



**OXNARD SCHOOL DISTRICT**

# **Injury & Illness Prevention Program (IIPP)**

# Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>Statutory Authority</b> .....	<b>1</b>
<b>Responsibility</b> .....	<b>1</b>
Superintendent .....	1
Administrators, Managers, Supervisors, and Principals .....	1
<b>Responsibility (cont.)</b> .....	<b>2</b>
All Employees .....	2
Risk Manager.....	2
<b>Compliance</b> .....	<b>3</b>
<b>Communication</b> .....	<b>3</b>
Safety Committee.....	3
Safety Suggestions .....	3
<b>Communication (cont.)</b> .....	<b>4</b>
Safety and Health Bulletin Boards.....	4
Hazard Assessment .....	4
<b>Accident/Exposure Investigations</b> .....	<b>4</b>
Reporting Work-Related Injuries and Illnesses .....	4
<b>Accident/Exposure Investigations (cont.)</b> .....	<b>5</b>
Accident Investigation .....	5
<b>Hazard Reporting, \Assessment and Correction</b> .....	<b>5</b>
Employee Reporting of Unsafe Conditions or Hazards.....	5
<b>Hazard Reporting, \Assessment and Correction (cont.)</b> .....	<b>6</b>
Employee Reporting of Unsafe Conditions or Hazards (cont.) .....	6
Inspections and Hazard Identification .....	6
<b>Training</b> .....	<b>6</b>
<b>Training (cont.)</b> .....	<b>7</b>
<b>Employee Access to the IIPP</b> .....	<b>7</b>
<b>Recordkeeping and Documentation</b> .....	<b>7</b>
<b>Contractors</b> .....	<b>8</b>
Covid-19 Prevention Plan - Outbreaks of Infectious Disease.....	8
<b>APPENDIX</b> .....	<b>9</b>
<b>APPENDIX A</b> .....	<b>10</b>
<b>APPENDIX B</b> .....	<b>21</b>
<b>APPENDIX C</b> .....	<b>22</b>
<b>APPENDIX D</b> .....	<b>24</b>
<b>Revision History</b> .....	<b>25</b>

## **INTRODUCTION**

The Oxnard School District (OSD) is committed to providing a safe and healthful workplace for all employees and volunteers. To achieve this goal, the Oxnard School District has implemented the Injury and Illness Prevention Program (IIPP). The District COVID-19 Prevention Plan (CPP) is addressed as separate plan. The program addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication and Program Documentation.

The Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The purpose of the program is to protect the safety and health of all employees.

## **STATUTORY AUTHORITY**

The Injury and Illness Prevention Program and compliance with it, is mandated under the following laws:

- ▶ California Labor Code Section 6401.7
- ▶ California Code of Regulations Title 8, Section 1509 and 3203

The Board of Trustees has outlined the requirements of the Oxnard School District Illness and Injury Prevention Program in Board Policy 4157, 4257 and 4357.

## **RESPONSIBILITY**

### **Superintendent**

General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Superintendent's final authority. The Superintendent has assigned overall management for the IIPP to the Assistance Superintendent of Human Resources. The Risk Manager is responsible for implementation of the IIPP.

### **Administrators, Managers, Supervisors, and Principals**

Administrators, Managers, Supervisors, and Principals are fully responsible and accountable to the Superintendent for compliance with the provisions of the programs within their area of responsibility. Their duties include but are not limited to:

- Providing job-specific and general safety and hazard training to employees including safety orientation.
- Documenting all safety training.
- Providing safe and healthful working conditions for all employees.
- Purchasing appropriate protective equipment, distributing it to employees, training employees on its proper use, and ensuring employee compliance & usage of the equipment.
- Conducting periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures and/or attitudes that adversely affect the health and safety of all employees.
- Investigating industrial accidents, injuries, illnesses and near miss incidents and determining the cause of the incident and the corrective actions needed to prevent its reoccurrence.
- Communicating with employees on occupational health and safety issues; and
- Evaluating and ensuring employee compliance.

## **All Employees**

Safety is every employee's responsibility. All employees of the district are responsible for working safely and maintaining a safe work environment. As a condition of employment, employees must exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and actively contribute to the success of the overall safety program. At minimum, employees must:

- Comply with all district and departmental safety policies and procedures
- Comply with Codes of Safe Practice
- Notify their supervisor if they do not fully understand district and/or departmental safety policies and procedures and/or the hazards associated with their job.
- Report all unsafe conditions, work practices, and/or defective tools, equipment and safety devices to their supervisor immediately with no fear of reprisal.
- Report all accidents, near misses and injuries to their supervisor immediately.
- Cooperate with all injury reporting procedures, accident investigation and statements.
- Participate in district's modified return-to-work bridge assignment program
- Always keep work areas clean and orderly.
- Attend/participate in district provided training and information programs.
- Coach co-workers in safe work practices when appropriate.
- Avoid disorderly conduct such as horseplay, fighting and practical jokes; and
- Wear required protective safety equipment and clothing as required by departmental safety rules and procedures or as directed by their supervisor.

