

*Paradise Unified School District*

# **Injury & Illness Prevention Program (IIPP)**



*Small Schools. Big Results.*

*Adapted from Cal/OSHA Workplace Injury & Illness  
Prevention Model Program for Non-high Hazard Employers  
CS-1B, 1995*

*Revised August 2010*

## INTRODUCTION

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The Paradise Unified School District is committed to providing a safe and healthy workplace for all employees and to providing a safe and healthy facility for employees, students and visitors. To achieve this goal, the Paradise Unified School District has implemented this Injury and Illness Prevention Program (IIP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, § 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, CS-1B, Revised August 1995, Cal/OSHA Consultation Service.

## **RESPONSIBILITY**

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The Injury and Illness Prevention (IIP) Program administrator, Roger Bylund, District Superintendent or his designee, has the authority and the responsibility for implementing and maintaining this IIP Program for Paradise Unified School District.

Site Administrators, Supervisors and Directors, are responsible for implementing and maintaining the IIP Program in their work areas and for answering employee questions about the IIP Program. A copy of this IIP Program is available from each Site Administrator, Supervisor and/or Director and is posted at the District Office, the Transportation Office, Food Services Department and the Maintenance Department.

Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards and for reporting any unsafe conditions to their supervisors.

## **COMPLIANCE**

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All employees, Site Administrators, Supervisors and Directors, are responsible for complying with safe and healthy work practices. Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Directors will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Directors will use all disciplinary procedures available to them to ensure 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 Directors will identify the resources necessary to provide a safe work environment for employees and include them in budget requests.

## **COMMUNICATION**

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Site Administrators, Supervisors, and Directors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Communication systems encourage all employees to inform their Site Administrators, Supervisors and Directors about workplace hazards without fear of reprisal. The Report of Unsafe Condition or Hazard can be used for this purpose.

Paradise Unified School District's communication system includes the following items:

1. New employee orientation including a discussion of safety and health policies and procedures;
2. Review of our Paradise Unified School District's IIP Program;
3. Training programs;
4. Regularly scheduled safety meetings;
5. Posted or distributed safety information;
6. A system for employees to anonymously inform management about workplace hazards; and
7. Periodic staff meetings to include the discussion of safety topics.

## **HAZARD ASSESSMENTS**

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Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Inspections are performed bi-annually and in addition, when the following occur:

1. New substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace;
2. New, previously unidentified hazards are recognized;
3. Occupational injuries and illnesses; and
4. Workplace conditions warrant an inspection.

## **ACCIDENT / EXPOSURE INVESTIGATIONS**

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Superintendents, Site Administrators, Supervisors, and Directors will investigate all accidents, injuries, occupational illnesses and near-miss incidents in a timely manner to identify the root cause. Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured employees 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**

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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 employees will be removed from the area except those necessary to correct the existing conditions. Employees who are required to correct the hazardous condition shall be provided with the necessary protection and resources.

## TRAINING AND INSTRUCTION

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All employees, including Site Administrators, Supervisors, and Directors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established or revised;
2. To all new employees;
3. To all employees 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 employees under their immediate direction and control may be exposed;
7. To all employees with respect to hazards specific to each employee's job assignment; and
8. Whenever the Superintendent, Site Administrator, Supervisor and/or Director feels additional training is necessary.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program;
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 immediate supervisors and Personnel Department;
9. Hazard communication, including employee 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; and
11. Ongoing employee training (i.e. Keenan P & C Bridge Online Training).

## **SAFETY COMMITTEE**

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The Paradise Unified School District will maintain a District Safety Committee which will assist in developing and maintaining the Paradise Unified School District Injury and Illness Prevention Program according to the following procedures:

1. Hold regularly scheduled safety meetings and submit the Safety Meeting Report to the Superintendent and or designee for review;
2. Review and/or conduct results of periodic inspections, accident investigations, hazardous conditions and submit suggestions for prevention of future incidents;
3. Serve as liaison for District employees to discuss or report concerns of possible workplace hazards or unsafe conditions/practices; and
4. Members will include, Personnel Assistant Superintendent or representative, Business Services Assistant Superintendent, a Site Administrator, Director of Maintenance/Transportation, Food Service Director or representative, Senior Head Custodian, PCEA representative and TAP Representative (not to exceed 11 members).

## **RECORDKEEPING**

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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 IIP Program. While written records are not required we will endeavor to maintain the following records in the District Office and/or school site:

1. Records of hazard assessment inspections;
2. Copies of all Accident Investigation Forms;
3. Documentation of safety and health trainings; and
4. Safety Meeting Reports.