

Panama-Buena Vista Union School District

Injury & Illness Prevention Program

Revised January 24, 2024



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Panama-Buena Vista Union School District Injury and Illness Prevention Program (IIPP)

To: All Employees

The Panama-Buena Vista Union School District is committed to maintaining a safe and healthy working environment. The California Code of Regulations, Title 8, Section 3202 requires the District to establish, implement and maintain an effective written Injury and Illness Prevention Program (IIPP).

The Injury and Illness Prevention Program is the district's written safety program. The program identifies the person with authority and responsibility for the program, provides a system for communicating with employees and includes procedures for identifying and evaluating workplace hazards. The Injury and Illness Prevention Program is maintained by the District's Health, Safety and Wellness (HSW) Department.

Safety and health must be a part of every operation and every employee's responsibility at all levels. All district employees should be familiar with the purpose and location of where they can find the Injury and Illness Prevention Program.

A copy of this written Injury and Illness Prevention Program is available for all employees at the District's HSW office and an informational flyer regarding how to access this document, *Appendix A*, can be found at each school site's and district offices staff bulletin board. Additionally, the IIPP can be accessed on the Panama-Buena Vista Union School District Website, www.pbvUSD.k12.ca.us under Departments/Health, Safety and Wellness/Injury and Illness Prevention Program. All P-BVUSD employees share the responsibility of detecting hazards and controlling them. All employees are required to inform their supervisor immediately of any situation beyond their ability and authority to correct. If you have any questions, please do not hesitate to contact HSW at 661-831-8331 Ext. 6286.

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

The Panama-Buena Vista Union School District has updated the Injury and Illness Prevention Program (IIPP), an important written workplace safety program for all employees. The goal of the IIPP is to provide a safe and healthy work environment by addressing the following goals:

- 1 Responsibility
- 2 Access to the Program
- 3 Compliance
- 4 Communication
- 5 Hazard Identification and Correction
- 6 Injury/Accident Investigation
- 7 Report of Hazard or Unsafe Condition
- 8 Training
- 9 Recordkeeping and Documentation

The IIPP is available on the district website> Health, Safety and Wellness> Injury and Illness Prevention Program:

www.pbvusd.k12.ca.us



REV 7/20/23

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- F. Report of Unsafe Condition or Hazard
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Introduction

The Board of Trustees believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practices through education, training, and enforcement.

The Panama Buena Vista Union School District is responsible for developing and managing this Injury & Illness Prevention Program. The attached, *Appendix B, P-BVUSD School Phone Directory* lists all of the Elementary and Junior High Schools within the school district.

Purpose

The District's Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the IIPP is to ensure the safety and health of District employees and to provide a safe and healthful work environment. As required by Title 8, CCR Section 3203, the IIPP contains the following elements:

- Program responsibilities
- Access to the plan
- Compliance methods to ensure safe work practices
- Communication system on health and safety issues
- Hazard identification and evaluation
- Hazard or unsafe condition correction
- Injury/accident investigation
- Training
- Recordkeeping and documentation

Responsibility

Superintendent

Katie Russell, Superintendent
Panama-Buena Vista Union School District
(661) 831-8331 Ext. 6104

The Superintendent has the ultimate authority and responsibility for the implementation of the District's IIPP. The Superintendent provides:

- Executive management oversight of the IIPP
- A system of accountability for program implementation
- Program evaluations and resources to support program implementation

Statutory Authority

IIPP Administrator
The IIPP Administrator for the District is:
Nancy Gordon, Health, Safety and Wellness Director
(661) 831-8331 Ext. 6177
ngordon@pbvusd.k12.ca.us

The IIPP Administrator oversees the effective implementation of the IIPP and has the authority and responsibility for implementing the program. Responsibilities include:

- Maintaining and effectively implementing the District's IIPP
- Oversight to ensure injuries and accidents are investigated
- Review inspections and hazard correction documentation to ensure identified hazards have been mitigated
- Establish procedures for employee reporting of workplace hazards, accidents, and injuries

