

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

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Authorized by: 

Kelly Bowers
Superintendent, LVJUSD

INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

I. LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT'S COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

It is the policy of Livermore Valley Joint Unified School District (called "District" hereafter) to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

Our District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness which ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall, at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

B. Objectives of the Injury and Illness Prevention Program (IIPP)

The Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure a safe and healthy work environment.

C. Location of the Written Injury and Illness Prevention Program (IIPP)

A copy of the written Injury and Illness Prevention Program (IIPP) shall be kept at each site, and a master copy shall be kept at our District Office. Documentation of training will be kept by Human Resources at our District Office. Accident investigation reports and training signup sheets will be kept by Human Resources at our District Office - located at 685 E. Jack London Blvd, Livermore, CA 94551 (925) 606-3200.

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D. Responsibilities for Safety and Health

EMPLOYEES

District employees at every level have a special obligation to work safely and maintain a safe and healthy work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

SAFETY OFFICER (SO)

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. The Superintendent has appointed a Safety Officer. This person, listed below, has been delegated the responsibility and authority for this program

Glenn Sherman,
Director of Maintenance, Operations & Facilities
Office: (925) 606-3319, Cell Phone: (925) 525-0266 gsherman@lvjUSD.org
2801 Ladd Avenue
Livermore, CA 94551

The SO's duties include, but are not limited to:

- a. Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within our District Office and its sites. Make periodic inspections of worker compliance with Cal/OSHA standards. The SO has full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner. This includes review of inspection reports requiring action, and review of accident investigations including implementation of any identified actions.
- h. Maintaining documentation of the IIPP.
- i. Periodically reviewing the overall effectiveness of the IIPP.

The SO may assign all or some of these tasks to other individuals.

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SUPERINTENDENT

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, an unrelenting effort is directed toward controlling injuries, collisions, liabilities, and waste of materials. In meeting this goal, management will, to the best of their knowledge and ability:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Require a program of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets and complies with Federal, State and local safety standards and regulations.
- f. Ensure that all accidents are immediately investigated and reported promptly. Vehicular accidents must be reported immediately following notification to law enforcement authorities.

PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor is fully responsible and accountable to the Superintendent for compliance with the provisions of the program within his/her school site/department. He/She ensures that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control efforts.
- f. Safety meetings are conducted, as necessary, to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded, and promptly reported. All accidents with the potential of becoming liability claims must be reported immediately.
- h. Prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
- i. Ensure that safe work procedures are required of all employees; adherence to safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- j. Proper safety procedures are prepared and used for all hazardous operations.
- k. All periodic inspections within his/her jurisdiction are completed as scheduled.

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EMPLOYEES

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. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Ask for training if unsure about or are untrained on a task or piece of equipment.
- d. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- e. Wear safety protective devices as necessary (or when instructed to do so).
- f. Report injuries immediately and seek immediate medical attention when required.
- g. Learn to lift and handle materials properly.
- h. Cooperate and take part in our Safety Program, workshops, training, and safety meetings as appropriate.
- i. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- j. Use only the prescribed equipment for the job and utilize it properly.
- k. Promote safety awareness and contribute to an overall safety culture.
- l. As a condition of employment, employees are required to complete mandatory training(s) provided by Keenan.

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II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted annually by Keenan. Inspection reports are submitted in a checklist format.

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the SO will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

General Housekeeping
Storage and Handling of Hazardous Materials
Use of Personal Protective Equipment

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports (or a statement of where these reports are kept) shall be filed with the Injury and Illness Prevention program in the Maintenance, Operations & Facilities Department. Work orders will be generated as needed.

B. Employee Hazard Reporting Procedure

Employees shall make every effort to correct hazards immediately within their control. Other hazards shall be reported immediately to the employee's supervisor using the Report of Unsafe Condition or Hazard form (anonymously, if they so wish). Possible actions to take can include, but are not limited to, repair, maintenance, purchases, training, policy or procedure clarification, etc. An initial response to the Report of Unsafe Condition form shall be made to the employee (or posted at the site, for anonymous reporting) within 5 working days and after work is completed, if applicable. If appropriate, the SO shall hold the original Report of Unsafe Condition or Hazard form and attach completed work orders (or other pertinent documentation) before signing and filing the form with the IIPP documentation folder.

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C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a code of safe work practices, or Job Hazard Analysis (JHA) for the job classifications within his/her jurisdiction. The JHA will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program.

