



Engage. Challenge. Inspire

LUCIA MAR UNIFIED SCHOOL DISTRICT
INJURY & ILLNESS PREVENTION PROGRAM

REVISED: OCTOBER 2, 2017

Lucia Mar Unified School District
602 Orchard Street, Arroyo Grande, CA 93420
www.luciamarschools.org

Telephone 805.474.3000 / Fax 805.473.1593

HEALTH AND SAFETY POLICY

The safety of students and staff is the highest priority for the Lucia Mar Unified School District. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District's ability to provide quality education. It is the District's position that all accidents are preventable.

Site supervisors and department managers have primary responsibility for providing a safe working and learning environment, and are accountable for compliance with applicable health and safety requirements. All supervisory employees share responsibility for ensuring the safety of students and staff.

Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

Raynee J. Daley

Raynee J. Daley, Ed.D
Superintendent

INJURY & ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

OVERVIEW	1
1. RESPONSIBILITIES	2
2. COMMUNICATION.....	4
3. COMPLIANCE	5
4. HAZARD ASSESSMENT AND CONTROL.....	5
5. ACCIDENT, INJURY, AND INCIDENT INVESTIGATION.....	6
6. CORRECTIVE ACTION	6
7. TRAINING AND INSTRUCTION	7
8. RECORDKEEPING AND DOCUMENTATION	8

INJURY & ILLNESS PREVENTION PROGRAM

OVERVIEW

The California Code of Regulations (CCR), Title 8, Section 3203, require employers to maintain a safe and healthful workplace for employees. These regulations are enforced by the California Occupational Safety and Health Administration (Cal/OSHA). The regulations require a written Injury and Illness Prevention Program (IIPP) to specify responsibilities and general procedures to protect employees and reduce losses resulting from injuries and illnesses.

It is the position of the Lucia Mar Unified School District that all accidents are preventable. The district, through its administration and management, is committed to the safety of all employees and recognizes the need to identify and prevent employee injuries, accidents, and promote employee safety. All employees, including site supervisors and department managers, share responsibility for providing a safe working environment. This requires that District facilities be maintained and operated in strict compliance with all applicable health and safety regulations.

This document is intended to assure compliance with 8 CCR Section 3203, and defines general and specific workplace safety responsibilities and procedures for all employees.

1. RESPONSIBILITIES

Program Administration

The ultimate responsibility for Lucia Mar's IIPP rests with Superintendent, Raynee J. Daley, Ed.D.

Program Administrator

Name: Duane Whittemore
Title: Supervisor, Maintenance / Safety Coordinator
Address: 222 Stanley Avenue, Arroyo Grande, CA 93420
Telephone: (805) 474-3000 extension 1030

Responsibilities include:

- Advising senior management and the school board on safety and health issues
- Working with senior management to develop safety and health guidelines and policies
- Preparing and distributing the districts guidelines, policies and procedures on safety and health issues
- Maintaining current information on local, state, and federal safety and health regulations
- Serving as liaison with governmental agencies
- Planning, organizing and coordinating safety trainings
- Arranging for safety and health inspections and follow up to insure necessary corrective action is completed
- Establishing, conducting and maintaining an injury/illness/accident report and investigation procedure
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate
- Coordinate with Human Resources department on maintaining injury and illness records.
- Reviewing injury and illness trends.
- Establish and oversee the actions of the Safety Committee
- Establishing a system for maintaining the records of inspection, hazard abatement, and training.

Supervisors/Department Managers

Supervisors/Department Managers have overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements. In addition, they are responsible for enforcing safe work practices and mitigating identified hazards.

Other responsibilities include:

- Providing new employees with an orientation of job hazards and safe work practice associated with their defined duties prior to assignment, including use of personal protective equipment;
- Maintain the IIPP at their site and answer worker questions;
- Investigating and documenting accidents and taking necessary action to prevent recurrence;
- Recommending disciplinary action for employees failing to comply with safety requirements;
- Ensuring employees are trained on safe work practices and any hazards unique to their duties
- Ensure employees comply with all safe work practices
- Instructing and ensuring proper reporting of work-related injuries and illnesses
- Informing employees on procedures for reporting workplace hazards and safety concerns
- Conduct monthly safety meetings
- Reporting workers compensation claims and continuing contact with injured employees; and
- Maintaining employee training records.