School-Site Administration

Each school in the district has a principal and assistant principal who is responsible for the implementation of the IIPP relative to the operations at the school. *Appendix B, P-BVUSD School Phone Directory*, contains contact information for each school-site administrator. Responsibilities include:

- Act as a liaison between the District and school
- Distribute safety information received by the IIPP Administrator
- Communicate with site administrators, department heads, and supervisors to coordinate IIPP responsibilities within the school
- Ensure periodic inspections are conducted as required with corrective action follow-up
- Make a copy of the IIPP available at the school site
- Ensure the district's IIPP flyer is posted in the staff lounge

Principals and Department Heads

Principals and Department Heads are responsible for compliance with the provisions of the IIPP within their school site and department. Responsibilities include:

- Provide leadership that supports a strong safety culture and continuous improvement
- Assign clear responsibilities to supervisors
- Conduct regular safety meetings to review accidents, analyze causes, and promote communication about the school's hazards and control measures

- Ensure job-specific hazard assessments are conducted to identify employee training requirements
- Ensure job-specific employee training is conducted
- Provide supervisor IIPP training and ensure supervisors are knowledgeable about health and safety hazards under their supervision and control

Supervisors

Supervisors are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Responsibilities include:

- Communicate with the principal, department heads, and assistant principal of facilities to coordinate IIPP responsibilities within the school
- Investigate all accidents and incidents within their area of responsibility
- Conduct periodic safety inspections of facilities
- Conduct regular observations of employee work practices and instruct employees on safe work practices
- Enforce safe work practices and procedures for employees and operations under direct supervision and control
- Provide job-specific employee safety training
- Attend training to become knowledgeable about hazards and controls in areas of responsibility

Employees

Responsibilities of all District employees include:

- Follow all safe work practices, safety policies, and procedures. Speak with the supervisor when questions arise
- Report real or potentially unsafe conditions immediately to the supervisor
- Report injuries immediately to the supervisor

Employee's Access to the IIPP

A copy of this written Injury and Illness Prevention Program is available for all employees at the District's HSW office and at each school site's and district offices staff bulletin boards.

The IIPP can be accessed on the Panama-Buena Vista Union School District Website, www.pbvUSD.k12.ca.us under Departments/Health, Safety and Wellness/Injury and Illness Prevention Program.

All staff must review the IIPP on an annual basis as provided during annual training.

Appendix C provides the P-BVUSD Department Administrators and Managers.

Compliance

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

- Site Administrators, Supervisors, and Managers will
 - set positive examples for working safely and requiring that all staff under their direction work safely;

- use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available;
- identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
- Supervisors are responsible for providing the necessary supervision to ensure employees comply with safe and healthy work practices. Disciplinary action consistent with board policy/administrative regulation 4118 Dismissal/ Suspension/Disciplinary Action for certificated staff and administrative regulation 4218 Dismissal/Suspension/Disciplinary Action for classified staff will be taken if an employee violates established safe work procedures.

Site Administrators, Supervisors, and Managers are encouraged to recognize employees who follow safe and healthy work practices during scheduled meetings. Employees may be recognized for the following safety practices:

- Proper lifting techniques
- Utilizing proper protective equipment (PPE)
- Demonstrating ladder safety
- Ergonomics
- Preventing heat illness
- Keeping themselves and others safe

The District has developed a comprehensive Injury & Illness Prevention Program and recommended *Safety Practices* to enhance and ensure the health and safety of its employees. The goal of the District's *Safety Practices* is to provide education and guidelines in preventative safety measures for staff. Preventative safety measures are essential to reduce work related injuries. To access the P-BVUSD Safety Practices, contact your site supervisor or HSW at (661) 831-8331 Ext. 6286.

A general Personal Protective Equipment (PPE) Reference Chart (*Appendix D*) has been developed to protect staff of health or safety risks at work.

