knee, lower back, etc.)

Witnesses Names: _____ / _____
 Check here if statements were obtained Early Intervention Nurse called: Yes No
Form completed by: _____ Job Title: _____

THE BELOW IS TO BE COMPLETED BY THE BUSINESS SERVICES DEPARTMENT
Investigation completed by: _____
Job Title: _____ Date: ____/____/____
Investigation revealed "root cause" of injury to be:

What corrective actions were taken?

Received by:
Business Services : ____/____/____ Human Resources : ____/____/____

QUICK REFERENCE GUIDE

HOW TO COMPLETE AN ACCIDENT INVESTIGATION FORM

This quick reference guide is designed for Administrators, Directors, and Supervisors to use while documenting work-related injuries and illnesses. Remember, prior to documenting an accident, employees should be trained to report injuries to their Supervisors no matter how minor they may be. “**Near-accidents**” should also be reported and documented by the Supervisors and their findings submitted to the Business Services and Human Resources Departments.

Please follow these 4 steps when documenting work-related injuries or illnesses:

STEP 1:

Direct the injured employee to call the Early Intervention Nurse (EIN) at 1-877-742-3467.

STEP 2:

- A. Act at once. When possible, talk with the injured employee immediately. One-on-one communication is best. When completing the **Accident Investigation** form use a fact-finding approach and avoid faultfinding questions in determining what occurred.
- B. Describe the scene of the incident: including the lighting, walking surface, weather, measurements and any other conditions(s) that could have contributed to the accident. Document any defective equipment on the form.
- C. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be reported.

STEP 3:

Complete the top portions of the **Accident Investigation** form within 24 hours of the accident, retain a copy for your records, and fax or email it to Greg Rash located at the District Office so he may complete the investigation portion of the form.

STEP 4:

All work-related injuries or illnesses requiring medical treatment must be reported to René Wells or Pang Yang in the Human Resources Department.

Appendix B

Report of Unsafe Condition or Hazard



REPORT OF UNSAFE CONDITION OR HAZARD

Injury and Illness Prevention Program

Completion of this section is optional and may be submitted anonymously:

Name: _____ Signature: _____

Job Title: _____ Date: _____ Time: ____:____ am / pm

Location of suspected unsafe or hazardous condition (i.e. site name, room #, cafeteria, etc.)

Description?

District Review:

What was discovered?

Was the condition unsafe or hazardous?

Recommendations for corrective measures:

Review completed by:

Job Title _____ *Date* _____

Date Business Services Department received: _____

Action(s) taken and/or comments:

Appendix C
Office Safety Inspection



Office Safety Inspection Form Injury and Illness Prevention Program

Please complete this form and return it to the Business Services Department by the first week of May.

Location: _____ Date: _____

Supervisor: _____ Phone: _____

Inspection by: _____ Department: _____

Job Title: _____

Administration and Training

	Yes	No	NA
Does the department have a written Injury and Illness Prevention Plan (IIPP)?			
Are departmental safety records maintained in a centralized file for easy access?			
Are all departmental safety records current?			
Have all of the employees attended an IIPP training class?			
If not, what percentage has received training?	_____ %		
Does the department have a completed Emergency Action Plan?			
Percentage completed?	_____ %		
Is training being provided to employees on its contents?			
Are chemical products used in the office?			
Are Safety Data Sheets (SDS) maintained?			
Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (<i>must be posted February 1 to April 30</i>) and Emergency Response Guide flipchart posted?			
Is the Safety Briefs newsletter being sent to the area?			
Are annual workplace inspections being performed?			
Are records being maintained?			
Have there been any employee accidents from this department? If so # _____			
Are there Accident Investigation Reports completed for each accident?			

General Safety

	Yes	No	NA
Are all exits, fire alarms, pull boxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?			
Are all aisles and corridors unobstructed to allow unimpeded evacuations?			
Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (<i>No empty wall hooks, charge needles in the red, missing plastic pin tabs, or extinguishers on the floor.</i>)			
Are ergonomic issues being addressed for administrative personnel using computers?			
Is a fully stocked first-aid kit available?			
Do all employees in the area know its location?			

General Safety – continued

	Yes	No	NA
Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?			
Are all books and supplies stored so as not to fall during an earthquake? <i>(Store heavy items low to the floor, shelf lips on shelves above work areas.)</i>			
Is the office kept clean of trash and other recyclable materials?			

