

INJURY AND ILLNESS PREVENTION PROGRAM

Arvin Union School District 737 Bear Mountain Blvd. Arvin, CA 93203

School District Name and Address

Georgia Rhett, Superintendent 661-854-6500

Name and Contact Information for Individual Completing this form

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Superintendent

737 Bear Mountain Blvd, Arvin, CA 93203 661-854-6500

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

Our school district's co-administrator for our IIPP is:

Manager of Human Resources

737 Bear Mountain Blvd, Arvin, CA 93203 661-854-6510

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

Our school district's co-administrator for our IIPP is:

MOT Director

737 Bear Mountain, Blvd. Arvin, CA 93203 661-854-8293

Co-Administrator's Name, Job Title, and Contact Information (address, phone numbers)

The responsibilities of our IIPP Administrator(s) include (check all that apply):

- Preparing and updating our district's IIPP
 - Implementing the provisions in our IIPP
 - Making sure each site has a copy of our IIPP
 - Making sure hazards, injuries and accidents in each site are routinely investigated
 - Taking action to mitigate identified hazards
 - Establishing a district wide Safety Committee and designating a chairperson
 - Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns
 - Other: _____
- (Optional but recommended.) Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school-site safety coordinators include (check all that apply):

- Conducting routine safety inspections
- Participating on the district wide Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety
- Other: _____

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices.
- Using appropriate personal protective equipment as instructed by their supervisors
- Other: _____

This IIPP applies to all schools in our district.

In addition to the IIPP, schools in our district have school-specific employee safety plans.

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals. Unsafe conditions and work practices identified during the inspections shall be documented. Inspections will be documented using checklists and in-house forms. The date and person conducting the inspections will be documented.

Any deficiencies will be documented on an in-house work order. The work order shall specify the problem and shall also indicate if it is a priority item. Work orders shall be reviewed in order to take the appropriate actions to address each problem. Items will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated or the operation suspended until corrective measures can be taken.

Any employee may generate a work order as an unsafe or hazardous condition arises or becomes evident. The work orders may be turned in to any area supervisor.

- School-site safety coordinators at their school sites
- Our district's IIPP Administrator(s)
- Other: Lead Maintenance personnel responsible at each site

Periodic inspections are always performed according to the following schedule:

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- When we initially established our IIPP.¹
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.¹
- Whenever new, previously unidentified hazards are recognized.¹
- Whenever occupational injuries and illnesses or near miss incident occurs.¹
- Whenever workplace conditions warrant an inspection.¹
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹
- Other times: _____

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Reports of occupational injury or illnesses shall be investigated. A brief summary shall be written outlining the results of the investigation. The summary shall be attached to the injury report and shall include information relating to the cause of the accident and any information relating to measures taken to prevent future incidents. Reports of near misses shall also be investigated.

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Georgia Rhett, Superintendent or designee

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.¹
- Interviewing injured employees and witnesses.¹
- Determining the cause of the accident/exposure.¹
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.¹
- Taking corrective action to prevent the accident/exposure from reoccurring.¹
- Recording the findings and actions taken.
- Other: _____

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered;¹ and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

required to correct the hazardous condition will be provided with the necessary protection and training.¹

We have a plan/policy (attached) for addressing the following hazards we have identified in our schools (check all that apply and then attach your plans/policies):

- Slip and fall hazards and ladder safety
- Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
- Lead paint
- Asbestos
- Ergonomic hazards
- Infectious diseases, including bloodborne and aerosol transmissible diseases
- Outdoor heat
- Violence
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.
- Other: _____

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

Communication is important in sharing information on the hazards in the workplace. The primary means for providing this information is through safety meetings. Employees are expected to attend these safety meetings unless prior approval from management is obtained. Safety meetings shall be documented.

Safety information shall be posted in employee break rooms. Written safety information shall be provided in a language understandable to employees.

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

Our communication system includes all of the following checked items:

- A. New employee orientation including a discussion of safety and health policies and procedures.¹
- Follow-through by supervisors to ensure effectiveness.¹
- Worksite-specific health and safety training.¹
- Regularly scheduled safety meetings.¹ Our safety meetings are held on the following schedule: quarterly
- Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.¹
- Posted or distributed safety information.¹
- A system for employees to anonymously inform administration about workplace hazards.¹ This system involves: a PDF is available on the district website to be printed

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

and submitted anonymously through district mail and to be reviewed and acted upon by recipient. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.

- Other methods we use to ensure communication and involvement of employees include: LCAP input meetings

--OR--

- B. Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

Proper employee training is critical for maintaining safe operations. It is the intent of this operation to fully train and inform our employees of areas of their employment, including hazards specific to their job assignment.

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established. Online training can take place after initial training.¹
- To all new employees.¹
- To all employees given new job assignments for which training has not previously provided.¹
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.¹
- Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- To all employees about the hazards specific to each employee's job assignment.¹

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

- stacking goods in an unstable manner
- storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.
- On any other topics listed in the **Hazard Correction** section of this plan, including specifically: _____

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

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

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: The District has a system for recognizing employees who follow safe and healthful work practices. The “work habits and attitudes” section of the annual job evaluation question #10 regarding safety awareness may be marked as exceeds or meets work performance standards.
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Supervisors are responsible for providing the necessary supervision to ensure employees comply with safe and healthy work practices. Disciplinary action consistent with district policy will be taken if an employee violates established safe work procedures.
- Other systems we have in place to ensure compliance with safety practices: _____

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year. Actions taken to implement and maintain the program shall be documented and maintained at the: MOT office.

- Documentation of our safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers. Actions taken to implement and maintain the program shall be documented and maintained at the: district office in the Human Resources Department.

Documentation is to be maintained for a minimum of 3 years.

The master copy of this IIPP can be found at: 737 Bear Mountain Blvd., Arvin, CA 93203

Other copies of the IIPP can be found at:

1. www.arvinschools.com
2. each school site and program office

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

District Coordinator	Georgia Rhett
Assistant Coordinator	Randy Flores
Assistant Coordinator	Dave Herren
School Site Sierra Vista Elementary	Name of Coordinator: Rosemarie Borquez
School Site: Bear Mountain Elementary	Name of Coordinator: Magdalena Hernandez
School Site: El Camino Real Elementary	Name of Coordinator: Beatrice Grey
School Site: Haven Drive Middle School	Name of Coordinator: Calletano Gutierrez
District/MOT	Name of Coordinator: Dave Herren
Cafeterias	Name of Coordinator: Dee Abbema
Migrant	Name of Coordinator: Sarah Cabral
After School Program	Name of Coordinator: Misty Benavides

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.