



Pleasant Valley School District

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INJURY AND ILLNESS PREVENTION PROGRAM

SAFETY POLICY

It is the policy of our District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be mindful of safety at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains this Injury and Illness Prevention Program.

RESPONSIBILITY

The Chief Business Official, as the IIPP administrator, has the authority and the responsibility for implementing and maintaining this Injury and Illness Prevention Program.

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a districtwide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, and general safety concerns

Principals, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each school site, in the FMO office, or in the office of the IIPP administrator.

EMPLOYEE COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes:

- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

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

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A labor/management safety committee

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by:

- Ventura County Schools Self-Funding Authority's Safety Specialist/Inspector
- Principals
- FMO Director and Assistant Director

Periodic inspections are performed according to the following schedule:

1. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
2. When new, previously unidentified hazards are recognized;
3. Accident, injury, and/or exposure investigations; and
4. Whenever workplace conditions warrant an inspection.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our District:

Area	Inspection Frequency
Administration and Offices	Semi-annually
Athletic Facilities	Semi-annually
Classrooms	Semi-annually
Industrial Arts Classrooms	Semi-annually
Performing Arts Classrooms and Stages	Semi-annually
Science Classrooms, Labs, and Storage	Semi-annually
Food Services / Child Nutrition	Semi-annually
Maintenance	Semi-annually
Transportation	Semi-annually
Warehouse	Semi-annually

In addition to this IIPP, the district maintains the following programs/plans:

- Emergency action plan or Standardized Emergency Management System (SEMS) plan,
- Bloodborne Pathogens Exposure Control Plan
- Asbestos
- Lead

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: the principal, manager, supervisor or authorized designee.

Assistance may be provided by the IIPP Administrator.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accidental exposure from reoccurring; and
6. Recording the findings and actions taken.

HAZARD CORRECTION

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

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Hazard correction is implemented through:

- Training and instruction
- Direct, verbal or written, communication with employees
- Work orders

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
2. To all workers given new job assignments for which training has not previously **been** provided;
3. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.

10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The master copy of this IIPP can be found in the Facilities, Maintenance, and Operations Office.

Other copies of the IIPP can be found at each school site with the School Administrative Assistant.

LABOR/MANAGEMENT SAFETY COMMITTEE

Our District has elected to use a labor/management safety committee to comply with the communication requirements. The committee:

1. Meets regularly, but not less than quarterly;
2. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review upon request. The committee meeting records shall be maintained for at least three (3) years;
3. Reviews results of the periodic, scheduled worksite inspections;
4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
6. Submits recommendations to assist in the evaluation of employee safety suggestions.

PROGRAM MAINTENANCE

The IIPP Administrator will periodically review this IIPP. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.

IIPP ADDENDUM FOR OUTBREAKS OF INFECTIOUS DISEASE (COVID-19)

Occasionally outbreaks of infectious disease can impact our LEA's and larger community. In the recent past we have seen outbreaks of H1N1, Swine Flu, Norovirus, MRSA and TB. The following information is designed to protect employees.

1. Scope:
 - a. These safe practices and training are to be implemented during a declared outbreak of infection disease for which public health has issued guidelines and recommendations.

- b. These safe practices and training can help keep staff healthy during an outbreak including during cold and flu season.

2. Definitions:

- a. Outbreak. A sudden increase in occurrences of a disease in a particular time and place.
- b. Protective wear includes face coverings and equipment typically considered personal protective equipment.

3. Safe Practices:

- a. Full consideration should be given to remote, versus in person, meetings to prevent the spread of the disease.
- b. Communicate with staff to stay home if they are sick.
- c. Pursuant to Ventura County Public Health guidelines, use of face coverings for staff and students to prevent the spread of germs, in public areas of the school.
- d. Practice social distancing to limit the contact between people. Recommended distance is at least 6 feet between people.
- e. Encourage staff to frequently wash (for 20 seconds) or sanitize hands:
 - 1) When staff arrive at the school site and before they leave the school site.
 - 2) Before and after handling food or eating.
 - 3) After working in student's play or athletic areas.
 - 4) Before and after giving medicine to a child.
 - 5) After handling wastebaskets or garbage.
 - 6) Child Nutrition Services must be permitted to wash their hands every 30 minutes and additionally as needed.
- f. Avoid sharing of personal items.
- g. Avoid shared workspaces when practical to do so.
- h. Avoid all non-essential travel.
- i. Practice Good Sanitation.
 - 1) Check restroom facilities frequently and make sure they are clean and sanitary:
 - a) Assign an employee to check restrooms, clean and sanitize as necessary.
 - b) Make sure restrooms areas are well stocked, have plenty of soap, paper towels and toilet paper.
 - c) Sanitize water receptacle and spigot frequently.
- j. Staff and students should practice cough and sneeze etiquette.
- k. Staff and students should avoid touching eyes, nose, and mouth.
- l. Communicate with parents and guardians that students should stay at home if they are sick.

