

**RISK MANAGEMENT/INSURANCE**

**Industrial Accident and Illness Leave**

When an employee is absent from his/her duties because of an industrial accident or illness the following rules shall apply:

1. Allowable leave for any single accident or illness shall be granted for up to sixty days during which the schools of the district are in session, or when the employee would otherwise have been performing work for the district in any one school year.
2. Allowable leave shall not accumulate from year to year.
3. Industrial accident or illness leave shall start on the first day of absence.
4. An employee on allowable leave for industrial accident or illness shall be paid such portion of the salary due for any month in which the accident occurs as when added to the temporary disability indemnity under Division 4 or 4.5 of the Labor Code, will result in a payment to the employee of not more than his/her full salary.
5. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award.
6. When an industrial accident or illness leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury. On expiration of allowable leave for an industrial accident or illness leave the employee may use sick personal illness and injury leave as provided by the Education Code, provided that if the employee continues to receive temporary disability indemnity, will result in a payment to the employee of not more than the employee's full salary.

During any paid leave of absence the employee shall endorse to the district the temporary disability indemnity checks received on account of his/her industrial accident or illness, whereupon the district will issue appropriate salary warrants for payment of the employee's salary, and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.

Any employee receiving benefits under this leave shall, during periods of injury or illness, remain within the State of California unless the governing board authorizes travel outside the state.

## **RISK MANAGEMENT/INSURANCE (continued)**

### **Injury and Illness Prevention Program (I.I.P.P)**

The district's Injury and Illness Prevention Program (I.I.P.P) is designed to identify and abate hazards in the workplace by preventing workplace accidents, injuries, and illnesses in order to provide a safe and healthful place in which to work. This policy, along with other applicable District policies, regulations and practices, form the district's Injury and Illness Prevention Program (I.I.P.P.).

This program requires the cooperation and support of all district employees. All employees are responsible for working safely and maintaining a safe and healthful working environment.

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the workplace.

The district's Program Administrator is the Superintendent or designee. The Program Administrator is responsible for the overall implementation and maintenance of the district's Injury and Illness Prevention Program (I.I.P.P.)

The Board policy as well as district-wide safety rules will be posted at work areas and on or near appropriate equipment. These rules will be communicated to employees.

The district Safety Committee will meet to provide implementation and monitoring of the Injury and Illness Prevention Program.

The Program Administrator will:

1. Ensure that administrators and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate supervision or control may be exposed, as well as applicable laws, regulations and district policies, regulations and practices.
2. Provide recognition practices for employees who follow safe and healthful work practices.
3. Ensure that employees are trained in accordance with this policy.
4. Provide a written communication program to inform all employees.
5. Cause the periodic inspection of all district work sites in order to identify, evaluate and abate workplace hazards.
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**RISK MANAGEMENT/INSURANCE (continued)**

6. Arrange for an inspection and investigation of new substance, process, procedure, or equipment introduced into the workplace or whenever upon becoming aware of a new or previously unrecognized hazard.
7. Assure that all reported work-related accidents, hazards, illnesses or injuries be investigated and documented in a timely manner.
8. Receive periodic summaries and investigation results of each accident.
9. Provide recommendations and implement accident preventative measures.
10. Develop methods for abating or correcting workplace hazards.
11. Ensure that workplace hazards are abated in a timely and effective manner.
12. Prepare procedures to handle emergencies or disasters.

Work areas should be kept neat and orderly. All supervisors and employees are responsible for conducting ongoing monitoring and inspection of their specific work areas.

Employees are required to report immediately to their supervisors, or the Program Administrator, any unsafe condition or hazard which they discover in the workplace. The employment of any employee making a bona fide report of an unsafe condition or hazard in the workplace will not be adversely affected for making such a report.

Site and department safety meetings will be conducted and documented by administrators and supervisors on a quarterly basis. These meetings may cover:

1. New hazards that have been introduced or discovered in the workplace.
2. Causes of recent accidents or injuries and the methods by which similar accidents or injuries can be prevented in the future.
3. Any safety issue deemed by supervisors to require review.

Supervisors will be trained annually and on special occasions as necessary.

**RISK MANAGEMENT/INSURANCE** (continued)

Health and safety training of employees will be provided at the following times as needed:

1. Upon hiring if necessary.
2. Whenever an employee is given a new job assignment for which training has not previously been provided.
3. Whenever the district becomes aware that a new substance, process, procedure or equipment is introduced into the workplace.
4. Whenever the district becomes aware of a new or previously unrecognized hazard.
5. Whenever the Program Administrator or supervisor believes additional training is necessary.