

Twin Hills Union School District
Injury and Illness Prevention Plan



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Introduction

Twin Hills Union School District has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely.

Responsibility

Dana Pedersen, Superintendent, (707) 823-0871 is the person with the overall authority and responsibility for implementing this program.

Dana Pedersen or Management will designate an alternate responsible person during periods of his/her absence such as during personal leave.

Copies of the IIPP are available at the following location(s):

THUSD District Office, 700 Watertrough Road, Sebastopol, CA 95472

Supervisor Responsibilities:

- Ensuring that the elements of the IIPP are met, including performing periodic inspections/hazard assessments
- Ensuring employee compliance with safety policies and rules, investigation of accidents and injuries
- Ensuring employees are trained on the hazards and safe work practices relevant to their jobs

Employee Responsibilities:

- Assist in hazard identification
- Report accidents or injuries to supervisors as soon as they occur
- Follow safe work practices for tasks they perform
- Only perform tasks that they are authorized and trained to perform

Compliance with Safe Work Practices

Twin Hills Union School District has established rules and procedures to help ensure that work tasks can be performed safely without injury to employees:

- We inform employees about our IIPP.
New employee orientation, including discussion of site specific safety and health policies and procedures.
Evaluation of the safety performance of all workers
Recognizing employees who perform safe and healthful practices
Provide training, both electronic and in-person, to those employees whose safety performance is found deficient
Follow-up on employees failure to comply with safe and healthful work practices by site administrators and/or supervisor to ensure effectiveness
Workplace specific safety and health training
- We recognize employees who work safely.
- We discipline employees who do not follow our safety rules.
- We provide training to employees who do not follow safety rules.

Employee Communication

Twin Hills Union School District communicates with employees on safety matters through the following:

- We hold safety meetings: monthly
- We encourage employees to report hazards and provide feedback by: Informing the site administrator, the District Maintenance Director or the District Office Staff. This notice can be by phone, email or in person.

Additional ways we communicate about safety to our employees include:

Annual notification regarding reporting on the job injuries or illness incidents or concerns to all employees. This information is posted at all work sites as well.

We encourage all employees to report any unsafe conditions or safety concerns immediately to their supervisor or Safety Manager, or bring up the issue during department meetings provided the hazard isn't serious.

Hazard Assessment

We conduct safety inspections weekly and when:

- The safety program is first established
- Whenever new substances, processes, procedures, or equipment that represent a safety hazard are introduced into the workplace
- Whenever the employer is made aware of a new hazard

Other ways we evaluate hazards at our workplace include: District Maintenance Director and Site Maintenance Coordinators view the site daily and weekly for safety concerns

These are the job title(s) of the person(s) responsible for conducting inspections and evaluating hazards at our workplace:

Site Administrators (principals)
District Maintenance Director
Site Maintenance Coordinator
Custodians

Accident Investigation

Twin Hills Union School District takes the following steps when investigating accidents and near misses:

- Visit the accident scene as soon as possible
- Interview injured workers and witnesses
- Examine the workplace for factors associated with the accident/exposure
- Determine the root cause of the accident/exposure
- Take corrective action to prevent the accident/exposure from happening again
- Keep a record of the findings and corrective actions taken

We also take these actions:

Verify the injury has been reported to RESIG (Redwood Empire Schools Insurance Group), our Workers Compensation partner and to OSHA when required

The person(s) responsible for conducting accident investigations at is

Superintendent
Site Administrator (principal)
District Maintenance Director
Site Maintenance Coordinator

Hazard Correction

Hazards must be corrected in a timely manner as soon as employees or supervisors become aware of the hazard. We correct workplace hazards:

- When first noticed whenever possible, and
- When there is an imminent hazard. In the case of an imminent hazard, we will remove all employees from the area except those needed to correct the condition. We will protect employees working to correct the hazardous condition.

The job title of the person who is responsible for making sure hazards are corrected is:

Superintendent

Site Administrator (principal)

District Maintenance Director

Site Maintenance Coordinator

Custodian

Other staff as assigned

Employee Training

We will conduct training in the following instances:

- When our safety program is first created
- To all new employees
- When employees are given new job assignments
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace
- Whenever the employer is made aware of a new hazard
- For supervisors to make them aware of the safety procedures and workplace hazards for their employees

In addition to the above schedule, we also provide training to employees when:

- * Specific to each employee's job duties by their supervisor
- * Site Staff Meetings
- * Electronic trainings through PSW, Public School Works

Employee Access

Twin Hills Union School District provides employees with access to the written IIPP through:

Upon request, our business will provide employees with access to the IIPP by:

- Providing a printed copy of the IIPP
- Providing an electronic copy of the IIPP

Our employees can request access to a copy of the written IIPP by:

- Requesting a copy from their supervisor
- Requesting a copy from Human Resources

A copy of the IIPP will be provided within five (5) business days after receiving the request.

Recordkeeping

We keep records of inspections and hazard assessments for at least one year.

Training records will be kept for a minimum of one year.