

# RANCHO SANTA FE SCHOOL DISTRICT

## Board Policies Covering All Employees

### **Board Policy No. 4010.1: INJURY AND ILLNESS PREVENTION PROGRAM**

#### A. The District's Injury and Illness Prevention Program

This comprehensive health and safety program is designed to identify and abate hazards in the workplace by preventing workplace accidents, injuries, ~~and~~ illnesses, and violence in order to provide a safe and healthful place in which to work. This Policy, along with other applicable District rules and regulations and practices, form the District's Injury and Illness prevention program ("IIPP"). This IIPP also includes the District's Workplace Violence Prevention Plan ("WVPP"). In order to be effective, this Program will require the cooperation and support of all District employees.

The District is committed to promoting a safe and healthy work environment for all employees, students and visitors. The IIPP and WVPP are intended to reduce the risk of harm and set forth the guidelines for responding to hazardous/dangerous incidents.

#### B. Definitions

The following definitions shall apply to this Policy:

1. Threat of violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
2. Workplace violence: Any act of violence or threat of violence that occurs in a place of employment. Workplace violence does not include lawful acts of self-defense or defense of others.
3. Labor Code § 6401.9 defines the following four major types of workplace violence as hazardous:
  - a. Type I violence involves workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
  - b. Type II violence involves workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

- c. Type III violence involves workplace violence against an employee by a present or former employee, supervisor, or manager.
- d. Type IV violence involves workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

C. Responsibility For Safety and Health

- 1. All employees of the District are responsible for working safely and maintaining a safe and healthful working environment.
- 2. To develop and implement the WVPP, the District adopts the following procedures:
  - a. Employee participation in identifying, evaluating and correcting workplace violence hazards.
  - b. Conducting interactive safety meetings.
  - c. Responding to reports of workplace hazards and incorporating outcomes into the plan.
  - d. Training all employees in accordance with the WVPP requirements.

D. Program Administrator

The District's Program Administrator is the Superintendent or designee. The Program Administrator is responsible for the overall implementation and maintenance of the District's Injury and Illness Prevention Program, including the District's Workplace Violence Prevention Plan.

The Program Administrator will:

- 1. Ensure that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate supervision or control may be exposed, as well as applicable laws, regulations and District safety rules, policies, practices and procedures;
- 2. Ensure that employees are trained in accordance with this program;
- 3. Cause the periodic inspection of all District workplaces in order to identify, evaluate and abate workplace hazards;
- 4. Develop methods for abating workplace hazards;

5. Ensure that workplace hazards are abated in a timely and effective manner;
6. Ensure that reported workplace hazards, accidents, illnesses, ~~or~~ injuries, or workplace violence are investigated;
7. Supervise the delegation of specific tasks required to be performed by the Program.

E. Hazard Assessment Control

1. Identification of Workplace Hazards

a. Periodic Scheduled Inspections

Work areas should be kept neat and orderly. Managers, supervisors, and employees are responsible for conducting daily, ongoing monitoring and inspection of their specific work areas. Additionally, the Program Administrator shall provide for specific inspections of workplace hazards in accordance with current applicable requirements and regulations.

b. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, surprise inspections. The list of subjects for these inspections will be chosen randomly but with particular emphasis placed on maintenance, operations, warehouse, child nutrition, transportation, cafeteria, and general housekeeping.

c. New Potential Hazards

The Program Administrator will arrange for an inspection and investigation of any new substance, process, procedure or equipment introduced into the workplace. The Program Administrator also will arrange for an inspection and investigation whenever the District is made aware of a new or previously unrecognized hazard.

d. Employee Reporting of Hazards

Employees are required to report immediately to their supervisors or the Program Administrator any unsafe condition or hazard which they discover in the workplace. Forms for reporting such hazards may be obtained in each work area or from the Program Administrator. The employment of any employee making a bona fide report of an unsafe condition or hazard in the workplace will not be adversely affected for making such a report. Employees who wish to remain anonymous may

submit the required reporting form to the Program Administrator without signature.

Inspections to identify unsafe conditions and work practices and employee reports and concerns will take place upon the establishment of the IIPP and WVPP, after each workplace violence incident, and whenever the District is made aware of a new or previously unrecognized hazard.

2. Monitoring and Correcting Identified Potential Safety and Health Hazards

a. Identified Safety and Health Hazards

The Program Administrator shall keep a list of identified hazards and a written procedure for dealing with each hazard.

b. Newly Discovered Safety and Health Hazards

The Program Administrator shall develop a written procedure for identifying and correcting in a timely manner hazards newly identified through inspections or employee reports.