D. Hazard Evaluation and Control

Inspection summary reports (from Keenan) and Reports of Unsafe Condition or Hazard forms requiring action shall be forwarded to Maintenance, Operations & Facilities from the SO with related work order requests, as appropriate. Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner. Copies of these completed work orders will be returned to the SO for filing with the original report/form. The SO will not file the original report/form until the completed documentation has been attached.

E. Imminent Hazards

Whenever possible, it is our District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which District personnel cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure and the situation will be evaluated by a contractor or emergency personnel experienced with the hazardous condition.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. Our District is committed to instructing all employees in safe and healthy work practices. To achieve this goal, our District provides training to employees regarding general safety procedures and regarding any hazards or safety procedures specific to that employee's work assignment. Employees will receive general safety information in the form of Job Hazard Analysis for positions within our District as needed.

A. When Training Will Occur?

Training will be coordinated by the Human Resource Department as follows:

1. Upon hire;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever our District is made aware of a new or previously unrecognized hazard;
5. Whenever our District believes that additional training is necessary; and
6. When periodic training is required by Cal-OSHA Regulation.

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B. Training of Supervisors

The Human Resources Department is responsible for developing and providing formal safety training in specific areas for supervisors, including a familiarization of the hazards that their employees may face. These are detailed in the form of Job Hazard Analysis.

C. Areas of Training

Depending on the requirements of each job, additional training may be provided. The Human Resources Department will stipulate certain additional training for certain jobs, and employees may request additional training. This training may include, but is not limited to the following:

- | | |
|----------------------------------|--|
| 1. The District's IIPP plan | 7. Back Injury Prevention |
| 2. Emergency Evacuations | 8. Proper Lifting Techniques |
| 3. Personal Protective Equipment | 9. Blood Borne Pathogen Exposure Control |
| 4. Fire Safety | 10. Other programs as necessary |
| 5. Playground Supervision | |
| 6. Office Safety | |

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Signup Sheet and forwarded to the HR Department. The Human Resource Department is responsible for maintaining and documenting all employee training records.

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IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

It is the goal of our District to effectively communicate with its employees on all issues regarding Safety and Health. To achieve this, our District has a written Illness and Injury Prevention program. Each employee may obtain a copy of this policy and review the safety procedures specific to that employee's work assignment.

A. Safety Meetings

Safety meetings may be conducted by management, or their designee, as appropriate for the hazards of the department, but not less than annually. Record the frequency (weekly, monthly...) for each department on the Safety Meeting Summary Log sheet. Safety meetings may be incorporated into other meetings. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazard that has been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by our District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by management to require reinforcement.

These safety meetings are documented as to content and attendance, and the documentation is kept by each Department.

B. Anonymous Notification Procedure

Our District has a system of anonymous notification whereby employees who wish to inform our District of workplace hazards may do so anonymously by sending a written notification to the SO using the Employee Hazard Report Form.

C. Posters/Signs

Where appropriate, signs and posters may be utilized to help maintain a high level of safety awareness on the job.

D. Training

Our District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training sessions may be completed by a combination of Internet, computer based, in person, or on-the-job techniques.

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the root causes of accidents, and to eliminate them to prevent their reoccurrence. The objective of accident investigation is FACT FINDING, NOT FAULT FINDING.

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B. District Expectation

All work-related accidents involving employee injuries and/or property damage are investigated by our District in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in a serious injury or significant property damage.

C. Responsibility for Accident Investigation

Initial accident investigations are documented through the Senior Human Resources Specialist to Company Nurse. Company Nurse will produce the "Supervisor First Report of Injury". Our District Safety Officer may choose to further investigate using the "Accident Investigation Form".

D. Procedures for Investigation of Accidents

The Accident Investigation Form should be used to investigate as soon as possible after the incident.

Use the following four-step process:

1. The Accident Investigation Form shall be used for investigations as follows:

Section A: Investigations are best handled by two or more people, but minor incidents may require only one. If a Worker's Compensation Claim number is known, it should be included for reference.

Section B: The following facts shall be gathered by the accident investigator:

WHO was involved? Include injured employees and witnesses. Interview as many people as needed to establish the facts of the event. WHAT happened? Describe what took place and include any equipment/machinery/tools that were involved.

WHEN did the accident occur? What time of day, day of the week, shift, and break period did the accident occur? Was an employee working overtime involved?

WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Section C: The causes of the accident shall be determined. surface causes shall be determined (unsafe acts and unsafe conditions) Root Causes shall then be determined (policies, procedures, etc....)

