eCademy School

INJURY AND ILLNESS PREVENTION PLAN

Revised 7/18/2024

This School Site Injury and Illness Prevention Plan was developed collaboratively with the Central Region Schools Insurance Group. It is maintained for public inspection in the school office and the District Facilities Planning and Safety Office, located in room 115 at the District Office of Turlock Unified School District.

Turlock Unified School District
Facilities Planning & Safety
District Office Rm 115
1574 E. Canal Drive
Turlock, CA 95380
(209) 667-0632 ext. 2303

TABLE OF CONTENTS

DISTRICT COMMITMENT TO SAFETY AND HEALTH 4

Safety and Health Policy 4

Objectives of the Injury and Illness Prevention Program 4

Location of the Written Injury and Illness Prevention Program 4

Responsibilities for Safety and Health 4

Program Administrator 4

Superindendent/Assistant Superintendent 5

Principals/Department Heads/Supervisors 6

Employees 6

HAZARD IDENTIFICATION, EVALUATION AND CONTROL 7

Inspections 7

Purpose 7

Scheduled Inspections 7

Unscheduled Inspections 7

Red Tagging of Unsafe Facilities or Equipment 8

Documentation of Inspections 8

Employee Hazard Reporting Procedure 8

Job Hazard Analysis (JHA) 8

Hazard Evaluation and Control 8

Imminent Hazards 8

SAFETY AND HEALTH TRAINING 9

When Training Will Occur 9

Training of Supervisors 9

Areas of Potential Training 9

Documentation of Training 9

COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES 10

District Safety Meetings 10

Anonymous Notification Procedure 10

Posters/Signs 10

Newsletter 10

Training 10

Accident Investigations 10

Purpose 10
District Policy 11
Responsibility for Accident Investigation 11
Procedures for Investigation of Accidents 11
DISTRICT SAFETY RULES 11
General Safety Rules 11
Materials Handling 12
Protective Equipment 12
Machine Operating 12
Compressed Air 13
Housekeeping 13
Chemicals 13
Fire Emergency 13
Medical Emergency 14
EMERGENCIES 14
Emergency Operations Plan 14
Earthquake Procedures 14
Fire Prevention Program 14
ENFORCEMENT OF THE SAFETY PROGRAM 14
Incentive Program 14
Disciplinary System 14
APPENDIX A 1
Employee Accident/Incident Report Form 2
Employee Accident Investigation Report 3
Reports of Unsafe Condition or Hazard 5
School Site Inspection Summary Logsheet 6
School Site Safety Inspection Checklst 8
Vechicle Safety Inspection Checklists 11

DISTRICT COMMITMENT TO SAFETY AND HEALTH

SAFETY AND HEALTH POLICY

It is the policy of the Turlock Unified 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. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Turlock Unified 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 which 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 assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall, at all times 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

The Turlock Unified 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.

LOCATION OF THE WRITTEN INJURY AND ILLNESS PREVENTION PROGRAM

A copy of the Turlock Unified School District's written School Site Injury and Illness Prevention Program shall be kept at each School Site. A copy of Turlock Unified School District's written Master Injury and Illness Prevention Program shall be kept at the District Office. Documentation of specific elements of the program shall be kept by the District Safety Officer at 1574 E. Canal Drive, Turlock, CA 95380. The office phone number is (209) 667-0632 Ext. 2306.

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 it pertains to operations under his/her jurisdiction.

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

Leslie Swisher

Director of Facilities Planning & Safety

(209) 667-0632 Ext. 2306

Lswisher@Turlock.K12.ca.us

The District Safety Officer'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 provide guidance necessary to assure effective administration of this program.
- Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He 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 Assistant Superintendent of Business Services.
- 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.

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

SUPERINDENDENT/ASSISTANT 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 at each site. 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.
- 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 complies with Federal, State and local safety standards and regulations.
- Ensure that the District has an effective Hazardous Substance Communication Program in place.

- Ensure that all accidents are immediately investigated and reported promptly. Vehicular accidents must be reported immediately following notification to law enforcement authorities.
- 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 is an indication that some management policies and practices need reevaluation.

PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor is fully responsible and accountable to the Superintendent/Assistant Superintendent of Business Services for compliance with the provisions of the program within his/her school site/department. The Principal/Department Heads/Supervisors ensure that:

- All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- All employees are instructed and understand the use and need for protective equipment relating to the job.
- Necessary safety equipment and protective devices for each job are available and used properly.
- 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.
- 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 his/her employees.
- Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- Proper safety procedures are prepared and used for all hazardous operations.
- All periodic inspections within his/her jurisdiction are completed as scheduled.
- Chemical hazards are known to employees, Safety Data Sheets (SDS) are available, and employees are trained on the safe use of such 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 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.
- 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 the District Safety Program, workshops, training, and safety meetings as appropriate.
- Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- Use only the prescribed equipment for the job and utilize it properly.

HAZARD IDENTIFICATION, EVALUATION AND CONTROL

INSPECTIONS

PURPOSE

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

SCHEDULED INSPECTIONS

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by:
General Inspection for Sites	Biannually	Site Administrator or Designee
Classrooms	Biannually	Principal or Designee
School Shops (Woodshop, Ag Shop, Metal Shop, Auto Shop, etc.)	Biannually	Principal or Designee
District Vehicle	Biannually/Daily	Site Administrator or Designee (Biannually) Vehicle Operator (Daily)
Maintenance Shops & Custodial Spaces (all sites)	Biannually	Director of M&O or Designee
Kitchens (all sites)	Biannually	Director of Child Nutrition or Designee
Transportation Shop	Biannually	Director of Transportation or Designee

UNSCHEDULED INSPECTIONS

In addition to scheduled inspections and ongoing review, the District Safety Officer 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
- Proper Guarding of Equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

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 removes 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 shall be filed with the Injury and Illness Prevention program at each site and at the District Office. Copies shall be forwarded to Maintenance and Operations with the appropriate work orders if necessary.

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 Report of Unsafe Condition or Hazard form to report hazards (anonymously if they so wish). The form shall be submitted to the District Safety Officer.

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 on-going training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program at each site.

HAZARD EVALUATION AND CONTROL

- All inspection reports shall be forwarded to the District Safety Officer with appropriate work orders and attached documentation, as appropriate.
- Employee Hazard Reporting Forms shall be forwarded to the District Safety Officer where appropriate work orders will be created if needed.
- Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner.

IMMINENT HAZARDS

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists, which 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 are provided with necessary safeguards and personal protective equipment.

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 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 with regard to any hazards or safety procedures specific to that employee's work assignment.

WHEN TRAINING WILL OCCUR

Training will be provided as follows:

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

TRAINING OF SUPERVISORS

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

AREAS OF POTENTIAL TRAINING

- Hazardous Substance Communication Program
- Personal Protective Equipment
- Hand Tools and Portable Power Tools
- Fire Safety
- Machinery and Machine Guarding
- Office Safety
- Back Injury Prevention/Proper Lifting Techniques
- Defensive Driving
- Cardiac Pulmonary Resuscitation (CPR) and First Aid
- Forklift Operators and Aerial Lift Operator Safety Training
- Accident Investigation for Supervisor
- Other programs as necessary

DOCUMENTATION OF TRAINING

Documentation of training shall be maintained in writing by completing the Training Verification Form or receiving a Certificate. A copy of each Training Verification Form or Certificate shall be maintained in the employee's personnel file.

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 that employee's work assignment.

DISTRICT SAFETY MEETINGS

District Safety meetings are conducted three times per year with representatives from each school site and Department. During these meetings, the District shall discuss with site representatives 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 the District to prevent similar incidents in the future.
- Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings are documented as to content and attendance and filed with the District Safety Officer.

ANONYMOUS NOTIFICATION PROCEDURE

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the District Safety Officer using the Report of Unsafe Condition or Hazard form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner.

POSTERS/SIGNS

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

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.

TRAINING

The 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 requirements are described in greater detail in the SAFETY AND HEALTH TRAINING section of this program.

ACCIDENT INVESTIGATIONS

PURPOSE

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

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 which, 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.

RESPONSIBILITY FOR ACCIDENT INVESTIGATION

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

PROCEDURES FOR INVESTIGATION OF ACCIDENTS

The following facts shall be gathered by the accident investigator:

- WHO was involved? Include injured employees and witnesses.
- WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
- 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?
- WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts:

- 5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
- 6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NON-PREVENTABLE. List the reasons why the accident was PREVENTABLE OR NON-PREVENTABLE.

Finally, describe:

- WHAT action has been taken to prevent similar accidents from occurring in the future?

