

AZUSA UNIFIED SCHOOL DISTRICT

INJURY & ILLNESS PREVENTION PROGRAM

**Developed By:
General Safety Services, LLC
2272 Colorado Blvd. Suite 1372
Los Angeles, CA 90041**

**© Copyright 2018 by General Safety Services
All Rights Reserved, Los Angeles, CA**

Table Of Contents	1
Disclaimer	4
T8, Injury & Illness Prevention Program Statement	5
Safety and Health Officer Designation	6
Occupational Safety & Health Policy	7
PART I: INTRODUCTION	8
PART II: POLICY STATEMENT	10
PART III: RESPONSIBILITY	12
Section 1: Assistant Superintendent Business Services	13
Section 2: Management Responsibilities	15
Section 3: Supervisor Responsibilities	17
Section 4: Employee Responsibilities	19
Section 5: Employee Rights	21
Section 6: Director of Facilities Responsibilities	23
Section 7: Custodial Responsibilities	25
PART IV: COMPLIANCE	26
Section 1: District Commitment	27
Section 2: Employee Compliance	28

Section 3: Enforcement of Safety Policies	29
PART V: COMMUNICATION	31
Section 1: General Information	32
Section 2: New Employee Orientation	34
Section 3: Review of Injury & Illness Prevention Program	36
Section 4: Training Programs	37
Section 5: District Safety Committee	41
Section 6: Posted/Distributed Information	43
Section 7: Hazard Reporting System	44
PART VI: HAZARD ASSESSMENT	45
Section 1: General Information	46
Section 2: Hazard Identification and Evaluation	47
Section 3: Safety Inspections	49
Section 4: Hazard Classification of Employee Groups	52
PART VII: HAZARD CORRECTION	54
Section 1: Hazard Correction Responsibilities	55
Section 2: Controlling Access to Areas Containing Hazards	57
Section 3 Hazard Correction Follow Up	58

PART VIII: ACCIDENT REPORTING PROCEDURES	61
Section 1: General Information	62
Section 2: Injured Employee Procedures: Non-Emergency	66
Section 3: Injured Employee Procedures: Emergency	68
Section 4: Manager and Supervisor Procedures	71
Section 5: Reports to Cal/OSHA	73
PART IX: ACCIDENT INVESTIGATION	75
Section 1: Supervisor's Accident Investigation	76
Section 2: Outside Agency Investigation	78
PART X: TRAINING AND INSTRUCTION	79
Section 1: New Employee Safety Orientation	80
Section 2: Initial Job Instructions	81
Section 3: Pre-Job Safety Instructions	82
Section 4: Safety Talks	84
PART XI: RECORD KEEPING	86
Section 1: Record Keeping	87
Section 2: Employee Access	90

AZUSA UNIFIED SCHOOL DISTRICT

DISCLAIMER

This document is presented with the understanding that the authors are attempting to provide a guide for the development of the written worksite **Injury and Illness Prevention Program (IIPP)**. Materials incorporated here originate from various sources, including Cal/OSHA's Model Program.

The scope of this program is limited and their distributors make no warranties or guarantees, express, oral, implied or statutory, regarding this product, and expressly disclaims liability for any injury, including death, or any loss, damages or expenses arising out of or in any way related to the use of this program. This includes the implied warranties of merchant liability and fitness for a particular purpose. The purchaser assumes all risk and liability for results obtained by any use of this product.

ASCIP and their distributor's liability shall not exceed the purchase price of this product. In no event shall **ASCIP** or their agents or distributors be liable for loss of use or any incidental, consequential, indirect, contingent, secondary, special or other damages or expenses of any nature whatsoever, even if advised of the possibility of such damages

AZUSA UNIFIED SCHOOL DISTRICT

Title 8, 3203, Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.
2. Include a system for ensuring that employees comply with the safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe practices and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance.
3. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.


AZUSA UNIFIED SCHOOL DISTRICT

SAFETY AND HEALTH OFFICER DESIGNATION FORM

The Superintendent is responsible for occupational safety and health, and will assure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

The Assistant Superintendent Business Services is the Occupational Safety and Health Director for the District. He/she is the person responsible for implementing the District's Injury and Illness Prevention Program.

