

INJURY AND ILLNESS PREVENTION PROGRAM

I. INTRODUCTION

The Monrovia Unified School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee's safety.

II. PROGRAM OBJECTIVE

The primary objective of the Injury and Illness Prevention Program (IIPP) is to reduce job-related employee injuries and illnesses as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, section 3203, which required each employer to:

- A. Establish and maintain an effective IIPP
- B. Provide a safe and healthy working environment for all employees.
- C. Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training and communication processes which will contribute to and be part of IIPP.
- E. Establish on-going IIPP's for all departments.

III. INJURY AND ILLNESS PREVENTION PROGRAM

A. Support

All employees are expected to comply with the IIPP. The program reflects the administration's concern for safety and its commitment to the policies outlined in the program.

B. Responsibilities

1. Responsible Person

Connie Wu, Chief Business Officer will be responsible for overseeing and directly the IIPP administration as follows:

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- a. Administering the IIPP to determine compliance.
- b. Maintaining records as prescribed by legislation.
- c. Coordinate training for supervisors to effectively communicate safety instructions to employees.
- d. Coordinate employee training on safety, health and mishap prevention.
- e. Advising department heads and department safety members on safety equipment, personal protective equipment, and policies and procedures.
- f. Conducting and assisting with scheduled and unscheduled periodic safety and health inspections.
- g. Advising department heads on potential safety and health hazards.
- h. Performing follow-up investigations of injuries and illness as required.
- i. Performing those duties necessary to insure compliance with applicable safety and health regulations.

2. *Department Heads*

The department head is responsible for the effective implementation of the District IIPP as follows:

- a. Designated a Department Safety Member.
- b. Implement the District approved IIPP.
- c. Established and maintain a system of job safety inspections, accident investigation and pertinent safety performance records.
- d. Provide safety orientation, adequate job training and continuing safety instruction for all department employees.
- e. Insure compliance with Cal/OSHA regulations with regard to specific performance such as safety training meetings.
- f. Familiarize themselves with the safety program and ensure its effective implementation.

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- g. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
- h. Give maximum support to all programs and committees whose function is to promote safety and health.
- i. Actively participate in Safety Committees as required.
- j. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- k. Maintain records of all safety training sessions for a minimum of five years.

3. *Supervisors*

The supervisor is the key to an IIPP. The supervisor shall:

- a. Recognize the potential or real hazards of each job supervised.
- b. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
- c. Emphasize to employees the benefits of observing safety procedures and using prescribed protective equipment.
- d. Enforce those safety rules, procedures and policies applicable to their function.
- e. Recommend discipline for employees who do not comply with safety and health rules, procedures and policies.
- f. Provide new employee orientation, job specific training and safety training sessions. Records of all training shall be maintained in the department's files for a minimum of five years.
- g. Promptly investigate injuries, illnesses and accidents.
- h. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.

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- i. Immediately initiate action to correct all safety hazards which are identified. The supervisor shall notify the department head immediately if further corrective action is necessary.
- j. Insure that tools, equipment and protective devices are properly maintained and utilized.
- k. Perform those duties which will enhance the success of the IIPP.
- l. Familiarize themselves with District safety policies, programs and procedures.
- m. Provide complete safety training to employees prior to the assignment of duties.
- n. Investigate injuries to determine cause, then take action to prevent repetition.
- o. See that all injuries, no matter how minor, are treated immediately and referred to Business Services to ensure prompt reporting to the insurance administrator.
- p. Inspect work areas often to detect unsafe conditions and work practices.

4. *Employees*

All employees are required to develop and demonstrate safe work practices. They shall:

- a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
- b. Promptly report to their supervisor all unsafe conditions that they observe.
- c. Attend and practice in safety training sessions.
- d. Use prescribed protective clothing and devices where required.
- e. Learn and observe the safety rules, procedures and policies.
- f. Maintain equipment in good condition, with all safety guards in place when in operation.

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- g. Encourage co-workers to work safely.

