

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**HUNTINGTON BEACH CITY SCHOOL DISTRICT**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Huntington Beach City School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Huntington Beach City School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Huntington Beach City School District. Most notably it will:

1. Protect the health and safety of employees. 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 employees.
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 by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **COMPLIANCE**

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

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, 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.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Huntington Beach City School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **ACCIDENT INVESTIGATIONS**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Supervisor Injury Report and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

### ***Specific Safe Work Practices***

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

**APPENDIX A**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

**HUNTINGTON BEACH CITY SCHOOL DISTRICT**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

LOCATION:

DEPT:

SUPERVISOR:

DATE:

**IDENTIFICATION OF SAFETY OR HEALTH HAZARD**

**SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD**

**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:



**APPENDIX B**

**FACILITY SAFETY INSPECTION CHECKLIST**

**HUNTINGTON BEACH CITY SCHOOL DISTRICT**

**FACILITY SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Are chemical products used in the office?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are annual workplace inspections being performed? Are records being maintained?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Have there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?   |

**GENERAL SAFETY**

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all aisles/corridors unobstructed to allow unimpeded evacuations?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

**GENERAL SAFETY (continued)**

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Are ergonomic issues being addressed for administrative personnel using computers?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Is a fully stocked first-aid kit available? Do all employees in the area know its location?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Is the office kept clean of trash and other recyclable materials removed promptly?  |

**ELECTRICAL/MECHANICAL SAFETY**

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are all circuit breaker panels accessible with each breaker appropriately labeled?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Is lighting adequate throughout the work environment?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)  |

**COMMENTS**

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**APPENDIX C**  
**SAFETY INSPECTION CHECKLIST**

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

### HEALTH AND SAFETY MANAGEMENT

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Are personnel trained in chemical health/physical hazards and laboratory safety?                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have personnel been instructed on how to respond in the event of a chemical spill?                             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are complete training records and documents available for review by the Personnel Office and outside agencies? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Have all hazards identified by the annual survey been abated? (Action records must be retained.)               |

### GENERAL SAFETY

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are work areas clean and uncluttered?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Do employees know the location of the first aid kit and is it accessible?                               |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?      |

| Yes                   | No                    | N/A                   | <b>GENERAL SAFETY (continued)</b>  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are sinks labeled, "Industrial Water – Do Not Drink"?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are safety glasses or other eye protection available and worn in the laboratory?                               |

### COMMENTS

Biosafety Cabinet: Date last inspected?  
Types of regulated carcinogens  
Types and quantity of compressed gasses  
Gallons of flammable liquids  
Types of personnel protective equipment

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### EQUIPMENT

| Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?                                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are all gas cylinders restrained to prevent tipping or falling?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are valves of gas cylinders capped when not in use?   |

### HAZARDOUS MATERIALS

|                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Are chemicals labeled to identify contents and hazards?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Are regulated carcinogens handled safely to reduce employee exposure?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)? |

- | Yes                   | No                    | N/A                   |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>HAZARDOUS MATERIALS (continued)</b>   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 27. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 28. Are all hazardous wastes disposed of and not poured into the sewer system?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 29. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 30. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 31. Are ether and other peroxide formers dated?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 32. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?                                  |

#### **FIRE AND ELECTRICAL SAFETY**

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 33. Are fire doors unobstructed and readily closeable?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 34. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?                             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 35. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 36. Are flammable liquids limited to 60 gallons per fire area?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 37. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 38. Is all equipment properly grounded?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 39. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 40. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 41. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 42. Are circuit breakers labeled to indicate what equipment is served by each?  |

Yes    No    N/A    **FIRE AND ELECTRICAL SAFETY (continued)**

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 43. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.) |
|-----------------------|-----------------------|-----------------------|---|

**COMMENTS**

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