



INJURY AND ILLNESS PREVENTION PROGRAM

Injury and Illness Prevention Program (IIPP) for Oxnard Union High School District

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

Assistant Superintendent Business Services 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 (check all that apply):

- Preparing and updating our District 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 District wide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, and general safety concerns
- Other: _____

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 principal, site manager, 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 include one or more of the following checked practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.
- [Enter information on additional means of ensuring employee compliance specific to your workplace]

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 one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A labor/management safety and health committee
- A system for workers to anonymously inform management about workplace hazards.
- Our District has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.
- [Enter other methods of effective communication specific to your workplace].

HAZARD ASSESSMENT

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 coordinators at their school sites
- Our District's IIPP Administrator(s)

Ventura County Schools Self-Funding Authority's Safety Specialist/Inspector

Other: _____

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. Accident, injury, and/or exposure investigations; and
5. 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	
Athletic Facilities	
Classrooms	
Industrial Arts Classrooms	
Performing Arts Classrooms and Stages	
Science Classrooms, Labs, and Storage	
Food Services / Child Nutrition	
Maintenance	
Transportation	
Warehouse	

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

- Fall protection,
- Emergency action plan or Standardized Emergency Management System (SEMS) plan,
- Fire prevention plan
- hazardous energy control procedure
- Heat Illness Prevention
- Hearing Conservation Program
- Program designed to minimize Repetitive Motion Injuries
- Respiratory Protection Program
- Chemical Hygiene Plan

- Bloodborne Pathogens Exposure Control Plan
- Hazard Communication Program
- Aerosol Infectious Disease 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 or the District risk manager.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visit 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
- Other: _____

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. When the IIPP was first established;
2. 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;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the District 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; and
7. 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.

EMPLOYEE ACCESS TO THE IIPP

Our employees or their designated representatives - have the right to examine and receive a copy of our IIPP. Access is provided in one of the following manner:

- A printed copy of the Program will be provided free of charge.
 - in no event later than five (5) business days after the request for access is

- received from an employee or designated representative.
- California public records act charges may apply
- Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version.

Our District will communicate the right and procedure to access the Program to all employees:

- A link to the IIPP listed in the annual notifications.
- Orientation training.
- Posted with Labor Poster.
- Information in the employee handbook regarding access to the IIPP.
- Designated area on the website easily identifiable for accessing the IIPP.

Any copy provided to an employee, or their designated representative will not include any of the records of the steps taken to implement and maintain the written IIP Program.

A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. Any other designated representatives must have written authorization including the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy:

- Category 1.

The following records will be maintained for the period indicated, at a minimum:

The written IIPP	Indefinitely
OSHA Log 300 Forms	5 Years
OSHA Form 300A	5 Years
Inspection Forms.....	3 Years
Injury/Illness/Incident Investigation Forms	Duration of Employment
Employee Training Forms	
Personnel Records.....	Duration of Employment

Training Attendance Logs.....	3 Years
Records Relating to Employee Communication and Enforcement	
Safety Meeting Attendance Logs.....	3 Years
Employee Safety Suggestion/Hazard Report and Responses	3 Years
Medical and Exposure Records Subject to the Access Standard.....	Duration of Employment Plus 30 Years
All other Safety Records other than those Subject to the Access Standard.....	3 Years

Category 2.

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: OUHSD Website oxnardunion.org; 1800 Solar Drive, Oxnard, CA 93030

Other copies of the IIPP can be found: [insert location]

LABOR/MANAGEMENT SAFETY AND HEALTH COMMITTEE

Our District has elected to use a labor/management safety and health 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 by the Division 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. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
6. Submits recommendations to assist in the evaluation of employee safety suggestions; and
7. Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

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.