## **Risk Manager**

The Risk Manager is responsible for the design, administering and maintaining the Injury and Illness Prevention Program. The duties of the Risk Manager include, but are not limited to:

- Design and coordinate the implementation of the Injury and Illness Prevention Program to target losses, exposure to loss and compliance with applicable governmental standards.
- Monitor the effectiveness of the program through inspections and review of Injury and Illness Prevention Program documentation.
- Conduct and arrange for employee and supervisory safety training.
- Chair the safety committee.
- Participate in accident investigations.
- Conducting periodic inspections of facilities for hazardous conditions and housekeeping.
- Maintain documentation of safety inspections, corrective action, training, and accident investigation.
- Coordinate with third party administrators to ensure proper handling of claims.
- Monitor loss runs to identify safety hazards and injury trends.
- Provide technical assistance and resources to the Assistant Superintendents, Administrators, Managers, Supervisors, and Principals to assist them in meeting the responsibilities specified in the Injury and Illness Prevention Program.

## **COMPLIANCE**

All employees, including Managers and Supervisors are responsible for complying with safe and healthy work practices. Failure to comply with established safety procedures may result in appropriate disciplinary action. The following is our system of ensuring that all employees with the rules and maintain a safe work environment:

- Site administrators, directors, and managers will set positive examples for working safely and will require all staff under their direction to work safely.
- Informing workers of the provisions of our IIPP.  
Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.  
Providing training to workers whose safety performance is deficient.
- Disciplinary action with employees for failure to follow safe and healthful work practices.

A copy of this IIPP is available at the District Office, Facilities, Transportation, Warehouse and at each school site for employees to review. The IIPP is provided in safety orientation packet at time of hire for each employee.

## **COMMUNICATION**

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

Our communication system includes the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our Injury & Illness Prevention Program  
Training programs (Vector Solutions Online  
Training) Regular scheduled safety meetings
- Tailgate Meetings
- Posted or distributed safety information via safety flyers or quarterly newsletter
- A system for workers to anonymously inform management about workplace hazards

## **Safety Committee**

The Safety Committee is responsible for reviewing accident reports, and workplace concerns. Our responsibilities include:

- Reviewing work-related injury and illness statistics.
- Making recommendation to the Site Administrator on necessary corrective action
- The committee will meet at least quarterly
- Discuss site safety problems that may arise
- Review employee, student, and visitor accidents
- Review safety and health programs
- Review and resolve employee safety suggestions/hazards and make recommendations

## **Safety Suggestions**

All employees are encouraged to submit safety and health suggestions via Safety Hazard Reporting Portal at <https://www.oxnardsd.org/departments/risk-management/safety-hazard-reporting-portal> on the Oxnard School District website. These may be made anonymously. Suggestions will be forwarded immediately to the Risk Manager, who will make a written record of any verbal suggestions.

The Risk Manager will conduct a prompt and thorough investigation of the suggestion or reported condition. Action taken as a result of the suggestion will be reported to the person making the suggestion, if their identity is known.

## **Safety and Health Bulletin Boards**

Each site will maintain a Safety and Health Bulletin Board (where employees reporting for work will have visual access) for the purpose of posting new safety and health issues as they arise, results of general safety and health meetings, lists of scheduled activities or training meetings, lists of newly recognized or discovered hazards, safety posters and related posting required by law.

## **Hazard Assessment**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually and, in addition, when the following occur:

- When we initially established of our IIPP Program.
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- Accident, injury and/or exposure investigations; and
- Whenever workplace conditions warrant an inspection.

## **ACCIDENT / EXPOSURE INVESTIGATIONS**

All accidents, injuries, illnesses, and near-miss incidents and exposures to hazardous substances will be investigated by the employee's supervisor using the Supervisor Investigation Form. Appropriate repairs will be requested by submitting a Facilities work order or making a procedural change to promptly correct the hazards implicated in these events.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visit the scene as soon as possible.
- Interviewing injured workers and any witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

## **Reporting Work-Related Injuries and Illnesses**

All injuries, illnesses and near-miss incidents must be reported to the employee's immediate supervisor. After reporting the injury to immediate supervisor, the employee shall call COMPANY NURSE at 1-855-602-5267 regardless of medical treatment is necessary. If the employee is unconscious or taken by ambulance their immediate supervisor or designee shall call COMPANY NURSE to report the injury. The injured employee will speak directly to a Nurse who will triage the injury and make a medical treatment referral if needed. Company Nurse is available **24 hours per day, seven days per week**.

To ensure timely processing of workers' compensation claim, the employee and their supervisor must complete workers' compensation forms, which is available at each worksite office or Risk Management Office at District Office. If employee states pre-designated to own doctor, contact Risk Management to confirm and next steps will be provided.

The Supervisor and/or designee will provide the employee with a Workers' Compensation packet which includes a DWC-1 Claim form, Employee Statement, Body Injury Diagram, VC Schools Medical Provider Network (MPN) Pamphlet, WC Reporting Procedure, WC Timesheet & Frontline Information, Frequently Asked Questions, Company Nurse Information, Time of Hire Pamphlet and WC Acknowledgement form to sign.

If no medical treatment is necessary, the employee shall complete the "Injury Incident Report" to document the incident and call Company Nurse Hotline at 1-855-602-5267.

If the injured employee can return to work with work restrictions the employee will be offered temporary bridge assignment. The employee and supervisor will be provided with a bridge assignment agreement to sign. The agreement will specify the employee's temporary assignment, work restrictions, work hours and site/department of bridge assignment. This information is to assist the employee and hosting site of the employee's temporary assignment.

