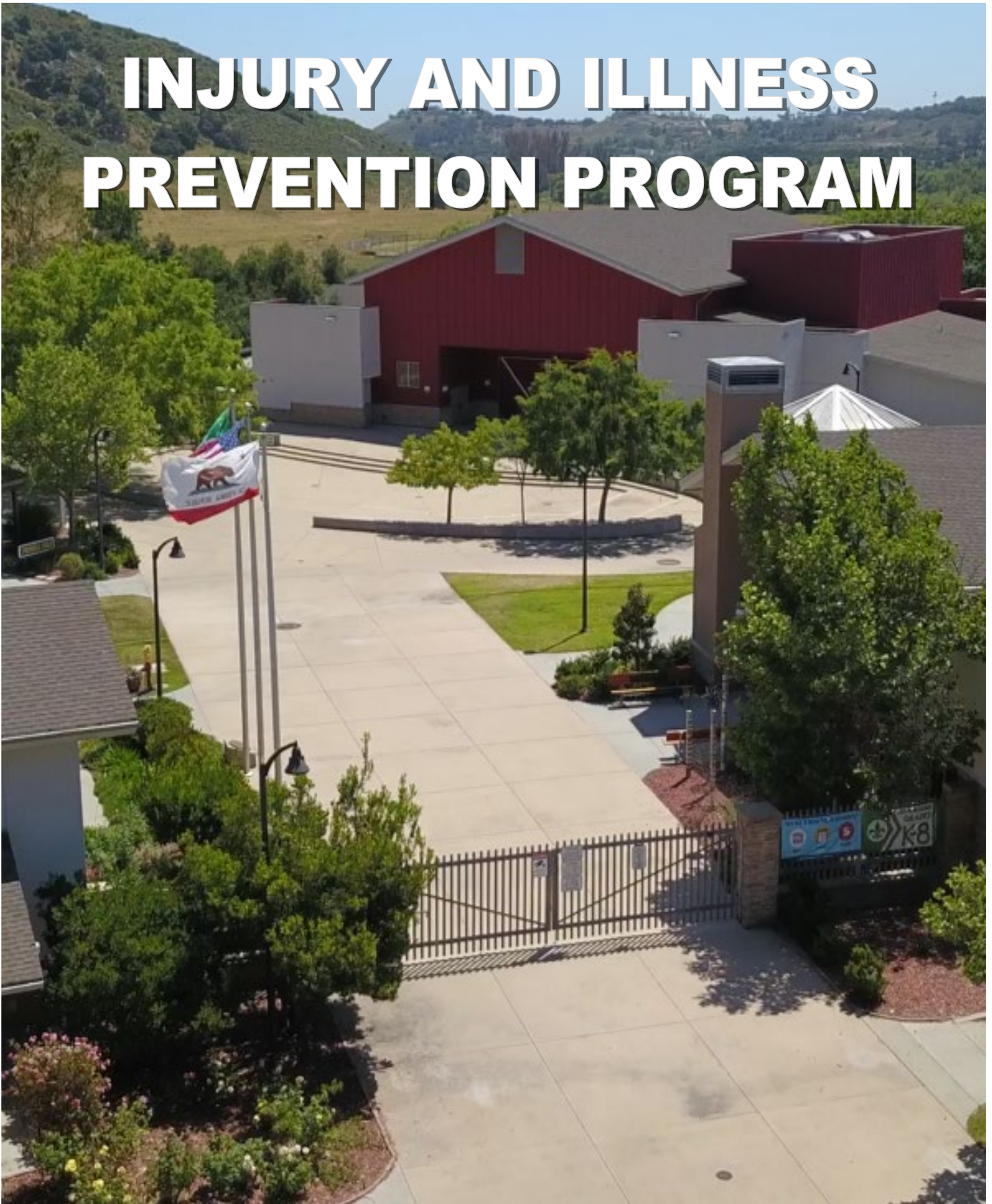


# INJURY AND ILLNESS PREVENTION PROGRAM



SAN PASQUAL UNION SCHOOL DISTRICT  
15305 Rockwood Road, Escondido, CA 92027

**SAN PASQUAL UNION SCHOOL DISTRICT  
INJURY AND ILLNESS PREVENTION PROGRAM**

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# SAN PASQUAL UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) Administrator, Ray Sifuentes, Maintenance, Operation's and Transportation Director, (MOT) has the authority and the responsibility for implementing the provisions of this program for the San Pasqual Union School District. District Administrators, Department Supervisors and managers are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.

## COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all employees comply with these practices include the following practices:

1. Informing workers of the provisions of our IIPP.
2. Recognizing employees who perform safe and healthful work practices.
3. Providing training to workers whose safety performance is deficient.
4. Disciplining workers for failure to comply with safe and healthy 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 the following items:

1. Review of our IIPP
2. Training programs.
3. Scheduled safety meetings.
4. Posted or distributed safety information
5. Work place specific safety and health training
6. Posted and distributed safety information
7. System for workers to anonymously inform management about workplace hazards without fear of reprisal

## SAN PASQUAL UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

### HAZARD ASSESSMENT

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

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIPP
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
3. When new, previously unidentified hazards are recognized
4. When occupational injuries and illnesses occur
5. Whenever workplace conditions warrant an inspection

### ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing affected workers and witnesses
2. Visiting the scene as soon as possible
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 accident/exposure from reoccurring
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
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.
3. All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Records

## SAN PASQUAL UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

### TRAINING AND INSTRUCTION

All employees, including management, supervisors and lead personnel, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIPP is first established
2. To all new workers
3. To all workers given new job assignments for which training has not previously been provided
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
7. To all workers with respect to hazards specific to each employee's job assignment.