The district has also updated their Emergency Operations Plan (EOP) to provide staff with a resource for protecting students, staff and school facilities, as well as to describe the responsibilities of staff members for a wide range of emergency and disaster situations that may occur. To access the EOP contact your site administrator or HSW at (661) 831-8331 Ext. 6286.

Communication

The District recognizes the importance of effective, two-way communication on health and safety issues. All administrators and supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees.

New Employee Orientation

All new employees will receive an orientation about the district and school-site specific safety and health policies and procedures.

Health and Safety Training

The district has training requirements designed to instruct each employee on general and job-specific safety procedures. Refer to the *Training Section* for additional details.

Safety Meetings

Safety meetings may be conducted by school sites as needed. During safety meetings the supervisor, or other trainer may discuss issues such as:

- New hazards that have been introduced or discovered in the workplace
- Causes of recent accidents or injuries and procedures to prevent similar incidents in the future
- Any health or safety issue deemed by the district or school to require reinforcement. Mandatory safety training meetings may be coordinated by school site administration or HSW.

Communication is important in sharing information on the hazards in the workplace. Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster safety communication the following guidelines will be implemented:

The district office and school sites will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will periodically provide time at staff meetings to discuss safety topics. Employees are expected to attend these safety meetings unless prior approval from management is obtained. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Safety meetings shall be documented and written safety information shall be provided in a language understandable to employees. A meeting agenda and attendance sheets must be used to document attendance and topics covered for each meeting. Employees will be encouraged to participate and give suggestions without fear of reprisal. Additional communication methods to be used may include:

- Posters
- Newsletters
- Meetings
- Bulletins
- Manuals
- Warning Labels

Supervisors will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical and must be provided for effective two-way communication.

Incidents of non-compliance will be addressed by:

- Stating such examples at staff meetings; reviewing and discussing success stories that occur at the district or examples shared by Self-Insured Schools of California (SISC).
- Debriefing and reviewing incidents, injuries, and illnesses that could have been avoided, with the intent of changing and updating practices and procedures.
- An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.
- Appropriate disciplinary action up to dismissal.

Hazard Identification

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Administrators, Managers and Supervisors to ensure that appropriate, systematic safety inspections are conducted periodically.

Safety Inspections

Safety inspections will be conducted at the frequency described below:

- Whenever a new or previously unrecognized hazard or unsafe condition is evident.
- Whenever an occupational injury, illness or a “near miss” is reported.

Periodic Scheduled Inspections

Complete facility inspections shall be conducted annually by the Maintenance, Operations and Grounds (MOG) Department. All work areas will be inspected and any unsafe conditions will be documented, and appropriate work orders submitted when the problem cannot be corrected onsite. Inspection will be conducted from March - April. Inspections will be documented using Appendix E, *Office of Public School Construction Facility Inspection Tool (FIT)* and shall include the date and the signatures of the persons conducting the inspection.

Unscheduled Safety Inspections

- Additional safety inspections will be conducted by the Facilities Departments or site administrator whenever new equipment or changes in procedures are introduced into the workplace that present new hazards.
- Site Administrator or the assigned designee will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
- Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

Newly Identified Health and Safety Hazards

Any newly identified health or safety hazards will be documented on the appropriate District work order. The work order shall specify the problem and indicate its seriousness as a hazard. All work orders will be reviewed by Maintenance, Operations and Grounds and appropriate action will be taken in a timely manner. If the problem is determined to be an imminent hazard, the situation will be immediately corrected or the area will be closed and/or operations suspended until corrective measures can be taken.

Employees will be informed of actions taken to correct newly identified health and safety hazards, *if they request a response.*

Report of Hazard or Unsafe Condition

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. The *Report of Hazard or Unsafe Condition, Appendix F*, can be used for this

purpose and is available at all school sites. It can also be completed anonymously online on the Panama-Buena Vista Union School District Website, www.pbvUSD.k12.ca.us under Departments/Health, Safety and Wellness/[Report of Unsafe Condition](#). School sites must maintain a supply of *Report of Hazard or Unsafe Condition* forms in the workplace in a manner that provides employees with both easy and anonymous access. Communication of safety concerns or hazards may also be submitted anonymously by not including the employee's name, position or phone number. District mail may also be used for anonymous notification. The form can be sent to the Health, Safety and Wellness Department. This form provides a channel of communication between employees and management and promotes a prompt analysis and response with corrective action to reports of alleged hazards, unsafe conditions, or unsafe practices.

