

Injury & Illness Prevention Program



Huntington Beach Union High School District

**Reviewed and Revised:
September 1, 2016**

**Huntington Beach Union High School District
5832 Bolsa Avenue, Huntington Beach, California 92649**

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Part I

Introduction

Huntington Beach Union High School District Injury & Illness Prevention Program

Part I: Introduction		
Date: 9-1-2016	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the Huntington Beach Union High School District to ensure a safe and healthy work environment for all of its employees. The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations Title 8, Chapter 4, Subchapter 7, Section 3203.

The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All employees of the Huntington Beach Union High School District are governed by the procedures outlined in this manual, unless otherwise stipulated by a specific policy or written statement.

The Risk Manager is responsible for the implementation and coordination of the Injury and Illness Prevention Program. The IIPP will include the following parts: Policy Statement, Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Control, Accident/Injury Reporting Procedures, Accident/Injury Investigation, Training/Instruction and Record Keeping.

This plan will be reviewed annually and revised as necessary.

Part II

Policy

Huntington Beach Union High School District Injury & Illness Prevention Program

Part II: Policy Statement	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Policy Statement

The Huntington Beach Union High School District is committed to providing a safe and healthful workplace for all of its employees. The personal safety of each school district employee while in performance of his or her work activity is of primary importance.

An Injury & Illness Prevention Program (IIPP) has been developed to ensure that the district takes all measures to effectively reduce the number of occupational injuries and illnesses.

The success of this program is to be achieved through the continuous and mutual cooperation and support of management and employees.

Part III

Responsibility

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 1: Risk Manager & Director of Maintenance & Operations Responsibilities	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Risk Manager & Director of Maintenance & Operations Responsibilities

The Risk Manager, in conjunction with other the Director of Maintenance & Operations/Facilities/Transportation, will serve as the Injury & Illness Prevention Program coordinators for the Huntington Beach Union High School District. The Injury & Illness Prevention Program Coordinator is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining and Revising the Safety Program
3. Evaluation the Injury & Illness Prevention Program
4. Providing advice and guidance to District Management and Supervisors
5. Communication of Safety Objectives
6. Developing and/or assisting in the development of employee training programs
7. Presiding over the Safety & Health Committee
8. Reviewing all accident reports and investigations
9. Ensuring District is adhering to Federal, State and Local Safety Codes
10. Serving as liaison between management and outside safety agencies

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 2: Management Responsibilities	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Management Responsibilities

District employees with management responsibilities include the Superintendent, Deputy Superintendent, Assistant Superintendents, Directors, Principals and any other employees charged with a management role. Management is responsible for specific elements of the Injury & Illness Prevention Program:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff.
3. Providing written documentation of employee training and instruction for employees in their area of responsibility
4. Providing supervisors and employees with safety training and job instruction
5. Managing a planned safety talk program
6. Managing safety discipline
7. Ensuring compliance with Federal, State and Local safety codes
8. Participating in the investigation of disabling injuries

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Supervisor Responsibilities

Supervisors have an integral role in the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. Therefore, it is essential that supervisors perform safety responsibilities with great interest and enthusiasm. There are several specific responsibilities for supervisors:

1. Taking any reasonable action necessary to prevent injuries where an immediate danger exists
2. Taking responsibility for safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area
3. Taking responsibility for safety all any employees that may be in the work area
4. Providing and maintaining a clean and hazard-free work area
5. Providing safety orientation and job instruction of supervised employees
6. Planning, conducting and documenting safety inspections in assigned areas of responsibility.
7. Conducting regular planned safety talks
8. Conducting safety observations of employee safe work practices
9. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline.
10. Maintaining emergency readiness
11. Ensuring employees received prompt medical treatment for all injuries
12. Ensuring employees are fit to work
13. Conducting Accident/Injury Investigations
14. Complying with Federal, State and Local safety code.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Employee Responsibilities

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management. Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the District
2. Wearing appropriate personal protective equipment as required and provided by the District
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 5: Employee Rights	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below:

- Employees have the right to safe and healthful working conditions.
- Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
- Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.
- Employees have the right to watch the District monitor and measure harmful substances in the workplace that are subject to Cal/OSHA standards.
- Employees have the right to be told by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
- Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
- Employees have the right to request an inspection of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential.
- Employees have the right to an employee representative accompanying District representatives and Cal/OSHA representatives on an inspection.
- Employees have the right to talk privately to the Cal/OSHA representative during an inspection.
- Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part III: Responsibility	
Section 6: Maintenance & Operations/Facilities Department Responsibilities	
Date: 9-1-2016	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Maintenance & Operations Department Responsibilities