### **Accident Investigation**

Serious occupational injuries, illnesses, or exposures to hazardous substances must be reported to Risk Management **immediately** after they become known at (818) 901-5403 or website [www.dir.ca.gov/dosh/report-accident-or-injury.html](http://www.dir.ca.gov/dosh/report-accident-or-injury.html). Risk Management will contact Cal/OSHA within eight (8) hours from time of knowledge as required by law. Cal OSHA defines an injury or illness as "serious" if it:

- Requires inpatient hospitalization for a period in excess of (24) hours for other than medical observation; or
- An employee suffers a loss of any member of the body; or
- An employee suffers any serious degree of permanent disfigurement

Risk Management in conjunction with Principal/designee from the injured school site/department will investigate all injuries, incidents, or near-misses to determine the cause. The Risk Management Department will determine if additional investigation or corrective action is needed.

### **HAZARD REPORTING, ASSESSMENT AND CORRECTION**

All employees are responsible for reporting hazards to their Supervisor, Principal or Risk Management.

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:

- A. Hazardous situations can be found at any time. The more severe the hazard, the quicker the action needed for correction. Employees must use their own judgment in assessing the severity of a hazard.
- B. All hazards identified will be promptly corrected or alternate procedure implemented.
- C. Facilities and equipment noted to be unsafe for use must be tagged or sectioned off by the inspector. Hazardous equipment must be secured by using "lock-out/tag-out" procedures
- D. Supervisors will inform all employees of any unsafe conditions that cannot be immediately corrected.
- E. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing conditions. Employees who are required to correct the hazardous condition shall be provided with the necessary safeguards and personal protective equipment.
- F. All requests for repairs shall be submitted and tracked through the Facilitron Work Order system.

### **Employee Reporting of Unsafe Conditions or Hazards**

Employee are required to immediately report any unsafe conditions or hazard that they discover in the workplace to their supervisor and/or Risk Management or other authorities including Superintendent. No employee will be disciplined, discharged or otherwise discriminated against for reporting ANY workplace hazard or unsafe condition.



Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting Safety Hazard Reporting Portal located on the Risk Management website at [www.oxnardsd.org/departments/risk-management/safety-hazard-reporting-portal](http://www.oxnardsd.org/departments/risk-management/safety-hazard-reporting-portal).

### **Inspections and Hazard Identification**

Site inspections are a tool for locating and reporting unsafe conditions and activities which have the potential to cause injuries, accidents and/or property damage. All dangerous work conditions and/or defective tools, equipment and safety devices must be reported to the supervisor immediately.

The Site Administrator/Department Head will ensure that safety inspections are conducted monthly using the Monthly Safety Inspection form. A formal documented inspection of all sites will be conducted at least annually by the Risk Manager, Safety Inspector. More frequent inspections and investigations may take place as a result of a frequent pattern of injuries and illnesses and/or an employee complaint and/or written report of unsafe condition or hazard. In addition to scheduled inspections and ongoing review, unscheduled, surprised inspections will also be conducted.

Visitors: Prior to any scheduled event (Back to School Night, Open house, public gatherings, etc.) the facilities to be used should be inspected to determine the existence of hazards which may expose participants or spectators to injury. These hazards should be corrected prior to the event. Emergency exits should be inspected to ensure proper operation and clear access.

### **TRAINING**

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

- When the IIPP is first established
- To all new employees
- To all employees given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all employees 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:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, 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 and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
- Proper reporting of hazards and accidents to supervisors.



- Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Vector Solutions – Online Internet-based training and compliance program. The training program is available at [www.targetsolutions.com/oxnardesd](http://www.targetsolutions.com/oxnardesd).

All safety training must be documented and kept on file at the site location and at the Risk Management Department as follows:

- Document all Safety Training provided to each new employee and/or regular employee who requires safety re-training
- The “Safety Meeting/Training Sign-In” form must be used to document all individual and/or group safety training sessions.

### **EMPLOYEE ACCESS TO THE IIPP**

OSD employees and their designated representatives have the right to examine and receive a copy of our IIPP. This will be accomplished by:

- Provide access in a reasonable time, place and manner, but no later than five (5) business days after the request for access is received from an employee or designated representative.
  - ▶ Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - ▶ One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
- Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.
- A copy of this IIPP is available at the District Office, Facilities, Transportation, Warehouse, Enrollment Center and at each school site for employees to review. The IIPP is provided in safety orientation packet at time of hire for each employee.

### **Recordkeeping and Documentation**

Records are to be kept as follows:

- Records of hazard assessment inspections and documentation of safety and health training will be retained in Risk Management for a period of seven (7) years.
- Safety Inspection Forms five (5) years.
- Employee related safety training three (3) years.
- Sites should retain copies of reports for at least three (3) years.

## **CONTRACTORS**

Contractors shall maintain and enforce an Injury and Illness Prevention Program as required by State law, and in signing any contractual agreement with the District, makes the following certification:

*“CONTRACTOR is aware of the provisions of California Labor Code, Division 5, and of the California Code of Regulations, Title 8, and shall maintain an active comprehensive Injury and Illness Prevention Plan – including applicable standards (e.g. Ergonomic, HazCom, Bloodborne Pathogens) - in accordance with such provisions before commencing the performance of the contractual agreement. The Injury and Illness Prevention Plan shall be available to Oxnard School District upon request.”*

### Enforcement of the Injury and Illness Prevention Plan

#### Disciplinary Program

1. For any safety policy violation: a written warning will be given to, and reviewed with, the employee. Additional safety training should be provided after an interview with the supervisor.
2. Two violations within 60 days: written warning, with suspension without pay up to five days. On return to work, further safety training and an interview with the Risk Manager.
3. Three violations within 180 days: additional day suspension without pay and up to five days. On return to work, an interview with the Risk Manager and management and further safety training.
4. Four violations within 360 days: termination proceedings initiated.