APPROVED:



Date 02.22.21
SUPERINTENDENT

ACCEPTED:



Date 02.22.21
Assistant Superintendent Business Services

AZUSA UNIFIED SCHOOL DISTRICT

OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of quality, dedication and competence. We apply these high standards to protecting the well-being of our employees and students alike. It is our goal to provide a safe and healthful environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore an injury and illness prevention program is key, and the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor quality, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls is an essential tool in achieving maximum productivity, quality, and profit. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors stress maximum safety performance and awareness from employees under their direction by enthusiastically and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment. Working together, we will succeed in maintaining a safe and healthy workplace.



Superintendent

Date: 02.22.21

Part I

INTRODUCTION

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part I: Introduction	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for Azusa Unified School District's (hereafter referred to as the School District) to ensure a safe and healthy work environment for all of its Employees.

The goal of the program is to prevent 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, and Section 3203.

The purpose of this program is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All Employees of the School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The Assistant Superintendent Business Services is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary.

Part II

Policy Statement

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part II: Policy Statement		
Date: 08-01-2018	Revised <input type="checkbox"/>	New <input checked="" type="checkbox"/>

Policy Statement

The 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. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees.

To achieve this goal, the Injury & Illness Prevention Program (IIPP) has been developed to prevent workplace accidents, injuries and illnesses. A complete copy of the program is maintained at our District Office and is available telephonically for each job site.

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

The School District is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites and that all health and safety regulations are adhered to by all affected employers and employees.

It is the responsibility of each employee to support the District's safety program and to perform their duties in a manner which assures his or her own personal safety and the safety of others, including customers, visitors, and other trades.

To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention.

Part III

Responsibility

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 1: Assistant Superintendent Business Services Responsibilities	
Date: 08-01-2018	Revised [] New [X]

Business Services

1. The District's Assistant Superintendent Business Services, who is the District's designated safety officer, or designee shall act as a safety resource for the District, and is responsible for maintaining program records. The District's safety officer is responsible for implementing and maintaining the following aspects of the safety program:
2. Coordinating all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP.
3. Maintaining, evaluating, and revising the Injury & Illness Prevention Program.
4. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies.
5. Consult with representatives of our insurance companies in order to ensure their loss control services will support our IIPP.
6. Develop and/or assist in the development of employee training programs.
7. Preside over the Safety & Health Committees.

8. Review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible.
9. Ensure that the District is adhering to Federal, State, and Local Safety Codes.
10. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and assist in solving the problems.
11. Review and maintain all safety records for all departments.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 2: Management Responsibilities	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" type="checkbox"/>

Management Responsibilities

Management plays a critical role in the success of this program. Management must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Provide financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee's safety training, and Facilities of tools and equipment.
3. Oversee development, implementation, and Facilities of the IIPP and other required safety programs.
4. Providing written documentation of employee training and instruction for employees in their area of responsibility.
5. Providing Supervisors and Employees with safety training and job instruction

6. Managing a planned safety meeting or “safety talk” program
7. Recommending appropriate safety discipline
8. Participating in the investigation of disabling injuries, once notified of the injury.
9. Hold all levels of management and employees accountable for accident prevention and safety.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date:08-01-2018	Revised <input type="checkbox"/> New <input checked="" type="checkbox"/>

Supervisor Responsibilities

Supervisors have an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their Employees and can greatly influence safety attitudes and practices. It is essential that the supervisor set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors:

1. Take 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 the safety of all 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 evaluations in assigned areas of responsibility.
7. Conducting planned safety meetings with Employees.

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. Assure that all toolbox safety meetings are held with all employees and the proceedings are recorded and sign in sheets and training documents are maintained for tracking purposes.
11. Ensuring employees received prompt medical treatment for all injuries.
12. Ensure employee proficiency when assigning work requiring specific knowledge, special Facilities or equipment.
13. Ensuring employees are fit to work.
14. Conducting Accident/Injury Investigations and correct the cause(s) as soon as possible to prevent a reoccurrence.
15. Ascertain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
16. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.
17. Enforce the wearing of personal protective equipment (PPE) on the job. This will depend on the circumstance and may include cut resistant gloves, respirators, goggles. etc.
18. Maintain a current posting of all emergency telephone numbers near all telephones.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date: 08-01-2018	Revised [] New [X]

Employee Responsibilities

Every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety policies rules and operating procedures established in the District Code of Safe Practices
2. Wear and ensure proper use, inspection, and Facilities of appropriate personal protective equipment as required and provided by the District.
3. Inspecting and maintaining equipment for proper and safe operation.
4. Reporting all accidents and injuries, no matter how minor, to your department manager or supervisor 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.