The Report of Unsafe Conditions should not be used to report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee shall notify his/her supervisor immediately. Inspections must be conducted within 24 hours for employee reports of imminent danger conditions. Potentially serious conditions must be inspected within three business days and within 20 working days for other than serious safety and healthy conditions.

All district employees are encouraged to report unsafe conditions without fear of reprisal. No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310).

Instructions upon receiving the Report of Hazard or Unsafe Conditions form:

Administrator

The administrator must promptly:

- Investigate the alleged condition.
- Initiate immediate corrective action or make appropriate recommendations.
- Record actions or recommendations on the *Report of Hazard or Unsafe Condition*. Suggestions and follow-up with the employee shall be reviewed by HSW. Corrections may be completed in collaboration with the site/department supervisor/administrator.
- If this results in the submission of a work order, attach a *Report of Hazard or Unsafe Condition* and forward it to the Maintenance, Operations and Grounds (MOG) Manager.
- If the approving official determines that there are no reasonable grounds to believe such a hazard exists, the employee must be notified in writing within 15 calendar days of receiving the report. HSW personnel shall assist in this determination.
- If the hazard was abated through actions of the approving official, the employee must be notified in writing within 15 business days of the correction and make the investigation report available to the employee making the report or within 30 unless there are compelling reasons.
- The original form shall be forwarded to HSW with a statement of actions taken.

It is the supervisor's responsibility to monitor the status of the report at all times until the hazard is abated.

Health, Safety and Wellness (HSW)

HSW will maintain records of the District's Reports of Hazard or Unsafe Condition for 5 years.

Maintenance, Operations and Grounds (MOG)

MOG must notify the approving official when any maintenance-related work order has been completed.

MOG is responsible for responding promptly to hazard reports and ensuring that line supervisors are diligent in correcting hazards. If a hazard report indicates that imminent or serious danger exists, the installation head must take immediate corrective action.

Risk of Imminent Harm

Whenever possible, it is the District's intention to immediately correct any hazard which gives rise to a risk of imminent harm. When such a hazard exists which cannot be abated without endangering employees, all exposed employees will be removed from the area of potential hazard except those necessary to correct the hazardous condition.

All employees involved in correcting the hazardous condition will receive appropriate training on how to do so and will be provided with necessary safeguards and personal protective equipment. In situations where it is not possible for employees to correct the hazard, expert resources will be contracted to correct the condition in a timely manner.

COVID-19

The Panama-Buena Vista Union School district is committed to taking steps to slow the spread of communicable respiratory infectious diseases, including COVID-19. In collaboration with the Kern County Superintendent of Schools under the guidance of our Public Health Officers, we continue to implement protocols and procedures to keep our staff and students safe by following state-level plans. These plans can be accessed on the district website/Health, Safety and Wellness/COVID-19. Staff Return to Work Protocol can be found [here](#).

Work Related Injury/Accident Investigations

OSHA defines work-related injuries or accidents as cases that are caused, contributed to, or significantly aggravated by events or exposures in the work environment are considered work-related for OSHA recordkeeping purposes.

Cases that are caused, contributed to, or significantly aggravated by events or exposures in the work environment are considered work-related for OSHA recordkeeping purposes.

Work-relatedness is presumed for injuries and illnesses occurring in the workplace or in locations where the employee is located as a condition of employment. It's important to remember that if work makes any contribution to the injury or illness, it is considered work-related for OSHA recordkeeping purposes.

