

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

ALPAUGH UNIFIED SCHOOL DISTRICT
2024

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Introduction

Effective July 1, 1991, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and include the following elements per California code of Regulation, Title 8, Section 3203, 1509 and Labor Code 6401.7.

1. Identify the person or persons responsible for implementing the Program.
2. Establish methods to ensure employees comply with safe and healthy work practices.
3. Safety training to ensure employees understand, identify, and evaluate basic hazards to all places of employment.
4. Procedure to investigate occupational injuries and illnesses.
5. Enforce a system of discipline to ensure that employees comply with the workplace practices and procedures regarding safety.
6. Provide employee training.
7. The employer must keep appropriate records of steps taken to implement and maintain the program.

Statement

Alpaugh Unified School District is committed to providing a safe and healthy learning environment for students, faculty, staff, and visitors. Alpaugh's Injury and Illness Prevention Program (IIPP) is designed to prevent workplace injuries and illness by identifying and addressing hazards, promoting safety awareness, and fostering a culture of safety throughout the district.

Responsibilities

Organizational Chart:

The following positions are responsible for implementing the Injury Illness Prevention Plan for Alpaugh Unified School District:

Superintendent
Chief Business Officer
Maintenance Supervisor
Food Services
Principal

The Superintendent or designee will serve as the Injury & Illness Prevention Program Coordinator. The ultimate responsibility is to establish effective environmental health and safety policies specific to the district facilities and operations.

It is the responsibility of the Administrators, Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control. Site Administrators, Supervisors and Managers are responsible for enforcement of this Program among the employees under their direction by performing the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the general safety training.

Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting unsafe conditions to their supervisors.

Compliance

It is Alpaugh Unified School District's objective that every employee is entitled to a safe and healthful workplace. It is with every reasonable effort that all workers, including Administrators, Directors, Managers and Supervisors, are responsible for complying with Accident Prevention, Fire Protection, Health Preservation in the work practices.

The success of daily operations has a basic responsibility to make the safety of our staff a part of our daily work routine. It is the duty of all workers to comply with the safety standards and best practices of their jobs. Alpaugh Unified School District considers safety to be the prime importance of its operations.

Communication

All administrators, Directors, Managers, and Supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program.

Our system of communication will include one or more of the following items:

- Work orientation regarding safety policies and procedures.
- Review of our IIPP
- Training Programs
- Department Safety Meetings.
- Posted or distributed safety information.

Alpaugh Unified School District encourages all employees to report any potential health or safety hazard that may exist in the workplace to their immediate Supervisor.

Hazard Assessment

The health and safety inspection are essential to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or proper damage. Periodic inspections shall be performed by management and/or supervisors. The summary of periodic inspections will be reviewed by designated management and actions will be taken to eliminate uncovered potential hazards.

All personnel will be responsible for continuous, ongoing inspection of the workplace. Potentially hazardous conditions, once uncovered, will be corrected immediately or a notification provided to supervisors so that there can be corrective action taken.

Hazard Correction

Unsafe or unhealthy work conditions, practice, or procedures shall be corrected in a timely manner based on the severity of the hazard. Alpaugh Unified School District recognizes that hazards range from imminent danger to hazards of minimal risk. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, the district will remove all exposed workers from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous shall be provided with the necessary protection.

Accident Reporting/Investigation

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The district office will assist in the completion of all Workers Compensation forms.

Procedures for investigation workplace accidents and hazardous substances exposures include, but are not limited to the following:

1. Interviewing injured workers and witnesses.
2. Examining the workplace for factors associated with accident/exposure.
3. Determining the cause of the accident/exposure.
4. Taking corrective action to prevent the accident/exposure from reoccurring.
5. Recording the findings and actions taken.

It is the responsibility of Alpaugh Unified School District Supervisor personnel to conduct a thorough accident investigation of accidents in their areas of responsibility.

Employee Training

Alpaugh Unified School District is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the district to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos, safety literature, firsthand examples on-the job training, seminars, and workshops.

Training and instruction are provided during:

1. Initial job instruction or job position safety orientation refers to on-the job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to acquaint employees with what they will need to know to perform their new position safely.
2. Pre-Job Safety Instruction for Hazardous Jobs refers to pre-job safety instructions regarding employee-specific orientation for hazardous operations. During the orientation, the employee's supervisor will cover specific hazards of the job and necessary precautions. This information can be included during this type of training such as:
 - Safety equipment and personal protective equipment requirements
 - Potential exposure
 - Emergency procedures
 - Physical hazards associated with the work area.

Recordkeeping

The district will ensure that recordkeeping is readily available to Cal/OSHA or other authorized personnel and regulatory agencies upon request. Review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program. A safe and healthy workplace must be the goal of everyone at Alpaugh Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the Superintendent at 559-949-8413.