The Huntington Beach Union High School District Maintenance & Operations Department has a critical role in maintaining all sites and facilities in proper and safe condition. Below are the responsibilities of the Maintenance & Operations/Facilities Department:

1. Responding immediately to maintenance work requests concerning safety related issues. These maintenance requests must be given the highest priority.
2. Locking and tagging out unsafe equipment, electrical circuitry, equipment with moving parts, etc. under their direction when it is in need of repair or is no longer in use.
3. Contracting with outside vendors as necessary to complete repairs that the Maintenance & Operations Department is not trained, equipped or qualified to conduct.
4. Posting required safety related signs as requested by District Management and Site Administrators.
5. Maintaining appropriate documentation of safety training, Districtwide repairs and maintenance of facilities and vehicles.

Part IV

Compliance

Huntington Beach Union High School District Injury & Illness Prevention Program

Part IV: Compliance	
Section 1: District Commitment	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

District Commitment

The Huntington Beach Union High School District is committed to providing all employees a safe and healthy work environment. The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employees.

The District maintains an open door policy allowing all employees to communicate any safety concerns. Furthermore, the District is committed to adhering to all Federal, State and Local safety codes and will provide full cooperation with any outside safety agency during the course of any inspection or audit.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part IV: Compliance	
Section 2: Employee Compliance	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that violate any safety policy, procedures, rules and regulations may be subject to disciplinary action.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part IV: Compliance	
Section 3: Disciplinary Action	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Disciplinary Action

The Huntington Beach Union High School District utilizes progressive disciplinary action as the preferred method of discipline for employees that violate district policies, rules and procedures. In the event, an employee violates any safety rules or requires any counseling as a result of unsafe work practices, the District will use progressive disciplinary procedures.

The objective of progressive discipline is to correct unacceptable behavior or performance of an employee. This form of discipline involves a series of steps initiated by management. In most instances these steps apply, however, if the performance or behavior has been sufficiently serious or frequent, it may be appropriate to modify the disciplinary procedures. Any variation from established procedures must be reviewed with the Human Resources Department.

Please refer to the District's disciplinary procedures and with the Human Resources Department for further information regarding discipline.

Part V

Communication

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

General Information

Huntington Beach Union High School District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

Managers and supervisors are responsible for communication with all employees about occupational safety and health in a manner or form readily understandable by all workers.

Employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

The system of communication regarding safety and health at Huntington Beach Union High School District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 2: New Employee Orientation	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

New Employee Orientation

All new employees of the Huntington Beach Union High School District are required complete New-Hire Orientation prior to their actual start date.

Safety information communicated will include, but is not limited to: fire procedures, hazardous materials communication, Bloodborne pathogens, back injury prevention, basic first aid, emergency preparedness, personal protective equipment, mandated reporter requirements, and injury reporting.

All new employees receive a certificate of completion.

Human Resources/Risk Management will be notified of any employee who does not successfully complete the on-line training orientation courses as required and will ensure completion.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 3: Review of Injury & Illness Prevention Program	
Date: 9-1-2016	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the Huntington Beach Union High School District. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program will be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation. All employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary. The Safety and Health Committee will perform critical review of the program. Any employee that is not a member of the Safety Committee, with comments and/or suggestions is encouraged to provide feedback regarding to the program to the District Risk Manager for consideration.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 4: Training Programs	
Date: 9-1-2016	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Training Programs

The Huntington Beach Union High School District is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the District to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through dialog between trainer and trainee, on-line training, safety literature, hands-on example, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The District Risk Manager will measure the effectiveness of specific training programs and recommendations will be communicated to the necessary Human Resources or agencies conducting the training.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 5: Safety Committee	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Safety Committee

The Safety Committee has two primary functions. The first is communication between employees and management. The second function is the monitoring of the effectiveness of the District's Injury & Illness Prevention Program.

The Safety Committee is district-wide and comprised of both management and staff. Each school is to be represented by a custodial employee, school health practitioner, and teacher (if possible). One administrator from each school should attend safety committee meetings. One member of the district's maintenance staff should be in attendance as well.

