

Jefferson Union High School District



Injury and Illness Prevention Plan 2025-2026

The personal safety and health of each employee of the Jefferson Union High School District is of primary importance. Injury and Illness Prevention is the policy of the Jefferson Union High School District because every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation, and Employee Security.

The Injury and Illness Prevention Program (IIPP) administrator, Dorene Basuino, Associate Superintendent of Human Resources and Student Services, has the authority and the responsibility for implementing and maintaining this IIPP for the Jefferson Union High School District (District). Administrators are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available annually to every employee and by request from supervisors.

COMPLIANCE

All employees, including administrators, are responsible for complying with safe and healthful work practices.

Our systems of ensuring that all employees comply with these practices include the following requirements:

- Inform employees of the provisions of our Injury and Illness Prevention Program (IIPP)
- Inform employees of how to access Company Nurse for work related injuries and/or illnesses
- Provide training to employees at regular intervals (at the time of hire and at least on an annual basis)
- Re-train employees whose safety performance is lacking
- Utilize progressive discipline for employees who failure to comply with safe and healthful work practices
- Evaluate the safety performance of all employees

COMMUNICATION

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

Our communication system includes:

- New hire orientation including a discussion of safety and health policies and procedures
- Annual review of our IIPP
- Training programs
- District Labor Management and Site Labor Management
- Posted safety information
- Anonymous reporting system for District stakeholders, including employees, to anonymously inform administrators about workplace hazards

- The Incident IQ Ticketing System for employees to inform administrators about workplace hazards

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

1. Classrooms
2. Bathrooms
3. Kitchens and Cafeterias
4. Hallways, Stairwells, and Aisles
5. Offices
6. Blacktops and Playfields
7. Campus Access and Egress Points

Periodic inspections are performed according to the following schedule:

- When we initially established our Injury and Illness Prevention Program (IIPP)
- When new substances, processes, procedures, or equipment, which present potential new hazards are introduced into our school campuses and work sites
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- On a rotating daily and weekly schedule

ACCIDENT/EXPOSURE INVESTIGATIONS

Accidents will be investigated by administration and or the San Mateo County School Insurance Group as soon as feasibly possible. Procedures for investigating workplace accidents and hazardous substance exposures will include:

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

HAZARD CORRECTION

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

- When observed or discovered

- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, the District shall remove all exposed workers from the area except those necessary to correct the existing condition;
- Employees who are required to correct hazardous conditions shall be provided with the necessary protection

TRAINING AND INSTRUCTION

All workers, including administrators, shall have training and instructions on general and job-specific safety and health practices. Training and instruction are provided:

When the Injury and Illness Prevention Program (IIPP) is first established

- To all new employees
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the District is made aware of a new or previously unrecognized hazard
- To administrators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- On an annual review basis

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways, hallways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels
- Proper reporting of hazards and accidents to supervisors

RECORDKEEPING

Keep workplace safety records:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and maintained for at least for one year.
- 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. Records will be maintained for one year except for training records of employees who have worked for at least one year, which are provided to the employee upon termination of employment.

EMPLOYEE ACCESS TO THE IIPP

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

Unobstructed access through annual notifications and the District website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers. Employees will be provided annual notice of their access to the IIPP as part of the annual notifications sent to all employees.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP.

The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative
- The date of the request
- The name of the designated representative
- The date upon which the written authorization will expire (if less than 1 year)

WORKPLACE VIOLENCE PREVENTION PLAN

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Below are links to each site's specific Workplace Violence Prevention Plan:

- [Adult Programs: Edgemont](#)
- [Adult Programs: Jefferson High School](#)
- [Adult Programs: War Memorial](#)
- [Adult Programs: Westmoor](#)
- [Bus Garage](#)
- [Daly City Youth Health Center](#)
- [District Office](#)
- [Jefferson High School](#)
- [Oceana High School](#)
- [Terra Nova High School](#)
- [Thornton High School](#)
- [Westmoor High School](#)