



Injury and Illness Prevention Program

2024/2025

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Authority and Responsibility for IIPP

All supervisors are responsible for implementing and maintaining the IIPP.

The Injury and Illness Prevention Program (IIPP) Administrator, Eric Smith has the authority and responsibility for implementing the provisions of this program for the Encinitas Union School District.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in your Principal's office, and in the Administrative Services department of the Encinitas Union School District.

The following school site safety supervisors are responsible for maintaining our district's Injury and Illness Prevention Program, complying with safe and healthful work practices, training staff, and communicating with employees about our IIPP at their sites:

District Sites	Supervisor Name	Position
Capri Elementary	Chris Juarez	Principal
El Camino Creek Elementary	Jodi Greenberger	Principal
Flora Vista Elementary	Arlene Oyagi	Principal
La Costa Heights Elementary	Heidi Galassi	Principal
Mission Estancia Elementary	Megan Power	Principal
Ocean Knoll Elementary	Mariel Laughlin	Principal
Olivenhain Pioneer Elementary	Christie Kay	Principal
Park Dale Lane Elementary	Erin Terry	Principal
Paul Ecke Central Elementary	Wes Sechrest	Principal
Farm Lab	Julie Burton	Administrator
District Office	Eric Smith	Director, Operations and Safety

The master copy of the IIPP can be found:

Encinitas Union School District
101 S Rancho Santa Fe Road
Encinitas, CA 92024

Compliance

Management ensures that all workplace policies are clearly understood by workers.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

Informing workers of the provisions of our IIPP

1. A copy of the IIPP is made available at every District site, and on our web site at www.eusd.net.
2. Safety Training is part of the 'new hire' onboarding process covered in 'Training and Instruction' section.
3. Safety Training for all staff is required as part of the Annual Training. Please see section on 'Training and Instruction'.

Evaluating the safety performance of all workers

1. Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by:

The Recognition Program – Appendix A

2. Disciplining workers for failure to comply with safe and healthful work practices.

The Discipline Process – Appendix B

Communication

Management recognizes need for open, two-way communication.

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation, including a discussion of site-specific Safety and Health policies and procedures:

All new hires will be directed to our web site to review our IIPP and will complete the safety tutorial as part of pre-employment on the JPA Learning Library. They will have the opportunity to ask questions. As part of on-boarding they are giving a copy of the Safety Regulations. Appendix C

- Workplace-specific safety and health training.

New hires will have an orientation on safety with their OM and/or Principal/Administrator for their specific work site. Appendix D – Checklist

- Returning employees will get communication from Administrative Services via email regarding annual safety trainings.
- Follow-through by supervision to ensure effectiveness.

Principals/Administrators will review the IIPP annually at the Professional Development Meeting at the school sites for Certificated as well as Classified staff.

- Principals/Administrators will review safety issues at least once a month – more frequently as deemed necessary if there was a hazards or occurrence of injuries and illnesses reported.
- Posting of written communication of Safety and Health concerns between workers and supervisors, including language translation where appropriate. Posting of information covered in monthly staff meeting.
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal. Appendix E – Anonymous Safety Box
- We ensure communication by establishing a safety committee at each school site (Labor / Management / Certificated / Classified) that can identify potential issues and report back on them. See Hazard Assessment Section (Page 6).

Hazard Assessment

Periodic assessments to identify and evaluate workplace hazards are conducted

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Safety Committee (Administrator / Site Custodian / Certificated / Classified) as indicated in this IIPP which was updated on August 9, 2023, according to the following schedule:

- Whenever workplace conditions warrant an inspection. Periodic inspections consist of identification and evaluation of workplace hazards utilizing:

Appendix F – Hazard Assessment Checklist School Site, Maintenance Operations and Grounds

- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace; the Director of Operations and Safety will review with the MOG staff respectively with regard to the hazard.
- When Occupational injuries or illness occur.
- If new, previously unidentified hazards are recognized; employees will notify their administrator via:
 - (1) Completing the Hazards and Correction Form shown on page 7 or,
 - (2) Suggestion Box (2) – see Appendix E, or,
 - (3) Email the Administrator.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; the protocols of reviewing new substances, processes, procedures or equipment that present potential new hazards shall be reintroduced. All employees whether new or permanent will be required to take the Safety Training course through the JPA.

Identified Hazards and Correction Form

Report an unhealthy work condition, practice or procedure:

Date of Inspection: _____

Site: _____

Person Conducting Inspection: _____

Was there an unsafe condition or work practice?

If yes, corrective action taken:

Accident/Exposure Investigations

When occupational injuries and illnesses occur; employee will notify Administrator and complete a DWC Form. If employee requires treatment, they will go to Concentra Occupational Health, or their own doctor if they have the Physicians Form on file prior to the injury. This is reviewed with all new hires as part of onboarding of all new hires.

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be conducted by the Director of Operations and Safety, if related to facilities, or otherwise by the immediate Supervisor and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings: All the above information will be documented on the Incident Investigation Report which follows this page.

INCIDENT INVESTIGATION REPORT

Last Name		First Name		MI	Job Title	Hire Date
Type of Injury			First Reported To		Date	Time
Medical Treatment Required or Requested? ☐ YES ☐ NO If Yes, Diagnosis?			Injury Classification		☐ Lost Time ☐ First Aid Only	☐ Medical Only ☐ Incident Only
Gather Information / Determine the Facts						
Was the employee made aware of the hazards and the proper Safe Work Practices associated with the task prior to the incident? ☐ YES ☐ NO						
Describe what took place. What were they doing? (include the materials, equipment and people involved)						
What workspace condition, work practice or lack of protective equipment contributed to the incident?						
Have photographs been taken? ☐ YES ☐ NO Are there operator's manuals, drawings or other references available? ☐ YES ☐ NO						
Interview Witnesses						
Witness Name:			Statement Obtained?		☐ YES ☐ NO	Date:
Witness Name:			Statement Obtained?		☐ YES ☐ NO	Date:
Did the witness know the proper Safe Work Practices to prevent injury? ☐ YES ☐ NO						
How were they trained?		Safety Topic:		Instructor:	Date Trained:	
Is this policy enforced? ☐ YES ☐ NO						
Have they observed the injured employee performing this procedure prior to the injury? ☐ YES ☐ NO Was it being performed correctly at that time? ☐ YES ☐ NO						
Have they observed other employees performing this procedure prior to the injury? ☐ YES ☐ NO Was it being performed correctly at that time? ☐ YES ☐ NO						
Was the supervisor aware of this information? ☐ YES ☐ NO						
Analyze the Information						
What physical, mechanical or environmental conditions contributed to the incident?						
Was a mandatory Safe Work Practice violated? ☐ YES ☐ NO						
Employee Training & Records Review						
How was the employee instructed to perform the job correctly? ☐ New Hire Orientation ☐ Safe Work Practices ☐ Manuals ☐ Verbally ☐ Videos ☐ Post Incident						
Safety Topic:		Instructor:		Date Trained:		
Safety Topic:		Instructor:		Date Trained:		
Safety Topic:		Instructor:		Date Trained:		
Equipment Records Review						
Equipment Name:		Model No.:		Serial No.:		
Last Maintenance Performed:		By:		Date:		

