



Pleasant Valley School District

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INJURY AND ILLNESS PREVENTION PROGRAM

SAFETY POLICY

It is the policy of our District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be mindful of safety at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains this Injury and Illness Prevention Program.

RESPONSIBILITY

The Chief Business Official, as the IIPP administrator, has the authority and the responsibility for implementing and maintaining this Injury and Illness Prevention Program.

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a districtwide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, and general safety concerns

Principals, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each school site, in the FMO office, or in the office of the IIPP administrator.

EMPLOYEE COMPLIANCE

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

- Informing workers of the provisions of our IIPP.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

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

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP as part of the yearly notices to employees.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A labor/management safety committee

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by:

- Ventura County Schools Self-Funding Authority's Safety Specialist/Inspector
- Principals
- FMO Director and Assistant Director

Periodic inspections are performed according to the following schedule:

1. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
2. When new, previously unidentified hazards are recognized;
3. Accident, injury, and/or exposure investigations; and
4. Whenever workplace conditions warrant an inspection.

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

Area	Inspection Frequency
Administration and Offices	Annually
Athletic Facilities	Annually
Classrooms	Annually
Industrial Arts Classrooms	Annually
Performing Arts Classrooms and Stages	Annually
Science Classrooms, Labs, and Storage	Annually
Food Services / Child Nutrition	Annually
Maintenance	Annually
Transportation	Annually
Warehouse	Annually

In addition to this IIPP, the district maintains the following programs/plans:

- Emergency action plan or Standardized Emergency Management System (SEMS) plan,
- Bloodborne Pathogens Exposure Control Plan
- Asbestos
- Lead
- Heat Illness Prevention Program
- Ergonomic evaluations to prevent repetitive motion injuries
- Hazard Communication Program

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: the principal, manager, supervisor or authorized designee.

Assistance may be provided by the IIPP Administrator.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;

4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accidental exposure from reoccurring; and
6. 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:

1. When observed or discovered; and
2. 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. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Hazard correction is implemented through:

- Training and instruction
- Direct, verbal or written, communication with employees
- Work orders

TRAINING AND INSTRUCTION

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

1. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
2. To all workers given new job assignments for which training has not previously been provided;
3. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each employee's job assignment.

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

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.

5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

EMPLOYEE ACCESS TO THE IIPP

Our employees or their designated representatives have the right to examine and receive a copy of our IIPP. Access is provided in the following manner:

- We provide unobstructed access through the district website, which allows an employee to review, print, and email the current version.

Our LEA will communicate the right and procedure to access the Program to all employees via:

- A link to the IIPP listed in the annual notifications.
- Orientation training.
- Information in the employee handbook regarding access to the IIPP.
- Designated area on the website easily identifiable for accessing the IIPP.

Any copy provided to an employee, or their designated representative will not include any of the records of the steps taken to implement and maintain the written IIP Program.

A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. Any other designated representatives must have written authorization including 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).

RECORDKEEPING

We are a local governmental entity (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The master copy of this IIPP can be found on the district website and in the Facilities, Maintenance, and Operations Office.

Other copies of the IIPP can be found at each school site with the School Administrative Assistant.

LABOR/MANAGEMENT SAFETY COMMITTEE

Our District has elected to use a labor/management safety committee to comply with the communication requirements. The committee:

1. Meets regularly, but not less than quarterly;
2. Reviews results of the periodic, scheduled worksite inspections;
3. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
4. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
5. Submits recommendations to assist in the evaluation of employee safety suggestions.

PROGRAM MAINTENANCE

The IIPP Administrator will periodically review this IIPP. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.