8. If you are unsure how to do any task safely, ask your department manager or supervisor.
9. Ensure proper Facilities of equipment and use all safeguards which are in place.
10. Do not remove, tamper with, or defeat any guard, safety device or interlocks.
11. Never engage in horseplay or fighting.
12. Encourage other employees to work in a safe and efficient manner.
13. Report any and all observed unsafe behaviors to your supervisor.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 5: Employee Rights	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" type="checkbox"/>

Employee Rights

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

1. Employees have the right to safe and healthful working conditions.
2. Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. 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.
4. Employees have the right to watch the District monitor and measure harmful substances in the workplace that is subject to Cal/OSHA standards.
5. 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.
6. 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.

7. Employees have the right to request an evaluation 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.
8. Employees have the right to an Employee Representative accompanying District representatives and Cal/OSHA representatives on an evaluation.
9. Employees have the right to discuss privately with the Cal/OSHA representative during an inspection.
10. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 6: Maintenance and Operations Responsibilities	
Date: 08-01-2018	Revised []New [X]

Maintenance and Operations Department Responsibilities

The Maintenance and Operations Department has a critical role in maintaining all sites and facilities in proper and safe condition. Below are the responsibilities of the Facilities Department:

1. Responding immediately, or as soon as reasonably possible, to Facilities work requests concerning safety related issues. These Facilities requests must be given the highest priority.
2. Procedures in accordance with Cal /OSHA lockout/block out and tagout regulations will be strictly adhered to for locking, blocking and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment is in need of repair or is no longer in use.
3. Procedures in accordance with Cal /OSHA confined space regulations will be strictly adhered to when working in permit or non-permit required confined spaces.
4. All equipment shall be used in a safe manner for which the equipment is intended and in accordance with manufacturers' instructions and recommended rules for safe operation.

5. Contracting with outside vendors as necessary to complete repairs that the Maintenance and Operations Department is not trained, equipped or qualified.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 7: Custodial Responsibilities	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" type="checkbox"/>

Custodial Responsibilities

The School District's Custodial Department plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Department:

1. Maintain the cleanliness of facilities.
2. Report any physical damage to District property or buildings as soon as it is discovered to the Assistant Superintendent Business Services(vandalism, leaking roof, water damage, etc.).
3. Post temporary signs, as needed.
4. Initiate work orders, as needed.
5. Report worn out or non-functioning infrastructure items (i.e. HVAC Plumbing, Electrical, etc.) to Facilities Department and submit a work order.

Part IV

Compliance

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 1: District Commitment	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

District Commitment

The 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 regulations and will provide full cooperation with any outside safety agency during the course of any inspection or audit.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 2: Employee Compliance	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" 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 have displayed an outstanding commitment to safety may be recognized through an employee recognition program.

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

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance	
Section 3: Enforcement of Safety Policies	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

Enforcement of Safety Policies

Compliance by all District Employees of the District IIPP is mandatory and shall be considered a condition of their employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the District New Employee Safety Orientation. This will aid in ensuring that all employees understand and abide by all District safety policies.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training Programs
- Retraining
- Optional Safety Incentive Programs
- Disciplinary Action

Training Programs

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. The training program shall consist of training benefits, training schedule, training topics, documentation, and specific training methods.

Retraining

Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department manager or supervisor.

Optional Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by the District can have serious impact on everyone concerned. An unsafe act can threaten, not only the health and well-being of the employee committing the unsafe act, but can also affect the safety of his or her coworkers and customers. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Part V

Communication

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the District IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the School District. The following are some of the safety communication methods which may be used:

1. Toolbox safety meetings with employees which encourage meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses.
2. New employee safety orientation and provision of the District Code of Safe Practices.
3. Provision and Facilities of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, and newsletters.
5. Anonymous Employee Report of Unsafe Condition or Hazard.

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate.

Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

The 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 issues in a manner or form readily understandable by all Employees.

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 the District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 2: New Employee Orientation	
Date: 08-01-2018	Revised [<input type="checkbox"/>]New [<input checked="" type="checkbox"/>]

New Employee Orientation

All new Employees of the School District are required to attend a new-hire orientation.

All present Employees of the District are required to attend a safety orientation meeting held during a modified schedule day or held at the beginning of the school year to refresh Employees of safety compliance issues.