5. *Safety Committee*

Safety Committee shall:

- a. Oversee the safety and health policies and procedures.
- b. Act at the direction of the Committee Chairperson.
- c. Meet monthly to perform the following functions:
 - (1) Analyze the effectiveness of the IIPP and develop policy recommendations to meet current needs.
 - (2) Review safety problems and recommend practical solutions to the problems.
 - (3) Recommend safety presentations and training for employees.
 - (4) Review results of periodic scheduled work site inspections.
 - (5) Review alleged hazardous conditions brought to the attention of any committee member.
 - (6) Upon request by Cal/OSHA, verify abatement action taken by the District to abate citations issued by Cal/OSHA.
 - (7) Prepare and make 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 (Cal/OSHA) upon request.

IV. EMPLOYEE PROTECTION

Employees who report possible violations of occupational and safety standards may not be discharged from filing such a report or for participating in an Occupational Health and Safety Committee. Furthermore, an employee may not be fired for refusing to work in violation of health and safety standards. An employee who believes that he or she has been discharged or otherwise discriminated against may file a complaint with the Labor Commission within 30 days of the alleged unlawful discharge.

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V. GENERAL SAFETY RULES

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

- A. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
- B. Machines or equipment shall not be operated until proper instructions on its operation have been received.
- C. Horseplay. Throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.
- D. All spilled oil, grease, water and other liquids shall be cleaned up immediately.
- E. Any defective tool or equipment shall be immediately reported to supervision.
- F. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
- G. Specific Department Safety Rules, when applicable, shall be posted in appropriate work areas.
- H. Personal protective equipment shall be worn when and where required.
- I. Lifting is to be done only in an approved safe manner.
- J. All work areas are to be kept in a clean and orderly condition.

VI. INSPECTIONS

All department personnel will be responsible for continuous, ongoing inspection of the workplace. When discovered, potentially hazardous conditions will be corrected immediately, or a report will be filed to initiate corrective action. Inspections will also be conducted when new hazards are introduced into the workplace and when the District is made aware of a new or previously unrecognized hazard.

Regularly scheduled planned inspections will be made by Safety Consultant, and site personnel utilizing the District's self-inspection guidelines.

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The following review process will be followed:

- A. The report will be reviewed by District and site administration, and action will be taken to eliminate potential hazards.
- B. The inspection report will be reviewed by the Director of Business Services and forwarded to the Director of Maintenance and Operations. Assignments, target dates and recommendations will be established by the Director of Maintenance and Operations on priority basis.

VII. SAFETY TRAINING AND EDUCATION PROGRAM

The Safety Training and Education Program will include three areas: employee training, supervisory training and safety education.

A. The Safety and Health Training Program will include:

- 1. An employee orientation program outlining the provisions of the IIPP.
- 2. General safety training to cover hazards basic to all areas of employment.
- 3. Specific safety training to cover hazards that are unique to each employee's job assignment.

B. Safety and Health Training for supervisors should include:

- 1. Theory on injury prevention.
- 2. Supervisor's responsibility under SB 198 (IIPP).
- 3. Accident prevention.
- 4. Accident investigation and follow-up.
- 5. Requirements for and use of personal protection equipment.
- 6. Hazard recognition, both general and specific, for District operations.
- 7. Employee communication programs.
- 8. Emergency procedures training.

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C. Safety Education Program shall include the following:

1. Regularly scheduled employee safety training meetings which will cover safety subjects specific to the department and work assignments.
2. The availability of safety material for department use.
3. Bulletin boards, posters and safety equipment displays to promote safety.

In all instances, all training instruction shall be documented and filed with the department head or site administrator as part of the total IIPP. Copies of training instruction shall be forwarded to Business Services.

VIII. INJURY REPORTING SYSTEM AND EVALUATION

One of the primary keys to the IIPP is the injury reporting system and the information that is obtained as part of the injury report. The information compiled should be carefully evaluated and corrective action recommendations made.