Employees

Employees are responsible for following safe work practices and procedures as referenced in this document and by their respective department or supervisor. All employees should adhere to the following safe practices:

- Understand and comply with all general and specific safe job procedures that apply to your job
- No employee is expected to undertake a job until he/she has received instructions or training on how to do a task properly and safely, and is authorized to perform the job
- No employee should undertake a job that appears to be unsafe
- No employee should use chemicals they are unfamiliar with
- Mechanical safeguards must always be in place during operations

Other responsibilities include:

- Reporting unsafe conditions, work practices, near misses, or accidents to your supervisors immediately
- Utilize appropriate personal protective equipment as instructed by a supervisor
- Correcting and/or reporting workplace hazards when they are discovered
- Attend and participate in monthly safety meetings
- Promote safety in the workplace

Safety Committee

The Safety Committee is responsible for reviewing accident reports, workplace safety concerns, promoting safety awareness, and providing safety communications around the district.

Other responsibilities include:

- Reviewing work-related injury and illness reports and statistics;
- Oversee the district safety incentive program
- Making recommendations to the Program Administrator and/or site supervisor/manager on necessary corrective actions;
- Conducting and/or reviewing periodic site inspections; and
- Reviewing the IIPP annually and recommend necessary revisions to the Program Administrator.

Safety Coordinator

The safety coordinator is responsible for advising site administrators and department managers on regulatory requirements, and for conducting periodic site inspections to assess compliance with applicable standards.

Other responsibilities include:

- Developing policies and procedures for workplace safety;
- Assisting administrators in preparation, implementation, and maintenance of the IIPP;
- Conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical, and biological agents;
- Compiling injury and illness statistics;
- Evaluating factors contributing to workers compensation claims and preparing corrective action plans to reduce loss potential;
- Suggesting corrective action following routine site inspections;
- Preparing health and safety training materials and providing training, as requested

2. COMMUNICATION

All supervisors and managers are responsible for communicating with all employees assigned to their area of responsibility about safety and health in a form readily understandable by everyone on a regular basis. Ongoing communication about safety and health topics, workplace hazards, and recent injuries or incidents is important because it keeps safety in the minds of everyone.

1. The site supervisor/department manager will ensure the location of the IIPP is known to and accessible to all employees. New employees must be oriented on the contents of the IIPP in addition to general and specific safety topics. This orientation is generally provided within 30 days of employment by Human Resources Department.

The orientation should be documented using the *Meeting Sign-In Form* or other appropriate form and a copy retained in the employees personnel file.

2. The site supervisor/department manager will disseminate safety-related information provided by the district and conduct monthly safety meetings. This information is disseminated during staff meetings, posted on staff bulletin boards, and via email.
3. The site supervisor/department manager will encourage employees to inform any supervisor or manager of potential workplace hazards. Supervisors and managers are expected to inform all employees on the procedures for reporting potential hazards and that such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to the Program Administrator or Safety Coordinator at (805) 474-3000 ext. 1032.
4. The district safety committee meets at least 8 times each year to discuss such items as recent accidents and injuries, safety compliance, identified hazards, safety suggestions, safety equipment, and other issues related to safety. The committee is comprised of classified and certificated employees and each site has at least one representative to disseminate the information at their site. Current minutes and agendas are posted each month on the staff bulletin board and/or sent by email to all employees.

3. COMPLIANCE

Lucia Mar will ensure that employees comply with established safe and healthy work practices. Supervisors and managers are responsible for ensuring employees are aware of and understand all applicable practices and procedures and enforce them in their area of responsibility. Other methods to obtain employee compliance include:

- Safety Incentive Programs
- Recognition Programs
- Knowing unsafe conditions or practices can be reported without fear of reprisal
- Training and Retraining Programs
- Safety Compliance as part of the annual employee job evaluation process
- Disciplinary Action

4. HAZARD ASSESSMENT AND CONTROL

Procedures are in place to assess and control hazards within the district. Lucia Mar conducts at least two inspections each year on the interior and exterior of each site or department. Inspection findings are processed by the Facilities Department and appropriate action is taken to correct each hazard or finding.