### **COVID-19 Prevention Plan - Outbreaks of Infectious Disease**

California employers are required to establish to implement under Cal/OSHA Prevention Program (CPP) to protect employees from workplace hazards, including infectious diseases.

Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. Outbreaks of infectious disease can impact district when they occur. In the past, we have seen outbreaks of H1N1, Swine Flu, Norovirus, MRSA and TB.

Please reference the district COVID-19 Prevention Plan (CPP) under separate cover for an entire scope of the plan.

## **APPENDIX**

- A. Codes of Safety Practices
- B. Monthly Safety Inspection Form
- C. Procedure for Handling Work-related Injuries/Illnesses
- D. Procedure for After Business Hours Work-related Injuries/Illnesses



## CODES OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. All Oxnard School District (OSD) employees are required to follow these general safety guidelines. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

### GENERAL SAFE PRACTICES

1. Report *all* accidents, injuries, and illnesses (no matter how small) to your supervisor or the Risk Management Office ***immediately***.
2. Report all unsafe conditions and equipment to your supervisor, Principal or Risk Manager. Unsafe conditions and equipment may include, but not be limited to: broken chairs, missing casters, stuck drawers, cracked glass, etc.
3. Clothing that covers the back, shoulders, and midriff and clothing that covers the top portion of the legs when seated shall be worn by all employees.
4. In observance of safety standards, employees working with students operating machinery or Special Education students shall refrain from wearing dangling earrings and other jewelry. Tattoos that are offensive or disruptive to the school/work environment must be concealed.
5. Employees with long hair shall tie hair back when working with Special Education students.
6. Shoe or boots with a low heels, non-skid soles, and closed toe and heels shall be worn by all employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Facilities, Graphics, Transportation, and Warehouse areas. Sturdy athletic shoes are acceptable for safety purposes.
7. Employees must wear proper personal protective equipment (including safety glasses, safety goggles, face shields, hard hats, safety gloves, protective clothing, etc) and abide by all health and safety procedures.
8. Pay attention to the job you are doing.
9. Ask questions about anything you do not understand about your job.
10. Observe all safe practices applicable to the department or area in which you are working or visiting.
11. Always follow instructions on safety signs and caution tapes. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
12. Be aware of forklifts in operation; keep a safe distance from them.
13. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture or boxes.
14. When lifting and carrying loads, care should be exercised to avoid overexertion and strain.
15. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in paper waste containers. .
16. Return materials and equipment to their proper place when finished using them.
17. Throw trash in proper waste containers.

18. Clean up small amounts of spilled materials or liquids immediately. Be sure the site custodian or Facilities is called to clean up larger spill.
19. All food should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
20. Do not leave open food storage or food preparation in areas not intended and designated for that use.
21. Do not allow overnight storage of food in classrooms or offices.
22. Do not allow chemicals or other pest management products should be brought from home.
23. Pest infestations should be reported to the maintenance department so that proper notification and posting can be accomplished.
24. Chemical products should not be used directly around students.
25. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
26. Walk; do not run.
27. Open doors slowly. Stand out of the swing of the door when opening or unlocking doors.
28. Use caution when approaching blind corners.
29. Use handrails when going up or down stairs.
30. Never leave anything in aisles, hallways, or on stairways that can cause someone to trip and/or fall.
31. Always keep aisles and passageways clear and unobstructed.
32. Always keep exits clear, unobstructed, well lighted, and unlocked to permit ready access.
33. All cords running into walk areas must be tapped/velcro down with cord protector or inserted through rubber protectors to preclude them from becoming tripping hazards.
34. Maintain 36 inches of clearance around all electrical equipment and panels.
35. Always keep fire extinguishers and fire alarms clear (36 inches of clearance) and easily identifiable to permit ready access.
36. In the event of a fire, sound the alarm and evacuate.
37. Upon hearing the alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
38. Only trained and designated employees may attempt to respond to a fire or other emergency.
39. Extension cords are for temporary use only. Extension cords are to be unplugged, rolled up and put away at the completion of each job, or at the end of each day.
40. Only use extension cords that have a grounding conductor.
41. Wash your hands thoroughly before eating, and/or drinking.
42. Do not eat in areas where hazardous chemicals are present. This includes all Custodian, Grounds, Facilities, Graphics, Transportation and Warehouse areas.
43. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
44. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through mesh. Newer fans are equipped with proper guards.
45. Do not store food in cabinets and/or refrigerators where chemicals are stored.
46. Employees shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) for instructions and precautions before using any chemicals.
47. Handle, use and store all chemicals according to the manufacturer's instructions.
48. Always keep chemical containers closed when not in use.
49. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

50. Contact the maintenance department for your chemical disposal needs.
51. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
52. Keep all legs of a chair in contact with the floor at all times.
53. Practical jokes, "skylarking," "horseplay," scuffling, and fighting are not permitted.
54. Employees shall not use, possess, manufacture, distribute, dispense, or sell alcohol or drugs while on OSD property or on business.
55. Use of cell phones while driving is prohibited, unless it is an emergency.