Was this equipment issue ever identified on any self-inspection or employee notification?		☐ YES ☐ NO	
If Yes, recorded on (name document):		Date:	
Signatures appearing on document:		and	
Determine the Root Causes			
Were the proper tools or materials available to perform the job correctly? (PPE, Ladders, Cutters, etc.)		☐ YES ☐ NO	
Were they accessible / used?		☐ YES ☐ NO	
What specific actions resulted in the incident?			
What personal factors contributed to the incident?			
Was the incident a result of the following?		☐ Safe Work Practice Violation	☐ PPE Violation ☐ Other
Determine the Corrective Actions			
Has this incident identified any areas in need of additional focus?		☐ YES ☐ NO	
What focus was required?			
Describe the Safe Work Practice or conditions that could have prevented this incident:			
Is an additional Safe Work Practice needed?		☐ YES ☐ NO	
Does the Inspection Checklist need to be modified?		☐ YES ☐ NO	
Which groups require additional training or communication of these Safe Work Practices?			
☐ Individual Employee	☐ Employee's Supervisor	☐ All Department Employees	☐ All Employees
Specifically, what retraining elements are recommended?			
Implement the Corrective Actions			
What <u>IMMEDIATE ACTION(S)</u> can be implemented to prevent a similar incident?			
Communication Method:		Target Date:	
Assigned to:			
What <u>CONTINUING ACTION(S)</u> can be implemented to prevent a similar incident?			
Communication Method:		Target Date:	
Assigned to:			
Incident Investigation Completed By			
Employee's Supervisor:		Date:	
Follow-up Documentation			
Injured employee attended the safety committee meeting on:		Trainer:	
Injured employee retraining completed on:		Trainer:	
Department retraining completed on:			
Number of employees retrained:			
Incident Investigation Approved & Reviewed By			
Manager:		Date:	

HAZARD CORRECTION

Hazards will be corrected in a timely manner.

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered; notification will be sent immediately via phone call to Director of Operations and Safety, followed by completion submission of Web Help Desk Maintenance Work Order, or by submitting an Identified Hazards and Correction Record Form (page 7).
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. That area will be roped off via hazard tape if necessary. Workers necessary to correct the hazardous condition shall be notified immediately, and provided with the necessary PPE required.
- All such actions taken and dates they are completed shall be documented on the above mentioned Identified Hazards and Correction Record Form.

TRAINING AND INSTRUCTION

Create policy to train all workers on workplace security.

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Those safe work practices to include specifics with respect to hazards unique to the employees' job assignment.

IIPP

At the beginning of each school year, Management, Supervisors, and Lead personnel will review the IIPP with their staff.

If the IIPP is updated, the updates will be reviewed with staff. A copy will be made available to them via the EUSD website. A paper copy will be provided upon request.

This training will be provided:

- When the IIPP is updated. The training will cover the Emergency action plan, and the Fire Prevention Plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- To all newly hired employees will also be given access to the IIPP via the EUSD website, and a paper copy if requested.
- To any employee given a new job assignment for which training has not been previously provided.
- When new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, or the employer is made aware of a new or previously unrecognized hazard; MSDS binders are available at all sites in the "Right to Know" station in the school offices.
- To Supervisors who's responsibility is to familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed.

Job Specific Training

Child Nutrition Services (CNS)

Child Nutrition is trained on safety/cleaning protocols – **HACCP Plan and Standard Operation Procedures**. The items covered in their training are listed in Appendix G. Subsequently, the Food Safety Checklist is listed on Appendix H.

Trainings are held for new hires on first day of employment, and annually thereafter.

Nutrition Lab Staff

The Nutrition Lab at Ocean Knoll is trained on cleaning protocols for a kitchen, as well as Fire Extinguisher Training.

Heat and Illness Training

Heat and Illness training will be provided to the following staff via the JPA Learning Library. See Table 1 – Training

- Noon Duty, Grounds, Maintenance and Farm Lab [Post Heat Index Chart – MOG]

Maintenance Operations and Grounds

All M&O staff are provided a uniform. The maintenance and grounds department are provided steel toed shoes.

Safety guidelines and training for all new hires are as listed in the Safety Training section page 14. In addition, MOG staff are trained in the importance of:

- Prevention of musculoskeletal disorders, including proper lifting techniques (JPA Learning Library)
- Interactive Pest Management (JPA in person training)
- Cleaning protocols
- Cleaning solutions
- MSDS Sheets
- Hazard communication, including worker 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.
- Fork Lift Operator including safety belts (Maintenance and Grounds)
- Equipment Training (MOG) – Appendix M (Operator's manuals on file)
- Emergency action and fire prevention plan
- 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 tend to 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.
- Provisions for medical services and first aid including emergency procedures.

The specific Job Trainings will be tracked on the Worker Training and Instruction Record sheet. – Appendix I.

Safety Training via JPA Learning Library

All staff are required to take the following JPA Learning Library courses on Safety:

- a. Coronavirus Awareness Video
- b. Preventing Slips, Trips, and Falls
- c. Fire Extinguisher Safety

Maintenance Operations and Grounds, Principals, Physical Education Teachers, and Noon Supervisors are required to take:

- a. Heat Illness Prevention
- b. Fire Extinguisher Safety

Maintenance Operations and Grounds are required to take:

- a. Integrated Pest Management
- b. Ladder and Scaffolding Safety

Table 1 – JPA Learning Library Training at a Glance

Course Title	All Staff	Principals	PE Teachers	MOG	Noon Supv.
Coronavirus Awareness	✓	✓	✓	✓	✓
Cleaning and Disinfecting for the Prevention of Viral Respiratory Illnesses	✓	✓	✓	✓	✓
Fire Extinguisher Safety	✓	✓	✓	✓	✓
Heat Illness Prevention		✓	✓	✓	✓
Integrated Pest Management				✓	
Ladder and Scaffolding Safety				✓	
Preventing Slips, Trips, and Falls	✓	✓	✓	✓	✓

Trainings – MOG machinery and equipment (Operator's manuals should be on file)

Warehouse – Forklift Operation (training safety belts, steel toed shoes) – Forklift Operating Rules – Appendix J

RECORD KEEPING

Maintain a record of workplace security inspections or training.