Safety information to be communicated to each Employee at this orientation will include, but not be limited to, fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

All new Employees will be required to sign a District Code of Safe Practices, which may be used to verify that they have participated in the new Employee safety orientation. This Code will be forwarded to the Employees personnel file.

The following items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

1. Code of Safe Practices.
2. Hazard Communications Program.
3. Driving Safety Rules (if applicable).
4. Safety Rule Enforcement Procedures.
5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to District Nurse.
6. Proper method of reporting safety hazards.
7. Emergency Procedures and First Aid/CPR/AED.
8. Proper work clothing and required personal protective equipment(PPE).
9. Training on all special equipment, such as lifts, to be utilized by the Employee.

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign the District's New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline.

A copy of the signed form is to be forwarded to Business Operations to be placed in the employee's personnel file.

The following items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

1. Code of Safe Practices.
2. Hazard Communications Program.
3. Driving Safety Rules (if applicable).
4. Safety Rule Enforcement Procedures.
5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to Company Nurse.
6. Proper method of reporting safety hazards.
7. Emergency Procedures and First Aid/CPR/AED.
8. Proper work clothing and required personal protective equipment (PPE).
9. Training on all special equipment, such as lifts, to be utilized by the Employee.

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign the District's New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline.

A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 3: Review of Injury & Illness Prevention Program	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" 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 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 should be kept at a location readily accessible to all Employees.

All new Employees will be informed of the program during orientation and where copies of the written plan are located. 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 Committee may perform a critical review of the program.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 4: Training Programs	
Date: 08-01-2018	Revised []New [X]

Training Programs

The 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.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and procedures specific to the employee's work assignment.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, safety power points, 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 Safety Officer will review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

All management personnel will be trained at least twice per year on various accident prevention topics.

Employee Safety Training provides the following benefits:

1. Makes employees aware of job hazards.
2. Teaches employees to perform jobs safely.
3. Promotes two-way communication.
4. Encourages safety suggestions.
5. Creates interest in the safety program.
6. Fulfills Cal/OSHA training requirements.

Training Schedule

Employee Training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job by their manager or supervisor and/or during New Employee Safety Orientation
2. All new employees will be given a copy of the Code of Safe Practices which they are required to read and sign acknowledgment of.
3. All field employees will receive their training at safety meetings.
4. All employees given a new job assignment, for which training has not been previously provided, will be trained before beginning the new assignment.
5. Employee training will be provided whenever new substances, processes, procedures, or equipment, which represent a new hazard, are introduced into the workplace.
6. Employee training will be provided whenever the School District is made aware of a new or previously unrecognized hazard.
7. Employee training will be provided whenever management believes additional training is necessary.

8. Employees will receive updated training specific to safety issues in relation to, and following, any serious accidents in order to avoid reoccurrence.
9. Employee training will be provided when employees are not following safe work rules or procedure.

Training Topics

Training Topics will include, but not be limited to:

1. Employee's Safety Responsibility.
2. General Safety Rules.
3. Code of Safe Practices.
4. Safe Job Procedures.
5. Use of Hazardous Materials.
6. Use of Equipment.
7. Emergency Procedures.
8. Safe Lifting and Material Handling Practices.
9. Use of Powered Industrial Trucks.
10. Use of Fall Protection.
11. Contents of Safety Program.

Documentation of Training

1. All training will be documented on one of the following methods:
2. Employee Safety Contact Form.
3. New Employee Safety Orientation Sign In Sheet.
4. Safety Meeting Report.
5. Target Solutions On-Line Tracking System.

Training Methods

The following actual demonstrations of the way to perform a task are very helpful in most cases:

1. Tell the employee how to do the job safely.
2. Show the employee how to do the job safely.
3. Have the employee tell you how to do the job safely.
4. Have the employee show you how to do the job safely.
5. Follow-up to ensure the employee is still performing the job safely.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 5: District Safety Committee	
Date: 08-01-2018	Revised []New [X]

District Safety Committee

The District 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 District Safety Committee is District-wide and comprised of both management and staff. Most school sites should be represented with Employees of various classifications on a volunteer basis.

The District Safety Committee will meet regularly, but at least quarterly. 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 evaluations, and a round table session.

The District Employees on the District 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.

Management is to provide Employees with information and training regarding occupational safety.

All District 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 by the Assistant Superintendent Business Services.

Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept by the Assistant Superintendent Business Services.