## TEACHERS AND OTHER CLASSROOM STAFF

1. Observe all applicable general safety practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
15. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
16. Art materials in grades kindergarten through sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
17. Artwork and teaching materials used for decorations must not cover more than 25% of available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
18. Combustible decorations should not be hung on doors, windows and light fixtures.
19. Ceilings should be kept free of decorations at all times.
20. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

## ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items above.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
15. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
16. Use of cell phones while driving is prohibited, unless it is an emergency.

## NURSES AND OTHER HEALTH STAFF

1. Observe all applicable general safety practices.
2. Observe all applicable safety practices for Administration and Office Staff.
3. Use universal precautions when exposed to bodily fluids and blood.
4. Use proper lifting and student transfer techniques.
5. Call the Facilities to move heavy office furniture or equipment.
6. Containers of bleach and bleach solutions should be stored in a tray within a secured cabinet.
7. Other liquids should be stored in secondary containment to minimize spills.



## GRAPHICS

1. Observe all applicable general safety practices.
2. Observe all applicable safe practices for Administration and Office Staff.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
  
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. Use proper lifting and material handling techniques.
8. Call the maintenance department to move heavy office furniture or equipment.
9. Operate machinery or equipment only after being trained and authorized.
10. Ensure the area around the machinery or equipment is free from clutter and well lighted.
11. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
12. Only certified drivers may operate a forklift. Follow forklift operating rules
13. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged and reported.
14. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
15. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
16. Before jammed paper is pulled from a machine or equipment, the motor is to be turned off to avoid getting hands in the feed rollers.
17. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.

## CUSTODIANS

1. Observe all applicable general safety practices.
2. Use proper lifting and material handling techniques.
3. Employees shall use hand carts and other mechanical material handling devices for heavy loads
4. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
5. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. When using equipment in halls, keep to one side, do not block doors.
8. Keep all electrical cords flat.
9. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
10. Cleaning solutions are to be mixed and used according to label directions and training.
11. Use an appropriate ladder or step stool for over shoulder tasks
12. After cleaning floor drains, be sure grates have been replaced and securely fastened.
13. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
14. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
15. Gasoline shall not be used for cleaning purposes
16. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
17. Keep at least one aisle of the storage area open at all times.
18. Wear hearing protection in all areas identified as having high noise exposure.
19. Use universal precautions when cleaning bodily fluids and blood.
20. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
21. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
22. Empty some contents out of a trashcan before lifting it.
23. Face the trash bin and lift the container up to rest on the lower edge of the bin.
24. Fill the mop pail only half full.
25. Roll the mop pail, rather than carrying it.
26. Dry hands and stand on dry floors to plug in any electrical equipment.
27. Electrical equipment should be stored with electrical cords secured in place
28. Emergency eye wash stations in science labs and fire extinguishers will be inspected monthly to ensure they are in proper working order.
29. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage containers.

## FOOD SERVICES

1. Observe all applicable general safety practices.
2. Use Hazard Analysis and Critical Control Points (HACCP) principles when handling food.
3. Use proper lifting and material handling techniques.
4. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
6. Clean clothing is to be worn daily.
7. Keep fingernails clean and well trimmed.
8. Wear hairnets or caps to keep hair out of food and/or moving food preparation equipment.
9. Wash hands and arms with soap and water before handling dishes or utensils or preparing food.
10. Always use utensils or gloves when serving food.
11. Operate machinery or equipment only after being trained and authorized.
12. Ensure the area around the machinery or equipment is free from clutter and well lighted.
13. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
14. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged and reported.
15. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
16. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
17. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
18. Dry hands and stand on dry floors to plug in any electrical equipment.
19. Turn off equipment when not in use.
20. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
21. Store cleaning products in designated areas, away from food.
22. Use only non-combustible cleaning products.
23. Separate silverware, knives, dishes, cups and glassware before cleaning. Use caution putting glassware or dishes into a sink to avoid breakage.
24. When cleaning knives, lay flat and use a sponge or brush.
25. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
26. Use a broom and dustpan or tongs to clean up broken glassware or dishes.
27. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

## GROUNDS

1. Observe all applicable general safety practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. Use proper lifting and material handling techniques.
8. Observe proper safe practices for tree trimming.
9. Observe safe practices for storage, use, dispensing and cleanup of pesticides.
10. Pesticides should be applied only after proper notification and posting has taken place.
11. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
12. Gasoline shall not be used for cleaning purposes
13. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
14. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
15. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
16. Turn off equipment when not in use or left unattended.
17. Wear hearing protection in all areas identified as having high noise exposure.
18. Do not use compressed air for cleaning off clothing.
19. Only certified drivers may operate a forklift. Follow forklift operating rules
20. Do not remove or alter equipment safety guards or safety devices in any way.
21. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
22. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
23. Take precautions to avoid exposure to outdoor temperature extremes.
24. Only properly trained and authorized employees are allowed to drive district vehicles.
25. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks. Observe proper speed limits and practice defensive driving.
- 26.** Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