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the:

Hazard Assessment Checklist School Sites, MOG (Appendix F)
Identified Hazards and Correction Form (page 7)

2. The Investigation / Corrective Action Report (page 9) will be completed upon knowledge of an accident or exposure. These records will be maintained for at *least one (1) year*.
3. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record, and also kept on the JPA Learning Library site. This documentation is maintained for at *least one (1) year*.

Appendix A – Recognition Program

Recognition Program

Each school site has Safety Information posted at the “Right to know station”. It is marked by the following signage:



As part of the back to school kickoff campaign, Principals and Administrators will remind all staff about Safety. As listed in the Compliance section on page 5, Principals and Administrators will remind staff regarding completing their online safety trainings. In addition, they will review the Recognition Program which is as follows:

1. Safety Suggestion Forms (Appendix E) will be available next to the above signage. The forms can be submitted anonymously.
2. At the end of each month, all suggestions will be placed in a box. A name will be pulled, and that employee will received a gift as recognition (recognizable reward, i.e. free lunch, coffee, diet soda, etc.)



Think Safety Lapel Pin

3. At the Principal's discretion, or suggestion to Principal by school staff, an employee can be rewarded for if they are deemed to be participating in a safety act while about campus. i.e. moving an extension cord laying across a walk area, notifying Site Custodian regarding puddling water in a restroom, etc.
4. At the end of the year, the Principal will name an employee is the “Safety Employee of the Year” by utilizing safety contributions, and suggestions by other staff members. That employee will be recognized at the end of the year employee recognition Board Meeting and provided with a certificate of safety.

Appendix B – The Discipline Process

Other means that we use to ensure employee compliance with safe and healthful work practices include:

1. The completion of the trainings will be documented by the Administrative Services Department.
 - a. Those who have not complied will be notified.
 - b. If after notified, and trainings not completed by the deadline given, the Supervisor will be notified.
 - c. If still not completed, a letter of discipline will be placed in the employees file for not being in compliance with this requirement.
2. Providing training to workers whose safety performance is deficient.
3. Discipline in not adhering to safe practices.
 - a. The Administrator/Principal will have a discussion with the employee or student indicating their actions were not safe, and could cause harm.
 - b. If there is another occurrence, the Principal will document the 2nd occurrence in a Conference Summary.
 - c. If there is a third occurrence, the Principal will place a written notification in the employees file and indicate that the process for discipline has started. This written notification will contain next steps and consequences.

Appendix C – Safety Regulations



SAFETY REGULATIONS

THE IMPORTANCE OF SAFETY

Encinitas Union School District (EUSD) attempts to maintain a safe work place for its employees consistent with Federal, State, and Local safety codes and regulations.

The most important preventative measure lies in the ability of every employee to perform his or her job in the safest possible manner.

It is important that not only employers but also employees recognize their legal as well as moral obligation to comply with occupational safety and health standards and all rules, regulations and orders that apply to their own actions and conduct in the performance of their specific job assignments.

The purpose of this document is to acquaint you with the general safety rules and policies of EUSD. Every employee is responsible for knowing and following these measures on a daily basis.

TO ALL STAFF MEMBERS

This document contains some suggestions on how to work safely in your everyday work environment.

Accident prevention is everyone's job. All staff members should study these tips in order to help provide a safer and healthier place to work and study.

WHEN AN ACCIDENT OCCURS

Report all injuries, no matter how minor they may be, to your department supervisor or principal immediately.

The department supervisor/principal will then fill out the "Supervisor's Accident Report of Accident," and give you an "Employee Claim for Workers' Compensation Benefits" form. The department supervisor/principal will then submit these forms to the District Benefits Coordinator immediately.

If the injury is serious, notify your department supervisor and the District Benefits Coordinator immediately.

GENERAL CLASSROOM SAFETY

- Report ALL injuries immediately.
- Keep all debris from the floor, which could cause slipping or tripping.
- Never use chairs for climbing. Use only proper ladders.
- Have all broken or cracked glass, including containers and windowpanes, replaced immediately.
- Store all heavy items on lower shelves.
- Follow proper lifting procedures:
 - Squat from the knees; never bend from the waist.
 - Keep spine straight; tuck your chin.
 - Keep feet comfortably spread, about shoulder width.
 - Keep load close to your body.
 - Never twist while carrying any load, no matter how light.
 - Seek assistance in moving any heavy or bulky item.
- Never store flammable or other hazardous materials in the classroom.
- Maintain adequate walkways between desks, worktables, etc.
- Keep all storage areas clean, neat, and free of discarded material.
- Stay alert for all unusual hazards, which could cause injury to staff, students, and visitors. Report them immediately to your department supervisor/principal.
- Inspect all electrical apparatus in use in each room to insure good operating condition. Look for frayed cords, broken plugs, exposed wires and broken or cracked housings.
- Wipe up all spills and water accumulating immediately. Remove all debris, which could cause slipping or tripping.
- No insecticides or pesticides of any kind (such as ant spray, ant or roach bait, fly spray, etc.) are to be purchased or used in the classroom. Use of these products will be handled by District maintenance staff who have received specialized training for their use.

GENERAL OFFICE SAFETY

- Report ALL injuries immediately.
- Maintain adequate walkways between desks, worktables, etc.
- Keep cords (electrical, phone, etc.) out of walkways.
- Keep file cabinet drawers completely closed when not in use.
- Do not overload upper file cabinet drawers. Store heavy items in lower drawers.
- Keep all storage areas clean, neat, and free of discarded material.
- Do not overload electrical circuits. Use only one plug per outlet.
- Do not use any electrical equipment with frayed cords, exposed wires or broken or cracked housings.
- Do not use chairs for climbing.
- Follow proper lifting procedures:
 - Squat from the knees; never bend from the waist.
 - Keep spine straight; tuck your chin.
 - Keep feet comfortably spread, about shoulder width.
 - Keep load close to your body.
 - Never twist while carrying any load, no matter how light.
 - Seek assistance in moving any heavy or bulky item.
- Never store flammable or other hazardous materials in any office area.

- Stay alert for all unusual hazards that could cause injury to staff, students, and visitors. Report hazards immediately to your department supervisor/principal.
- Use care in operating electrical office equipment – follow manufacturers' instructions and precautions.

