



**INJURY AND ILLNESS PREVENTION PROGRAM**



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*“The Twin Rivers Unified School District's Risk Management Department recognizes its vital role in supporting the District's responsibility to provide safe working conditions for all our employees. It is the Risk Management 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 the safety of 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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## INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

# INJURY AND ILLNESS PREVENTION PROGRAM

## I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

### A. Safety and Health Policy

It is the policy of the Twin Rivers Unified School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. We believe that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Twin Rivers Unified School District recognizes its responsibility to furnish a place of employment that shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety, and welfare of employees, visitors, and the general public, and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each person's responsibility to ensure their safety and to develop a concern for the safety of all who work with them.

Employees shall, at all times, while on District property, conduct themselves and perform work safely, consistent with existing safety rules.

### B. Objectives of the Injury and Illness Prevention Program.

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

### C. Location of the Written Injury and Illness Prevention Program.

A master copy of the districts' written Injury and Illness Prevention Program shall be kept by the Brittany Smith in Contract Services & Risk Management (916) 566-1600 ext. 36254. Electronic copies of the IIPP will be accessible to all staff on the District website: <https://www.trusd.net/Departments/Contract-Services--Risk-Management/index.html>

### D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator (Title 8 California Code of Regulations, Sec. 3203(a)(1))

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

<b>NAME:</b>	Brittany Smith
<b>TITLE:</b>	Interim Director, Contract Services & Risk Management
<b>PHONE NUMBER:</b>	(916) 566-1600 ext. 36254
<b>DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:</b>	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 Risk Management & Contract Services Department's control

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

- a. Maintaining a safety program that will incorporate 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. He/she should have 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 workplace 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 workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the district.

## 2. Superintendents, Assistant Superintendents

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state, and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to Brittany Smith at (916) 566-1600 ext. 36254.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

## 3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used

properly.

- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded, and promptly reported to the Brittany Smith at (916) 566-1600 ext. 36254.
- h. Prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least yearly for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, safety data sheets are available, and employees are trained on the safe use of such chemicals.

#### 4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).



- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4))

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
<b>SCHOOL SITES</b>	Monthly Report	Principal/Custodian
<b>PLAYGROUNDS</b>	Check Daily Monthly Report	Principal/Custodian
<b>SPECIAL HAZARD AREAS</b> Science Labs School Shops Maintenance Dept. Transportation Dept. Home Economics Gymnasium Athletic Field Cafeteria/Kitchens Print Shop	Check Daily Monthly Report	Science Teacher Shop Teacher Maintenance Dir. Transportation Dept. Teacher Athletics Director Athletics Director Food Service Director Custodian
<b>SWIMMING POOL</b>	Check daily during period of use. Monthly written report.	Custodian
<b>AUDITORIUM</b>	Check immediately prior to use. Monthly written report.	Custodian
<b>BLEACHERS</b>	Check immediately prior to use. Monthly written report.	Custodian
<b>AUTOMOTIVE EQUIPMENT (including tractors, mowers)</b>	Check daily by operator. Yearly Report by CA Highway Patrol for School Buses	Maintenance Dept. Transportation Dept.

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping

- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

#### 4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

#### 5. Documentation of Inspections

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be forwarded to Brittany Smith in Contract Services & Risk Management with the appropriate work orders.

### B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Report of Unsafe Condition or Hazard Form to report hazards (anonymously if they so wish). The form should be submitted to Brittany Smith.

### C. Hazard Evaluation and Control

All Inspection Reports should be forwarded to Brittany Smith with appropriate work orders, if needed. Report of Unsafe Condition or Hazard Forms should be forwarded to Brittany Smith where appropriate work orders will be completed by Maintenance & Operations if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

### D. Imminent Hazards

Whenever possible, it is the district's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which, the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

### III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

#### A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, Program Administrator, or Department Manager believes that additional training is necessary.

#### B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

#### C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety

9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary

#### IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

The Risk Management 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 Risk Management Department with regard to the control of safety hazard or unsafe practices.
- Aid the Risk Management Department in the review and analysis of accident reports.
- Distribute to employees, or post in appropriate locations, safety materials provided by the Risk Management Department as described above.
- Assist in the development of In-Service Safety Training Programs.
- Assist the Risk Management 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.

##### A. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

##### B. Newsletter

The District will distribute the Schools Insurance Authority's *Wellness & Safety* newsletter to all employees in a timely manner.

## C. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

## V. ACCIDENT INVESTIGATION

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

### A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

### B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Automobile Accident Report.

### C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

### D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?

4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

## VI. EMERGENCIES

### A. Emergency Action Plan

<https://intranet.twinriversusd.org/misc/emergency-procedures/>

### B. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.