

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

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Authorized by: _____



Dr. Torie Gibson
Superintendent, LVJUSD

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COMMITMENT TO SAFETY AND HEALTH

Safety and Health Policy

It is the policy of Livermore Valley Joint Unified School District (called "District" hereafter) to provide safe working conditions for all employees and to promote continuing, vital safety awareness at all levels, from top management to individual workers. We believe that safety awareness is the basis on which a safety program must be founded.

Our District recognizes its responsibility to furnish a place of employment that shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety, and welfare of employees, visitors, and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness that ensures that safety is not compromised. Inherently, safety is everyone's responsibility. Safe performance of duties is an integral part of overall job performance.

Therefore, it should be considered each person's responsibility not only to ensure their own personal safety but also to develop a concern for the safety of all who work with them.

Employees shall always, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

Objectives of the Injury and Illness Prevention Program (IPP)

The Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure a safe and healthy work environment.

Location of the Written Injury and Illness Prevention Program (IPP)

A copy of the written Injury and Illness Prevention Program (IIPP) shall be kept at each site, and a master copy shall be kept at our District Office. Documentation of training and accident investigation will be kept by Human Resources at our District Office.

Responsibilities for Safety and Health

EMPLOYEES

District employees at every level have a special obligation to work safely and maintain a safe and healthy work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under their jurisdiction.

SAFETY OFFICER (SO)

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. The Superintendent has appointed a Safety Officer (SO). This person, listed below, has been delegated the responsibility and authority for the program.

Glenn Sherman
Director of Maintenance, Operations & Facilities
Office: (925) 606-3319, Cell Phone: (925) 525-0266
gsherman@lvjUSD.org

The SO's duties include, but are not limited to:

- Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- Consulting directly with management personnel and employees on loss prevention matters and providing guidance necessary to ensure effective administration of this program.
- Periodically evaluating compliance with the program within our District Office and its sites. Make periodic inspections of worker compliance with Cal/OSHA standards. The SO has full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations, and District safety rules and policies.
- Ensuring that employees are trained in accordance with this Program.
- Developing methods for abating workplace hazards.
- Ensuring that workplace hazards are abated in a timely and effective manner. This includes a review of inspection reports requiring action and a review of accident investigations, including implementation of any identified actions.
- Perform FIT (Facilities Inspection Tool) inspections at each school site by September 1st.
- Maintaining documentation of the IIPP.
- Periodically reviewing the overall effectiveness of the IIPP. The SO may assign all or some of these tasks to other individuals.

SUPERINTENDENT

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, an unrelenting effort is directed toward controlling injuries, collisions, liabilities, and waste of materials. In meeting this goal, management will, to the best of their knowledge and ability:

- Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- Promote safety training and education.
- Require a program of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets, and comply with Federal, State, and local safety standards and regulations.
- Ensure that all accidents are immediately investigated and reported promptly. Vehicular accidents must be reported immediately following notification to law enforcement authorities.

PRINCIPALS/DEPARTMENT SUPERVISORS

Each Principal/Department Supervisor is fully responsible and accountable to the Superintendent for compliance with the provisions of the program within their school site/department. They ensure that:

- All personnel are briefed and fully understand work procedures and policies and enforce their use for each jobclass.
- Safety meetings are conducted, as necessary, to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- All serious accidents are thoroughly investigated, recorded, and promptly reported. All accidents with the potential of becoming liability claims must be reported immediately.
- Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by their employees.
- Ensure that safe work procedures are required of all employees; adherence to safety policies is considered in performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- Proper safety procedures are prepared and used for all hazardous operations.
- All periodic inspections within their jurisdiction are completed as scheduled.

EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- Adhere to all safety policies and procedures.
- Report potential unsafe conditions to the immediate supervisor.
- Ask for training if unsure about or untrained on a task or piece of equipment.
- Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- Wear safety protective devices as necessary (or when instructed to do so).
- Report injuries immediately and seek immediate medical attention when required.
- Learn to lift and handle materials properly.
- Cooperate and take part in our Safety Program, workshops, training, and safety meetings as appropriate.
- Operate only the machinery or equipment that they have been authorized to operate by their supervisor.
- Use only the prescribed equipment for the job and utilize it properly.
- Promote safety awareness and contribute to an overall safety culture.
- As a condition of employment, employees are required to complete mandatory training(s) provided by Keenan.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Purpose of Inspections

A safety inspection program is essential to disclose unsafe acts or conditions, determine the reasons for their existence, and recommend corrective action.