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

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 6: Posted/Distributed Information	
Date: 08-01-2018	Revised [<input type="checkbox"/>]New [<input checked="" type="checkbox"/>]

Posted/Distributed Information

The School District is committed to providing its Employees with accurate and timely safety information. Safety literature, policies and 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 allowing employees to receive information in a timely manner.

Any safety or health code violations will be posted at the work site where such violations occurred 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 at the work site where hazards exist in accordance with applicable laws or District policies.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 7: Hazard Reporting System	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" 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 their Supervisor for review and appropriate action.

The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from the School Safety Coordinator or by contacting the Assistant Superintendent Business Services.

It is the policy of the District to prohibit Employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

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

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 1: General Information	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

General Information

The detection of hazards in the workplace is essential in 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 of facilities deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury.

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 Evaluations and Hazard Classifications are tools utilized by the District to identify hazards.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 2: Hazard Identification and Evaluation	
Date: 08-01-2018	Revised []New [X]

Hazard Identification and Evaluation

To assist in the identification and correction of hazards, the School District has developed the following procedures. These procedures are representative only, and are not exhaustive of all the measures and methods, which will be implemented to guard against injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP.

The following procedures will be utilized to identify hazards in the workplace:

1. Loss Analysis of Accident Trends.
2. Accident Investigation.
3. Employee Observation.
4. Employee Suggestions.
5. Regulatory Requirements for Our District.
6. Outside Agencies.

Loss Analysis of Accident Trends

Periodic loss analyses will be conducted by the Assistant Superintendent Business Services. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees through safety meetings and other appropriate means.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the School District is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who DO NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

Regulatory Requirements

The District is subject to government regulations relating to safety. Copies of pertinent regulations can be obtained from the Assistant Superintendent Business Services.

Outside Agencies

In addition to regulatory requirements, several organizations will assist us in identifying hazards in our workplace. These include safety representatives from insurance carriers, safety and health consultants, private industry consultants, and best practice recommendations provided by the California Department of Education, California Parks and Recreation Society, and other public, private, or non-profit organizations.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 3: Safety Inspections	
Date: 08-01-2018	Revised [<input type="checkbox"/>]New [X]

Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control, and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, Assistant Superintendent Business Services, or other designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections will be conducted:

1. Before any work commences at the site by the department manager or supervisor.
2. Daily by the department manager or supervisor on all sites.
3. When new substances, processes, procedures, or equipment are used.
4. When new or previously unrecognized hazards are identified.
5. Periodically by the department manager or supervisor at various job Sites.
6. Periodically by the Assistant Superintendent Business Services or designee at various job sites.

Items to Check When Conducting Inspections

The aforementioned safety inspections will focus on unsafe employee actions, as well as unsafe conditions. The following is a partial list of items to be inspected:

1. The proper use of fall protection.
2. The proper use, condition, Facilities, and grounding of all electrically operated equipment.
3. The proper use, condition, and Facilities of safeguards for all power-driven equipment.
4. Compliance with the Code of Safe Practices.
5. Compliance with all applicable Fire Codes.
6. Trenches and excavations.
7. Scaffolds.
8. Personal Protective Equipment (PPE).
9. Hazardous materials.
10. Classroom, office space, or facility housekeeping.
11. Proper material storage.
12. Provision of First Aid Equipment and Emergency Medical Services.

Any and all hazards identified will be corrected as soon as practical in accordance with the School District's hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed.
2. The name and title of the person who performed the inspection.
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.

One (1) copy of the completed form should be sent to the Assistant Superintendent Business Services.

All reports shall be kept on file for a minimum of five (5) years.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment	
Section 4: Hazard Classification of Employee Groups	
Date: 08-01-2018	Revised [] New [X]

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:

- Art Teachers and Instructional Aides.
- Certificated Personnel and Instructional Aides (General).
- Food Service Personnel.
- Facilities and Electronics Technicians.

- Office, Clerical, Data Processing and Administrative Employees.
- Facilities – Custodians.
- Facilities – Grounds.
- Physical Education Teachers, Coaches and PE Attendants.
- Public Safety/Supervision.
- School Nurse and Clerical Support.
- Science Teachers.
- Teachers and Instructional Aides (Special Education).
- Transportation Personnel.
- Vehicle Facilities Employees.
- Warehouse/Delivery Personnel.
- 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

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel 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.