- 1) During an outbreak, students should stay home if they have been in contact with someone who has tested positive for the declared outbreak, or if someone in the household has symptoms (cough, fever, shortness of breath).
- m. Encourage students to wash or sanitize hands when entering and leaving the classroom.
- n. When a student becomes sick at school:
 - 1) Staff members should contact the health office immediately and provide the student with a face covering.
 - 2) Office staff should contact parents and guardians immediately.
 - 3) Sick students should be placed in an isolation room, separated from others.
 - a. Provide face coverings for coughing students to use, since face coverings worn by sick persons help prevent the spread of germs to others.
 - b. In the absence of face coverings, provide facial tissue to control coughs and sneezes.
 - 4) Office should be cleaned after student is isolated.
- o. Staff in close contact with sick students should wear proper protective wear.
 - 1) Face coverings
 - 2) Gloves
 - 3) Eye protection, face shield
 - 4) N 95 filtering face piece mask, for voluntary use.

4. Cleaning

- a. The district will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace.
 - 1) This includes but is not limited to: Tools, machinery, containers, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- b. The process of disinfecting includes providing disinfecting products, any protective wear required for their safe use, along with review of manufacturer instructions for proper use.
- c. Staff should use cleaners and disinfectants according to the manufacturer's instructions.
- d. Should an employee be identified as being infected, temporarily close the general area where the infected employee works until cleaning is completed.
- e. See also Recommendations and Requirements for Cleaning and Disinfecting during an Outbreak of Infections Disease.

5. Staff Communications

- a. If a staff member is exposed to an infectious disease and exhibits any symptoms they should:
 - 1) Call in sick, notifying their supervisor and HR
 - 2) Self-quarantine at home

- 3) Discuss possible exposure to co-workers with their supervisor or designated district contact.
 - b. When a staff member becomes sick at school:
 - 1) Staff member should be sent home immediately.
 - 2) Staff member should monitor their health.
 - 3) Call in sick as necessary.
 - c. Employees who return to work following an illness must promptly report any recurrence of symptoms and must check in with their supervisor for active assessment.
 - d. The district should inform other employees of any possible exposure to Covid-19 in the workplace; maintaining confidentiality as required, and following Ventura County Public Health guidance.
6. Training
- a. Information regarding the specific outbreak disease should be provided to staff, including:
 - 1) Symptoms of Covid-19 recognized by the CDC:
 - a) Frequent Cough
 - b) Fever
 - c) Difficulty breathing
 - d) Chills
 - e) Muscle pain, headache
 - f) Sore throat
 - g) Recent loss of taste or smell.
 - b. How the disease is spread.
 - c. How to prevent the spread of the disease including face coverings.
 - d. The importance of frequent handwashing with soap and water (or using hand sanitizer where soap and water are not available).
 - e. Social distancing
 - 1) Limiting close contact with others as much as possible and maintaining more than six feet of separation
 - 2) Cough and sneeze etiquette.
 - f. The importance of staying home if they have a symptoms of the specific disease, frequent cough, sneezing, fever, or difficulty breathing.
 - g. The LEA's plan and procedures to follow when students become sick at the school site.
 - h. The LEA's social distancing protocol.
 - i. Safely using cleaners and disinfectants on surfaces and objects
 - 1) See also Hazard Communication training

- 2) See also Healthy Schools Act training
- 3) See also Recommendations and Requirements for Cleaning and Disinfecting.
- j. Proper use of protective wear including face coverings.

7. References

- a. Title 8, Section 3203, Injury and Illness Prevention Program
- b. Title 8, Section 3382, Eye and Face Protection
- c. Title 8, Section 5141, Control of Harmful Exposure to Employees
- d. Title 8, Section 5144, Appendix D, Information for Employees Using Respirators when not Required by the Standard
- e. Title 8, Section 5194, Hazard Communication
- f. Title 8, Section 5199, Aerosol Transmissible Diseases.