



*Where students are family
and learning comes to life!*

Injury & Illness Prevention Program

Board approved 5/14/2015

The Denair Unified School District's Risk Management Plan recognizes its vital role in supporting the District's responsibility to provide safe working conditions for all of our employees. The belief is 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 Denair 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

It is the responsibility of the District 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. 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**.

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent.

The Superintendent has appointed a District Safety Officer. This person, listed below, has been delegated the responsibility and authority for this program

Jody Jorge
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Executive Assistant to the Superintendent
Phone # (209) 632-7514 x 1202

The DSO's duties include, but are not limited to:

- a. Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.

- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. The DSO has full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in work place safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating work place hazards.
- g. Ensuring that work place hazards are abated in a timely and effective manner. This includes review of inspection reports requiring action, and review of accident investigations including implementation of any identified actions.
- h. Maintaining documentation of the IIPP.
- i. Periodically reviewing the overall effectiveness of the IIPP.

The DSO may assign all or some of these tasks to other individuals.

It is the responsibility of the Site Administrator, Directors, and Supervisors to:

- a. Ensure that their employees receive job specific safety training, and that they fulfill the other responsibilities assigned to them in this IIPP.
- b. Know how to safely accomplish the tasks assigned each employee
- c. Purchase appropriate personal protective equipment
- d. Evaluate employee compliance.

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Immediate responsibility for workplace health and safety rests with each individual employee.

- a. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program.
- b. Employees are also responsible for using the personal protective equipment issued to protective equipment issued to 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 and Managers will distribute to their employees Codes of Safe Practices that specifically address control of the hazards involved in their job duties.
2. Site Administrators and Managers will set positive examples for working safely and require that all staff under their direction work safely.
3. Site Administrators and Managers 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 and Managers 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 Safety Officer will take nominations from the School and District sites on employees who have contributed to their own safety as well as their co-workers.

Communication

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

- Sites and Departments will 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. Safety resources and training information may be accessed at www.crsig.com.
- Site Administrators and Managers will provide time at periodic staff meetings to discuss safety topics.
- Employees may use the "Report of Unsafe Conditions or Hazards" form to report a safety issue or hazard. The completed form should be returned to the District Safety Officer.
 - The employee will be notified in writing within five (5) working days. If submitted anonymously, notification will be posted in employee lounge.

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:

Scheduled Safety Inspections

- Documented bi-annual property inspections of all facilities, including offices, by the Supervisor of Maintenance & Operations or designee using the Bi-Annual Property Checklists.
- Inspections of District facilities will be conducted per the following table. The customary reporting deadlines are indicated in the table below. Inspection reports may be submitted in a checklist format.

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
Classrooms	Check Daily / Bi-annual report	Custodian / M & O designee
Science Classrooms	Check Daily / Bi-annual report	M & O designee
Student Shops	Check Daily/ Bi-annual Report	M & O designee
Custodial Closet	Check Daily/ Bi-annual report	Custodian / M & O designee
Athletic Areas/Grounds	Check Daily / Bi-annual report	M & O designee
Playgrounds	Check Daily / Bi-annual report	M & O designee
Grounds	Check Daily/ Bi-annual report	M & O designee
Cafeteria / Kitchen	Check Daily/ Bi-annual report	Food Services / M & O designee
Office	Check Daily/ Bi-annual report	Office Staff / M & O designee
Gymnasium	Check Daily/ Bi-annual report	M & O designee
Maintenance Shop	Check Daily/ Bi-annual report	M & O designee
Transportation Shop	Check Daily/ Bi-annual report	M & O designee
Automotive equipment	Check daily by operator	Vehicle operator
	Annual CHP Inspection	

Unscheduled Safety Inspections

- Additional safety inspections will be conducted whenever the Risk Management Department is made aware of new equipment, or changes in procedures are introduced into the workplace that may present new hazards.