Employees

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

Assistant Superintendent Business Services

The District's Assistant Superintendent Business Services is responsible for immediately initiating a response to any hazard which has come to his/her attention. The Assistant Superintendent Business Services will follow-up on corrective activity for all reports of unsafe or unhealthy conditions, and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Maintenance and Operations Department

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

Custodial Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Facilities Department and Assistant Superintendent Business Services.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date: 08-01-2018	Revised []New [X]

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 eight hours from the time the unsafe condition has been identified.

Only authorized personnel 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.

Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" 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.

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 Assistant Superintendent Business Services.

In the event an unreasonable delay in correcting safety hazards occurs, the Assistant Superintendent Business Services should inquire with the necessary personnel 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 evaluation to ensure that the hazard has been completely eliminated.

Only upon approval of the persons responsible for the area should access be allowed.

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

1. Potential Severity: The potential for serious injury, illness, or fatality.
2. Likelihood of Exposure: The probability of the employee coming into contact with the hazard.
3. Frequency of Exposure: How often do employees come into contact with the hazard?
4. Number of Employees Exposed: The total amount of employees who were exposed to the hazard.
5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment (PPE): Includes hearing protection, gloves, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

1. Safety Contact Report.
2. Safety Meeting Report,
3. Memo or Letter.
4. Safety Inspection Form.

***All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.**

Part VIII

Accident/Injury Reporting Procedures

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 1: General Information	
Date: 08-01-2018	Revised [] New [X]

General Information

All work-related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. This includes minor incidents and “near accidents”, as well as serious injuries. An “accident” is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal Facilities.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigation

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

What Types of Accidents Do We Investigate?

1. Fatalities.
2. Serious Injuries.
3. Minor Injuries.
4. Property Damage.
5. Near Misses.

Accident Investigation Procedures

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees or customers could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee.
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident (even if they did not actually witness it).
4. Ensure that the employee and/or supervisor has reported the employee injury to District Nurse, using the procedures outlined in Accident Reporting Procedures.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.

7. All accidents involving death, disfigurement, amputation, loss of reported to Cal/OSHA immediately. The District's Director of Benefits and Risk Management, is the designated department which will report a work related fatality or serious injury within eight (8) hours to Cal/OSHA.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not the injury.
9. Every investigation must also include an action plan stating how to Prevent accidents of this type from occurring in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.
11. Complete the Accident Investigation/Corrective Action Report and Forward to the Assistant Superintendent Business Services.

Accurate and Prompt Investigations

1. Ensures information is available
2. Causes can be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence

Investigation Tips

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open-ended questions

Questions to Ask

When investigating accidents, asking open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as "were you wearing gloves?"

Examples include:

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?

The single most important question to be answered as the result of any investigation is:

What do you recommend be done (or have you done) to prevent this type of incident from recurring?

Completion of Accident Investigation

The following steps are to be taken upon the completion of the accident investigation:

1. Take or recommend corrective action.
2. Document corrective action.
3. Management and the Assistant Superintendent Business Services will review the results of all investigations.
4. Consider safety program modifications.

Information obtained through accident investigations can be used to update and improve our current program.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Non-Emergency	
Date: 08-01-2018	Revised <input type="checkbox"/> New <input checked="" type="checkbox"/>

Injured Employee Procedures: Non-Emergency

Immediately report all injuries or near misses to your supervisor and follow the steps outlined below for injuries

1. Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.
2. If the injury is an emergency dial 911. After the employee has been transported to a hospital or medical, the District Safety Officer needs to be notified. The supervisor may place the call if the employee is unable to do so.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, the employee must contact the District's medical 24/7 Employee Call Center. Employees, who believe they have a life-threatening emergency, have to call 911 immediately.
4. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.

5. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
6. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to the Assistant Superintendent Business Services at the District Office. The Assistant Superintendent Business Services must review your status report before any work is resumed.
7. You must receive a Return to Work Authorization Form from the Assistant Superintendent Business Services prior to returning to work.
8. If on the Doctor's Status Report there are any work restrictions or modified duty identified, you must be granted approval from the Assistant Superintendent Business Services to work in a temporary modified duty or alternative work capacity.
9. Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 3: Injured Employee Procedures: Emergency	
Date: 08-01-2018	Revised [] New [X]

Injured Employee Procedures: Emergency

Should you feel you have a life-threatening emergency, call 911 immediately and then call the 877 number as soon as possible to report the injury.