The Safety Committee will meet regularly, preferable monthly but at on a bi-annual basis. The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety inspections, and a round table session.

The district employees on the Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and workers' compensation costs. Management is to provide employees with information and training regarding occupational safety.

The Safety Committee will be responsible for making any revisions to the Injury and Illness Prevention Program. The committee will also conduct safety inspections, review other safety compliance programs, communicate safety information at member's sites, initiate implementation of safety programs at member's sites and any other task deemed a necessary function of the Safety and Health Committee.

All Safety Committee meetings are to be documented in the form of written meeting minutes. Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept in the Risk Manager's office.

At the end of each calendar year, the Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 6: Posted/Distributed Information	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Posted/Distributed Information

The Huntington Beach Union High School District is committed to providing its employees with accurate and timely safety information. Safety literature, policies/procedures, concerns, Safety Committee meeting minutes, and other safety information will be posted in an area accessible to all employees or distributed in a manner that allows employees to receive information in a timely manner.

Any safety or health code violations will be posted in accordance with the laws of the governing jurisdiction of the agency providing the citation.

Warning signs and other indicators of a hazardous condition will also be posted in accordance with applicable laws or district policies.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part V: Communication	
Section 7: Hazard Reporting System	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or senior management. Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices. Employees should forward the completed form to management for review. The Report of Unsafe Condition or Hazard Form can be submitted anonymously. It is the policy of the Huntington Beach Union High School District to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices.

Employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

Part VI

Hazard Assessment

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 1: General Information	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

General Information

The detection of hazards in the workplace is essential to ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear is the constant process where equipment and areas deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury. Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety Inspections and Hazard Classifications are tools utilized by the Huntington Beach Union High School District to identify hazards.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 2: Safety Inspections	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Safety Inspections

A competent person to identify any unsafe conditions and work practices shall conduct safety inspections regularly. Safety Inspections are conducted on a continual basis by site personnel.

The Risk Manager and/or Director of Maintenance & Operations will be notified of all safety inspections and initiate corrective action. The Risk Manager and Director of Maintenance & Operations will make an analysis of the results.

Inspections and analyses will be reviewed at the Safety Committee meeting. This committee will investigate long-term solutions to recurring hazards.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 3: Hazard Classification of Employee Groups	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards.

For each employee group, Hazard Classifications contain the following information:

- Job/Task Exposures
- Potential Occupational Safety/Health Exposures
- Control Measures for Occupational Safety/Health Exposures

The following employee groups have Hazard Classifications:

- Auto Shop Teachers
- Custodians/Facility/Maintenance/Skilled Maintenance workers
- Food Service workers
- Industrial Art Teachers
- Maintenance and Electronics Technicians
- Office, Clerical, Data Processing and Administrative Employees
- Operations – Custodians
- Operations – Grounds
- Physical Education Teachers, Coaches, Trainers, Attendants
- Plant Managers
- Public Safety/Supervision
- School Nurse and Clerical Support (health clerks)
- Science Teachers and Laboratory Assistants
- Teachers and Instructional Aides (Special Education)
- Transportation/Bus Drivers
- Utility Worker
- Vehicle Maintenance Employees
- Warehouse/Delivery
- Wood Shop Teachers

Hazards Classifications will be reviewed annually to ensure that they are accurate for the positions listed. In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.

Part VII

Hazard Correction

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Human Resources at all levels of employment have responsibilities in hazard correction. All Human Resources should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

Senior Management

Senior Management is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Principals will initiate the appropriate corrective action by way of a work order or communication with Senior Management. The Directors and Principals will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken. A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, and notifying the necessary persons responsible for taking required action to correct the hazard. Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management. Supervisors are also responsible for taking temporary precautions until corrections can be made.

Employees

All employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management Human Resources of the conditions.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VII: Hazard Correction		
Section 1: Hazard Correction Responsibilities		
Date: 9-1-2016	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Correction Responsibilities (Continued)

Risk Manager & Director of Maintenance & Operations

The District's Risk Manager and Director of Maintenance & Operations are responsible for immediately initiating any hazard that has come to his/her attention. Follow-up on corrective activity for all reports of unsafe or unhealthy conditions is required. The Risk Manager will review all reports or unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Maintenance Department

The Maintenance Department is responsible for repairs to buildings, grounds and equipment with conditions that create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Controlling Access to Areas Containing Hazards

To prevent danger to employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled. Supervisors, Directors and/or Principals responsible for the area of operation where such conditions exist are responsible for informing employees verbally and in writing. The notification of any serious hazard should be done no later than 24 hours from the time the unsafe condition has been identified.