Accident Investigations

The Site Administrators, Directors, and Supervisors will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause using the Accident Investigation form (See Appendix A). Use the Accident Investigation Checklist during your investigation (See Appendix B). These forms will be forwarded to the District Safety Officer for review as part of the Hazard Correction procedures outlined below.

Hazard Correction

All hazards reported using the following forms: Employee Report of Unsafe Condition(s) (See Appendix C), Inspection Checklists, or Accident Investigation (See Appendix A) will be promptly investigated by the Superintendent/designee. The Superintendent/designee will assess the potential for injury; establish if necessary, a corrective action plan, and report back to the District Safety Officer 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 – when it is first introduced.
- All new employees will be trained on the contents of the IIPP – and the responsibilities assigned to them – during the New Employee 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 Administrators and Department Managers are made aware of a new or previously unrecognized hazard.

The training required of other safety programs is spelled out in those written programs. Areas of training are listed in Appendix D.

To All Site Administrators and Managers

- The Site Administrators and Managers will be trained on the contents of this IIPP – and the responsibilities assigned to them – when it is first introduced.
- All new Site Administrators and Managers 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 and Managers 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 and Managers will be trained on accident investigation procedures and techniques.

Documentation

Many standards and regulations of Cal/OSHA contain requirements for 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 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 for at least the length of time listed below:

1. Copies of all IIPP Safety Inspection Forms – retain for five (5) years.
2. Copies of all Employee Training Forms and related training documentation – retain for the duration of the individual's employment and three (3) years after employee has separated from the district.
3. Copies of all Safety Meeting Trainings and Agendas – retain for five (5) years.
4. Accident Investigation Reports – retain for five (5) years.

The District will ensure that these records are kept on file, and will present them to Cal/OSHA or other regulatory agency representative if requested.

A safe and healthy workplace must be the goal of everyone in the Denair 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 Jody Jorge, District Safety Officer and Executive Assistant to the Superintendent, at 3460 Lester Road, Denair, California, 95316.

Appendix A: Accident Investigation Report

DENAIR UNIFIED SCHOOL DISTRICT

ACCIDENT INVESTIGATION REPORT

Injury and Illness Prevention Program

!!! This form is NOT to be completed by the injured employee !!!

Injured Employee: _____ Date Reported: _____

Job Title: _____ Date of Injury: _____

District Site: _____ Time of Injury: ____:____ am / pm

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

How did the injury occur?

What part(s) of the body was injured?

What corrective action was taken to prevent further incident (reviewed safety rules, defective equipment removed, work order submitted, etc)?

Witness Names:

Please check box if a statement was collected for the following individual.

☐

☐

☐

☐

Investigation completed by:

Job Title

Date

Date District received: _____

Comments:

QUICK REFERENCE GUIDE

HOW TO INVESTIGATE AN ACCIDENT

This quick reference guide is designed for Administrators and Managers to use while investigating work-related injuries and illnesses. Remember, prior to investigating 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 investigated by Supervisors and their findings to the District. Please follow these 4 steps when investigating work-related injuries or illnesses:

Step 1:

- A. Act at once. When possible, talk with the injured employee immediately; one-on-one communication is best. When completing the ***Accident Investigation Report*** form use a fact-finding approach and avoid fault-finding questions in determining what occurred.
- B. Use the ***Accident Investigation*** checklist for sample questions during your investigation. If necessary and appropriate, ask the injured person or witness to show you how the accident happened. Review the physical causes, such as poor housekeeping, improper guards, improper apparel, (i.e. such as lack of properly soled shoes or safety shoes, eyes, hand or head protection), defective equipment, slippery floors, dangerous practices, inexperience, poor judgment, or disobeying rules.
- C. Describe the scene of incident; including the lighting, walking surface, weather, measurements, and any other condition(s) that could have contributed to accident. Determine what necessary preventative equipment should be provided to the District.
- D. Non-injury accidents (an accident that nearly causes an injury of any severity) should also be investigated and reported.

