



LITTLE LAKE CITY
SCHOOL DISTRICT

Illness and Injury Prevention Program

Table of Contents

1	Introduction.....	1
1.1	Background	1
1.2	Purpose	1
2	Management Commitment and Responsibilities	1
2.1	Management Commitment and Support	1
2.2	Program Administrator.....	1
2.3	Administrators, Managers, Supervisors and Principals	2
2.4	Employees	2
3	Communication System	3
3.1	Health and Safety Committee	3
3.2	Monthly Newsletters	4
3.3	Safety Bulletin Boards	4
3.4	Anonymous Notification Procedures	4
3.5	Employee Protection	4
4	Hazard Assessment and Control	4
4.1	Purpose of Inspections	4
4.2	Types and Frequency of Inspections.....	5
4.3	Hazard Control	5
5	Accident Investigations.....	6
5.1	Conducting Accident Investigations	6
5.2	Documentation and Claim Reporting Procedures.....	6
6	Safety Planning, Rules, & Work Procedures	7
6.1	General Safety Rules.....	7
6.2	Occupational Health.....	7
6.3	Public Protection	7
6.4	Emergency Procedures.....	8
7	Safety & Health Training.....	8
7.1	Recipients of Safety and Hazard Training	8
7.2	Safety Training Agenda	8
7.3	Documentation Procedures	9
8	Safety Program Compliance	9

8.1	Disciplinary System	9
9	Recordkeeping	9

1 Introduction

1.1 Background

In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written, effective Injury and Illness Prevention Program (IIPP) is required for every California employer.

1.2 Purpose

The Little Lake City School District (the “District”), through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee’s safety.

District’s main goal is preventing workplace injuries, illness and death by proactively identifying hazards before employees are hurt. An effective IIPP will result in employees suffering fewer injuries, illnesses and fatalities and improving employee morale and communication as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, section 3203, which requires each employer to:

- 1.2.1 Establish and maintain a written effective IIPP;
- 1.2.2 Provide a safe and healthy working environment for all employees;
- 1.2.3 Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment;
- 1.2.4 Establish safety policies, committees, training and communication processes which will contribute to and be part of IIPP;
- 1.2.5 Establish on-going IIPP’s for all sites and departments.

2 Management Commitment and Responsibilities

2.1 Management Commitment and Support

The District accepts the responsibility to establish an effective IIPP and to provide safeguards required to ensure safe work conditions for all of its employees. Furthermore, the District will act in the best interest of all employees and respond to unsafe conditions.

All District employees are expected to comply with the District adopted IIPP. Employees must work safely and maintain a safe work environment at all times.

2.2 Program Administrator

The Superintendent or Designee is the Program Administrator. He/she is responsible for the overall implementation and maintenance of the District’s Injury and Illness Prevention Program. The Superintendent’s duties include, but are not limited to:

- 2.2.1 Ensuring that the policies and procedures of the District’s Injury and Illness Prevention Program are enforced;
- 2.2.2 Identifying, inspecting and evaluating workplace hazards on a continuous basis;

- 2.2.3 Correcting unsafe or unhealthy conditions and work practices in a timely manner;
- 2.2.4 Providing an occupational health and safety training program designed to instruct employees in general health and safety work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment;
- 2.2.5 Communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal;
- 2.2.6 Designing a program that ensures employees comply with health and safety work practices.

The Superintendent may assign all or some of the District's Injury and Illness program tasks to other District personnel. Nevertheless, the Superintendent remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

2.3 Administrators, Managers, Supervisors and Principals

Administrators, managers, supervisors, and principals are fully responsible and accountable to the Superintendent for compliance with the provision of the programs within their area of responsibility. Their duties include but are not limited to:

- 2.3.1 Promoting a safety first mentality by setting a good example;
- 2.3.2 Providing job-specific and general safety and hazard training to employees, including safety orientation;
- 2.3.3 Providing safe and healthful working conditions for all employees;
- 2.3.4 Conducting periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures, and/or attitudes that adversely affect the health and safety of all employees;
- 2.3.5 Investigating industrial accidents, injuries, illnesses and/or near miss incidents and determining the cause of the incident and the corrective actions needed to prevent its recurrence;
- 2.3.6 Communicating with employees on occupational health and safety issues;
- 2.3.7 Recommend discipline for employees who do not comply with safety and health rules, procedures and policies;
- 2.3.8 Encourage employees to report unsafe conditions to the Program Administrator and to submit practical suggestions for correction;
- 2.3.9 Have full knowledge and understanding of the District's IIPP;
- 2.3.10 Ensure that all injuries, no matter how minor, are treated immediately and reported to the Business Services Department.