The major burden for reporting the injury and fully documenting it resides with supervisors. Supervisors should minimally:

- A. Insure that an employee accident report be completed immediately.
- B. Investigate the injury and file a complete and thorough report of the causes and recommendations to eliminate the hazards.
- C. Insure that corrective action is taken to eliminate the hazard.
- D. Instruct employees in injury avoidance techniques with special references to the most recent occurrence.
- E. Report the investigation findings to the IIPP Coordinator, and the Department Head.

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IX. EMPLOYEE COMPLIANCE PROGRAM

To ensure that employees comply with the District's IIPP, the District has established disciplinary procedures.

A. Disciplinary Procedures

The disciplinary procedures apply to all employees and supervisors as well.

1. Employees who fail to comply with safety rules shall be subject to disciplinary action.
2. Supervisors may be subject to disciplinary action for any of the following reasons:
 - a. Violation of District safety and health policies and procedures.
 - b. Repeated safety rule violation by their department employees.
 - c. Failure to provide adequate training prior to job assignment.
 - d. Failure to report accidents and provide medical attention to employees injured at work.
 - e. Failure to control unsafe conditions or work practices.
 - f. Failure to maintain good housekeeping standards and cleanliness in their departments.

X. SAFETY COMMUNICATION PROGRAM

The IIPP must provide for a means of readily understandable communication with effected employees on safety and health matters. The District may utilize any of the following methods of communicating with employees regarding safety and health issues.

- A. Safety Committee Meetings
- B. Safety Training Program
- C. Employee Meetings

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XI. SAFETY COMMITTEE MEETINGS

Safety Committee will be comprised of members (supervisors and/or employees) of the various departments and the administration. Members will meet, when requested, by memorandum. Members will review the following:

- A. Unfinished business of the previous meeting.
- B. Discussion of recent accidents and corrective action taken.
- C. New and outstanding recommendations submitted by outside agencies (Fire Department, Cal/OSHA, etc.).
- D. New Business.
- E. Proposed employee safety training.

All meetings will be documented and the time and place for the next meeting will be set prior to the completion of the meeting.

Employee Safety Meetings – supervisors will be responsible for holding department safety meetings on a regular basis. Employee's attendance and discussion topics will be documented.

XII. ACCIDENT INVESTIGATIONS AND REPORTS

It is policy of the District to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the supervisor, District personnel, and outside agencies, if necessary.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Cal/OSHA and the Worker's Compensation Insurance Administrator.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor shall begin to investigate the circumstances of the accident immediately.

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Accident investigation must be conducted as soon after the accident as possible. The less time that elapses between accident and investigation, the better the information that can be obtained. Facts are clearer, more details are remembered, and conditions are nearest those at the time of the accident.

The accident investigation will be your analysis and account of the accident based on the data gathered by examination of all facts, opinions, statements and related information.

Upon responding to the accident scene, the first person you should ask questions of is the victim of the injured person.

- A. Put the victim/injured person at ease. Remind the person of being interviewed that the sole purpose of the accident investigation is to prevent reoccurrence of the accident and to fix blame and you can only do this with their help.
- B. Conduct the interview at the scene of the accident. This will help the victim/witness to explain and you to understand the facts of the accident. Make this interview as private as possible. This will not only make the victim/witness more relaxed but prevents their observations and ideas from being influenced by others.
- C. Ask for their version of the accident. Make sure you stress you want their version of what happened just as they remembered it. Let them tell the story! Do not interrupt to clarify, interpret or evaluate. If there is something you don't understand, wait until they are finished, and then ask questions. Above all, do not make judgments. This will place the person being interviewed on the defensive and defeat the purpose of the interview.
- D. Ask only those questions that are necessary. Limit your questions to facts. Ask open questions when possible. Stay clear of questions with a "yes" or "no" response. Always ask questions in a friendly, construction manner. IF you must ask why questions, wait until you have all other information as these tend to put the employee on the defensive.
- E. Repeat the story as you understand it. This will assure correct understanding by allowing the employee to be sure you understand what was meant (not just what was said).
- F. Close the interview on a positive not prevention. Discuss actions that may be taken to prevent the accident from happening again. Before ending the interview, check all information to be sure nothing has been left out. Let the employee help in developing recommendations to prevent reoccurrence of a similar accident.