MAINTENANCE AND GROUNDS

- Report ALL injuries immediately.
- Wear face shields or eye goggles whenever engaged in eye hazardous operations, i.e. chipping, grinding, trimming, etc.
- Wear proper earplugs or muffs while engaged in high noise level operations, i.e. chipping, grinding, trimming, etc.
- Avoid storing flammable or hazardous liquids on school premises whenever possible. When necessary, store only in UL approved safety cans and cabinets. Keep storage area locked when not in use.
- Replace all broken and cracked glass immediately.
- Wipe up all spills immediately. Remove all accumulations of water from walkways caused by rain, sprinkler systems, etc., by draining, mopping or sweeping.
- Repair all damaged walkways and driving surfaces immediately.
- Follow proper lifting procedures:
 - Squat from the knees; never bend from the waist.
 - Keep spine straight; tuck your chin.
 - Keep feet comfortably spread, about shoulder width.
 - Keep load close to your body.
 - Never twist while carrying any load, no matter how light.
 - Seek assistance in moving any heavy or bulky item.
- Do not use any ladders with broken or cracked steps or side rails.
- Only use ladders with nonskid safety feet.
- Do not use metal ladders while conducting electrical repairs.
- Whenever using pesticides and other hazardous materials, carefully read all label directions first. Use approved respiratory protection whenever required or when there is any doubt.
- Before using any power equipment, tools, etc., ensure that all belt-drive guards, point of operation guards, and all other safety features are properly in place.
- Stay alert for all unusual hazards, in all areas, which may expose staff, students and visitors to injury.
- Only properly trained employees can use pesticides and other hazardous materials. Carefully read all label directions first. Use approved respiratory protection when required.

CHILD NUTRITION WORKERS

- Report ALL injuries immediately.
- Wipe up all spills and water accumulations immediately.
- Store all heavy items on lower shelves. Break down cases to individual units prior to storage whenever possible.
- Never use chairs for climbing. Only use ladders provided for that purpose.
- Keep all machinery guards in place whenever in use.
- Wash sharp utensils individually; never drop them into the dishwasher.

- Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.
- Follow proper lifting procedures:
 - Squat from the knees; never bend from the waist.
 - Keep spine straight; tuck your chin.
 - Keep feet comfortably spread, about shoulder width.
 - Keep load close to your body.
 - Never twist while carrying any load, no matter how light.
 - Seek assistance in moving any heavy or bulky item.
- Never store unnecessary hazardous materials in any food service area. Only use chemicals for which you have been properly trained.
- Stay alert for all unusual hazards which may expose students, staff and visitors to injury.
- Store hot/cold food in accordance with Health Department regulations.

DISTRICT VEHICLES

- Report ALL injuries immediately to a supervisor.
- Do not operate a District vehicle unless authorized by your supervisor or administrator. All operators must have a legal operators permit or license.
- Every vehicle operator must obey all traffic laws. All accidents must be reported. If you are involved in an accident, call the Highway Patrol or local police department and do not discuss the accident causes other than with your immediate supervisor, Highway Patrol or police.
- It is the operator's responsibility to be familiar with operation of assigned vehicle. An acknowledgement of Vehicle Operating Rules shall be signed following instruction on the assigned vehicle(s).
- Drive with caution at all times.
- Seat belts will be worn at all times while riding in or operating a district vehicle.
- Vehicles shall not be refueled with the motor running.
- Refrain from placing articles on the dashboard of the vehicle; hair brushes, books, personal items, etc.
- Stay alert for all unusual hazards, in all areas that may expose students and visitors to injury.

HANDWASHING

- Hand washing is the single most important technique for preventing the spread of infectious disease.
- Hand washing must be done:
 - Before drinking, eating or smoking
 - Before handling clean equipment or utensils
 - Before and after assisting with feeding.
 - After assisting with toileting or diapering.
 - After contact with any body secretions
 - After handling soiled diapers, garments or equipment.
 - After removing disposable gloves.
- Techniques for washing hands:
 - Hand washing facilities should include soap, running water and paper towels

- Wet hands with running water.
- Apply Liquid soap and lather well.
- Wash hands, using a circular motion and friction for at least 10 seconds. Include front and back surfaces of hands, between fingers and knuckles, around nails and entire wrist.
- Rinse hands well under running water.
- Dry hands well with paper towels, turn off water faucet with paper towel, and discard towel.

FIRE PREVENTION

- Fire extinguishers shall be available in all work areas. ALL extinguishers must be mounted and visible with location identification.
- Passageways and work areas around fire-fighting equipment must be kept unobstructed at all times.
- Care should be exercised in the proper location and selection of a fire extinguisher. Learn the location of and the proper use of fire extinguishers.
- Extinguishers that appear to be in doubtful condition should be reported immediately. Report any used fire extinguishers for recharging.
- Fire extinguishers of the CO₂ or dry-chemical type shall be provided in all areas used for dispensing, mixing, or handling of flammable liquids. In the event that circumstances require that the use of CO₂ fire extinguishers in enclosed spaces, extreme caution shall be exercised so that no one enters the enclosed space until the CO₂ has been expelled by ventilation.
- No open flames or smoking shall be permitted in areas where flammable gas or liquids are stored or used.
- Oil and paint-soaked rags shall be stored in approved safety containers. Disposal of such rags shall be only in safe receptacles placed outside the building daily, or in approved safety containers.
- The dispensing of flammable liquids shall be done in the open and well away from open flames and other sources of ignition, and all containers shall be grounded or bonded. Exit doors must be unlocked when buildings are occupied and free passage to and through these exits must be maintained at all times. Know the points of exit from the building in which you work.
- Flammable liquids, such as duplicating fluid, solvents or gasoline, shall be stored in metal cans with tightly fitted caps. Storage is as follows:

Duplicating Fluid:	Containers not to exceed 5 gallons 10 gallons or less, place in metal or wood cabinet with tight-fitting door. 11 to 50 gallons, place in a steel or 1-inch plywood cabinet, fire retardant finish, 2-inch liquid tight door sill, self-closing, latching door.
Solvent:	One-gallon container. Not more than 5 gallons stored in any room.
Gasoline:	Container not to exceed 5 gallons. Not more than 5 gallons stored in any building.

- Report fires promptly to the Fire Department and Site Office and do not risk your life trying to extinguish a fire that may get out of control.
- Remember that a clean work area seldom has a fire. For any assistance in recognizing fire hazards, or fire prevention procedures, contact your supervisor or administrator.

Appendix D – Staff New Hire Training, Annual Staff, Staff Change in Assignment

Staff Training New Hire, Staff Annually, Staff Change in Assignment (Administrative Services/Principals and Administrators)

Onboarding

- Enroll in JPA Learning Library:

Principals/Administrators/Lead Personnel

Checklist to review with new hires:

- Gas Line
- Electrical Box
- Waterline
- Fire Extinguishers
- AED Equipment
- Emergency Evacuation Maps
- Emergency Kits
- Flashlights
- Reporting Unsafe Conditions Process
- Work Injury Process
- Proper food and beverage storage.
- The availability of toilet, hand-washing, and drinking water facilities.
- Hand sanitizer in garden area.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Staff – Office machines (copiers), computer equipment, microwave explosions, bagel cutters

Monthly Staff Meetings

- Address any safety issues
- Present the Safety Employee of the Month during staff meeting.
- Present the Safety Tip of the Month (provided by Business Services)
- Post the information that was addressed at the staff meeting. [Office Manager]

Appendix E – Anonymous Safety Box

Safety Box

A wall mounted safety box is available at the Right to Know station at each school site, the Farm Lab, as well as the District Office.