2.4 Employees

As a condition of employment, employees must exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and actively contribute to the success of the overall safety program. At minimum, employees must:

- 2.4.1 Comply with all District and departmental safety policies and procedures;
- 2.4.2 Notify their supervisor if they do not fully understand District and/or departmental safety policies and procedures and/or the hazards associated with their job;
- 2.4.3 Report all dangerous work conditions and/or defective tools, equipment and safety devices to their supervisor immediately;
- 2.4.4 Report all accidents, near misses and injuries to their supervisor immediately;
- 2.4.5 Keep work areas clean and orderly at all times;
- 2.4.6 Avoid disorderly conduct such as horseplay, fighting and practical jokes;
- 2.4.7 Wear required protective safety equipment and clothing as required by departmental safety rules and procedures or as directed by their supervisor;
- 2.4.8 Attend safety training sessions.

3 Communication System

The District's IIPP must provide for a means of readily understandable communication with all employees on safety and health matters. The District will utilize the following methods of communicating with employees regarding safety and health issues.

3.1 Health and Safety Committee

- 3.1.1 Committee Representation: The District's Health and Safety Committee will consist of a chairperson, a safety advisor, two representatives from LLEA and CSEA unions, and three members from the management team. Principals are designated as the Site Safety Representative.

The agenda will be set by the chairperson for each meeting. Visitors are welcome, but are not eligible to vote. All proposed additions to the agenda must be submitted to the chairperson at least two weeks prior to the meeting to allow for inclusion on the agenda.

- 3.1.2 Meeting Dates: Safety Advisory Committee meetings will take place at least quarterly. Dates will be determined by the Safety Advisory Committee members.
- 3.1.3 Responsibilities of the Safety Advisory Committee include:
 - 3.1.3.1 Meet at least quarterly;
 - 3.1.3.2 Prepare and make available to employees written records of the safety and health issues discussed at the committee meetings, and maintained for review by the Division (Cal/OSHA) upon request;
 - 3.1.3.3 Review results of periodic scheduled worksite inspections;
 - 3.1.3.4 Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness or exposure to hazardous substances, and where appropriate, submit suggestions to management for the prevention of future incidents;
 - 3.1.3.5 Review investigations of alleged hazardous conditions brought to the

attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions;

3.1.3.6 Submit recommendations to assist in the evaluation of employee safety suggestions;

3.1.3.7 Upon request by the Division (Cal/OSHA), verify abatement action taken by the District to abate citations issued by the Division (Cal/OSHA).

3.2 Monthly Newsletters

The District will email all employees a monthly safety newsletter prepared by its Safety Consultant highlighting current safety awareness tips, changes in laws and regulations, and other helpful information.

3.3 Safety Bulletin Boards

Each site will maintain a bulletin board where Cal/OSHA materials and safety information may be posted. Federal and state requirements must also be posted at each site.

3.4 Anonymous Notification Procedures

The IIPP allows employees to report safety hazards anonymously without fear of reprisal. Employees may complete the “**Inspection Request Report**” (**Exhibit “A”**) and send it directly to their supervisor, the Director of Maintenance, Operations, and Facilities or the Assistant Superintendent, Business Services, or other authorities including the Superintendent.

A response to an anonymous suggestion will be directed to the reporting person (if known) or posted on the safety bulletin board website.

3.5 Employee Protection

Employees who report possible violations of occupational and safety standards may not be discharged from filing such a report or for participating in an Occupational Health and Safety Committee. Furthermore, an employee may not be fired for refusing to work in violation of health and safety standards. An employee who believes that he or she has been discharged or otherwise discriminated against may file a complaint with the Labor Commission within 30 days of the alleged unlawful discharge

4 Hazard Assessment and Control

4.1 Purpose of Inspections

Site inspections are a tool for locating and reporting unsafe conditions and activities which have the potential to cause injuries, accidents and/or property damage.

The IIPP regulation requires the employer to provide a system for identifying, evaluating, and correcting unsafe or unhealthy conditions and work practices in a timely manner. Compliance may be performed by conducting documented, scheduled, periodic inspections to identify unsafe conditions and work practices, including investigation of injuries and illnesses.

4.2 Types and Frequency of Inspections

Continuous or daily site inspections should be conducted by supervisors and employees as part of their ordinary work or job responsibilities. This type of inspection activity and safety consciousness is a major contributor to workplace safety. All dangerous work conditions and/or defective tools, equipment and safety devices should be reported to the supervisor immediately.

Regularly scheduled planned inspections will be made by the District's Safety Consultant, Director of Maintenance, Operations and Facilities, and site personnel utilizing the District's self-inspection guidelines.

The following review process will be followed:

- A formal documented inspection of all District sites will be conducted at least annually by the District;
- More frequent inspections and investigations may take place as a result of frequent patterns of injuries and illnesses and/or an employee complaint and/or written report of unsafe condition or hazard;
- The report will be reviewed by District administration and site administration, and action will be taken to eliminate potential hazards;
- The inspection report will be reviewed by the Director of Maintenance, Operations and Facilities. Assignments, target dates and recommendations will be established by the Director of Maintenance, Operations and Facilities on priority basis.
- **Unscheduled Inspections:** In addition to scheduled inspections and ongoing review, unscheduled, surprise inspections will also be conducted.