Scheduled Inspections

Inspections of District facilities will be conducted annually by Keenan. Inspection reports are submitted in a checklist format.

Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the SO will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment

Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully remove the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

Documentation of Inspections

Copies of completed inspection reports (or a statement of where these reports are kept) shall be filed with the Injury and Illness Prevention program in the Maintenance, Operations & Facilities Department. Work orders will be generated as needed.

Employee Hazard Reporting Procedure

Employees shall make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Possible actions to take can include, but are not limited to, repair, maintenance, purchases, training, policy or procedure clarification, etc. The SO shall hold the original report and attach completed work orders (or other pertinent documentation) before signing and filing the form with the IIPP documentation folder.

Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a code of safe work practices, or Job Hazard Analysis (JHA) for the job classifications within their jurisdiction. The JHA will be used to train new employees and provide ongoing training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program.

Hazard Evaluation and Control

Inspection summary reports (from Keenan) and reports requiring action shall be forwarded to Maintenance, Operations & Facilities from the SO with related work order requests, as appropriate. Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner. Copies of these completed work orders will be returned to the SO for filing with the original report/form. The SO will not file the original report/form until the completed documentation has been attached.

Imminent Hazards

Whenever possible, our District intends to abate immediately any hazard that gives rise to a risk of imminent harm. When such a hazard exists, which District personnel cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area. The area of potential exposure and the situation will be evaluated by a contractor or emergency personnel experienced with the hazardous condition.

SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. Our District is committed to instructing all employees in safe and healthy work practices. To achieve this goal, our District provides training to employees regarding general safety procedures and regarding any hazards or safety procedures specific to that employee's work assignment. Employees will receive general safety information in the form of a Job Hazard Analysis for positions within our District as needed.

When Will Training Occur?

Training will be coordinated by the Human Resource Department as follows:

- Upon hire
- Whenever an employee is given a new job assignment for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace
- Whenever our District is made aware of a new or previously unrecognized hazard
- Whenever our District believes that additional training is necessary
- When periodic training is required by Cal-OSHA regulations.

Training of Supervisors

The Human Resources Department is responsible for developing and providing formal safety training in specific areas for supervisors, including familiarization with the hazards that their employees may face.

Areas of Training

Depending on the requirements of each job, additional training may be provided. The Human Resources Department will stipulate certain additional training for certain jobs, and employees may request additional training. This training may include, but is not limited to, the following:

- The District's IIPP Plan
- Emergency Evacuations
- Fire Safety
- Workplace Violence Prevention

Documentation of Training

Documentation of training shall be maintained in writing and forwarded to the HR Department. The Maintenance and Human Resource Department works together to maintain and document all employee training records.

COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

It is the goal of our District to effectively communicate with its employees on all issues regarding safety and health. To achieve this, our District has a written Illness and Injury Prevention program. Each employee may obtain a copy of this policy and review the safety procedures specific to that employee's work assignment.

Safety Meetings

Safety meetings may be conducted by management or their designee, as appropriate for the hazards of the department, but not less than annually. Record the frequency for each department on the Safety Meeting Summary Log sheet. Safety meetings may be incorporated into other meetings. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

- New hazard that has been introduced or discovered in the workplace
- Causes of recent accidents or injuries and the methods adopted by our District to prevent similar incidents in the future
- Any health or safety issue deemed by management to require reinforcement

Anonymous Notification Procedure

Our District has a system of anonymous notification whereby employees who wish to inform our District of workplace hazards may do so anonymously by sending a written notification to the SO.

Posters/Signs

Where appropriate, signs and posters may be utilized to help maintain a high level of safety awareness on the job.

Training

Our District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training sessions may be completed by a combination of Internet, computer-based, in-person, or on-the-job techniques.

ACCIDENT INVESTIGATION

Purpose

The purpose of accident investigation is to determine the root causes of accidents and to eliminate them to prevent their recurrence. The objective of the accident investigation is fact-finding, not fault-finding.

District Expectation

All work-related accidents involving employee injuries and/or property damage are investigated by our District in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident that, although not serious, could have resulted in serious injury or significant property damage.

Responsibility for Accident Investigation

Initial accident investigations are documented by the Benefit/Leave Specialist to the Company Nurse. The Company Nurse will produce the Injury Report. Our District Safety Officer may choose to further investigate.

Procedures for Investigation of Accidents

The accident should be investigated as soon as possible after the incident.

DISTRICT SAFETY RULES

General Safety

For the protection and safety of all employees, our District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

- All accidents and injuries must be reported to the supervisor at the time of occurrence.
- Horseplay, throwing things, running in aisles and stairways, distracting employees at work, and other disruptive behavior are prohibited.
- All spilled oil, grease, water, and other liquids must be cleaned up immediately.
- All work areas are to be kept clean and orderly.
- Personal Protection Equipment, as identified by each Department, will be worn.
- Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
- Departments may establish additional safety rules. Employees working in these departments will be informed of these rules.
- Rules established by governmental agencies are incorporated here by reference.

Materials Handling

- Lifting: Attempting to lift or push an object that is too heavy must be avoided. If you cannot obtain assistance, contact the supervisor.
- Hand trucks/carts will be pushed when in transit, except going down an incline or placing a load in position.
- Hand trucks/carts will be loaded in such a manner as to eliminate the possibility of spilling.
- When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
- All material will be stacked and stored in proper areas.
- Material will not be stored in aisles. Aisles must be kept clear at all times.

Protective Equipment

- Safety glasses will be worn when eye protection is required, where posted, or when it is appropriate to do so. Sunglasses are not allowed in shop areas.
- Appropriate shoes for a given area are required. Shoes with exposed heels, toes, or arches are not permitted in the shop area. Shoes constructed from inappropriate materials are prohibited from the shop areas. Shoes worn by employees during other tasks, such as playground supervision or teaching PE class, shall be closed-toe, closed-heeled, and provide substantial support. Sandals, flip-flops, "slipper-type" and other non-supportive footwear are examples of prohibited shoes.
- Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet is not accepted by OSHA.)

Chemicals

- Chemicals will not be purchased and/or brought on site for usage without a current Safety Data Sheet (SDS).
- No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions, and procedures for handling, storage, disposal, and usage contained on the appropriate Safety Data Sheet.
- All containers will be labeled according to their contents.

Machine Operating

- Use of a machine or piece of equipment will be restricted to that which the employee has been trained, qualified, and authorized to operate.
- Immediate notification must be given to the supervisor for any unsafe equipment that is missing protective guards or has improperly positioned protective guards.
- Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
- Machinery will be turned off when not in use.
- A brush, chip hook, or rake will be used to remove chips.
- Work pieces and cutters will be secured before setting a machine in motion.
- Correct speed and feed will be used when operating the equipment.
- Rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing will not be worn when near or when operating machinery.
- Tampering with or removal of safety guards is prohibited.

Compressed Air

- Compressed air will not be used to clean floors.
- When blowing chips from a hole, the hole must be covered with a shop towel.
- Flow from an air hose will not be directed toward another person or the operator of the air hose.
- Where the danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
- The working pressure of a nozzle used to clean materials will not exceed 30 psi.
- The working pressure of a nozzle used to blow off your clothing will not exceed 10 psi.
- Altering or tampering with safety air nozzles is forbidden.

Housekeeping

The foundation of a safe, healthy, and pleasant place to work is good housekeeping.

- Materials and equipment will be kept out of the aisles.
- Materials will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
- Tools and other equipment will be returned to their proper storage area after use.
- Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
- Trash and scraps will be thrown in proper waste containers.
- Good housekeeping practices will be exercised within each employee's work area.

Fire Emergency

- All fires must be reported immediately. The fire emergency number will be called, and the location of the fire will be given.
- All employees must know the location of the fire extinguisher(s) and other fire equipment.
- Tampering with fire extinguisher(s) is forbidden.
- Fire extinguisher(s), sprinklers, fire exits, or risers will not be blocked by supplies, stock, or parts at any time.
- Smoking or open flame is prohibited in areas where flammable materials are used or stored.
- No smoking is allowed on District property or in District vehicles.
- The person who is reporting a fire must stay on the telephone until they are released by fire department personnel.

EMERGENCIES

Emergency Action Plan

Our District has developed an Emergency and Disaster Preparedness Plan.

Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Emergency and Disaster Preparedness Plan.

Fire Prevention Program

Our District maintains automatic fire alarm systems as proscribed in California Building Codes. Specific responsibilities are outlined in the Emergency and Disaster Preparedness Plan.

ENFORCEMENT OF THE SAFETY PROGRAM

Disciplinary System

Our District may pursue disciplinary action for any employee who fails to comply with oral, written, and/or posted safety warnings, the California Education Code, District policies, or other administrative policies and programs.

Any disciplinary action taken shall not violate the employee's rights as defined under Title 8 General Industry Safety Order 3203, Federal OSHA Title 29, Part 1910, or other Cal-OSHA or Fed-OSHA regulations.