1. The site supervisor and department manager or designee is expected to conduct a brief daily survey of their area of responsibility to identify any new unsafe conditions and take action to ensure correction. Corrective action may be taken by facility staff or if necessary, the Facilities Department should be contacted for assistance.
2. The Program Administrator will ensure that all reported potential safety hazards left unabated are documented using the district work order system for the purpose of facilitating necessary corrective action.
3. Employees are encouraged to continually assess their work environment for hazards, inspect their tools and equipment before use, be aware of other safety issues and report any problems in writing to their supervisor utilizing a *Safety Concern/Suggestion* form located on the district website under *Employee Safety*.
4. Site supervisors and department managers are responsible for ensuring that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent re-entry except for designated workers.

5. ACCIDENT, INJURY, AND INCIDENT INVESTIGATION

Supervisors and employees are required to follow the districts *Injury and Illness Reporting Procedures* when an event occurs. Reports of occupational injury, illness, or near-misses shall all be investigated by the supervisor or department head and documented using the appropriate district form. Incidents resulting in serious injuries or those that had the potential for serious injury will be referred to the district safety coordinator for immediate investigation.

The primary reason for conducting an accident investigation is the prevention of similar incidents through the use of knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility. Supervisors are required to complete the supervisor section of an *Employee Accident Report* and a *SIPE Accident Investigation Report* with the employee as soon as possible after the incident. The report should be forwarded to the appropriate District personnel upon completion.

In addition to the above investigation and documentation of the findings, the safety committee will review the findings and make additional recommendations when appropriate.

6. CORRECTIVE ACTION

Correcting and controlling hazards discovered in the workplace is everyone's responsibility and is the cornerstone of an effective IIPP. Upon completion of an incident investigation or discovery of a workplace hazard, corrective action will be taken by the appropriate party to eliminate or control the hazard. The action taken can be completed and documented at the time of the investigation or discovery or a district *Work Order* can be filed for action by the proper personnel. For conditions where appropriate corrective action cannot be determined, managers and supervisors will consult the safety coordinator, safety committee, SIPE or another qualified consultant or individual to develop appropriate corrective action. Documentation of correction will be maintained in the work order system or on one of the written accident investigation forms or on a *Safety Concern/Suggestion* form located on the district website under *Employee Safety*.

Hazards or other safety issues documented on the district work order system will specify the problem and indicate a priority by writing the word "Safety" in red print at the top left hand corner or in the comment section for online work orders. Items will be addressed in a timely manner based on the severity of the hazard.

7. TRAINING AND INSTRUCTION

Proper employee safety training is crucial for maintaining a safe and healthy workplace. It is the intent of the district to fully train and inform all employees in their respective areas of employment, including general safety and healthy work practices and hazards specific to their job assignment. Each department manager and/or site supervisor is responsible for ensuring the appropriate training of his or her employees takes place. The training provided should be appropriate for each position based on the job description and address the specific hazards associated with their tasks and the proper precautions that should be taken to protect them from the hazards. The training will be documented on a sign-in sheet that indicates the subject, training provider, and date. This documentation will be kept on file for a minimum of three years.

Training will be provided when:

1. A new program is established
2. An employee is first hired
3. An employee is given a new job assignment for which training has not previously given
4. A new substance, process, procedure, or equipment is introduced into the workplace and represents a new or potential hazard.
5. Required by a local, state, or federal regulatory agency

Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed and will receive additional training as required.

8. RECORDKEEPING AND DOCUMENTATION

Actions taken to implement and maintain the IIPP are documented and maintained by the safety coordinator. Records will be kept for a minimum of three years and specifically include:

- Site safety inspections
- Safety training
- Safety concern/hazard
- Corrective action
- Near-miss
- Injury/accident investigation
- Safety committee minutes and agendas