



INJURY AND ILLNESS PREVENTION PROGRAM

SAFETY POLICY

It is the policy of The Rio School District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be mindful of safety at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains this Injury and Illness Prevention Program.

RESPONSIBILITY

The Assistant Superintendent of Business Services serves as the IIPP administrator and has the authority and the responsibility for implementing and maintaining this Injury and Illness Prevention Program.

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, and general safety concerns

Principals, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available from each principal, site manager, or in the office of the IIPP administrator.

Employees are responsible for following safety rules, for reporting hazardous conditions, and any injuries.

EMPLOYEE COMPLIANCE

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

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all classified employees.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New employee 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 labor/management safety and health committee

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- All school sites will have a complete walk through at least once a year with the site manager, safety committee representative and the Assistant Superintendent, Business Services or his/her designee. A written report will be generated, and an unannounced re-inspection held on all deficit items.

- All employee or community identified safety concerns will be addressed through a site visit and inspection. A written response will follow, and corrective action will be undertaken as necessary.
- Annually, a number of sites will be inspected by a representative from VCSSFA, the district's JPA

Inspections are performed according to the following schedule:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- Accident, injury, and/or exposure investigations; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our District:

Area	Inspection Frequency
Administration and Offices	Annual
Athletic Facilities	Trimester
School sites, admin, exterior, classrooms	Trimester
Career Tech	Trimester
Performing Arts Classrooms and Stages	Trimester
Science Classrooms, Labs, and Storage	Trimester
Food Services / Child Nutrition	Quarterly
Maintenance	Quarterly
Transportation	Quarterly
Warehouse	Quarterly

School Site Inspection Checklist Appendix A.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: the principal, manager, supervisor or authorized designee.

Assistance may be provided by the IIPP Administrator or the district risk manager.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visit the scene as soon as possible;
- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accidental exposure from reoccurring; and
- Recording the findings and actions taken.

Accident Investigation Form Appendix B.

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:

- When observed or discovered; hazards will be logged into the district work orders system. The district will put all identified concerns forward as a priority one status.
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

Hazard correction is implemented through:

- Training and instruction
- Direct, verbal or written, communication with employees
- Work orders

TRAINING AND INSTRUCTION

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

- When the IIPP was first established;
- To all new employees

- To all employees given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the District is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To all employees 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,

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
- 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 (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The master copy of this IIPP can be found: in Business Services and on the district website.

Other copies of the IIPP can be found: at each school site,

LABOR/MANAGEMENT SAFETY AND HEALTH COMMITTEE

Our District has elected to use a labor/management safety and health committee to comply with the communication requirements. The committee:

1. Meets regularly, but not less than quarterly;
2. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least three (3) years;
3. Reviews results of the periodic, scheduled worksite inspections;
4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
6. Submits recommendations to assist in the evaluation of employee safety suggestions; and
7. Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

PROGRAM MAINTENANCE

The IIPP Administrator will periodically review this IIPP. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.

Appendix A Site Self Inspection Checklist



Site Self Inspection

Inspection date: _____

Location: _____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments	
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?					
2	Is grass in good condition; is landscape well-groomed, are trees overhanging buildings, bushes for concealment?					
3	Does the site drainage system appear to effectively remove water runoff and prevent standing water or erosion?					
Building Conditions		Yes	No	NA	Comments	
4	Is the building free of apparent leaks or other obvious water intrusion?					
Doors, Exits, and Means of Egress		Yes	No	NA	Comments	
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?					
6	Is the site emergency evacuation map posted near all classroom and/or office doors?					
Emergency Action Equipment & Systems		Yes	No	NA	Comments	
7	Are fire extinguishers mounted, unobstructed, and inspected?					
8	Do alarm systems show active and operating, and are pull stations and alarm panels unobstructed?					
Mechanical and Utility Systems		Yes	No	NA	Priority	Comments
9	Are electrical panels and utility shutoff switches unobstructed, labeled or identified, and protected from tampering?					
10	Are electrical wiring systems in good condition; and is wiring free of damage or improper usage?					
11	Are electrical power cords and extension cords properly placed and free from damage?					

Appendix B
Supervisor's Report of Accident

SUPERVISOR'S REPORT OF EMPLOYEE INJURY

Name of injured employee _____ Social Security # ____ - ____ - ____

Address _____ Phone # _____

Birthdate _____ Job Title _____

Date of accident _____ Time of accident _____ A.M. P.M.

Date reported _____ Time reported _____ A.M. P.M.

Time employee started their shift _____ A.M. P.M. Scheduled hours Per Day _____

Reason for delay in reporting, if any _____

Location of accident _____

Nature of injury and part of body affected _____

Is the employee requesting medical attention? YES NO Employee signature _____

Name of medical facility _____

Address _____

Did injured leave work? YES Date _____ Time _____ A.M. P.M. or NO

Did injured return to work? YES Date _____ Time _____ A.M. P.M. or NO

Describe how accident occurred _____

If another person was responsible for injury, please list name(s) _____

Name of witness(es) _____

What steps have been taken to prevent similar accidents? _____

Do you feel this is an industrial injury as reported by the employee? YES NO

If not, please explain _____

Date _____

Supervisor's signature _____

Location _____