Electrical / Mechanical Safety

	Yes	No	NA
Are all plugs, cords, electrical panels, and receptacles in good condition <i>(no exposed conductors or broken insulation)?</i>			
Are all circuit breaker panels accessible with each breaker appropriately labeled?			
Are fused power strips being used in lieu of receptacle adapters?			
Is lighting adequate throughout the work environment?			
Are extension cords being used correctly? <i>(They must be placed through walls, doors, ceilings; not present a hazard running across aisle ways; not to be used as a permanent source of electrical supply – use fused outlet strips or have additional outlets installed; not to be linked together. No “thin” zip cords.)</i>			
Are portable electric heaters being used? <i>(If so, use fused power strips and locate away from combustible materials.)</i>			

Appendix D
Monthly Property Inspection

(Name of your School District here)
MONTHLY PROPERTY CHECKLIST

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: _____

Report No: _____ Date: _____
 Month Day Year

Inspection made by _____

Custodian's Signature

 Principal's Signature

		SATISFACTORY		
		YES	NO	N/A
1)	FIRE ALARMS			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	
	Date alarm tested:	/	/	
	Zones(s) tested:			
2)	INTRUSION ALARMS			
	Operable?			
	Date alarm tested:	/	/	
	Zone(s) tested:			
3)	AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	DOORS			
	Good repair?			
5)	FENCES/GATES			
	Good repair?			
6)	ELECTRICAL (INTERIOR AND EXTERIOR)			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	FIRE EXTINGUISHERS			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	AUTOMATIC SPRINKLERS			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	
9)	HOUSEKEEPING			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
	No high storage?			
	Oily rags stored in proper receptacles and emptied regularly?			
10)	LIGHTS (INTERIOR AND EXTERIOR)			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
	Diffusers in place?			
11)	WINDOWS & SKYLIGHTS			
	Latch in good repair?			
	No broken windows/skylights			
12)	PLAYGROUND EQUIPMENT			
	Good condition?			
	Sufficient fall surfacing material?			
13)	PREMISES (INTERIOR AND EXTERIOR)			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			
	Handrails in place and secure?			
	Any water leaks in bathrooms?			

		SATISFACTORY		
		YES	NO	N/A
14)	CAFETERIA, AUDITORIUM, GYNNASIUM			
	In-wall tables in good condition?			
	Do portable tables close and stay closed?			
	Benches and seats in good condition?			
	Bleachers in good condition?			
	Exit lights operating?			
	Emergency lights operating?			
	Locker rooms in good condition?			
	Choking posters properly posted?			
15)	OUTSIDE/ATHLETIC FACILITIES			
	Fields in good condition?			
	Bleachers in good condition?			
	Dugouts in good condition?			
	Tennis courts in good condition?			
	Basketball courts in good condition?			
	No chain nets on baskets?			
	Football goals safely arranged?			
	Soccer goals safely arranged?			
16)	SWIMMING POOL AREA			
	Depth markings in good condition?			
	Decking in good condition?			
	Bleachers in good condition?			
	Diving boards and towers in good condition?			
	Pool handrails in good condition?			
	Emergency/rescue equipment in place?			
	Rules posted?			
	Filter covers in place?			

		SATISFACTORY		
		YES	NO	N/A
17)	LADDERS			
	In good repair?			
	Shock hazard warning posted on aluminum ladders?			
18)	SHOP AREAS/MACHINERY/EQUIPMENT/POWER TOOLS (Instructional & District Shop Areas)			
	Moving parts guarded?			
	Equipment properly grounded or double-insulated?			
	Tools in good condition?			
	Cords in good condition?			
	Housekeeping in shop area okay?			
	Personal protective equipment available and in good condition?			
19)	ARSON PREVENTION			
	"We-Tip" posters in place?			
20)	ASBESTOS			
	Asbestos-containing building materials in good condition?			
21)	SAFETY DATA SHEETS			
	Accessible to employees?			
	Updated?			
22)	INDOOR AIR QUALITY			
	Are filters clean?			
	Any signs of mold or mildew?			
23)	ELEVATORS/LIFTS			
	Are elevators/lifts working properly?			
	Are inspections current?			
24)	OTHER: Specify			

REMARKS	Work Order Submitted	YES	NO
	#		
	#		
	#		
	#		
	#		
	#		
	#		

Appendix E
Nomination Guide and Form

Appendix F

Areas of Training



Areas of Training Injury and Illness Prevention Program

1. Contents of the IIPP
2. Hazard Communication, Employee Right-To-Know
3. Personal Protective Equipment
4. Fire Safety
5. Hand Tools and Portable Power Tools
6. Machinery and Machine Guarding
7. Back Injury Prevention I Proper Lifting Techniques
8. Cardiac Pulmonary Resuscitation (CPR) and First Aid
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Ergonomics
13. Heat Illness Prevention
14. UV Protection
15. Scissor Lift Training
16. Slip, Trip and Fall
17. Ladder Safety
18. Asbestos Awareness
19. Golf Cart Driving
20. We Tip Program
21. Other programs as necessary