

Injury & Illness Prevention Program (IIPP) NEVADA CITY SCHOOL DISTRICT



Building a strong
foundation for
learning and creativity

*Adapted from Cal/OSHA Workplace Injury & Illness Prevention
Model Program for Non-High Hazard Employers, Publications Unit
Rev. April 2018*

November 13, 2018

INTRODUCTION

The Nevada City School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, The Nevada City School District office has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 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.

This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, Publications Unit Rev. April 2018.

https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.pdf

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Debbie Ledford, Accounting Technician and, Paige Moore, Business Manager, have the authority and the responsibility for implementing and maintaining this IIPP for Nevada City School District employees and facilities.

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Name: Debbie Ledford

Title: Accounting Technician

Phone Number: (530) 265-1825

Name: Paige Moore

Title: Business Manager

Phone Number: (530) 265-1823

Administrators and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the IIPP. A copy of this IIPP is available from district personnel and is posted on the district website www.ncsd.school

COMPLIANCE

All workers, including administrators and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP
- Providing training to workers whose safety performance is deficient

COMMUNICATION

All Administrators and supervisors 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 Administrators and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

HAZARD ASSESSMENT

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

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

1. Establishment of our IIPP;
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 to 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 the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

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

1. When the IIPP 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 IIPP.
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 techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up 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

We are a local governmental entity (county, city, district, or/and any public or quasi-public corporation or public agency), and we are not required to keep written records of the steps taken to implement and maintain our IIPP. While written records are not required, we will endeavor to maintain the following records:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training.

The master copy of this IIPP can be found at:

- Nevada City School District Office, 800 Hoover Lane, Nevada City, CA 95959

REPORT OF UNSAFE CONDITION OR HAZARD

EMPLOYEE REPORT: Employees may submit this form anonymously to Supervisor, Accounting Technician or Business Manager. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

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?

Person to whom this report is being sent: _____

Date report was sent: _____

How was report delivered to responsible person: _____

If employee desires a response from the supervisor, the report must be signed.

Signature of Employee

Date

EMPLOYER RESPONSE:

Date report received: _____ How received: _____

Name of Person Investigating Report: _____

Results of Investigation (what was found/was condition unsafe or hazardous?). Attach additional pages if necessary: _____

Action taken to correct hazard or unsafe condition, if appropriate, or information provided as to why condition was not unsafe or hazardous. Attach additional pages if necessary:

Signature of Person Investigating

Date

Distribution of response: (3 copies)
Original – Accounting Technician
Copy – Supervisor/Site Administrator
Copy – Employee Originating Report

Nevada City School District Office
Debbie Ledford
Accounting Technician
800 Hoover Lane, Nevada City, CA 95959
Ph: (530) 265-1825
Fax: (530) 265-1822

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Nevada City School District Office
Debbie Ledford
Accounting Technician
800 Hoover Lane, Nevada City, CA 95959
Ph: (530) 265-1825
Fax: (530) 265-1822

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Signature: _____ Date: _____

SAFETY TRAINING AND INSTRUCTION RECORD

Training Date: _____

Topic and/or Type of Training: _____

Trainer(s): _____

(Employee's need to sign- in)

<i>Employee Signature</i>	<i>Employee Signature</i>

Attach any and all topic and/or training materials and submit to the Accounting Technician at the Nevada City School District Office.