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In order for the Supervisor's Report to be effective, the narrative should contain all of the information gathered as a result of the investigation.

- A. Description of accident or employee/witness account of illness:
This is the section where you explain the what, where, who and how of the accident from the information you have gathered.
- B. Results of the accident or illness:
Now you must detail where the victim was injured. What were the injuries and to what extent to they affect the victim. Photographs and diagrams should be used for documentation.
- C. Basic Cause:
Explain fully in light of the act, condition or personal factor. The position of the narrative is asking that important question why did the accident happen.
- D. Corrective measure taken and/or personal factor:
Here you are to explain what has been done to prevent a reoccurrence of the accident and how are the recommendations or corrective measures to be accomplished.
- E. Additional comments and observations:
This place is reserved for comments or elements you as a supervisor may be aware of but may only have some indirect bearing on the accident.

The Supervisor's Accident Report (if any injury occurred) must be submitted to the Business Office not later than 24 hours after the accident.

XIII. HAZARD CONTROL

The most effective methods of accident prevention are the systematic elimination or control of hazard. The following basis hazard control methods shall be followed:

- A. Machine guards and warning devices shall meet state and federal standards. Safety of operations is to be given consideration to design, modification and purchasing of equipment. Inspections will be made by supervisors to assure that guards are not removed and are in use at all times.
- B. Appropriate personal protective equipment is to be provided by the District and its uses is to be strictly enforced. Initial and periodic training in the care and use of safety glasses, respirators, hearing protection, hard hats, etc. is to be provided.

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- C. Preventive maintenance on machinery and equipment is to be tailed to the various locations. Records shall be kept by department heads or site administrator of all inspections and repairs; recommendations will be acted upon promptly.
- D. Housekeeping is to be emphasized; aisles and storage areas are to be marked and space is to be assigned for tools and equipment. Employees will have cleanup responsibility in their own areas in addition to the regular custodial work.
- E. Proper material-handling techniques are to be emphasized and mechanical equipment for moving materials will be provided as required.
- F. Fire Department personnel and other agencies may periodically inspect District sites for fire hazards. Business Services and the Safety Consultant will regularly inspect for safety hazards to assure continuing compliance with federal and state laws.
- G. All accidents are to be investigated by the responsibility supervisor or his/her designated person. All property damage will be reported immediately.

XIV. OCCUPATIONAL HEALTH

Employee health is of primary concern to the District. The following areas are of specific concern to the District.

- A. Areas which are hazardous because of toxic fumes, smoke and/or dust are to be identified. It is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that proper ventilation and safety equipment is installed as required.
- B. Hazardous materials are to be identified to establish the safe handling, storage and use of them. Care is to be taken to label all containers in accordance with federal, state and local standards.

XV. PUBLIC PROTECTION

Protection of the public while visiting or working on a District property is a major District responsibility. The following procedures and safeguards have been established.

- A. Members of the public (i.e., visitors, contractors, parents and repair people) are to check in at each site. Personal protective equipment is to be issued as required. Visitors may be restricted to certain areas. Is the designated person's responsibility to work with the Safety Consultant and the Director of Maintenance and Operations to see that areas such as parking lots, driveways, walkways, stairs, halls and floors are adequately lighted and maintained. All construction

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sites are to be posted or fenced. Periodic inspections will be made to assure adequate maintenance of public safeguards.

- B. Measures, i.e. odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at District sites. These measures will be inspected on a regularly scheduled basis.

XVI. EMERGENCY PROCEDURES

Emergency response procedures have been established by the District for orderly shutdown of District site facilities in the event of fire, riot, strike, bomb threat, flood, earthquake and/or other natural disasters. These procedures are found in the District Emergency Preparedness Plan and shall be followed.

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