Along with the safety box, there are forms available for employees to complete. Use this form to report any unrecognized or uncontrolled safety issues to your Supervisor. Once received, your Supervisor will investigate and determine appropriate measures to be taken. The resolution will be posted at the Right to Work Station.

This form is not for reporting emergencies, accidents, or criminal-related activity.

Appendix F – Hazard Assessment Checklist School Sites, Maintenance Operations and Grounds

1. Fire Protection Extinguishers

- Check service date
- Check one per every 75 ‘
- Accessibility

2. Entrance/Exits

- All exits marked
- All accessible
- All lighted
- Door closers
- Panic Bars
- Exit signs
- Locks
- Hardware

3. Work Areas Walking and Working

- Clean and clear
- Restrooms clean and clear

4. Ramps

- Handrails Strong
- Clear
- Clear of obstruction
- Lighting

5. Electrical/Room

- Clean and Clear of obstruction
- Adequate clearance around panels
- Extension cord usage
- Condition of outlets, plates, covers
- Condition of circuit breakers
- Condition of PA system/intercom

6. Lighting

- Timers for exterior lighting accurate
- Interior lighting working classrooms, hallways, classrooms
- Exterior parking lot lights working

7. Window Condition

- Trim
- Hardware
- Blinds
- Glazing
- Glass

8. Ceiling Condition

Diffusers

9. Playground Equipment Condition

- Lubrication
- Ball walls
- Fences/gates
- Chain link
- Gates
- Adjustment needed
- Sidewalks
- Asphalt
- Condition of sand

10. Special Hazards

- Liquid stored in the approved area
- MSDA sheets on site
- Ladder usage
- Proper disposal of contaminate products
- Warning signs posted

11. Personal Protection Devices

- Googles
- Gloves
- Respirators
- Clothing
- Face shield

12. Environmental/Health Control

- Ventilation
- Proper A/C function
- Proper Heating function

13. First Aid

- Supplies adequate
- First Aid Kits
- Disaster Kits
- Emergency phone #s posted
- Emergency procedures posted in languages as needed

HACCP Plan and Standard Operation Procedures Book:

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination

SCOPE: This procedure applies to foodservice employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 FDA Food Code*.
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Appendix H – Food Safety Checklist

Food Safety Checklist

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	☐	☐	_____
• Effective hair restraints are properly worn.	☐	☐	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	☐	☐	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	☐	☐	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	☐	☐	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	☐	☐	_____
• Employees appear in good health.	☐	☐	_____
• Hand sinks are unobstructed, operational, and clean.	☐	☐	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	☐	☐	_____
• A handwashing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

FOOD PREPARATION	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	☐	☐	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	☐	☐	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	☐	☐	_____
• Thawed food is not refrozen.	☐	☐	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	☐	☐	_____
• Food is tasted using the proper procedure.	☐	☐	_____
• Procedures are in place to prevent cross-contamination.	☐	☐	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	☐	☐	_____

FOOD PREPARATION, continued**Yes No Corrective Action**

- Food is prepared in small batches to limit the time it is in the temperature danger zone. ☐ ☐ _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. ☐ ☐ _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ☐ ☐ _____
- The internal temperature of food being cooked is monitored and documented. ☐ ☐ _____

HOT HOLDING**Yes No Corrective Action**

- Hot holding unit is clean. ☐ ☐ _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. ☐ ☐ _____
- Hot holding unit is pre-heated before hot food is placed in unit. ☐ ☐ _____
- Temperature of hot food being held is at or above 135 °F. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____

COLD HOLDING**Yes No Corrective Action**

- Refrigerators are kept clean and organized. ☐ ☐ _____
- Temperature of cold food being held is at or below 41 °F. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____

REFRIGERATOR, FREEZER, AND MILK COOLER**Yes No Corrective Action**

- Thermometers are available and accurate. ☐ ☐ _____
- Temperature is appropriate for pieces of equipment. ☐ ☐ _____
- Food is stored 6 inches off floor or in walk-in cooling equipment. ☐ ☐ _____
- Refrigerator and freezer units are clean and neat. ☐ ☐ _____
- Proper chilling procedures are used. ☐ ☐ _____
- All food is properly wrapped, labeled, and dated. ☐ ☐ _____
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ _____
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. ☐ ☐ _____

FOOD STORAGE AND DRY STORAGE**Yes No Corrective Action**

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement. ☐ ☐ _____
- All food and paper supplies are stored 6 to 8 inches off the floor. ☐ ☐ _____
- All food is labeled with name and received date. ☐ ☐ _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name. ☐ ☐ _____
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ _____
- There are no bulging or leaking canned goods. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____
- All food surfaces are clean. ☐ ☐ _____
- Chemicals are clearly labeled and stored away from food and food-related supplies. ☐ ☐ _____
- There is a regular cleaning schedule for all food surfaces. ☐ ☐ _____
- Food is stored in original container or a food grade container. ☐ ☐ _____

CLEANING AND SANITIZING**Yes No Corrective Action**

- Three-compartment sink is properly set up for ware washing. ☐ ☐ _____
- Dish machine is working properly (such as gauges and chemicals are at recommended levels). ☐ ☐ _____
- Water is clean and free of grease and food particles. ☐ ☐ _____
- Water temperatures are correct for wash and rinse. ☐ ☐ _____
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds. ☐ ☐ _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration. ☐ ☐ _____
- Smallware and utensils are allowed to air dry. ☐ ☐ _____
- Wiping cloths are stored in sanitizing solution while in use. ☐ ☐ _____

UTENSILS AND EQUIPMENT**Yes No Corrective Action**

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses. ☐ ☐ _____
- Small equipment and utensils are washed, sanitized, and air-dried. ☐ ☐ _____
- Work surfaces and utensils are clean. ☐ ☐ _____
- Work surfaces are cleaned and sanitized between uses. ☐ ☐ _____
- Thermometers are cleaned and sanitized after each use. ☐ ☐ _____
- Thermometers are calibrated on a routine basis. ☐ ☐ _____
- Can opener is clean. ☐ ☐ _____

UTENSILS AND EQUIPMENT**Yes No Corrective Action**

- Drawers and racks are clean. ☐ ☐ _____
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth. ☐ ☐ _____