Overall 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. Availability of toilet, hand-washing, and drinking water fountains
4. Provisions for medical services and first aid including emergency procedures.
5. Prevention of musculoskeletal disorders, including proper lifting techniques.
6. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
7. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
8. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
9. Proper reporting of hazards and accidents to supervisors.
10. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
11. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **SAN PASQUAL UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM**

### **RECORDKEEPING**

We are a local governmental entity (county, city, district, or any public or quasi- public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIPP.

### **APPENDIX**

- IDENTIFIED HAZARDS AND CORRECTION FORM
- QUICK REFERENCE GUIDE FOR ACCIDENT INVESTIGATION
- INVESTIGATION/CORRECTIVE ACTION REPORT
- [COVID-19. SAFE RETURN TO SCHOOL PLAN](#)

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**IDENTIFIED HAZARDS AND CORRECTION RECORD**

Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

UNSAFE CONDITION OR WORK PRACTICE	LOCATION	PRIORITY	PERSON ASSIGNED	CORRECTIVE ACTION TAKEN (DATE)

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**QUICK REFERENCE GUIDE**

**For**

**ACCIDENT INVESTIGATION**

This quick reference guide is information for supervisors, managers, and administrators to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees' should be trained to report injuries to their supervisor, no matter how minor they may be. "Near-accidents" should also be reported and investigated by the supervisor.

**Please follow these 4 easy steps when investigating work related injuries:**

Step 1:

- A. Act at once. Talk with the injured employee immediately if possible (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation/ Corrective Action Report.
- B. Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- C. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- D. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.
- E. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- F. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.



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- Step 2: Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the Risk Management Office.
- Step 3: Provide injured employee with a “Report of Employee Injury or Illness” and forward to Superintendent. If the employee wants or requires medical attention refer the employee to the Health Room Office.
- Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees’ are aware of the contributing causes of the accident. It is vital for supervisors to re-evaluate completed work orders to ensure problems have been resolved.

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**INVESTIGATION / CORRECTIVE ACTION REPORT**



<b>Date and Time of Incident / Exposure</b>		<b>Location</b>	
<b>EMPLOYEES INVOLVED</b>			
<b>DETAILED INCIDENT / EXPOSURE DESCRIPTION</b>			
<b>ULTIMATE CAUSE OF INCIDENT/EXPOSURE (I.E. "WHO, WHAT, WHEN, WHERE, HOW" AND THE "5 WAYS" ... THE ROOT CAUSE)</b>			
<b>OPTIONS FOR ELIMINATION OR CONTROL OF THE ROOT CAUSE(S)</b>			
<b>CORRECTIVE ACTIONS TAKEN / DATE / NAME OF PERSON(S) MAKING CORRECTIONS</b>			

Witnesses: \_\_\_\_\_

Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

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San Pasqual Union School  
15305 Rockwood Road  
Escondido, CA 92027  
School District Name and Address

Ray Sifuentes  
(760)745-4931 X1111  
Name and Contact Information for Individual Completing this form

**ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:  
Ray Sifuentes, Director of Maintenance, 760/745-4931 X1111  
IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

(Optional) Our school district's co-administrator for our IIPP is:

Co-Administrator's Name, Job Title, and Contact Information (address, phone numbers)

- This IIPP applies to all San Pasqual Union School District.
- (Optional but recommended.) Each school in our district has been assigned a safety supervisor. School-site safety supervisors are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety supervisor has a copy of this IIPP. A list of all the district's school-site safety supervisors who will implement and maintain the IIPP at their school sites is attached as Form A.

The master copy of this IIPP can be found at: <http://www.sanpasqualunion.net>

Other copies of the IIPP can be found at: \_\_\_\_\_

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Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- School-site safety supervisors in their school sites
- Our district's IIPP Administrator(s)/SASH Coordinator(s)
- Other: \_\_\_\_\_

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.\*<sup>1</sup>
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.\*
- Whenever new, previously unidentified hazards are recognized.\*
- Whenever occupational injuries and illnesses occur.\*
- Whenever workplace conditions warrant an inspection.\*
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.\*
- Other times:\_\_\_\_\_

**ACCIDENT/EXPOSURE INVESTIGATIONS** (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Ray Sifuentes, Director of Maintenance, Operations and Transportation

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.
- Other: \_\_\_\_\_

<sup>1</sup> Items with an asterisk (\*) are activities that are required by Cal/OSHA for compliance with the IIPP standard.

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**HAZARD CORRECTION** (Title 8 CCR §3203(a)(6))

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

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

**COMMUNICATION WITH EMPLOYEES ABOUT SAFETY** (Title 8 CCR §3203(a)(3))

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

Our communication system includes all of the following checked items:

- A  New employee orientation including a discussion of safety and health policies and procedures.\*
  - Follow-through by supervisors to ensure effectiveness.\*
  - Worksite-specific health and safety training.\*
  - Regularly scheduled safety meetings.
  - Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.\*
  - Posted or distributed safety information.\*
  - A system for employees to anonymously inform administration about workplace hazards.\*

**--OR--**

- B  Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).
- C  Other methods we use to ensure communication with and involvement of employees include: \_\_\_\_\_
- D  COVID-19 information and reporting

**TRAINING AND INSTRUCTION** (Title 8 CCR §3203(a)(7))

## SAN PASQUAL UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established.\*
- To all new employees.\*
- To all employees given new job assignments for which training has not previously provided.\*
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.\*
- Whenever anyone is made aware of a new or previously unrecognized hazard.\*
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.\*
- To all employees about the hazards specific to each employee's job assignment.\*

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

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**EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices.
- Other systems we have in place to ensure compliance with safety practices: \_\_\_\_\_

*Injury and Illness Prevention Program (1/9/2023)*