

**Merced County
Office of Education**

Injury and Illness Prevention Program

2022-23



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County Superintendent of Schools

Occupational
Health and Safety

MCOE Injury and Illness Prevention Program

PURPOSE: The Merced County Office of Education believes that the safety of its employees and the students it serves is of the utmost importance. Additionally, it is the policy of the Merced County Office of Education to comply with all Federal, State, and local safety and environmental statutes. To ensure the safety and protection of MCOE employees, students, and guests an Injury and Illness Prevention Program (IIPP) is established.

The MCOE Injury and Illness Prevention Program is comprised of 9 elements

1. Responsible persons
2. Employee compliance
3. Communication of occupational safety and health information
4. Hazard assessment
5. Accident and exposure analysis
6. Hazard correction
7. Training and instruction
8. Employee access to the IIPP
9. Recordkeeping

1. RESPONSIBLE PERSONS:

The following individuals have authority and responsibility for implementing and maintaining this program:

- Merced County Superintendent of Schools: **Overall responsibility**
- Assistant Superintendents, Directors, Coordinators, Managers, Supervisors, and other designated individuals who are responsible for overseeing the work of others:
Management responsibility
- OHS Analyst, Human Resources: **Program Administrator**

2. EMPLOYEE COMPLIANCE:

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues.

In order to ensure employee compliance to the provisions of this Injury and Illness Prevention Program, MCOE employees are advised of the following:

- a. Safety performance will be considered during evaluations
- b. Recognition of employees who follow safe work practices may include:
 - Positive notation on their evaluation
 - Public recognition at MCOE events or in MCOE newsletters
 - Individual certificate of recognition or letter of commendation
- c. Employees, whose safety performance is deficient, evidenced by accidents, near misses, or observation by Supervisors, may receive re-training in the particular task or procedure.
- d. Employees who fail to follow established safe work practices would be subject to disciplinary action as outlined in MCOE Regulations 4118 (Certificated)/4218 (Classified).

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3. COMMUNICATION OF OCCUPATIONAL SAFETY AND HEALTH INFORMATION:

Ongoing communication is important in relaying information about the occupational safety and health hazards of the workplace. MCOE Management is responsible for ensuring that all employees receive relevant safety information on a regular basis and to take appropriate action when workplace hazards are reported.

The methods to accomplish communication of safety matters include:

- a. New Hire Safety Orientation
- b. Supervisor's New Employee Orientation
- c. Regular Safety Meetings by each department and individual site
- d. Posting of safety information on Department bulletin board and/or via email
- e. Distributing safety newsletters or other safety publications to employees.

Departments are encouraged to use any additional forums or methods to enhance the communication of safety information to employees.

Employees are encouraged to report workplace hazards without fear of reprisal by telling their supervisor or by submitting a **Report of Unsafe Condition Form**. This can be signed or submitted anonymously. If signed, the employee will be contacted by the Safety Office to inform him/her of the action taken.

4. HAZARD ASSESSMENT:

Inspections to identify and evaluate workplace hazards shall be performed by MCOE staff for all owned or leased facilities. Inspections will be documented using checklists and in-house forms with the date and person(s) conducting the inspection noted. The inspection, along with any corrective action, will be filed at the site and with Human Resources, OHS Analyst.

Classrooms or sites under the control of other school districts or agencies are the primary responsibility of that school district. MCOE employees and management personnel who notice unsafe conditions should inform the school district site administrator. If the unsafe condition is not corrected within a timely manner, a **Report of Unsafe Condition Form** should be submitted to Human Resources OHS Analyst.

Inspections will be conducted:

- a. When the program or site is first established
- b. Whenever new substances, processes, procedures, or equipment present a potential new hazard to the work environment
- c. Whenever a new or previously unrecognized hazard is evident
- d. Whenever there is a report of an occupational injury or illness
- e. By staff, as required in Appendix A, Part 4, Hazard Assessment using the **Facility Inspection Safety Checklist**.
- f. When required by local, county, state, and federal agencies

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5. ACCIDENT AND EXPOSURE INVESTIGATIONS:

When an occupational injury, illness, or exposure occurs MCOE management, or the Human Resources OHS Analyst will conduct an investigation to determine the causes of the injury, illness, or exposure. Evaluation of the causes will be done to determine corrective action to be taken to prevent future occurrences.