Section D: Recommendations. HOW could this accident have been prevented? What immediate and long-term actions can be taken to prevent reoccurrence? It is appropriate to make minor repairs and similar responses at this time? Indicate what was done in this section before forwarding.

Section E: Summary. Use this section to summarize the event and the investigation. Consider a cost/benefit analysis. Use Worker's Compensation data, frequencies

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and severities of accidents, regulations, lost time, and other indirect costs, and compare this to the benefits realized by implementing recommendations.

2. The investigator signs the form and forwards it to the SO for review.
3. The SO reviews the form and implements actions to prevent reoccurrence of the accident. Actions can be the recommendations from the form, or they may be determined by the SO.
4. Once the actions have been completed and supporting documentation has been received, the form is signed by the SO and the form and related documentation is filed with the master IIPP.

VI. DISTRICT SAFETY RULES

A. General Safety

For the protection and safety of all employees, our District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and other disruptive behavior is prohibited.
3. All spilled oil, grease, water, and other liquids must be cleaned up immediately.
4. All work areas are to be kept clean and orderly.
5. Personal Protection Equipment as identified by each Department will be worn.
6. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
7. Departments may establish additional safety rules. Employees working in these departments will be informed of these rules.
8. Rules established by governmental agencies are incorporated here by reference.

B. Materials Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. If you cannot obtain assistance, contact the supervisor.
2. Hand trucks/carts will be pushed when in transit except going down an incline or placing a load in position.
3. Hand trucks/carts will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. All material will be stacked and stored in proper areas.
6. Material will not be stored in aisles. Aisles must be kept clear at all times.

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C. Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e. where posted or when it is appropriate to do so. Sunglasses are not be allowed in shop areas.
2. Appropriate shoes for a given area are required. Shoes with exposed heels, toes or archways are not permitted in a shop area. Shoes constructed from inappropriate materials are prohibited from shop areas. Shoes worn by employees during other tasks, such as playground supervision or teaching PE class, shall be closed toe, closed heel, and provide substantial support. Sandals, flip-flops, "slipper-type" and other non-supportive footwear are examples of prohibited shoes.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA.)

D. Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Safety Data Sheet (SDS).
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Safety Data Sheet.
3. All containers will be labeled as to their contents.

E. Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified, and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting a machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

F. Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
5. The working pressure of a nozzle used to clean materials will not exceed 30 psi.

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6. The working pressure of a nozzle used to blow off your clothing will not exceed 10 psi.
7. Altering or tampering with safety air nozzles is forbidden.

G. Housekeeping

The foundation of a safe, healthy, and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scraps will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.

H. Fire Emergency

1. All fires must be reported immediately. The fire emergency number will be called and the location of fire given.
2. All employees must know the location of fire extinguisher(s) and other fire equipment.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits, or risers will not be blocked by supplies, stock, or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. No smoking is allowed on District property, or in District vehicles.
7. The person who is reporting a fire must stay on the telephone until released by fire department department personnel.

VII. EMERGENCIES

A. Emergency Action Plan

Our District has developed an Emergency and Disaster Preparedness Plan.

B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Emergency and Disaster Preparedness Plan.

C. Fire Prevention Program

Our District maintains automatic fire alarm systems as proscribed in California Building Codes. Specific responsibilities are outlined in the Emergency and Disaster Preparedness Plan.

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VIII. ENFORCEMENT OF THE SAFETY PROGRAM

Disciplinary System

Our District may pursue disciplinary action for any employee who fails to comply with oral, written and/or posted safety warnings, the California Education Code, District policies, or other administrative policies and programs.

Any disciplinary action taken shall not violate the employee's rights as defined under Title 8 General Industry Safety Order 3203, Federal OSHA Title 29, Part 1910, or other Cal-OSHA or Fed-OSHA regulation.