LARGE EQUIPMENT

Yes No Corrective Action

- Food slicer is clean. ☐ ☐ _____
- Food slicer is broken down, cleaned, and sanitized before and after every use. ☐ ☐ _____
- Boxes, containers, and recyclables are removed from site. ☐ ☐ _____
- Loading dock and area around dumpsters are clean and odor-free. ☐ ☐ _____
- Exhaust hood and filters are clean. ☐ ☐ _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered. ☐ ☐ _____
- Garbage cans are emptied as necessary. ☐ ☐ _____
- Boxes and containers are removed from site. ☐ ☐ _____
- Loading dock and area around dumpster are clean. ☐ ☐ _____
- Dumpsters are clean. ☐ ☐ _____

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device. ☐ ☐ _____
- No evidence of pests is present. ☐ ☐ _____
- There is a regular schedule of pest control by a licensed pest control operator ☐ ☐ _____

Appendix I – Worker Training and Instruction Record

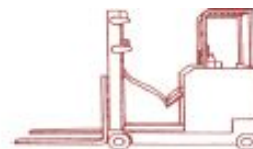
Site: _____

Department: _____

WORKER TRAINING AND INSTRUCTION RECORD



OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3664 Operating Rules (Part (a))

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t).

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

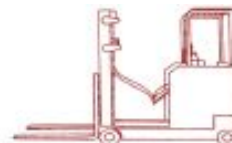
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
- (2) Stunt driving and horseplay are prohibited.
- (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
- (4) Employees shall not ride on the forks of lift trucks.
- (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
- (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
- (8) No truck shall be operated with a leak in the fuel system.
- (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- (14) Grades shall be ascended or descended slowly.
 - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
 - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
 - (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Continued in the next page....

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

Exception:

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.

- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
- (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section [3333](#) of these Orders and [Title 49, CFR, Section 218.27](#) which is hereby incorporated by reference.
- (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.
- (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
 - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - (C) The entire door opening operation shall be in full view of the operator.
 - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



**Follow
operating rules
so that
everyone is
safe.**

Operating rules for industrial trucks contained on this poster are current through Register 2014, No. 16 California Code of Regulations (operative 7-1-2014).
Other rules may also apply.



Safety Suggestion Form

NAME	POSITION
EMAIL	LOCATION

Do you wish to remain anonymous? ☐ Yes ☐ No

Please provide a brief summary:

Explain how your suggestion will benefit your site:

ENCINITAS UNION SCHOOL DISTRICT
HEAT ILLNESS PREVENTION PLAN

Overview and Objectives

This Heat Illness Prevention Plan (HIPP) has important information for all employees who work in outdoor areas or on job tasks where the environmental risk factors for heat illness are present and are at risk for developing heat illnesses if they do not protect themselves appropriately.

Based on the Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395, this standard applies to all outdoor places of employment.

Scope

The ENCINITAS UNION SCHOOL DISTRICT HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for and auditing processes are incorporated to strengthen the plan's success.

Policy

It is the policy of ENCINITAS UNION SCHOOL DISTRICT HIPP that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this HIPP will be made available at each job site in both English and the language understood by the majority of employees.

Water

Water is provided through the school water system, which is supplied by the City of Encinitas water system. Water is provided free at several locations throughout campus. The water system is able to provide much more than the one quart per hour required.

ENCINITAS UNION SCHOOL DISTRICT allows employees to drink water as frequently as needed. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where water is available. Static water containers are not generally used, but if they are, employees may report low water levels, as well as warm or dirty water containers, to supervisors.

Procedures for Monitoring the Weather

Supervisors are trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked at <http://www.nws.noaa.gov/>, or by calling the National Weather Service phone numbers (San Diego: 858-675-8700), or by checking the Weather

Channel or local TV Network. Work schedules will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advanced weather monitoring will take place between the months of May and September (scheduled on the Administrative Assistant and Facilities-MOG Director calendar-currently via Google calendar); with additional advance monitoring conducted as needed during the remainder of the year.

Shade

ENCINITAS UNION SCHOOL DISTRICT will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time. Sufficient shade is available in all outdoor locations. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Although employees who work outside are generally required to stand for their duty period, ENCINITAS UNION SCHOOL DISTRICT will provide chairs if needed, and ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another if needed. The shaded areas exist throughout the work area. Employees may take meals outdoors, if they wish, but are not required to do so. Indoor, cooled rooms are available and can accommodate the number of employees on meal break and those seeking cool-down periods.

ENCINITAS UNION SCHOOL DISTRICT will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

ENCINITAS UNION SCHOOL DISTRICT policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

High Heat Procedures

ENCINITAS UNION SCHOOL DISTRICT will implement the following high heat procedures when the temperature equals or exceeds 80 degrees Fahrenheit.

- Employee and student outdoor activity will be limited to spans of less than 30 minutes.
- Inclement weather ("Rainy Day") schedules, as per the Staff Handbook, may be implemented
- Employees who work outside shall have access to shade and water and be available for checks by radio

- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- ENCINITAS UNION SCHOOL DISTRICT will designate 1 or more employees (the school nurse and any supervisor) to call for emergency medical procedures, and allows any employees to call for emergency services when a designated person is not available.
- ENCINITAS UNION SCHOOL DISTRICT will closely supervise new employees who are scheduled to work outside for more than 45 minutes at a time for the first 14 days of employment, unless the new employee indicates at the time of hire that he or she have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.
- When temperatures reach 80 degrees or above, and employees are working outside for up to 2 hours, ENCINITAS UNION SCHOOL DISTRICT will ensure that employees takes a minimum 10-minute preventive cool-down rest period every 2 hours.
The preventive cool-down rest period may be provided concurrently with any other require meal or other rest period.
- If the work day extends beyond 8-hours, ENCINITAS UNION SCHOOL DISTRICT will provide an additional preventive cool-down period at the conclusion of the 8th hour of work for employees who have been working outside for up to 2 hours. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- ENCINITAS UNION SCHOOL DISTRICT will provide a pre-shift meeting during periods of high heat to remind employees who are working outside for up to 1 hour at a time:
 1. Of the District's high heat procedures,
 2. To drink plenty of water, stay in the shaded areas of campus,
 3. And, of their right to take cool-down periods when necessary

Training

ENCINITAS UNION SCHOOL DISTRICT will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
2. Environmental and personal risk factors for heat illness.
3. The signs and symptoms of heat illness.
4. The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. ENCINITAS UNION SCHOOL DISTRICT response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.

10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

Emergency Response Procedures

All supervisors and management personnel of ENCINITAS UNION SCHOOL DISTRICT are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, ENCINITAS UNION SCHOOL DISTRICT will develop alternative means of summoning emergency medical services.
3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

Acclimatization

New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at less than 2 hours a day, for between 4 to 14 days.

ENCINITAS UNION SCHOOL DISTRICT will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. No employees work solos, so monitoring can be done by either the supervisor or by use of the buddy system.

