

Approved and adopted January 21, 2007

LOS MOLINOS UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

In order to maintain a safe and healthful work environment the LOS MOLINOS UNIFIED SCHOOL DISTRICT has developed this Injury and Illness Prevention Program for all employees to follow. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, §3203 and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with **LOS MOLINOS** Unified School District. General policies, which govern the activities and responsibilities of the Injury and Illness Prevention Program, are established under the Superintendents' final authority.

It is the responsibility of Site Administrators, Supervisors and Directors to implement and maintain the IIP Program in their work areas and for answering worker questions about the IIP Program. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific training is received. 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 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.

Los Molinos Unified School District administration is responsible for developing and managing this Injury and Illness Prevention Program.

A copy of this IIP Program is available from each manager and supervisor at each site.

COMPLIANCE

Compliance with this Injury and Illness Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Directors are responsible for complying with safe and healthful work practices by setting positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Directors will inform workers of the provisions of our IIP Program.
3. Site Administrators, Supervisors, and Directors will provide training to workers whose safety performance is deficient.
4. Site Administrators, Supervisors, and Directors 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.
5. Site Administrators, Supervisors, and Directors will establish appropriate means of recognition for employees who demonstrate safe work practices.
6. Site Administrators, Supervisors, and Directors will identify the resources necessary to provide a safe work environment for their employees and include them in their budget requests.

COMMUNICATION

Site Administrators, Supervisors, and Directors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their Site Administrators, Supervisors, and Directors about workplace hazards without fear of reprisal.

To foster a better safety communication the following guidelines will be implemented:

- Departments will use employee bulletin boards for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, training announcements, and other safety information will be posted as they become available.
- Site Administrators, Supervisors, and Directors will provide time at periodic staff meetings to discuss safety topics. Employees will be encouraged to participate and give suggestions without fear of reprisal. An attendance sheet will be used to document attendance and topics covered.
- New worker orientation including a discussion of safety and health policies and procedures.
- Yearly in-service review of IIP Program.

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed bi-annually and, in addition, when the following occur:

1. Establishment of our IIP Program;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

ACCIDENT / EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring;
and
5. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting procedures.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up any spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

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 Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below.

1. Copies of all IIPP Safety Inspection Forms. Retain 5 Years
2. Copies of all Accident Investigation Forms. Retain 5 Years.
3. Copies of all Employee Training Checklists and related Training Documents.
Retain for duration of each individual's employment
4. Copies of all Safety Meeting Agenda. Retain 5 Years

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at **LOS MOLINOS UNIFIED SCHOOL DISTRICT**, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please call the District Office at 530-384-7826.

APPENDIX A
ACCIDENT INVESTIGATION CHECKLIST

QUICK GUIDE For ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors 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 supervisor, no matter how minor they may be. "Near-Accidents" should also be reported and investigated by the supervisor. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- * Act at once. Talk with injured employee immediately if possible. (one on one is best) Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- * Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- * Review personal causes, such as dangerous practices, inability, inexperience, poor judgment, disobeying rules.
- * Trace down each item of information to find every contributing cause. Decide the necessary preventive measures to prevent similar incidents in the future.
- * Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete a supervisor accident report form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the District Office.

Step 3: Provide injured employee with an "Employee's Claim for Workers' Compensation Benefits" form before or after treatment or as he or she is able.

Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident.

PERSONAL NOTES

When you are involved in an investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on the *who, what, where, how* and *why* facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

Who...

- Was involved?
- Witnessed the accident
- Reported the accident?
- Notified emergency medical services personnel?

What...

- Happened?
- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of accident?
- Level of medical care did the victims require?
- Was being done at the time of the accident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions are necessary?
- Protective equipment should have been used?
- Did others do to contribute to the accident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

When...

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employee?
- Did the supervisor last check the employee's progress?

Where...

- Did the accident happen?
- Was the employee's supervisor when the accident happened?
- Were co-workers when the accident occurred?
- Were witnesses when the accident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

How...

- Did the accident happen?
- Was the accident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the accident have been avoided?
- Could the supervisor have prevented the accident from happening?
- Could co-workers avoid similar accidents?

Why...

- Did the accident happen?
- Were employees injured?
- Did the employees behave that way?
- Wasn't protective equipment used?
- Weren't specific instructions given to the employee?
- Was the employee in a specific position or place?
- Was the employee using that machine or those tools?
- Didn't the employee check with the supervisor?
- Wasn't the supervisor there at the time?

APPENDIX B
REPORT OF UNSAFE CONDITION OR HAZARD

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employee may submit this form anonymously

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard?

Optional:
Employee Signature: _____ Date: _____

LOS MOLINOS UNIFIED School District Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? Was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attaché additional sheets if necessary)*

Signature of Person Investigating Report: _____ Date: _____

APPENDIX C
SAFETY TRAINING AND ISNSTRUCTION RECORD