Appendix A: Forms

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Accident Investigation Report

SECTION I. INVESTIGATION INFORMATION

Name of Injured: _____ Date of injury: _____
Accident Investigator: _____ Title: _____ Tel # _____
2ND Accident Investigator: _____ Title: _____ Tel # _____

SECTION II. DESCRIPTION OF ACCIDENT

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

SECTION III. FINDINGS (Attach separate page if necessary)

Surface Cause: Unsafe Conditions (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. _____

2. _____

3. _____

Surface Cause: Unsafe Acts: (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. _____

2. _____

3. _____

Root Cause(s) (Policies, procedures, supervision, training, decision-making, other factors)

1. _____

2. _____

3. _____

SECTION IV. RECOMMENDATIONS (Indicate if any of the corrections have been done) (Attach separate page if necessary)
Immediate Corrections. (To reduce or eliminate unsafe acts and conditions)

1. _____

2. _____

3. _____

Long Term Corrections. (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1. _____

2. _____

3. _____

SECTION V. SUMMARY (Include further information. Weigh costs and benefits. Attach additional sheets if needed)

Prepared by _____ **Title** _____ **Date** _____

*******FORWARD TO our District SAFETY OFFICER*******

SECTION VI. DISTRICT SAFETY OFFICER REVIEW

(Review report. Verify appropriate actions taken. Revise if needed.)

Immediate: _____

LongTerm: _____

Reviewed by _____ **Title** _____ **Date** _____

*******When completed, attach any work order(s) and sign. File with the master IIPP*******

Report of Unsafe Condition or Hazard

Please submit this report to our District Safety Officer. You will receive a response in five (5) working days.

Optional: Employees may submit this form anonymously.

Employee's Name: _____ Job Title: _____

Location of Condition Believed to Be Unsafe or Hazardous: _____

Date and Time Condition or Hazard Observed: _____

Description of Unsafe Condition or Hazard: _____

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:
Signature of Employee: _____ Date: _____

District Response:

Name of Person Investigating Report: _____ Date

Received: _____ Results of Investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: _____

SO REVIEW: _____

Date: _____

Date of response to employee (or posting of a copy of this form, for anonymous reports): _____

Site Inspection Summary Log Sheet

Site Name: _____ Date Submitted: _____

Areas on site: (indicate the amount of all areas found on this site)

	Classrooms		Offices
	Assembly Areas/Gyms		Science Labs/Shops
	Playgrounds		Athletic Fields/Pool
	Cafeterias		Custodial Rooms
	Grounds		Maintenance Shop
			Other

Areas Inspected:

Perform inspections according to the IIPP schedule, typically annually by June 30. Record the area, the date inspected, if any repairs were required and the appropriate work order numbers, and the date the work was completed. Keep the inspection checklists and this form with your IIPP on site and send a copy of this form to our Safety Officer by June 30.

[illegible]

SUBMITTED BY: _____

Safety Meeting Summary Log Sheet

Departments should begin this log sheet at the start of the school year and keep it with the department IIPP. Record the expected safety meeting frequency (weekly, monthly, quarterly...) for each department. During the year, after receiving a safety meeting signup sheet (or equivalent documentation), record the requested information on one line. File the signup sheet with the IIPP. At the end of the school year, by June 30, send a copy of this summary sheet to the Safety Officer. Departments will have regular safety meetings.

Teachers:		Skilled Trades		Grounds:	
Office:		Custodians:			
Cafeteria:		Special Ed:			

Safety Meeting Summary:

[illegible]

Safety Meeting Signup Sheet

Department: _____ Leader: _____ Date: _____

Topic(s): _____

See the Training Verification Form for a complete description of the training contents.

	Name	Signature
1		
2		
3		
4		
5		
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7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

File this form with the dept IIPP. send a copy to the safety officer for filing with the master IIPP.

Training Signup Sheet

Date: _____ Instructor: _____

Topic: _____

See the Training Verification Form for a complete description of the training contents.

	Name	Signature
1		
2		
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File this form with the dept IIPP. Send a copy to the safety officer for filing with the master IIPP.

Verification of Initial IIPP Training Form

NAME _____ Job Title _____
Please Print

Work Site: _____
Please Print

Supervisor: _____

I agree to follow all LVJUSD's safety and health rules, policies, and procedures. I have received training and written materials on the district's following safety policies:

General Safety and Health Issues

- Our District's Injury and Illness Program
- COE Safety Rules
- Emergency procedures
- Housekeeping
- Personal protective equipment
- Lifting techniques
- Working around equipment
- Reporting unsafe conditions
- General safe work practices
- Job Hazard Analysis

Employee Signature

Date

Trainer's name

Trainer's signature

File this training form with the dept IIPP. File a copy in the employee's training file.

Send a copy to the safety officer for filing with the master IIPP.

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

Purpose

It is the policy of the Livermore Valley Joint Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Livermore Valley Joint Unified School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germes can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.

- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

If an Employee is Sick

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Livermore Valley Joint Unified School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

Livermore Valley Joint Unified School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions

for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.

- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Livermore Valley Joint Unified School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.