ENCINITAS UNION SCHOOL DISTRICT will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

Heat Illness Prevention Plan Audit

ENCINITAS UNION SCHOOL DISTRICT, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

1. Ensuring that suitably fresh and cool water is routinely provided in the required mounts.
2. Ensuring sufficient shade is routinely made available.
3. Verifying that the required supervisor and employee training has been completed.
4. A review of the effectiveness of emergency response procedures.
5. Ensuring that employees are acclimatized as required.
6. Ensuring that high heat procedures are implemented when the temperature reaches degrees Fahrenheit.

The Heat Illness Prevention Standard, Title 8, California Code of Regulations, Section 3395, requires all employers with outdoor worksites to take the following steps to prevent heat illness:

- I. Provide heat illness prevention training to all employees, including supervisors.
 - Annual training
- II. Provide a continual supply of fresh water so that each employee can drink at least one quart per hour, and encourage them to do so.
 - Water fountains and the fill station on campus
- III. Provide access to shade for at least five minutes of rest when an employee believes he or she needs a preventative recovery period. They should not wait until they feel sick to do so.
 - Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available. All employees working outside carry two way radios/Annual training
- IV. Develop and implement written procedures for complying with the Standard.
 - This HIP Plan/Annual training
- V. Limit heat exposure of new employees for 14 days until acclimatized.
 - Annual training

These steps alone can greatly reduce the risk of outdoor workers developing heat illness. Specific Procedures for ENCINITAS UNION SCHOOL DISTRICT Sites:

High heat conditions exist when the temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.

No non-maintenance staff is assigned outside for more than 30 minutes in high heat conditions.

Employees are not assigned to static spots and are free to, and are encouraged to station themselves in shaded areas when available. There is shade available throughout campus and indoor, cooled rooms available for breaks.

Water fountains are located in several locations around campus. There is a water filling station in the cafeteria. Employees are free to visit water fountains and carry personal drink containers during the course of their work day. Employee movement is not restricted, allowing for visits to water fountains or filling stations as needed. All drinking water is obtained from the water system connected to the City of Encinitas' water system.

All employees who work outdoors are required to carry two-way radios and remain available for contact at all times during the work day.

Inclement weather procedures will be implemented during high heat conditions.

TRAINING

Supervisors will use this outline for training staff, or ensure that the training method used covers the topics within it.

I. EMPLOYER'S RESPONSIBILITY

- a) The District responsibility is to provide shade, water, cool-down periods, and access to first aid
- b) Employee has the right to exercise their rights without fear of retaliation.

II. RISK FACTORS FOR HEAT ILLNESS

- a) Environmental factors
 - ❖ Temperature
 - ❖ Humidity
 - ❖ Other sources
- b) Personal factors
 - ❖ Overall health
 - ❖ Body composition
 - ❖ Clothing
 - 1. Protective
 - 2. Possible to exacerbate heat

III. KCOE PROCEDURES OF COMPLIANCE

IV. WATER COMSUMPTION

- a) Up to 4 cups (32 ounces) per hour in hot conditions or when sweating

V. ACCLIMATIZATION

- a) New employees working outside in high heat conditions
- b) 14 days- limit heat exposure

VI. HEAT ILLNESSES

- a) Heat Rash

- ❖ Heat rash is a skin irritation (also known as prickly heat) caused by excessive sweating during hot, humid weather. It is likely to occur where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. Sweat ducts become plugged, which eventually leads to a rash. It is manifested as red papules and usually appears in areas of restrictive clothing. It can occur at any age but is most common in young children.
- b) Heat Syncope (Fainting)
 - ❖ In heat syncope, the brain does not receive enough oxygen because the blood pools in the extremities. Workers not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.
- c) Heat Cramps
 - ❖ Heat cramps are usually caused by strenuous activity in a hot environment. Painful spasms of the muscles are caused when workers drink large quantities of water, but fail to replace their body's electrolyte loss. Cramps can be caused by both too much or too little salt in the system. The muscles most susceptible are those that become tired from performing the energetic activity. Cramps may occur during or after work hours.
- d) Heat Stroke
 - ❖ Heat stroke is a medical emergency. It occurs when the body's system of temperature regulation fails, sweating becomes inadequate and the body's core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the victim receives quick and appropriate treatment, death or permanent disability can occur.
- e) Heat Exhaustion
 - ❖ Heat exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. If not properly treated, heat exhaustion may rapidly progress to heat stroke.

VII. REPORTING SIGNS AND SYMPTOMS & RESPONSES

- a) Mandatory two-way radio use for employees working outside
- b) Reporting immediately
 - ❖ Self
 - ❖ Co-workers

VIII. ENCINITAS UNION SCHOOL DISTRICT RESPONSE PROCEDURES

- a) Emergency medical services
 - ❖ School nurse or other trained staff
 - ❖ 911 is always an option, no repercussions
 - ❖ Campus access for emergency responders
 - ❖ Directions to the School Site
 - 1. Say: "Location Name"

2. Say "Advise of nearest cross streets"
3. Say "Location Address"
4. Say "Contact Phone Number"
5. Recruit staff to watch for emergency vehicles

IX. SUPERVISOR TRAINING

- a) All standard employee training (I-VII above)
- b) Procedures for implementation
- c) Procedures for response to heat related illness incident
- d) Monitoring weather reports

X. DISTRICT MONITORING PROCEDURES

- a) Annual training
- b) Monitoring the weather: SOP from May 1 - September 30, also as needed
- c) Schedules for monitoring work environments considered "at risk"
- d) Pre-shift meeting schedules

Checklist for Employees and Supervisors

- Ensure proper hydration by drinking more fluids before, during and after exposure to heat.
- Don't wait until you're thirsty to drink.
- Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.
- Avoid very cold drinks – cool (50°–60°) fluid is ideal.
- Eat light meals – avoid hot and heavy meals.
- Wear lightweight, light-colored, loose-fitting clothing.
- Take frequent rest breaks in a cool shaded area.
- Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF 15 or higher.
- Avoid overexertion – slow down and avoid strenuous activity.
- Become familiar with the early warning signs and symptoms of the various heat-related illnesses.