DISTRICT SAFETY RULES

GENERAL SAFETY RULES

For the protection and safety of all employees, the Turlock Unified School 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.
- Machines or equipment shall not be operated until you have received proper instructions on operation.

- Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
- All spilled oil, grease, water and other liquids must be cleaned up immediately.
- 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.
- Any defective tool or equipment must be immediately reported to your supervisor.
- Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
- Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.
- The appropriate tools and equipment will be utilized that is appropriate for the job at hand. For example, a ladder or stool must be used to elevate an induvial to accomplish a task (a chair or table is not appropriate for this task.)

MATERIALS HANDLING

- Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
- Hand trucks will be pushed, rather than pulled, when in transit, except going down an incline or placing a load in position.
- Hand trucks 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.
- Protruding nails in boxes, skids or other containers will be removed or made flush.
- 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, i.e., where posted. Photogray or sunglasses will not be allowed in shop areas.
- Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
- 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

- Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified, and authorized to operate.
- Immediate notification must be given to the supervisor for any unsafe equipment which 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.
- Brush, chip hook, or rake will be used to remove chips.
- Work pieces and cutters will be secured before setting machine in motion.

- Correct speed and feed will be used when operating equipment.
- 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 toward the operator of the hose.
- Compressed air will not be used to clean clothes, hands, or other parts of the body.
- Where 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 will not exceed 30 psi.
- Altering or tampering with safety air nozzles is forbidden.

HOUSEKEEPING

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

- Materials and equipment will be kept out of aisles.
- Materials will not be stored against doors or exits, fire ladders, fire extinguisher stations, or in front of electrical panels.
- 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 scrap will be thrown in proper waste containers.
- Good housekeeping practices will be exercised within each employee's work area.
- Spitting shells or throwing shells etc. on the floor is prohibited.

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 (SDS).
- All containers will be labeled as to their contents.

FIRE EMERGENCY

- All fires must be reported immediately. Fire emergency number will be called, and location of fire given.
- All employees must know the location of fire extinguisher(s), fire blankets, and stretchers.
- 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.
- Open flame is prohibited in areas where flammable materials are used or stored.

- Smoking is not allowed on any District facility; all employees will comply with posted “NO SMOKING” for all district sites.
- Person who is reporting fire must stay on telephone line until released by fire department personnel as long as conditions remain safe.

MEDICAL EMERGENCY

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

EMERGENCIES

EMERGENCY OPERATIONS PLAN

The Turlock Unified School District has an Emergency Operations Plan.

EARTHQUAKE PROCEDURES

Procedures to follow during an earthquake are outlined in the Emergency Operations Plan.

FIRE PREVENTION PROGRAM

The Turlock Unified School District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32001 of the California Education Code.

Specific responsibilities, including fire evacuation routes, are outlined in the Emergency Operations Plan.

ENFORCEMENT OF THE SAFETY PROGRAM

INCENTIVE PROGRAM

Turlock Unified 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.

DISCIPLINARY SYSTEM

The Turlock Unified 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.

APPENDIX A

This page intentionally left blank

EMPLOYEE ACCIDENT/INCIDENT REPORT FORM

Is the employee seeking medical treatment? If so, notify the Supervisor immediately.

Name:_____ Home Phone #:_____

Home Address:_____

Occupation & Site: _____

Date of Incident:_____ Time of Incident:_____

Where did incident occur?_____

Name of school personnel you notified:_____

Date you notified school personnel:_____ Time?_____

Witness Names and Phone Numbers:

- _____ Phone Number:_____
  Witness Name Witness Phone Number
- _____ Phone Number:_____
  Witness Name Witness Phone Number
- _____ Phone Number:_____
  Witness Name Witness Phone Number
- _____ Phone Number:_____
  Witness Name Witness Phone Number

How did incident occur?