Only authorized personnel (including but not limited to, dependent on the assessed danger, Assistant Superintendent – Business Services, Director of Maintenance & Operations, Plant Supervisors, and Risk Manger) should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas. Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Correction Follow-Up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. All persons of responsibility should conduct the necessary follow-up. Persons initiating Reports of Unsafe Condition or Hazard should inquire with their supervisors the status of corrections. Any unnecessary delays in hazard correction should be investigated by Directors/Principals and reported to the District Risk Manager.

In the event an unreasonable delay in correcting safety hazards occurs, the District Risk Manager should inquire with the Director of Maintenance & Operations the status of the work and report back to the Director/Principal any pertinent information.

Once a reported hazard has been corrected, Supervisors, Directors and/or Principals responsible for the area should conduct a safety inspection to ensure that the hazard has been completely eliminated. Only upon approval of the persons responsible for the area should access be allowed.

Part VIII

Accident/Injury Reporting Procedures

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 1: Injured Employee Procedures: Non-Emergency	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Injured Employee Procedures: Non-Emergency

1. Immediately report all injuries or near misses to your supervisor and site nurse as applicable.
2. Your supervisor will complete a Supervisor Accident Investigation Report.
3. If no medical treatment is required, your supervisor or site nurse will forward the Incident Report to the Insurance department in the District Office.
4. If treatment is required but the injury is not an emergency, your supervisor/nurse/Insurance department will provide authorization for you to be seen by one of the District's authorized medical clinics.
5. The Insurance department/supervisor/nurse will provide you with a Claim form for Workers' Compensation (Form DWC-1), Medical Authorization and a brochure regarding the District's MPN (Medical Provider Network).
6. Receive medical attention at District approved medical facility.
7. If you are authorized to return to work, provide Certificate for Return to Work and/or Further Treatment to the District Insurance department and your supervisor. Any accommodation will be reviewed by the district Risk Manager, Human Resources and your supervisor/site administrator.
8. If you are unable to return to work, notify your supervisor and provide a physician status report to the District Risk Manager/Insurance department and your supervisor.
9. Participate in medical treatment as outlined by treating physician and mandated by law.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Emergency	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Injured Employee Procedures: Emergency

1. Immediately notify your supervisor/nurse/site administrator of your injury.
2. Your supervisor/nurse/site administrator will authorize treatment.
3. Receive treatment at District approved medical facility.
4. Notify District Risk Manager/Insurance department of your status.
5. Complete claim form provided by Risk Manager/Insurance department/supervisor/nurse (DWC 1).
6. If you are authorized to return to work you must provide Certificate for Return to Work or Further Treatment to the District Risk Manager/Insurance department and your supervisor. If there are any work restrictions, the Risk Manager will review same for accommodation with Human Resources/site administrator/supervisor.
7. Participate in medical treatment as outlined by treating physician and mandated by law.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 3: Supervisor Procedures	
Date: 9-1-2016	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Nurse/Supervisor/Site Administrator Procedures

1. Upon notification of an injured employee, determine if medical treatment is necessary.
2. If emergency medical treatment is not necessary, complete Supervisor Accident Investigation Report.
3. If no medical treatment is required, forward the Incident Report to the District Risk Manager/Insurance department.
4. If non-emergency medical treatment is required, complete the Supervisor Accident Investigation Report to the District Risk Manager/Insurance department.
5. If emergency medical treatment is required, authorize treatment and notify the District Risk Manager/Insurance department as soon as possible. Complete Supervisor Accident Investigation Report.
6. After the employee has received treatment, receive Certificate of Return to Work or Further Treatment.
7. Review any modified duties with Human Resources and District Risk Manager.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 4: Reports to Cal-OSHA	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Reports to Cal-OSHA

Some serious injuries are to be reported to Cal-OSHA, as required, within 8 hours of the employer's knowledge. The District Risk Manager is responsible for making reports to Cal-OSHA. Serious injuries warranting Cal-OSHA notification include but are not limited to deaths, amputations **or if an employee has been hospitalized for other than observation as a result of work-related injury. Contact the District Risk Manager/Insurance department immediately if any of the above occur.**

Part IX

Accident Investigation

Huntington Beach Union High School District Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 1: Supervisor's Accident Investigation	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Supervisor's Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the District's *Supervisor Accident Investigation Report*. Supervisors will retain a copy and supply a copy to the Risk Management Department. These reports will be used in compiling data loss analysis and for review by the Safety Committee.