## FACILITIES

1. Observe all applicable general safety practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
5. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
6. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
7. Use proper lifting and material handling techniques.
8. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
9. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
10. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
11. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
12. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
13. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
14. Gasoline shall not be used for cleaning purposes
15. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
16. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
17. Turn off equipment when not in use or left unattended.
18. Goggles or face shields must be worn when grinding.
19. Work shall be arranged that employees are able to face a ladder and use both hands while climbing.
20. Wear hearing protection in all areas identified as having high noise exposure.
21. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
22. Do not remove or alter equipment safety guards or safety devices in any way.
23. Only certified drivers may operate a forklift. Follow forklift operating rules
24. Keep all electrical cords flat.
25. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
26. All compressed air is to be directed away from the operator and any other people.
27. Do not use compressed air for cleaning off clothing.
28. Take precautions to avoid exposure to outdoor temperature extremes.
29. Only properly trained and authorized employees are allowed to drive district vehicles.
30. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
31. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
32. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

## BUS TRANSPORTATION

1. Observe all applicable general safety practices.
2. Report any unsafe conditions to your supervisor.
3. Know your equipment. Be sure you know capacity and proper operating procedures for each piece of equipment you use including lift gates, ramps, and safety devices.
4. Always use proper procedure when restraining wheelchairs.

## MECHANICS

1. Observe all applicable general safety practices.
2. Report any unsafe conditions to your supervisor
3. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
4. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
5. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
6. Multipurpose ABC fire extinguishers should be available throughout the shop
7. Do not use compressed air for cleaning off clothing.
8. Gasoline shall not be used for cleaning purposes
9. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage containers.
10. Wear hearing protection in all areas identified as having high noise exposure.
11. All tools and equipment shall be maintained in good condition.
12. Damaged tools or equipment shall be removed from service and tagged DEFECTIVE.
13. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced and/or adjusted while operating.
14. When working with batteries, wear a splash proof goggles with a designation Z-87.1 on the frame. Use acid resistant glove and apron. Never smoke or operate anything that may cause a spark. Use a pair of jumper cables that are rust and corrosion free and have no exposed wires. Never touch both terminals (+-) at the same time.
15. When using compressed air, wear goggles, face shield, or other eye protection. Ensure all pipes, hoses, and fittings have a rating of the maximum pressure of the compressor. Air supply shutoff valves should be located (as near as possible) at the point-of-operation. Before a pneumatic tool is disconnected, unless it has quick disconnect plugs, the air supply must be turned off and the tool bled of residual pressure. Pneumatic impact tools, such as riveting guns, should never be pointed at a person.

## WAREHOUSE

1. Observe all applicable general safety practices.
2. Safety glasses, goggles or other suitable eye protection shall be worn when there is a hazard to unprotected eyes.
3. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
4. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in move machinery).
5. Follow proper lifting and material handling procedures.
6. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
7. Only certified drivers may operate a forklift. Follow forklift operating rules.
8. Inspect pallets and their loads for integrity and stability before loading and/or moving.
9. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
10. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
11. Keep storage of materials below specified load weight limits.
12. Replace movable guard railing after materials have been elevated onto mezzanine storage.
13. Do not stand or climb on pallets or pallet racks.
14. Only properly trained and authorized employees are allowed to drive district vehicles.
15. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
16. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
17. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
18. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
19. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.





**Oxnard School District**  
**SAFETY INSPECTION REPORT**

<b>Report Due: To Risk Management: Friday of each calendar month (August – June)</b>
--