4.3 Hazard Control

The most effective methods of accident prevention are the systematic elimination or control of hazards. The following basis hazard control methods shall be followed:

- 4.3.1 Machine guards and warning devices shall meet state and federal standards. Safety of operations is to be given consideration to design, modification and purchasing of equipment. Inspections will be made by supervisors to assure that guards are not removed and are in use at all times.
- 4.3.2 Appropriate personal protective equipment is to be provided by the District and its uses is to be strictly enforced. Initial and periodic training in the care and use of safety glasses, respirators, hearing protection, hard hats, etc. is to be provided.
- 4.3.3 Preventive maintenance on machinery and equipment is to be performed as recommended by manufacture. Department heads or site administrator responsible of for inspections and repairs shall keep records; recommendations will be acted upon promptly.
- 4.3.4 Housekeeping is to be emphasized; aisles and storage areas are to be marked and space is to be assigned for tools and equipment. Employees will have cleanup responsibility

in their own areas in addition to the regular custodial work.

- 4.3.5 Proper material-handling techniques are to be emphasized and mechanical equipment for moving materials will be provided as required.
- 4.3.6 Fire Department personnel and other agencies may periodically inspect District sites for fire hazards. The Director of Maintenance, Operations and Facilities and the Safety Consultant will regularly inspect for safety hazards to assure continuing compliance with federal and state laws.

5 Accident Investigations

5.1 Conducting Accident Investigations

It is policy of the District to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the supervisor, District personnel, and outside agencies, if necessary.

Accident investigation is a critical part of the District's Safety Program. It identifies facts so that similar accidents can be prevented in the future. All accidents, illnesses, injuries and near-miss incidents and exposures to hazardous substances during employment with the District will be investigated by the employee's supervisor using the "Supervisor's Report of Injury/Illness" form.

This investigation report will also be reviewed by the Director of Maintenance, Operations and Facilities to determine if additional investigation or corrective action is needed. Particular attention will be given to ways to prevent future occurrences of the accident, illness, injury, near-miss incident or exposure to hazardous substances.

5.2 Documentation and Claim Reporting Procedures

All incidents must be documented and immediately submitted to the Business Services Department using the appropriate forms as indicated below.

- 5.2.1 All injuries, illnesses and near-miss incidents must be reported to Business Services Department before the end of the work shift during which the incident occurred, regardless of whether medical attention is necessary.
- 5.2.2 Employees should obtain and submit a Workers' Compensation claim form (DWC1 Form) to their immediate supervisor. Failure to do this could result in a delay of payment of medical expenses or workers' compensation benefits.
- 5.2.3 Complete the "**Supervisor's Report of Employee Injury/Illness**" form (**Exhibit "B"**) and when appropriate take pictures of area where accident occurred and submit it to the Business Services Department.

The Supervisor's Accident Report (if any injury occurred) must be submitted to the Business Services Department no later than 24 hours after the accident.

6 Safety Planning, Rules, & Work Procedures

6.1 General Safety Rules

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

- 6.1.1 All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
- 6.1.2 Machines or equipment shall not be operated until proper instructions on its operation have been received.
- 6.1.3 Horseplay. Throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.
- 6.1.4 All spilled oil, grease, water and other liquids shall be cleaned up immediately.
- 6.1.5 Any defective tool or equipment shall be immediately reported to supervision.
- 6.1.6 Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
- 6.1.7 Personal protection equipment shall be worn when and where required.
- 6.1.8 Lifting is to be done only in the approved safe manner.
- 6.1.9 All work areas are to be kept in a clean and orderly condition.

6.2 Occupational Health

Employee health is of primary concern to the District. The following areas are of specific concern to the District.

- 6.2.1 Areas which are hazardous because of toxic fumes, smoke and/or dust are to be identified. It is the designated person's responsibility to work with the Director of Maintenance, Operations and Facilities to see that proper ventilation and safety equipment is installed as required.
- 6.2.2 Noise safety will apply for all high-noise level operations. Engineered noise controls will be implemented or protective equipment will be provide as required. Audiometric tests may be required for new-hires and periodic retesting may be done for those employees working in high-noise level areas.
- 6.2.3 Hazardous materials are to be identified to establish the safe handling, storage and use of them. Care is to be taken to label all containers in accordance with federal, state and local standards.

6.3 Public Protection

Protection of the public while visiting or working on a District property is a major District responsibility. The following procedures and safeguards have been established.