Step 2:

Complete the *Accident Investigation Report* within 24 hours of the accident, retain a copy for your records and send original to the District Office.

Step 3:

All work-related injuries or illnesses must be reported to the Site Administrator or Manager. Immediately following the reporting of the injury or illness to the Site Administrator or Manager, the employee must contact ***Company Nurse*** at 1-877-740-5017. If medical treatment is necessary, *Company Nurse* will direct the injured employee to a medical facility.

Step 4:

Ensure all exposed employees are made aware of the contributing factors of the accident, including any work orders for areas/equipment.

Appendix B: Accident Investigation Checklist

ACCIDENT INVESTIGATION CHECKLIST

Remember:

- Always talk to the injured person and witnesses to get their account of events
- Verify the facts – do not make assumptions about what happened
- The most important thing is not to apportion blame, but to learn from our mistakes, so as to continually improve health and safety standards.

1. Obtain the basic facts

- Date and time of incident
- Names and contact details of injured / affected person(s), age, sex, occupation / grade and room #/teacher (if a student)
- The nature of the injury
- Location details and layout of the area in which the incident occurred
- Details of witnesses / people first on the scene of the incident / first aiders who attended
- Condition and description of area and/or equipment involved (before and after the incident) - including make, model, serial number, safety devices provided etc.
- If appropriate, take photographs, draw sketches and take measurements to record the scene of the incident before things are moved, repaired and cleaned up. The District may need this evidence later.
- Any hazardous substances in use or present (obtain Safety Data Sheets if they are not already available), if applicable to the incident

2. Establish the circumstances of the incident

- Events leading up to the incident - what was the sequence of events?
- What was being done at the time of the incident, was this unusual or different from normal?
- What were the immediate causes of the incident – how did it happen?
- If investigating a case of occupational disease or ill health, is there any evidence linking this to work activities?
- What instructions were given to those involved, before the incident?
- What were the established methods of work and procedures?
- What was the behaviour and actions of individuals before, during and after the incident?
- What was the role of supervisors and managers in the activities concerned?

3. Identify the underlying causes of the incident

There is often far more to accidents than simply unsafe acts by individuals or unsafe conditions, you need to consider why the circumstances leading to the incident occurred, and went unnoticed and unchecked. How did things get this far? Consider the following:

- Has anything similar happened before?
- Has the problem been mentioned before? When, by whom and what action was taken?
- Was this risk known and had a risk assessment been completed for this activity / substance / these premises, is it suitable and sufficient?
- Were District or local guidelines, policies or rules being followed?
- What control measures and safety equipment were identified by the risk assessment – are they still in place and effective (were the individuals doing the work aware of these)?

- Are any management or supervision failures evident?
- Was communication between the relevant parties adequate and effective?
- What was the level of competence of those involved – including the nature of any training, instruction or information provided, was it adequate?
- Are there any shortcomings in the original installation or design, if relevant?
- Were adequate performance standards set and monitored by management?
- Was there an adequate system for maintenance and cleaning of premises or equipment?
- Were systems of work that individuals were expected to follow actually being followed in practice? Were these systems workable and realistic (if not, why not?)
- Was personal protective equipment provided, was it suitable and effective (if not, why not?)
- Is record keeping adequate?

4. Establish whether the initial management and emergency response was adequate

- Was the initial response to the incident by the District prompt and effective? Consider the actions taken to make the situation safe, or to deal with any continuing risks
- Was the response to the incident by the Emergency Services or other external agencies, prompt and effective?
- Was the fire fighting and first aid response suitable, were correct spillage procedures known and followed?
- Was the incident promptly reported to the relevant parties (if not, why not)?
- How was the injured person treated and supported –was this adequate?
- Were the needs of witnesses adequately addressed (de-briefing, counselling etc.)?

5. Identify any further action needed to prevent a recurrence

You should assess or reassess the risks of this particular activity / equipment / area. When doing this you should question the adequacy of existing control measures and work methods and any discrepancy between these and what was intended. You will need to establish if the existing controls meet current standards and are adequate to effectively control risks.