Appendix M: Equipment List

Grounds

John Deere 4520 compact utility tractor
Toro Groundsmaster 328D mower
Toro Groundsmaster 360 mower
Toro Z Master 7000 mower
Toro Z Master Commercial mower
Toro Groundsmaster 3200 mower
Toro Groundsmaster 3280D mower
Tennant S30 sweeper
Toro commercial 21" mower
Honda HRX 217 mower
Honda HR 216 mower
Stihl MS 193T chainsaw
Stihl MS 291C chainsaw
Stihl MS 192TC chainsaw
Stihl MS 261 chainsaw
Stihl HT 101 polesaw
Stihl HT 103 polesaw
Stihl HL 100 hedge trimmer
Stihl HS 82R hedge trimmer
Stihl HS 94K hedge trimmer
Stihl SR 450 spreader
Stihl BGA 100 blower
RedMax EBZ7500 blower
RedMax EBZ5100 blower
Little Wonder blower
Billy Goat blower
Honda EU2000i inverter
Honda EG 3500 generator
Honda WT20X pump
Stihl FS94R string line trimmer
Stihl FS110RX string line trimmer
Stihl FS100RX string line trimmer
Echo SRM266T string line trimmer
Shindawa T201 string line trimmer
Weedtechnics SW800 steamer

Maintenance

Table Saw
Chop Saw
Band Saw
Drill press
Drain snakes
Drain jetter
Wire puller
Generator
Tig welder
Miter saw
Router
Center punch
Grinder
Compressor
Sawdust vacuum

Custodial

Upright and backpack vacuums
Extractor
Buffer
Power washer
Electrostatic sprayer
Imop
Tile scrubber
Blower
Lotus Pro



Voluntary Respirator Use Form

From 3 CCR 6739 (r)

Voluntary use of a respirator occurs when an employee requests a respirator even though the use of one is not required by a standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations. *See Appendix D1.*
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
5. Air Filtering respirators DO NOT SUPPLY OXYGEN. Do not use in situations where the oxygen levels are questionable or unknown.

My signature below acknowledges that I am being provided a respirator upon request and that the use of this respirator is voluntary, and is not required.

Employee Name

Supervisor Name

Employee Signature

Date

Supervisor Signature

Date



Voluntary Respirator Use Posting

From 3 CCR 6739 (r)

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WORKPLACE VIOLENCE PREVENTION PLAN

2024-2025

Reviewed: July 10, 2024

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PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program (IIPP), is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established.
 - b. After each workplace violence incident.
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorize employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence

PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the WVPP Administrators. They are:

Dr. Angelica Lopez

Assistant Superintendent of Administrative Services
Encinitas Union School District
101 S. Rancho Santa Fe Rd.
Encinitas Ca 92024
Angelica.Lopez@eusd.net
760-944-4300 x1181

Eric Smith

Director of Facilities and Safety
Encinitas Union School District
101 S. Rancho Santa Fe Rd.
Encinitas Ca 92024
Eric.Smith@eusd.net
760-944-4300 x 1126

They have the authority and responsibility for:

- Preparing and updating the plan.
- Implementing the provisions in the plan.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Acting to mitigate identified hazards.
- Providing health and safety training to employees.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

All administrators, supervisors, and employees are responsible for implementing and maintaining our plan.

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards

PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- WVPP Administrators will share plan with the employee bargaining units as well as with specific employee groups (i.e. Grounds, CNS) for employees to provide feedback and suggestions to address the safety needs of the district.
- District representatives will complete bi-annual site safety inspections to assess the vulnerability of workplace violence at our sites and discuss preventive controls that are already in place and ones to be considered.
- The plan will be reviewed on an annual basis as part of the Annual Mandated Trainings, when debriefing specific situations, and during onboarding of new employees.
- Employees may submit ideas and/or suggestions directly to the people responsible for the WVPP as identified above, via email or telephone.
- Site/Department administrators/supervisors are to solicit feedback during site/department meetings.
- All employees will have the opportunity to provide feedback and suggestions to address the safety needs of the district via the LCAP survey.

WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide employee training.
2. Generate emails, newsletters, memos, or other means of communication providing updates to all employees at various stages throughout the *development* and implementation of this plan, including timelines and next steps.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

All administrators, supervisors, and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace.

Administrators and supervisors will:

- Inform employees, supervisors, and managers about our plan.
- Evaluate the performance of all employees in complying with our workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies and procedures.

Administrators and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Communication is designed to encourage a continuous flow of safety, health and security information between administrators, supervisors, and our employees without fear of reprisal and in a form that is readily understandable.

PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to the Assistant Superintendent of Administrative Services, Director of Facilities and Safety and/or call 9-1-1 if the threat/act of violence is imminent and serious. All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

Reporting Procedures

1. Safety Concerns
 - a. Any concerns should be first communicated with an employee's supervisor. Employees can complete the [Employee Safety Recommendation Form](#).
 - b. Supervisor will review the concern and request additional assistance as needed from District Administration.
2. Injuries/Accidents
 - a. Employee will follow employee injury/incident reporting steps:
 - i. Immediately report injury to the supervisor.
 - ii. If supervisor is not available, contact Olga Pitaressi, Benefits Specialist, at 760-944-4300 ext. 1185.
 - b. Supervisor will complete the [Supervisor's Report of Employee Injury](#).
3. Incidents/Threats/Violence
 - a. Employee will complete the [Workplace Violence Reporting Form](#).
 - b. WVPP Administrators will review and investigate the incident.
 - c. Copy of investigation findings to be provided to the appropriate individuals.

As required by California Code Regulation (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Encinitas Union School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Assistant Superintendent of Administrative Services and Director of Facilities and Safety are responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees completed/attend the training(s) and refresher training(s) assigned them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Disciplinary Action

We will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined through the following progressive discipline system:

1. Conference Summary with Required Retraining
2. Written Warning
3. Written Reprimand (placed in Personnel File)
4. Notice of Unprofessional Conduct
5. Suspension
6. Move for Demotion or Dismissal

While adhering to a Progressive Discipline process is a "best practice" management reserves the right to proceed directly to any progressive disciplinary step without having completed prior steps when the employee conduct threatens the safety of others or is deemed to have reached a level of egregiousness that warrants skipping to a greater level of discipline.

Whenever an employee is disciplined, the employee's supervisor shall document the action taken and report such action to the Assistant Superintendent, Administrative Services.

EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to the Assistant Superintendent of Administrative Services and the Director of Facilities and Safety, or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, the [Workplace Violence Reporting Form](#) will be completed which includes the following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the work being "rushed"?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in a community setting?
 - h. Was the employee working in an unfamiliar/new location?
 - i. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

Employer's Evaluation & Response

When responding to a report of workplace violence, the Assistant Superintendent of Administrative Services or Director of Facilities and Safety as outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted? If so, what was their response?
 - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident.
 - b. Information about the person completing the employer's response/log:
 - i. Name
 - ii. Title

iii. Date

3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.
9. Document investigation findings and provide a copy to the appropriate individuals.

EMPLOYEE TRAINING

We will provide employees with initial training when the plan is first established, annually thereafter, and to new employees during onboarding on all of the following:

1. The District's WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Assistant Superintendent of Administrative Services or Director of Facilities and Safety will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Encinitas Union School District, with responsibility shared by management and staff alike.