There are certain activities that occur in the work environment that OSHA does not consider work-related. For example, injuries resulting directly from eating, drinking, or preparing one's own food at the workplace are not considered work-related. For a complete [list](#) of these activities, refer to section OSHA 1904.5(b)(2)

Employee's Report of On-The-Job Injury or Illness/CAL/OSHA 300

OSHA defines an injury or illness as an abnormal condition or disorder. Injuries and illnesses include cases such as cuts, fractures, sprains, skin diseases, or respiratory conditions. For OSHA recordkeeping purposes, an injury or illness can also consist of only subjective symptoms such as aches or pain.

Exposures that do not result in signs or symptoms are not considered injuries or illnesses and should therefore not be recorded on the OSHA forms. For example, if an employee is exposed to chlorine and does not exhibit any signs or symptoms due to the exposure, the case would not be recorded on the log, even if it involved prophylactic—that is, preventative—medical treatment.

The *Employee's Report of On-The-Job Injury or Illness* form (See Appendix G) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the form to record specific details about what happened and how it happened. The form must be provided to the employee upon request. The *Supervisor's Report of On-The-Job Injury* must also be completed at this time *in addition* to the *Witness Statement of On-The-Job Injury* (See Appendix H).

Supervisor's Report of On-The-Job Injury or Illness/CAL/OSHA 301

The Supervisor's Report of On-The-Job Injury or Illness form (See Appendix I) must be completed as soon as possible and no later than 7 days after a recordable work-related injury or illness has been reported to the employer. This form will be completed for injuries even if the employee does not request medical treatment or a workers' compensation claim.

Investigations of workplace accidents, injuries and illnesses and hazard substance exposures will be conducted by Site Administrators, Supervisors, or Managers. District procedures for investigating accidents, injuries and illnesses and hazardous substances exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses (see Appendix H, *Witness Statement of On-The-Job Injury*).
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure or root cause analysis.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions are taken.

Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events. (See Appendix I, *Supervisor's Report of Work-Related Injury or Illness*)

Workers' Compensation

To ensure timely accounting for workers' compensation procedures, the employer must provide an employee's request for all workers' compensation forms within 24 hours. Both employee and supervisor must complete their respective portions of the forms available at the District Office or school site.

Serious Injury or Illness or Deaths

In accordance with AB 1805, Labor Code § 6302(h) "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization, for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone. Work-related amputations, inpatient hospitalizations, and the loss of an eye must be reported to OSHA within 24 hours of learning of the incident.

Serious injury or illness or deaths must be reported by phone to the [local OSHA Area Office](#), by calling the OSHA 800 number (1-800-321-6742) no later than 8 hours after the employer is notified or with diligent inquiry, would have known of the deaths or serious injury or illness.

The following information must be reported in accordance to AB 1804:

- Time and date of accident/event
- Employer's name, address, and telephone number
- Name and job title of the person reporting the accident
- Address of accident/event site
- Name of person to contact at accident/event site
- Name and address of injured employee(s)
- Nature of injuries
- Location where an injured employee(s) was/were taken for medical treatment
- List and identity of other law enforcement agencies present at the accident/event site
- Description of accident/event and whether the accident scene or instrumentality has been altered

OSHA 300A Summary of Work Related Injuries and Illnesses

An electronic submission of the [CAL/OSHA Form 300A Summary of Work-Related Injuries and Illnesses](#) for the Warehouse and Transportation Departments (Title 8 14300.41 (A) (2)) will be submitted by the HSW Department by March 2nd of each year. All employees should be considered in this report including full-time, part-time, seasonal and temporary workers. First aid incidents are not required to be recorded. The summary must be posted in the areas of the affected employees from February 1 - April 30 of that year.

Training

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instructions with respect to hazards unique to each employee's job assignment shall be provided.

Training must be provided when:

- The IIPP is first established.
- An employee is first hired.
- An employee is given a new job assignment for which training has not been previously given.
- A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard.
- Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.
- The Administrator, Supervisor or Manager believes that additional training is necessary.