School/Department	Classroom/Office	Calendar Month			Comments / Work Order #
		Satisfactory	Not Satisfactory	N/A	
1. <b>EMERGENCY PLANS AND EVACUATION</b> routes are posted in each room.					
2. <b>ACCESS TO EXITS</b> are to be maintained at all times. All students and staff are to have free access to all exit doors in case of an emergency. Do not block front or back doors (if present) of classrooms or offices. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the direct evacuation process in an emergency.					
3. <b>HOUSEKEEPING.</b> All work areas are to be free from any condition that would create a fire, life safety, and/or emergency evacuation hazard. Aisles are to be kept clean and unobstructed. Storage of supplies and/ or equipment are to be stored in a safe, neat, and organized manner to prevent fires, trips, slips, falls, or to prevent stored materials from falling.					
4. <b>DECORATIVE PAPER</b> and student artwork are to be limited to approximately 20% of the wall space in each room. Do not cover electrical outlets, switches, alarms, electrical panels, heating or ventilation systems, etc. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables, or string.					
5. <b>CLASSROOM FURNISHINGS</b> are to meet or exceed State Fire Marshall requirements and may contain allergens, insects, pests, etc. Staff is not to bring to school household furniture, curtains, partitions, etc.					
6. <b>FIRE EXTINGUISHERS</b> are to be mounted near the door or along the exit path and inspected monthly. The extinguishers are to be in-serviced, fully charged, and not blocked. Operating instructions on nameplate should be legible and facing outward. Seal or tamper indicator must not be broken or missing. Examine extinguisher for damage. Pressure gauge reading in the operable range. A three (3)-foot clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, backpacks, or bags. <b>MOST IMPORTANT:</b> Person inspecting should date and initial on the back of tag that all of the above items have been inspected.					
7. <b>FIRE ALARMS (ALARM PANELS &amp; MANUAL PULL STATIONS)</b> require at least three (3) feet of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.					
8. <b>ELECTRICAL PANELS</b> in classrooms and storage rooms require three (3) feet of clearance in front of and around the panel. Panel doors must remain closed. Do not cover panel doors with combustible materials, such as paper or cloth.					
9. <b>EXTENSION CORDS</b> may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after use and at night. Only use UL approved and grounded (3-prong) cords. Do not extend cords across walls, ceilings, walkways, through doors, or under rugs or carpeting.					
10. <b>POWER BARS or SURGE PROTECTORS</b> are to have UL approval and grounded (3-prong cord). Extension cords or other power bars may not be plugged directly into another power bar. Turn off power bars at night or when not in use.					
11. <b>OVERHEAD STORAGE</b> of equipment and supplies can be cause of back, shoulder, and neck injury and a major hazard in the event of an earthquake. All overhead storage is to be removed to a lower location or secured. Shelving lips or railings may be installed to prevent items from falling.					
12. <b>FILE CABINETS, BOOKCASES, AND OTHER</b> tall furnishings are to be secured to the wall or floor to prevent them from tipping over during an earthquake and injuring occupants and/or blocking access to exits.					
13. <b>CHEMICAL SAFETY.</b> All hazardous or toxic chemicals are to be stored out of the reach from children or in lockable cabinets. Employees are not permitted to bring any chemical to work. All containers (including water) are to be properly labeled with chemical name, etc. Art supplies and materials in kindergarten and grades one (1) through six (6) are to be labeled “AP Non-Toxic” or “Conforms to ASTM D-4236.”					
14. <b>VENTILATION SYSTEMS &amp; HEATERS</b> are not to be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within three (3) feet of a heater or ventilation system. Portable space heaters are not permitted.					
15. <b>KITCHEN APPLIANCES</b> must be used as described by the manufacturer and turned off at night and when not in use. Provide three (3) feet of clearance around the appliance and do not store combustible materials, such as paper on top or around cooking appliances. Students are to stay a minimum of six (6) feet away of cooking demonstrations or hot appliances.					
16. <b>LADDERS</b> or step stools are to be available for use. Staff is to always use a ladder or a stepstool when reaching over shoulder level and never stand on desks, chairs, boxes, or other items.					
17. <b>STORAGE ROOMS</b> such as electrical rooms, heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a three (3)-foot clearance in front of and around the equipment at all times.					
18. <b>DISTRICT SAFETY PROGRAMS</b> Does the workplace have a written Injury and Illness Prevention Program (IIPP), Bloodborne Pathogen and Hazard Communication Plan as required by Cal/OSHA, and have employees been trained?					

I have inspected the following areas above and find them to conform to law and Oxnard School District policy in a reasonable manner, whereby the safety and welfare of students, employees and the general public are not subject to undue hazards.

_____ Signature	_____ Principal Signature	_____ Date
White: Risk Management	Canary: Retained by School	(Revised July 2023)



OXNARD SCHOOL DISTRICT

## Workers' Compensation Procedure

**If injury is serious, or life threatening – CALL 911. Don't wait!**

### Workers' Compensation Reporting and Return to Work Instructions

**When a work-related incident/injury occurs, the employee will:**

1. Report all injuries and illness to supervisor immediately but no later than 24 hours after the incident.
2. Receive, read and understand the contents of the workers' compensation packet, which contains reporting forms, instructions sheets and informational materials.  
**If accepting medical treatment:**
3. Call Company Nurse Hotline at (855) 602-5267. If employee taken by ambulance, supervisor must call injury into Company Nurse.
4. Company Nurse will gather information over the phone and provide immediate treatment evaluation by a medical professional (RN) specializing in occupational injuries.
5. Follow instructions provided by Company Nurse.
6. If medical treatment is recommended, seek treatment at Akeso Occupational Medical (805) 988-3200.  
**Note:** You may see your pre-designated doctor if the appropriate paperwork is on file with Risk Management **prior** to your injury.
7. Before leaving for medical clinic, the injury employee **must** complete the following forms: DWC-1 claim form, Body Injury Diagram, Employee statement, Notice for Use of Vacation in Lieu of Sick (Classified Only) and sign Acknowledgement form.
  - Employee completes DWC-1 top (Employee) section #1-9 and signs. Form must be submitted within 24 hours of reported injury.
  - Employee completes and signs Employee Statement & Body Injury Diagram
  - Employee complete and signs Workers' Compensation Acknowledgement Form
  - Employee reviews the Procedure for Reporting Work Injuries
  - Employee reviews WC Frequently Asked Questions & Timesheet Information
8. Supervisor must complete the "Supervisor Report" and return it to Risk Management Office.
9. If Company Nurse **does not** refer the injured employee for medical treatment the employee only completes the Injury Incident Report and supervisor submit to Risk Management.

### **Return to work process for injured employees – No work Restrictions:**

1. If the treating physician releases the employee back to work with **NO** work restrictions, the employee may go back to work immediately. The physician **will provide a Work Status report** and should be submitted to your supervisor upon returning back to work.
2. If physician states the employee may return to **modified work with work restrictions**, employee must call Risk Management prior to returning school site or department. Submit work status report from the physician to Risk Management Office.

