Riverside Unified School District

3380 14th Street, Riverside, California 92501

Injury and Illness Prevention Program

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program Administrator for the Riverside Unified School District is the Director Risk Management

The Program Administrator has the authority and the responsibility for implementing and maintaining this IIP Program for the Riverside Unified School District

Site administrators, dept. managers, supervisors are responsible for implementing the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following practices:

- Informing workers of the provisions of our IIP Program
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- 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 one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP Program
- Training programs
- Regularly scheduled safety meetings
- Tailgate safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management 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: School Campuses, District Office, Nutritional Services, Maintenance and Operations and Satellite Offices. Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program
2. At various periodic intervals at school campus sites District Office, Nutritional Services, Maintenance and Operations and satellite offices
3. When new substances, processes, procedures or equipment which present new hazards are introduced into our workplace
4. When we are made aware of new or previously unrecognized hazards

INJURY AND ILLNESS INVESTIGATIONS

The following actions will take place following a work related employee injury or illness:

1. The supervisor will question the employee regarding how the injury/illness occurred
2. The supervisor will contact the Workers 'Compensation Department
3. The supervisor will determine through this investigation what corrective actions, if any, are required
4. The supervisor will record these findings on an accident investigation form (Supervisors Injury Report) and forward copy to the Workers' Compensation office.
5. Risk Management will conduct a follow-up investigation if deemed appropriate, and document accordingly

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. Hazards observed or discovered by any means (site inspections, accident investigations, or casual observation) shall be reported to the site administrator.
2. The site administrator shall input a work order request to Maintenance and Operations for correction of hazardous conditions, identifying the work order as "safety priority."
3. Maintenance shall conduct the requested hazard abatement and notify the site administrator when completed, and records of these corrections are kept in the work order system.
4. With respects to hazardous practices or procedures, the site administrator shall communicate with the parties involved to bring about a resolution (elimination or alteration of the unsafe practice).
5. If the best method for correcting the hazardous condition or practice is not apparent or obvious, the site administrator should contact Risk Management Safety Technician for an appraisal and recommendation.
6. 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.

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. When the program is first established
2. To all new employees
3. To all employees given new job assignments for which training has not previously been received
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard; and,
6. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed

RECORDKEEPING

Regarding record keeping, the Riverside Unified School District falls under:

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

However, records should generally be available as follows:

- Employee safety training should be found in each employee personnel file and/or the department providing the training
- Hazardous condition correction documentation should be available in the Maintenance Dept. work order system
- Hazardous process or procedure correction documentation should be available in the site administrator's office
- Accident investigation documentation should be available in the Risk Management Dept. or the site administrator's office
- Records regarding situations in which Risk Management was called upon for consultation should be available in Risk Management