General Safe Work Practices

Employee training is provided for all new employees and annually for returning employees. This training will be provided via the District's online learning management software, Trakstar/Mindflash. All employees will be trained in the following:

- Child Abuse/Child Find/Mandated Reporter
- McKinney-Vento

- Bullying
- Non-Discrimination in Employment
- Discrimination and Harassment
- Rights of Victims
- Emergency Operations Plan (EOP)
- Comprehensive School Safety Plan (CSSP)
- Standard Response Protocol (SRP)
- Fire Prevention
- Confidentiality
- Drug Free Workplace
- Weapon Free Workplace
- Online Acceptable Use
- Code of Conduct
- Complaint Procedures
- Worker's Compensation
- Injury & Illness Prevention Program (IIPP)
- P-BVUSD Safety Practices
- Bloodborne Pathogens
- Concussions
- Hazard Communication (Use of Safety Data Sheets)
- Integrated Pest Management (IPM)
- Asbestos
- Air Pollution
- Heat Illness Prevention
- Active Shooter Training
- Sexual Harassment

- Specific to job classification
 - Playground
 - Ladder Safety
 - Medication Administration Training
 - CPR/AED/First Aid

- Fire Safety, Evacuation, Lockdown, Secure (Lockout), Drop Cover and Hold and Emergency Procedures - *Site-Level*

Specific Safe Work Practices

In addition to this general training, each employee will be instructed on how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

HSW is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

- Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

- Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
- Training courses are provided through an online Learning Management System and in person. Course information is documented in Trakstar, Staff Listing and in-person sign-in logs. Departments are encouraged to keep a copy of in-person training records.

Recordkeeping and Documentation

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

Injury & Illness Records

Maintained by HSW, *Retained for 5 years*

- Record of each fatality, injury, or illness that is work-related, is a new case, or meets one or more of the general recording criteria specified in Title 8, Section 14300.
- Record each injury or illness on the Cal/ OSHA Log of Occupational Work-Related Injuries and Illnesses (Form 300) according to its instructions.
- Supervisor's Report of Injury or Illness.
- Annually post the Summary of Work-Related Injuries and Illnesses (Form 300A) no later than February 1 and keep it posted where employees can see it until April 30.

Exposure Records

Maintained by Maintenance, Operations and Grounds (MOG)/Transportation, *Retained for 5 years*

- Maintain records concerning toxic substances and hazardous exposures of employee exposure to these substances and sources and other information.
- Reports of a Hazard or Unsafe Condition are maintained by HSW and retained for 5 years.

Periodic Inspections

Maintained by Maintenance, Operations and Grounds, *Retained for 4 years*

- Records of Facility Inspection Tool (FIT) to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices

Safety and Health Training

Maintained by Health, Safety and Wellness, *Retained for 3 years*

- Documentation of safety and health training for each employee. The documentation includes the employee name, training dates and type(s) of training.
- Online training documentation will be kept for as long as the District utilizes the service.
- If the online training service is discontinued, a copy of the most recent training documentation will be printed and kept for three (3) years.
- If the online training service is discontinued, efforts will be made to transfer training records to a new online service, as available.

Training documentation will be as follows:

- Employee signs current school year [Employee Training Signature Page](#).
- Paper copies of training documentation will be kept for three (3) years by the Health, Safety and Wellness Department.

A safe and healthy workplace must be the goal of everyone at the Panama Buena Vista Union School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact HSW Safety at 831-8331, ext 6286.

Appendix A

[How to Access the Illness and Injury Prevention Plan \(IIPP\)](#)

Appendix B

[P-BVUSD School Phone Directory](#)

Appendix C

P-BVUSD Department Administrators, Supervisors and Managers

Appendix D

Protective Clothing Reference Chart

Appendix E

Office of Public School Construction Facility Inspection Tool (FIT)

Appendix F

Report of Hazard or Unsafe Condition

Appendix G

Employees Report of On-The-Job Injury

Appendix H

Witness Statement of On-The-Job Injury

Appendix I

Supervisor's Report of Work-Related Injury or Illness