### **Return to work – With Restrictions:**

1. If the physician releases the employee to modified work with work restrictions in most cases, the district will offer a temporary bridge assignment.
2. Risk Management will work with third party consultant, Norman Peterson & Associates Return-to Work Coordinator to locate a temporary bridge assignment.
3. The Return-to-Work Coordinator will contact home site/department to determine if modified work is available.

Page | 1  
Rev. July 2024





OXNARD SCHOOL DISTRICT

## Workers' Compensation Procedure

### Return to work – With Restrictions Continued:

4. If no modified work is available, the Return-to-Work Coordinator will contact other school sites or departments to attempt to locate a temporary bridge assignment. Once located Risk Management will contact the employee to offer the bridge assignment.
5. If the employee declines the temporary bridge assignment offer the employee will be required to use his/her own sick leave and will not be entitled to Education Code Industrial Leave.
6. Risk Management will email a "Temporary Modified Work Agreement" to the employee to sign and return.
7. This document will be emailed to the hosting school or department to review and sign. This agreement is to ensure all parties are fully aware of the employee work restrictions, bridge assignment duties and work hours.

### Off Work - Temporarily Totally Disabled (TTD):

1. If the treating physician places the employee off work (TTD), submit your work status report.
2. Risk Management will follow up with the employee.
3. HR Leaves will follow up with employee to designate leave under Family Medical Leave Act, if applicable.
4. Risk Management will submit employee absence in Frontline using sick code.
5. Upon a determination by third party administrator claim is accepted Risk Management will change pay code in Frontline as workers' compensation (WC) pay code. Risk Management will notify employee and Payroll of change via an email.
6. Employees required to complete on last day of each month a monthly timecard.
7. Employees required to submit to Risk Management an updated Work Status after each medical appointment.

### Follow-up Medical/Specialty Appointments, Physical Therapy, and/or Acupuncture

1. Follow-up medical appointments should be schedule before or after the employee's work hours. Medical facilities offer "after hours" appointments as well as weekend hours.
2. Employees taking time off during their normal work hours to attend medical appointments must submit time off in Frontline using sick code.
3. Employee must notify his/her supervisor and document time off from work on monthly timesheet.
4. The employee may use sick leave or vacation for time missed from work to attend w/c appointment.
5. Attending a w/c medical appointment, physical therapy does not constitute a medical preclusion from work.

### Workers' compensation fraud is a felony

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

**Note: Due to liability reasons, employees are prohibited from visiting District school sites or locations while off work due to an industrial work-related injury.**



## Oxnard School District

## INSTRUCTIONS FOR REPORTING WORK-RELATED INJURY/ILLNESSES OUTSIDE THE DISTRICT'S NORMAL BUSINESS HOURS

### \*\*IMPORTANT NOTICE\*\*

**FOR LIFE THREATENING INJURIES OR ILLNESSES, CALL 911 IMMEDIATELY...DON'T WAIT!**

If possible, advise the Emergency personnel that this is work-related injury/illness. Affected employee shall complete the Workers' Compensation paperwork as soon as they are physically able.

**St. John's Hospital Emergency Room  
1600 N. Rose Avenue, Oxnard, CA  
(805) 988-2500**

When a **NON-LIFE THREATENING** work-related injury or illness occurs before or after the District's normal business hours:

1. The employee will notify the site supervisor/principal or lead staff immediately in person (if available) or via telephone call.
2. If medical treatment is needed:
  - **SUPERVISOR/PRINCIPAL/LEAD STAFF:** Instruct the employee to call Company Nurse injury hotline at 1-855-602-5267 to receive immediate treatment evaluation by medical professional (RN) specializing in occupational injuries.
  - **Injury Hotline: 1-855-602-5267**  
Oxnard School District Code: **VCS01**
  - **EMPLOYEE:** Follow the treatment instructions provided by the Company Nurse and advise your site supervisor/principal.
3. If directed to the Emergency Room, the employee will submit any documents (Admission/Discharge paperwork) to Risk Management Office or via email at [wciniury@oxnardsd.org](mailto:wciniury@oxnardsd.org) on the following day and prior to returning to work.
4. Site staff/Supervisor should provide the employee the appropriate w/c documents to complete. If not able to complete Risk Management Office will follow up to provide employee with w/c documents.
5. Follow up appointments and medical visits will be scheduled with the designated occupational clinic as direct by Risk Management Office.

**Akeso Occupational Health  
1901 Outlet Center Drive, Suite 101,  
Oxnard  
(805) 988-3200  
Office Hours:  
Monday-Friday 7 a.m. to 7 p.m.  
Saturday 9 a.m. to 5 p.m.  
Sunday - Closed**

### TRANSPORTATION SERVICE AVAILABLE

Transportation services is available for the initial visit to the industrial clinic when an employee is injured on the job and is unable to drive themselves for treatment. **Please note this service is for the initial roundtrip to the industrial clinic only. To schedule transportation services, please contact Ilingo at: (800) 311-8331. Member ID Code: OESD.** If you have an after-hours call and the call goes to voicemail you will receive a return call within 10 minutes or less.

Created July 2024

## **REVISION HISTORY**

Date	Description
7/2010	Program created
6/2011	Revised contents
8/2012	Revised contents
6/2013	Revised contents
7/2014	Revised contents
7/2015-2019	No changes
9/2021	Revised contents added COVID Prevention statement
7/2022	Updated District Logo
7/2024	Revised contents added appendices