1. Immediately report all injuries or near misses to your supervisor.
2. Your supervisor will complete a Supervisor Accident Investigation Report.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, you must contact the District's Personnel Services.
4. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.
5. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
6. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to the Personnel Services at the District Office. The Assistant Superintendent Business Services must review your status report before any work is resumed.

7. You must receive a Return to Work Authorization Form from the Assistant Superintendent Business Services prior to returning to work.
8. If on the Doctor's Status Report there are any work restrictions or modified duty identified, you must be granted approval from the Assistant Superintendent Business Services to work in a temporary modified duty or alternative work capacity.
9. Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

Manager/Supervisor/Administrator Procedures

If an employee is injured at work &NEEDS MEDICAL ATTENTION:

1. Provide employee with the District's medical 24/7 Employee Call Center pamphlet and have the employee immediately call to report the injury. The 24/7 Employee Call Center provides access to a registered nurse who will evaluate the nature of the incident or injury and determine immediate medical needs.
2. Should you feel you have a life-threatening emergency, call 911 immediately and then call the 949 number as soon as possible to report the injury.
3. After the employee speaks with the 24/7 Employee Call Center, contact Assistant Superintendent Business Services to report the incident.
4. Provide injured employee with Claim Form (Form DWC 1) to complete Employee Section (Top half) of form.
5. Complete and sign Employer Section of Form DWC 1 (Bottom half of form).
6. Provide employee with the following:
 - Copy of Form DWC 1
 - "Employee Procedures for Work-Related Injuries" sheet
 - "Facts about Workers' Compensation" pamphlet

7. Send original Form DWC 1 to Assistant Superintendent Business Services within 1 (ONE) working day.
8. The "Supervisor's Accident Investigation Report" must be completed by the following and sent to Assistant Superintendent Business Services within 1 (ONE) working day:
 - School Sites – Principal or Assistant Principal
 - Child Nutrition – Cafeteria Manager
 - District Offices – Employee's Supervisor
 - MOT – Employee's Supervisor

If the employee DOES NOT WANT MEDICAL ATTENTION:

1. Employee must complete the WAIVER OF MEDICAL ATTENTION form.
2. Provide employee with the District's medical 24/7 Employee Call Center pamphlet. The employee may call the Assistant Superintendent Business Services at a later time, if the injury worsens and/or they wish to seek medical treatment.
3. Supervisor must complete the "Supervisor's Accident Investigation Report."
4. You do not need to complete the Claim Form (Form DWC 1), if the employee does not want medical treatment.
5. Send WAIVER and the "Supervisor's Accident Investigation Report" Assistant Superintendent Business Services within 1 (ONE) working day.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 4: Manager and Supervisor Procedures	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

Manager and Supervisor Procedures

1. Upon notification of an injured employee, ensure that employee contacts District Nurse and follows the steps outlined in:
 - Section 2: Injured Employee Procedures: Non-Emergency.
 - Section 3: Injured Employee Procedures: Emergency.
2. Complete the District's Accident Investigation Report and forward to Workers' Compensation Specialist within 24 hours.
3. If the employee is authorized to return to work, the employee must provide Workers' Compensation Specialist with a copy of the Work Status Report releasing them to full duty.
4. If the employee is assigned work restrictions by the treating physician, Workers' Compensation Specialist, Return to Work Coordinator will review the work restrictions. If the employer is able to accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a temporary assignment which accommodates the particular work injury and protects the injured body part.

5. If the injured worker is unable to return to work, they must provide Workers' Compensation Specialist with the Work Status Report indicating they have been placed off work and for what duration.
6. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to Workers' Compensation .

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 5: Reports to Cal-OSHA	
Date: 08-01-2018	Revised [<input type="checkbox"/>]New [<input checked="" type="checkbox"/>]

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal-OSHA by the Assistant Superintendent Business Services or designee.

Serious injuries warranting Cal-OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an Employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness.

If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

When making such report, whether by telephone, the Assistant Superintendent Business Services or designee shall include the following information, if available:

- (1) Time and date of accident.
- (2) District's name, address and telephone number.
- (3) Name and job title of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

Part IX

Accident Investigation

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 1: Supervisor's Accident Investigation	
Date: 08-01-2018	Revised [] New [X]

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's Accident Investigation Report.

Supervisors will retain a copy and supply a copy to the Assistant Superintendent Business Services. These reports will be used in compiling data for Quarterly Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating Employee injures 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 and 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. Attach all necessary information to the investigation report.