- 6.3.1 Members of the public (i.e., visitors, contractors, and repair people) are to check in at each site. Personal protective equipment is to be issued as required. Visitors may be restricted to certain areas. It is the designated person's responsibility to work with the

Director of Maintenance, Operations and Facilities to see that areas such as parking lots, driveways, walkways, stairs, halls and floors are adequately lighted and maintained. All construction sites are to be posted or fenced. Periodic inspections will be made to assure adequate maintenance of public safeguards.

- 6.3.2 Safety measures, i.e. odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at District sites.

6.4 Emergency Procedures

Emergency response procedures have been established by the District for orderly shutdown of District site facilities in the event of fire, riot, strike, bomb threat, flood, earthquake and/or other natural disasters. These procedures are found in the District Emergency Preparedness Manual and shall be followed.

7 Safety & Health Training

7.1 Recipients of Safety and Hazard Training

Safety and Hazard Training will be provided:

- 7.1.1 To all new employees.
- 7.1.2 To employees given new job assignments for which training has not previously been received.
- 7.1.3 Whenever new substances, processes, equipment procedures or equipment are introduced to the workplace which represent a new hazard.
- 7.1.4 Whenever the employer is made aware of a new or previously unrecognized hazard.
- 7.1.5 As training or retraining is necessary or requested by an employee and/or required by law.

7.2 Safety Training Agenda

The District's Safety Training Program may include, but is not limited to:

- 7.2.1 A New Hire Orientation which will cover topics such as:
 - Injury and Illness Prevention program overview and general safety training
 - Employee "Right-To-Know" Training/Hazardous Substance Safety
 - Fire Prevention Training
- 7.2.2 General safety training which covers the potential occupational safety and hazards in the workplace.
- 7.2.3 Job specific safety training which covers the potential occupational safety and hazards associated with 1) a department's work site and 2) specific job assignment(s).
- 7.2.4 Training which includes details on departmental safe work practices and personal protective equipment required for a job.
- 7.2.5 Employee "Right-To-Know" training which provides information regarding the hazards of any chemicals to which an employee may be exposed, their right to

information contained on material safety data sheets for those chemicals, and how to read and understand the information contained on the MSDS.

- 7.2.6 Training which covers the contents of the District's Injury and Illness Prevention program, emphasizing the employee's right to ask any safety question(s) or provide any information to the employer on safety either directly or anonymously without fear of reprisal and the disciplinary procedures the employer will use to enforce compliance.

7.3 Documentation Procedures

All safety trainings shall be documented and filed with the department head or site administrator as part of the total IIPP. Copies of training instruction shall be forwarded to Business Services Department.

8 Safety Program Compliance

8.1 Disciplinary System

Failure to comply with the guidelines of the District's Injury and Illness Prevention Program will result in disciplinary actions covered under the following statutes:

- 8.1.1 Classified employees – Article 14 of the “California School Employees Association Agreement.”
- 8.1.2 Certificated employees - Administrative Regulation Section 4118.

9 Recordkeeping

We are a local governmental entity (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program, however:

A copy of this IIPP can be found on the District Office website, school websites and a hard copy is located at each school site for review. Furthermore, we keep records as follows:

- Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded. These records are maintained for at least one (1) year.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded. This documentation is maintained for at least one (1) year.

EXHIBIT "A"
INSPECTION REQUEST REPORT



**LITTLE LAKE CITY SCHOOL DISTRICT
INSPECTION REQUEST REPORT
BUSINESS SERVICES**

Employees may submit this form anonymously

Name of Employee Reporting

Position

Site/Department

Supervisor

Phone Number

Date of Report: _____

Date and Time Conditioned Observed: _____

Describe Condition and Location:

Date Received: _____

Action by District:

Administrator Signature

Date

Print Name

EXHIBIT "B"
SUPERVISOR'S REPORT OF EMPLOYEE INJURY



**LITTLE LAKE CITY SCHOOL DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY/ILLNESS
BUSINESS SERVICES**

Name of Injured Employee: _____ Job Title: _____

Female: ____ Male: ____ Date of Birth: _____ Phone Number: _____

Permanent Position: ____ or Substitute Position ____ Time Employee Started Work: _____ AM/PM

Date of Accident: _____ Time of Accident: _____ AM/PM Date of Report: _____

Time of Report: _____ AM/PM Accident Location: _____

Accident Location Address: _____

Describe how incident occurred:

Specific injury and part(s) of body affected: _____

Name of Medical Facility: _____

Address: _____ Phone Number: _____

Did Employee Leave Work for Medical Treatment? ____ Date: _____ Time: _____ AM/PM

Did Injured Return to Work? ____ Date: _____ Time: _____ AM/PM

Name of Witnesses present at the time of accident (attach additional pages if necessary):

Name	Address	Phone Number

What steps have been taken to prevent a similar accident?

Supervisor's Signature

Date

Print Name

PLEASE ATTACH ANY PHOTOGRAPHS TAKEN