Procedures for investigating employees include:

1. Visiting the accident scene as soon as possible.
This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to employees in the area.
2. Interviewing injured workers and witnesses.
Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. Examining the workplace for factors associated with the accident.
It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
4. Determining the cause of the accident.
Understanding the root cause of an accident will allow management to measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Taking corrective action to prevent the accident from recurring.
Immediate and complete corrective action is essential.
6. Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report (Form 75.2). Attach all necessary information to the investigation report.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 2: Outside Agency Investigation	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Outside Agency Investigation

Serious injuries may also be investigated by agencies outside of the District. Insurance agencies as well as Cal/OSHA, fire departments and law enforcement agencies may desire to investigate accidents deemed serious. The District will cooperate with and assist outside agencies during the course of these investigations. Site administrators are to contact the Risk Manager's office and/or the Director of Maintenance & Operations in the event of an unannounced inspection by any outside agency.

Part X

Training & Instruction

Huntington Beach Union High School District Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 1: New Employee Orientation	
Date: 8-15-13	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

New Employee Orientation

New employees are required to complete an on-line New-Hire orientation that includes safety as a major topic. The Risk Management/Insurance/Human Resources Departments are responsible for overseeing the completion of the new employee safety and health orientation training. Safety training will be provided at the time of hire and annually and shall include but not be limited to:

- General work rules and procedures
- Hazard Communication
- Bloodborne Pathogens
- Injury Reporting
- Overall Injury Prevention
- Emergency action and fire plan
- Mandated Reporter
- Personal Protective Equipment

This training shall be documented and maintained by Risk Management/Human Resources/Director of Maintenance & Operations.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 2: Initial Job Instruction	
9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Initial Job Instruction

Initial Job Instruction refers to the on-the-job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely. Whether the employee is a new hire or a transfer from position, safety training is essential. When employees move to new occupations they are confronted with an entirely new workstation and potentially new safety issues. Safety training will be provided to those employees who either transfer or promote to another occupation within the District for which additional safety training is required.

Huntington Beach Union High School District Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 3: Pre-Job Safety Instructions for Hazardous Jobs	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions. A pre-job safety instruction for hazardous jobs is a specific orientation to the employee for a specific hazardous operation. Supervisors assigning hazardous jobs are responsible for conducting pre-job instructions and notify the Risk Management department of the need for safety instruction. During this orientation, the supervisor or his/her trained designee will cover specific hazards and precautions necessary for the job. Information to be included during this type of training should include but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area

Huntington Beach Union High School District Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 4: Safety Talks	
Date: 9-1-2016	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules. Essentially, such talks are short five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of the talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should always conduct safety talks. Planned safety talks should be used whenever a new substance, process, procedure or equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case. Correctional safety talks should be conducted in a friendly but firm manner.

Part XI

Record Keeping

Huntington Beach Union High School District Injury & Illness Prevention Program

Part XI: Record Keeping	
Section 1: Record Keeping	
Date: 9-1-2016	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Safety Inspection Documentation

- Safety Inspection documentation will be maintained by the District Risk Manager/Director of Maintenance & Operations.
- Safety Inspection documentation should include the name of the person(s) conducting the inspection,
- Safety inspection documentation should include any unsafe conditions or work practices.
- Safety Inspection documentation should include corrective actions.
- Safety Inspection documentation should be maintained for no less than three years.

Safety Training Documentation

- The District Risk Manager/Director of Maintenance & Operations/Manger of Transportation will maintain safety training documentation for a period of no less than three years.
- Safety Training documentation should include the employee's name, training dates, type of training, training providers.

Employee Injury Reports/Supervisor Accident Investigation Reports

- These reports will be maintained by the District Risk Manager/Insurance department.
- These reports should remain on file for the duration of the injured employee's employment.

Environmental/Employee Medical Monitoring

- The District Risk Manager/Director of Maintenance & operations will maintain this documentation for a period of no less than thirty years.