The Assistant Superintendent Business Services is responsible for maintaining all accident investigation reports and ensuring that a copy of the report is forwarded to the Worker's Compensation Claims Coordinator.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 2: Outside Agency Investigation	
Date: 08-01-2018	Revised [] New [X]

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District.

Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during the course of these investigations.

Part X

Training & Instruction

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 1: New Employee Safety Orientation	
Date: 08-01-2018	Revised []New [X]

New Employee Safety Orientation

New Employees are required to attend an orientation that includes safety as a major topic. The Assistant Superintendent Business Services or designee is responsible for conducting the new Employee safety and health orientation training.

Safety training at the new Employee orientation shall include but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Back Injury Prevention & Safe Lifting Procedures
6. Emergency action and fire plan
7. District's Code of Safe Practices

This training shall be documented and all documentation should be maintained by the District.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 2: Initial Job Instruction	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" 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 area position safety training is essential.

When Employees move to new occupations they are confronted with an entirely new workstation. With this new environment, Employees may be subject to a new set of hazards.

Initial Job Instruction (or Job Position Safety Orientation) covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs	
Date: 08-01-2018	Revised [] New [X]

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions.

A pre-job safety instruction for non-routine, hazardous jobs is a specific orientation to the Employee for a specific hazardous operation.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job instructions.

During this orientation, the Supervisor 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:

1. Safety equipment and personal protective equipment requirements.
2. Potential exposure to toxic materials.
3. Emergency procedures.
4. Physical hazards associated with the work area.

Hazardous Jobs Identified by the School District includes, but is not limited to:

1. Food Service Personnel.
2. Facilities Personnel.
3. Grounds Personnel.
4. Transportation Personnel.
5. Custodial Personnel.
6. Vehicle Facilities Personnel.
7. Reprographic Personnel.
8. School Nurse Personnel.
9. Public Safety Personnel.
10. Warehouse/Delivery Personnel.
11. Specialty Certificated Personnel.

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction	
Section 4: Safety Talks	
Date: 08-01-2018	Revised [<input type="checkbox"/>]New [<input checked="" 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 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.

If a new substance, process, procedure or equipment presenting a new hazard is not introduced Supervisors may schedule regular Safety Talks at a frequency that best suits the Facilities of the Department or affected Employees.

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.

Supervisors should complete the Employee Safety Contact Report to document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to the Assistant Superintendent Business Services.

Part XI

Record Keeping

AZUSA UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part XI: Record Keeping	
Section 1: Record Keeping	
Date: 08-01-2018	Revised [<input type="checkbox"/>] New [<input checked="" type="checkbox"/>]

Record Keeping

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

Safety Evaluation Documentation

1. Safety Evaluation documentation will be maintained by the Assistant Superintendent Business Services or Designee.
2. Safety Evaluation documentation should include the name of the person(s) conducting the evaluation.
3. Safety evaluation documentation should include any unsafe conditions or work practices.
4. Safety Evaluation documentation should include corrective actions.
5. Safety Evaluation documentation should be maintained for no less than five years.

Safety Training Documentation

1. Assistant Superintendent Business Services or Designee and the Employee's Supervisor will maintain safety training documentation for a period of no less than five years.

2. Safety Training documentation should include the Employee's name, training dates, type of training, training providers.
3. Safety Training documentation should be maintained in Employee's personnel file for the duration of the Employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

1. The Assistant Superintendent Business Services will maintain Employee Injury Reports and Supervisor Accident Investigation Reports.
2. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the injured Employee's personnel file.
3. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured Employee's file for the duration of the injured Employee's employment.

Environmental/Employee Medical Monitoring

1. The Assistant Superintendent Business Services will maintain Environmental and/or Employee Medical monitoring documentation for a period of no less than thirty years.

Injury and Illness Prevention Program

Part XI: Record Keeping	
Section 2: Employee Access	
Date: 08-01-2020	Revised [<input type="checkbox"/>] New [X]

Employees have the right to examine and receive a copy of the Injury and Illness Prevention Program.

The District shall provide employees unobstructed access to the Program through the District server or website, which will allow employees to review, print, and email the current version of the Program.

An employee may give written authorization to a designated representative to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

Written authorization shall include:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
4. The date upon which the written authorization will expire (if less than one (1) year).

An employee or designated representative may request a printed copy of the Program. One printed copy of the Program shall be provided, free of charge, no later than five (5) business days after the request for access is received. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs.