

# MERCED CITY SCHOOL DISTRICT

**District Superintendent:  
Julianna Stocking**



## INJURY AND ILLNESS PREVENTION PROGRAM

Prepared by  
Merced City School District Risk Management, in conjunction with  
Terri Prichard CSP, CET, CPSI  
and the Merced County Schools Insurance Group

# **I. DISTRICT COMMITMENT TO SAFETY AND HEALTH**

## ***A. Safety and Health Policy***

It is the policy of the Merced City School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. We believe that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Merced City School District recognizes its responsibility to furnish a place of employment which 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. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall 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, at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

## ***B. Objectives of the Injury and Illness Prevention Program***

The Merced City School District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure a safe and healthful work environment.

## ***C. Location of the Written Injury and Illness Prevention Program.***

A copy of the Merced City School District's written Injury and Illness Prevention Program shall be kept at the MOT facility. Documentation of specific elements of the program shall be kept at the Risk Management Office at 444 W. 23<sup>rd</sup> St., Merced, CA. The phone number is (209) 385-6645.

## ***D. Responsibilities for Safety and Health***

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

## **MCSD SAFETY OFFICER**

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. This person has appointed a District Safety Officer. The person listed below is the District Safety Officer.

Raquel Cervantes  
Risk & Safety Supervisor  
209.385.6645 Office  
209.385.6399 FAX  
[rcervantes@mcsd.k12.ca.us](mailto:rcervantes@mcsd.k12.ca.us)

The MCSD Safety Officer's duties include, but are not limited to:

- A. 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.
- B. Consulting directly with management personnel and employees on loss prevention matters and providing guidance necessary to assure effective administration of this program.
- C. Periodically evaluating compliance with the program within the district and its school sites. Conduct periodic inspections to ensure worker compliance with Cal/OSHA standards. She 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.
- D. 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.
- E. Ensuring that employees are trained in accordance with this Program.
- F. Developing methods for abating workplace hazards.
- G. Ensuring that workplace hazards are abated in a timely and effective manner.

The MCSD Safety Officer may assign all or some of these tasks to other individuals within the District.

## **SUPERINTENDENTS, ADMINISTRATIVE ASSISTANTS**

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 one school site to another, an unrelenting effort is directed toward controlling injuries, collisions, liabilities, and the waste of materials at each site. In meeting this goal, management will, to the best of their knowledge and ability:

- A. Ensure that all personnel under their direction comply with the policies and procedures set forth herein. Ensure adherence to all safety directives and standards.
- B. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- C. Devote a portion of staff meetings, as necessary, to reviewing departmental accidents and discussing plans to reduce losses.
- D. Promote safety training and education.
- E. Follow a policy 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.
- F. Ensure that the District has an effective Hazard Communication Program in place.
- G. Ensure that all accidents are promptly investigated and reported. Vehicular accidents must be reported immediately following notification to law enforcement authorities.
- H. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employee. An excessive number indicates that some management policies and practices require reevaluation.

## **PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS**

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

- A. All personnel are briefed and fully understand the work procedures and policies, and are required to enforce their use for each job class.
- B. All employees, whether full-time or part-time, permanent or temporary, are trained upon hire and retrained as necessary to ensure they understand how to accomplish each job effectively.
- C. All employees are instructed and understand the use and necessity of protective equipment related to their job.
- D. Necessary safety equipment and protective devices for each job are available and used properly.

- E. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- F. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- G. All serious accidents are thoroughly investigated, recorded, and promptly reported. All accidents with the potential to become liability claims must be reported immediately.
- H. 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 his/her employees.
- I. Written documentation is maintained at each site, reflecting that each employee is fully trained for the job they are assigned to do, is familiar with the published work rules, and has received information indicating that compliance is mandatory.
- J. Employees are properly evaluated by being informed that following safe work procedures is required of all district employees.
- I. Adherence to district safety policies is considered in performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- J. In-service educational programs are planned at least annually for all employees, and that documentation is maintained for all educational activities.
- K. Proper safety procedures are prepared and used for all hazardous operations.
- L. All periodic inspections within his/her jurisdiction are completed as scheduled.
- M. Chemical hazards are identified to employees, material safety data sheets are readily available, and employees are trained on the safe use of these chemicals.

## **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 their fellow workers, and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- A. Adhere to all safety policies and procedures at all times.
- B. Report potential unsafe conditions to the immediate supervisor.
- C. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.

- D. Wear safety protective devices as necessary (or when instructed to do so).
- E. Report injuries immediately and seek immediate medical attention when required.
- E. Learn to lift and handle materials properly.
- F. Cooperate and take part in the District Safety Program, workshops, training and safety meetings as appropriate.
- G. Operate only the machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- H. Use only the prescribed equipment for the job and utilize it properly.

## **PARENTS**

Parents shall be encouraged to:

- A. Teach safety standards to children in the home.
- B. Support district safety requirements for employees and pupils.
- C. Help the school in its hazard correction activities.
- D. Serve on school safety committees when appointed.

## **II. HAZARD IDENTIFICATION, EVALUATION, AND CONTROL**

### ***A. Inspections***

#### **a. Purpose**

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

#### **b. Scheduled Inspections**

Inspections of District facilities will be conducted as follows:

1. District Facility Frequency Conducted by School sites, Biannual Principal/custodian
2. Science labs: Check Daily Science teacher, Biannual report
3. Maintenance shop: Check Daily Supervisor, Biannual report
4. Transportation shop: Check Daily Supervisor, Biannual report
5. Athletic field: Check Daily Athletic Director, Biannual report
6. Cafeteria: Check Daily Food Service Director, Biannual report
7. Warehouse: Check Daily Supervisor, Biannual report

8. Automotive equipment: Check daily by the Vehicle operator.

### **c. Unscheduled Inspections**

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

1. General Housekeeping
2. Storage and Handling of Hazardous Materials
3. Use of Personal Protective Equipment
4. Proper Guarding of Equipment and Machinery
5. Playgrounds/Fitness Courses/Athletic Fields

### **d. Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment identified as 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.

### **e. Documentation of Inspections**

Copies of completed inspection reports shall be filed with the Injury and Illness Prevention program at each site and at the District Office. The original shall be forwarded to Maintenance and Operations with the appropriate work orders.

## ***B. Employee Hazard Reporting Procedure***

Employees shall make every effort to correct hazards immediately within their control. Other hazards shall be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form shall be submitted to Maintenance and Operations.

## ***C. Job Hazard Analysis (JHA)***

Each supervisor shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide ongoing training for existing employees. The applicable JHA shall be maintained in conjunction with the Injury and Illness Prevention Program at each site.

## ***D. Hazard Evaluation and Control***

All inspection reports shall be forwarded to Maintenance and Operations, along with the appropriate work orders, as applicable. Employee Hazard Reporting Forms shall be forwarded to Maintenance and Operations, where appropriate work orders will be generated and completed as needed. Any work orders related to safety issues are prioritized according to the severity of the hazard and completed in a timely manner.

### ***E. Imminent Hazards***

Whenever possible, the District intends to abate immediately any hazard that poses a risk of imminent harm. When such a hazard exists that the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting hazardous conditions will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

## **III. SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, along with knowledge of how to control them, is crucial for maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District provides training to each employee regarding general safety procedures and any hazards or safety procedures specific to their work assignment.

### ***A. When Training Will Occur***

Training will be provided as follows:

1. Upon hiring;
  - a. Whenever an employee is given a new job assignment for which training has not previously been provided;
  - b. Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace;
  - c. Whenever the District is made aware of a new or previously unrecognized hazard, and
  - d. Whenever the District, MCSD Safety Officer, or Department Manager believes that additional training is necessary.

### ***B. Training of Supervisors***

The District is responsible for providing and developing formal safety training in specific areas for supervisors.

### ***C. Areas of Training***

1. Hazard Communication, Employee Right-to-know.
2. Personal Protective Equipment.
3. Hand Tools and Portable Power Tools.
4. Fire Safety.
5. Machinery and Machine Guarding.

6. Office Safety.
7. Back Injury Prevention/Proper Lifting Techniques.
8. Defensive Driving.
9. Cardiac Pulmonary Resuscitation (CPR) and First Aid.
10. Forklift Operators Safety Training.
11. Accident Investigation for Supervisor.
12. Other programs as necessary.

#### ***D. Documentation of Training***

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained with the Injury and Illness Prevention Program at the site. A copy is filed with the MCSD Safety Officer, and the original is maintained in the employee's personnel file.

### **IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

It is the goal of the District to effectively communicate with its employees on all issues regarding Safety and Health. To achieve this, the District has a written Illness and Injury Prevention program and a Hazardous Substance Communication Program. Each employee may obtain a copy of these policies and review the safety procedures specific to their work assignment.

#### ***A. Safety Meetings***

Safety meetings are conducted by department managers on a monthly basis. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazard that has been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings are documented in terms of content and attendance.

#### ***B. Anonymous Notification Procedure***

The District has a system of anonymous notification, whereby employees who wish to report workplace hazards may do so anonymously by submitting a written notification to the Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall promptly and thoroughly investigate all such reports.

#### ***C. Posters/Signs***

Where appropriate, signs and posters may be utilized to help maintain a high level of

safety awareness on the job.

#### ***D. Newsletter***

The District may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue is maintained in the Injury and Illness Prevention file at the District Office.

#### ***E. Training***

The District has training requirements designed to instruct each employee on general safety procedures, as well as those specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

### **V. ACCIDENT INVESTIGATION**

#### ***A. Purpose***

The purpose of accident investigation is to determine the causes of accidents and identify measures that can prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

#### ***B. District Policy***

All work-related accidents involving employee injuries and/or property damage are investigated by the District in a timely manner. Minor incidents and near misses are investigated as well as serious accidents. A near miss is an incident that, although not serious in itself, could have resulted in a serious injury or significant property damage. Accident investigations are documented in writing using the Accident Investigation Report Form.

#### ***C. Responsibility for Accident Investigation***

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

#### ***D. Procedures for Investigation of Accidents***

The accident investigator shall gather the following facts:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools that were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts:

1. Why the accident occurred? Was the involved employee properly

trained? Were proper operating procedures followed? Was faulty equipment involved?

2. How could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NON-PREVENTABLE.
3. List the reasons why the accident was PREVENTABLE OR NON-preventable.
4. Finally, describe what action has been taken to prevent similar accidents from occurring in the future?

## **VI. DISTRICT SAFETY RULES**

### ***GENERAL SAFETY RULES***

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

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water, and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

### **Materials Handling**

1. Lifting: Attempting to lift or push an object that is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pulled when in transit, except when going down an incline or placing a load in position.

3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids, or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

## **Protective Equipment**

1. Safety glasses must be worn when eye protection is required, as indicated by posted signs. Photogray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes, or archways will not be permitted in the shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. 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 not accepted by OSHA.)

## **Machine Operating**

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

## **Compressed Air**

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands, or other parts of the body.
5. Where the danger of flying particles is present, employees working with compressed air hoses will wear safety glasses with side shields.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

## **Housekeeping**

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

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area. Spitting of tobacco, shells or throwing of cigarette butts etc. on the floor is prohibited.

## **Chemicals**

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. 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 Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

## **Fire Emergency**

1. All fires must be reported immediately. The fire emergency number will be called, and the location of the fire will be given.
2. All employees must know the location of fire extinguisher(s), fire blankets, and stretchers.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits, or risers will not be blocked by supplies, stock, or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "NO SMOKING" areas.
7. The person who is reporting a fire must stay on the telephone line until released by fire department personnel.

## ***Medical Emergency***

1. All medical emergencies will be reported immediately. The medical emergency number must be called, and location of the emergency given.

## **VII. EMERGENCIES**

### ***A. Emergency Action Plan***

The Merced City School District has an Emergency and Disaster Preparedness Plan.

### ***B. Earthquake Procedures***

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

### ***C. Fire Prevention Program***

The Merced City School District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

## **VIII. ENFORCEMENT OF THE SAFETY PROGRAM**

### ***A. Incentive Program***

Merced City School District may provide incentives for employees who make safety suggestions adopted by the district and/or who have demonstrated safe and healthful work practices.

### ***B. Disciplinary System***

The Merced City School District has a policy for disciplinary action for employees who fail to comply with oral, written, and/or posted safety warnings. Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198, or other Cal-OSHA or Fed OSHA regulation.

# Accident Investigation Report

## ***SECTION I. INVESTIGATION INFORMATION***

Name of Injured: \_\_\_\_\_ Date of injury: \_\_\_\_\_  
Accident Investigator: \_\_\_\_\_ Title: \_\_\_\_\_ Tel # \_\_\_\_\_  
Accident Investigator: \_\_\_\_\_ Title: \_\_\_\_\_ Tel # \_\_\_\_\_

## ***SECTION II. DESCRIPTION OF ACCIDENT***

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

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## ***SECTION III. FINDINGS*** (Attach separate page if necessary)

**Surface Cause: Unsafe Conditions** (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Surface Cause: Unsafe Acts:** (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MCSD INJURY AND ILLNESS PREVENTION PROGRAM

**Root Cause(s)** (Policies, procedures, supervision, training, decision-making, other factors)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION IV. RECOMMENDATIONS** (Indicate if any of the corrections have been done) (Attach separate page if necessary)

**Immediate Corrections.** (To reduce or eliminate unsafe acts and conditions)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION V. SUMMARY** (Include further information. Weigh costs and benefits. Attach additional sheets if needed)

\_\_\_\_\_  
\_\_\_\_\_

**Prepared by** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\***FORWARD TO THE DISTRICT SAFETY OFFICER**\*\*\*\*\*

**SECTION VI. DISTRICT SAFETY OFFICER REVIEW** (Review report. Verify appropriate actions taken. Revise if needed.)

**Immediate:** \_\_\_\_\_  
\_\_\_\_\_

**LongTerm:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed by** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\* **WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP** \*\*\*\*\*

## Report of Unsafe Condition or Hazard

**Please submit this report to the District Safety Officer. You will receive a response in five (5) working days.**

Optional: Employees may submit this form anonymously.

