Adelanto Elementary School District

Morgan Kincaid

Injury Illness Prevention Plan

(Rev 10/18/2024)

Title 8 California Code of Regulations Section 3203

INJURY AND ILLNESS PREVENTION PROGRAM

Morgan Kincaid School

Adelanto Elementary School District

(Rev 10/18/2024)

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) primary administrator, **Principal Kristen Cooper** has the authority and the responsibility for implementing and maintaining this program for **Morgan Kincaid School**. The alternate program administrator will be the **Director of Risk Management.**

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in **District Office** and from each manager and supervisor.

The Management of the **Adelanto Elementary School District** and **Morgan Kincaid School** is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All **Adelanto District** employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of all employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes: (See examples in Glossary) IIPP Glossary.doc

- "Safety Matters" weekly safety talk
- New Employee Orientation
- In Service Safety Training

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HAZARD ASSESSMENT
Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection; and
- At least once per year.

ACCIDENT/EXPOSURE INVESTIGATION
Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken. (Completed Work Orders)

For additional information refer to the CS Risk Management Incident Investigation Reference Guide.

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

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

TRAINING AND INSTRUCTION
All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established;
- To all employees with respect to hazards specific to each employee's job assignment;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all new employees.

RECORDKEEPING
The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written documentation of training and instruction.

RELATED SAFETY PLANS AND PROGRAMS
The following safety programs are part of our IIP Program and are attached at the end of this document:

1. Hazard Communication
2. Bloodborne Pathogens
3. Heat Illness Prevention Plan
4. Code of Safe Practices
5. Ergonomics Program
6. Covid-19
7. Workplace Violence Prevention Plan (WVPP)

RESOURCES & GLOSSARY

Guide to Developing Your Workplace Injury and Illness Prevention Program
with checklists for self-inspection
http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25

Division of Occupational Safety and Health (Cal/OSHA)
http://www.dir.ca.gov/dosh/

IIPP Glossary of Terms

Accident
The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator:
One who is responsible for the execution of public affairs, as distinguished from policy-making.

Implementing:
To carry out or accomplish.
To ensure fulfillment by concrete measures.

Maintaining:
To keep in an existing state (as of repair, efficiency, or validity).
Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

Examples should include the following:

- Internal staff bulletins, whether distributed electronically or materially.
- Distribution of CSRM's "Safety Matters" throughout the site, approximately bi-monthly.
- Staff and departmental meetings (documentation of attendance required)
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required)
- Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of minutes in public areas
- New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

Compliance
Conformity in fulfilling a legal requirement.

Imminent hazard:
An immediate source of danger.

Competent Person:
A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person:
A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.