In particular, you may need to:

- Improve physical safeguards or safety features or modify design or workplace layout
- Improve existing work methods or introduce new safe working procedures
- Provide additional safety equipment (e.g. lifting aids, personal protective equipment)
- Produce or review risk assessments
- Update written health & safety rules, standards or policies, communicate these to employees / students, as appropriate
- Improve communications systems
- Make changes to or provide extra training, supervision or information sources
- Introduce better testing, maintenance or cleaning arrangements
- Introduce inspection, monitoring and audit systems
- Review similar risks in other sections

Once you have identified what action is required to prevent a recurrence of the incident in question, you should record your recommendations in the form of an action plan, making it clear what is required, by when and who will be responsible for implementing the improvements required.

Appendix C: Report of Unsafe Conditions or Hazard

DENAIR UNIFIED SCHOOL DISTRICT

REPORT OF UNSAFE CONDITION OR HAZARD

Injury and Illness Prevention Program

Please submit this report to the District Safety Officer. You will receive a response in five (5) days.

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?

Recommendation for corrective measures:

Review completed by:

Job Title

Date

Date District received: _____

Action(s) taken and/or comments:

Appendix D: District Nomination Guide

DENAIR UNIFIED SCHOOL DISTRICT

District Nomination Guide **Injury and Illness Prevention Program**

This brief guide is to be used in assisting with the nomination process of an individual that has demonstrated a clear knowledge of safety or safety process.

School and District sites may nominate an employee or groups of employees who demonstrate safe work practices and who have contributed to their own safety as well as their co-workers. The District will recognize nominated employees at a District Board meeting.

Nomination Form

Nominee: _____ Date: _____

Job Title: _____ Department: _____

Site: _____ Phone: _____

Reason for Nomination:

Name of Person(s) Submitting Nomination:

Received by: _____ Date: _____

Appendix E: Areas of Training

DENAIR UNIFIED SCHOOL DISTRICT

AREAS OF TRAINING

Injury and Illness Prevention Program

1. Injury and Illness Prevention Program Training
2. Hazardous Materials Handling and Use
3. Pesticide Applicator / Use Training
4. Back Injury Prevention Training
5. Fire Safety Training
6. Emergency and Disaster Preparedness
7. Bloodborne Pathogens Exposure Control
8. Science Laboratory Safety Training
9. Hazardous Waste Operations and Emergency Response
10. Ergonomics and Office Safety
11. Storm Water
12. HAZCOM Right-To-Know
13. Ergonomics and Stress Reduction
14. Non-Violent Crisis Intervention Training (CPI)
15. Powered Industrial Truck (Forklift and Utility Cart Training)

****See complete list by visiting www.crsig.com.**

Appendix F: Available Specialized Services

DENAIR UNIFIED SCHOOL DISTRICT

AREAS OF TRAINING

Injury and Illness Prevention Program

1. Science Laboratory Safety
2. 40 Hour and HAZWOPER Emergency Response Training
3. Hazardous Substance Communication Program
4. Bloodborne Pathogens Exposure Control
5. Lockout/Tag-out Programs
6. Disaster Preparedness Plans
7. Job Hazard Analysis
8. Chemical Hygiene Plan
9. Indoor Air Quality
10. Storm Water Pollution Prevention Programs
11. Spill Response Plans
12. Loss Prevention Surveys
13. Ergonomic Employee Evaluations
14. American with Disabilities (ADA) Audit/Inspections
15. DOT Drug and Alcohol Testing Program Administration
16. Playground Safety Audits
17. Pesticide Use Training
18. Back Injury Prevention
19. Fire Safety and Disaster Preparedness
20. Kitchen Safety
21. Stress Reduction and Employee Wellness
22. Claims Analysis – Identify Trends and Provide Targeted Training and Safety Solutions.

****See complete list by visiting www.crsig.com.**