F. Emergencies

1. The Program Administrator shall prepare procedures to handle emergencies in the event of earthquakes, fires and other disasters and to communicate with employees regarding workplace violence matters.
2. Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.
3. Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.
4. Any employee who needs immediate assistance may contact law enforcement by calling 911. Employees who do not require immediate assistance may contact their manager or supervisor, or directly contact the Program Administrator.

G. District Safety Rules

District wide safety rules as well as specific safety rules appropriate for each work area and position will be posted in each work area and on or near appropriate equipment.

These rules will be communicated to employees by the methods prescribed in paragraph G below.

H. Communicating With Employees On Safety And Health Issues

1. Safety Meetings

Safety meetings will be conducted and documented by supervisors periodically on a monthly basis with additional special meetings whenever necessary. During each meeting, supervisors will discuss the District's IPPP/WVPP as well as the following issues:

- a. New hazards that have been introduced or discovered in the workplace;
- b. Causes of recent accidents or injuries and the methods by which similar accidents or injuries can be prevented in the future; and
- c. Any safety issue deemed by supervisors to require enforcement.

2. Postings

This Board Policy will be posted in appropriate work areas along with general and specific safety rules.

I. 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 healthful work environment and preventing injuries, illnesses, ~~and~~ accidents, and violence in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

1. Training of employees

Health and safety training will be provided at the following times:

- a. When the IIPP and WVPP are first established;
- b. Annually regarding the WVPP;
- c. Upon hiring;
- d. Whenever an employee is given a new job assignment for which training has not previously been provided;

- e. Whenever the District becomes aware that new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- f. Whenever the District becomes aware of a new or previously unrecognized hazard; ~~and~~
- g. Whenever the Program Administrator or supervisor believes that additional training is necessary; and
- h. Additional WVPP training will be provided following the identification of a new or previously unrecognized workplace violence hazard and when the WVPP is changed. The additional training will be limited to cover the newly identified hazard or the change to the WVPP.

2. Training of Supervisors

Supervisors will be trained annually and on special occasions if necessary.

3. WVPP Training and Instruction

- a. The District will provide employees training and instruction related to the WVPP including:
  - i. How to obtain a copy of the plan.
  - ii. How to report workplace violence incidents and notice that an employee who files a report is protected from retaliation
  - iii. Specific instructions regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.
  - iv. How incidents of workplace violence are investigated and corrected.
- b. The training will include an opportunity for questions and answers with an individual who is knowledgeable of the District's WVPP.

I. Accident Investigation

All work related accidents reported to the District will be investigated in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. The Program Administrator or designee will be responsible for investigation of accidents.

Procedures for investigating workplace accidents, incidents of workplace violence and hazardous substance exposures include:

1. Visiting the scene as soon as possible;
2. Interviewing injured workers, witnesses, and other involved parties, as appropriate;
3. Examining the workplace for factors associated with the accident, incident or exposure;
4. Determining the cause of the accident, incident or exposure;
5. Taking corrective action to prevent future occurrences; and
6. Recording the findings and corrective actions taken.

The Program Administrator will be provided with a report of each accident investigation and will keep a record of the results of such investigation on a form prescribed by the Program Administrator.

The Program Administrator will cause each accident investigation report to be reviewed for recommendations as to how such accident or near miss can be prevented in the future and implement any preventative measures.

#### J. Recordkeeping

The District will maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years. These records shall contain medical information.

##### 1. Training Records

WVPP training records will be maintained for a minimum of one (1) year and include the following:

- a. Training dates.
- b. Contents or a summary of the training sessions.
- c. Names and qualifications of persons conducting the training.
- d. Names and job titles of all persons attending the training sessions.

##### 2. WVPP Violent Incident Log

The District will maintain a violent incident log to record every instance of workplace violence for a minimum of five (5) years. The log will record the following information:

- a. The date, time and location of the incident.
- b. A detailed description of the incident, including the Type category.
- c. Perpetrator classification
- d. Circumstances and environment in which the incident occurred.
- e. Incident outcome.
- f. Employer response to the incident.

The violent incident log will not contain any personal identifying information of anyone involved in the incident, including name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, could reveal an individual's identity. The violent incident log shall be reviewed during periodic reviews of the WVPP.

The information recorded in the log shall be based on:

- a. Information provided by the employees who experienced the incident of violence;
- b. Witness statements; and
- c. Investigation findings.

Violent incident logs and any incident investigations will be maintained for a minimum of five (5) years.

Legal Reference:

Labor Code sections 6401.7, 6401.9

Date Policy Adopted By The Board: June 19, 1991

Date Policy Revised By The Board: January 13, 2005; May 17, 2007; December 11, 2008;

November 19, 2024