Documentation of the investigation and any findings will be filed with the Human Resources OHS Analyst. Non-confidential highlights of the investigation may be published and distributed to MCOE personnel for lessons learned.

Elements of the investigation may include all or part of the following tasks:

- a. Reviewing the **Employee Injury Report Form or Report of Incident Form**
- b. Interviewing all parties involved
- c. Examining the workplace and equipment associated with the injury, illness, or exposure
- d. Reviewing training records of the employee(s) involved
- e. Reviewing maintenance records of the site or equipment involved

6. HAZARD CORRECTION:

Unsafe conditions and work practices should be corrected immediately upon being observed or discovered. If an **imminent hazard** exists which cannot be corrected immediately then the operation will be suspended until corrective action can be taken.

Any deficiencies noted that require maintenance support will be submitted using the **Maintenance Direct** work order system.

7. TRAINING AND INSTRUCTION:

Proper employee training is critical for maintaining safe operations. It is the intent of the MCOE to train and inform all employees, including managers and supervisors, of all general and job specific safety and health practices.

Training shall be provided when:

- a. An employee is first hired
- b. An employee is given a new job assignment for which training has not been previously done or is outdated
- c. A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard
- d. Whenever a new or previously unrecognized hazard is identified
- e. As required by General Industry Safety Orders or other authority exercising jurisdiction over the MCOE (Forklifts, Aerial lifts, Ladders, etc.) Appendix A (Training Requirements by Job Classification) of Part 7 (Training and Instruction)

Management and Supervisor training will be conducted on a regular basis for familiarization of safety and health hazards that effect employees.

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All training will be documented using the Safety Meeting Report Form or a similar type form and must include:

- a. Date training is conducted
- b. Type of training provided
- c. Instructor (s) name
- d. Employee's name and signature

8. EMPLOYEE ACCESS TO THE IIPP:

MCOE recognizes an employee's right to examine and receive a copy of the IIPP. This is accomplished by:

- a. Copy provided to all new employees during New Hire Orientation
- b. Each separate site or department has a copy for review by employee, upon request
- c. Access to published copy via Organization's SharePoint file sharing system

9. RECORDKEEPING:

Actions taken to implement and maintain the Injury and Illness Prevention Plan shall be documented and filed with the Human Resources OHS Analyst. These records will include:

- a. Records of inspections to include the date and name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct them.
- b. Documentation of safety and health training for each employee, including the employee's name, date of training, type of training, and training provider.

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The following appendixes and supplements to the MCOE Injury and Illness Prevention Program (IIPP) are in addition to the basic requirements of the IIPP or are developed for further administrative instruction.

APPENDIXES:

Part 1: Responsible Persons

No appendixes

Part 2: Employee Compliance

Appendix A: On-the-Spot Individual Safety Recognition

Part 3: Communication of Safety and Health Information

Appendix A: Supervisor's Employee Safety Orientation

Appendix B: Department/Site Level Safety Meetings

Part 4: Hazard Assessment

Appendix A: Facility Safety Inspections

Part 5: Accident and Exposure Investigation

Appendix A: Accident Reporting Requirements

Appendix B: Accident Investigations

Part 6: Hazard Correction

No appendixes

Part 7: Training and Instruction

Appendix A: Training Requirements by Job Classification

Part 8: Employee Access to IIPP

No appendixes

Part 9: Recordkeeping

No appendixes

SUPPLEMENTS:

1. Blood borne Pathogens Exposure Control Plan
2. Covid Prevention Plan
3. Ergonomics Program
4. Hazardous Communication Program
5. Integrated Pest Management Program