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location of Condition Believed to Be Unsafe or Hazardous: \_\_\_\_\_

Date and Time Condition or Hazard Observed: \_\_\_\_\_

Description of Unsafe Condition or Hazard: \_\_\_\_\_

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:  
Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

### School District Response:

Name of Person Investigating Report: \_\_\_\_\_ Date Received: \_\_\_\_\_

Results of Investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: \_\_\_\_\_

DSO REVIEW: \_\_\_\_\_ Date: \_\_\_\_\_

Date of response to employee (or posting of a copy of this form, for anonymous reports): \_\_\_\_\_

WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT SAFETY  
OFFICER, FILE WITH THE MASTER IIPP

## Site Inspection Summary Logsheet

Site Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Areas on site:** (indicate the amount of all areas found on this site)

|  |                     |  |                       |
|--|---------------------|--|-----------------------|
|  | Classrooms          |  | Offices               |
|  | Assembly Areas/Gyms |  | Science Labs/Shops    |
|  | Playgrounds         |  | Athletic Fields/Pools |
|  | Cafeterias          |  | Custodian Shops       |
|  | Grounds             |  | Other                 |
|  | Transportation Shop |  | Maintenance Shop      |
|  |                     |  |                       |

### Areas Inspected:

Perform three inspections per each area per year, typically by September 30, January 30, and June 30. Record the area, the date inspected, if any repairs were required, the appropriate work order numbers, and the date the work was completed. Keep the inspection checklists and this form with your IIPP on site, and send a copy of this form to the District Safety Officer by July 31.

| AREA | DATE | REPAIRS? | DATE COMP. |
|------|------|----------|------------|
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |
|      |      |          |            |



## Safety Meeting Summary Logsheet

Start this logsheet at the start of the school year and keep it with the site IIPP. Record the expected safety meeting frequency (weekly, monthly, quarterly...) for each department. During the year, after receiving a safety meeting signup sheet (or equivalent documentation), record the requested information on one line. File the signup sheet with the IIPP. At the end of the school year, by June 30, send a copy of this summary sheet to the District Safety Officer.

**Departments will have safety meetings at least quarterly, except as noted below:**

|            |  |             |  |              |  |
|------------|--|-------------|--|--------------|--|
| Teachers:  |  | Mechanics:  |  | Grounds:     |  |
| Office:    |  | Custodians: |  | Bus Drivers: |  |
| Cafeteria: |  | Special Ed: |  |              |  |
|            |  |             |  |              |  |

### Safety Meeting Summary:

| Department | Date | Headcount | Topics |
|------------|------|-----------|--------|
|            |      |           |        |
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MCSD INJURY AND ILLNESS PREVENTION PROGRAM

## Safety Meeting Signup Sheet

Department: \_\_\_\_\_ Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

—

\_\_\_\_\_

\_\_\_\_\_

See the Training Verification Form for a complete description of the training contents.

|    | Name | Signature |
|----|------|-----------|
| 1  |      |           |
| 2  |      |           |
| 3  |      |           |
| 4  |      |           |
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| 11 |      |           |
| 12 |      |           |
| 13 |      |           |
| 14 |      |           |
| 15 |      |           |

## Training Signup Sheet

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Topic: \_\_\_\_\_

—

See the Training Verification Form for a complete description of the training contents.

|    | Name | Signature |
|----|------|-----------|
| 1  |      |           |
| 2  |      |           |
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| 12 |      |           |
| 13 |      |           |
| 14 |      |           |

MCSD INJURY AND ILLNESS PREVENTION PROGRAM

## Verification of Initial IIPP Receipt

NAME \_\_\_\_\_ Job Title \_\_\_\_\_  
Please Print

Work Site \_\_\_\_\_  
Please Print

Supervisor: \_\_\_\_\_

I agree to follow all Merced City School District safety and health rules, policies and procedures. I have received training and written materials on the district's following safety policies:

### General Safety and Health Issues

The District's Injury and Illness Program

District Safety Rules

Emergency procedures

Housekeeping

Personal protective equipment

Lifting techniques

Working around equipment

Reporting unsafe conditions

General safe work practices

Job Hazard Analysis

\_\_\_\_\_  
Employee signature Date

FILE THIS TRAINING FORM WITH THE SITE IIPP. FILE A COPY IN THE EMPLOYEE'S TRAINING FILE. SEND A COPY OF THE TRAINING SIGN-UP SHEET TO THE DISTRICT SAFETY OFFICER FOR FILING WITH THE MASTER IIPP.



Appendix A: Forms

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