_____

_____

Describe symptoms/Injury:

_____

_____

Other Comments:

_____

_____

Employee Signature: _____Date:_____

Supervisor's Signature: _____Date:_____

EMPLOYEE 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, injuries, & who, what, where, when, why, witnesses)

_____

_____

_____

_____

_____

_____

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._____

_____

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)

1._____

_____

_____

_____

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, ATTACH WORK ORDERS, HAVE REVIEWED BY DISTRICT SAFETY OFFICER AND FILE WITH MASTER IIPP

REPORT OF UNSAFE CONDITION OR HAZARD

Your first course of action should always be to speak to your supervisor and submit a workorder to resolve the unsafe condition or hazard as soon as possible. If your supervisor has been informed and the condition persists, please submit this report to the District Safety Officer. You will receive a response within 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: _____

Turlock Unified 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, ATTACH WORK ORDERS, HAVE REVIEWED BY DISTRICT SAFETY OFFICER AND FILE WITH MASTER IIPP

SCHOOL SITE INSPECTION SUMMARY LOGSHEET

Site Name:_____ Date Submitted:_____

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

# OF EACH	AREA INSPECTED	# OF EACH	AREA INSPECTED
	Classrooms		School Shops (Woodshop, Ag Shop, Metal Shop, Auto Shop, etc.)
	Science Classrooms/Stockrooms		Parking Lots
	Office Spaces		Athletic Fields/Pools
	Assembly Areas/Gyms		Cafeterias/Multipurpose Rooms
	Storage Areas		District Vehicles
	Other		

Areas Inspected:

Perform two inspections per year, typically the beginning of each semester. Record the area, the date inspected, if any repairs were required and 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 June 30.

AREA	DATE	REPAIRS?	DATE COMP.
AREA	DATE	REPAIRS?	DATE COMP.

SUBMITTED BY: _____

FILE THIS FORM WITH THE SITE IIPP. SEND A COPY TO THE DISTRICT SAFETY OFFICER FOR FILING WITH THE MASTER IIPP.

SCHOOL SITE SAFETY INSPECTION CHECKLISTS

Site:_____Area:_____Inspector:_____Signature:_____Date:_____

Use the comments column to record Work Order numbers, dates that testes were conducted, comments, etc.

Note: The First 8 items below are the number one "repeat" findings on the Kennan audits

All Spaces

Item	Description	Y	N	N/A	Comments
1	Is the classroom free of couches or chairs that can be shared by more than a single individual at any given time? Couches, loveseats, etc. are not allowed in TUSD classrooms. With the approval of the site principal, specific exceptions are allowed for theater props if they are used solely for the purpose of the theater production.				
2	Are electrical panels & emergency shut offs in good repair, (e.g., covers in place, doors shut securely, etc.) labeled, & **have 36" of clearance in front?**				
3	Are all stored items properly sized for shelves (i.e., less than 2" overhang), & is there a minimum free clearance of 24" between stored items & ceiling to allow proper use of fire suppression systems?				
4	Refrigerators have proper labels on them such as used for food or lab storage. PPE cabinets are properly labeled of contents inside Ie; chemicals or PPE.				
5	Is there a fire extinguisher available, **fully accessible with nothing hanging on it**, & securely mounted to the wall, so the top of the extinguisher is between 3 1/2 to 5 feet high?				
6	Has the fire extinguisher been checked monthly, the tag signed, the pin in place, & the gage "in the green?				
7	Are all items hung from the ceiling made of non-flammable material (i.e., no paper), greater than 18" from all light fixtures & fire sprinklers, & lightweight enough to be hung by a paperclip & not cause harm if it were to fall?				

Item	Description	Y	N	N/A	Comments
8	Are extension cords/Power Strips in good repair, plugged directly into the wall (i.e., not daisy chained), properly ran/secured as to not produce a tripping hazard, & not used as permanent wiring?				
9	Are less than 50% of the walls covered in artwork and teaching materials? IAW 2019 CFC, Section 807.5.2.3, "Artwork and teaching materials shall be limited on walls of classroom to not more than 50 percent of the specific wall area to which they are attached."				
10	Are power strips UL listed with circuit breakers?				
11	Are power outlets properly loaded with no splitters in use?				
12	Are all appliances in good repair, clean, & properly powered?				
13	Are all exits, pathways to exits, walkways, aisles, corridors, etc. free and clear from obstruction to allow easy evacuation & minimize tripping hazard?				
14	Are carpets/rugs/mats in good repair without tears or holes that would create a tripping hazard?				
15	Are all cords (including AV cords) properly ran & secured as to not produce a tripping hazard?				
16	Are heavy items (>20 pounds) & all liquids stored below eye level?				
17	Are all shelves & furniture over 6' high properly secured to prevent tipping?				
18	Is all equipment in the space (e.g., cafeteria tables, desks, chairs, furniture, etc.) in good repair?				
19	Is all personal furniture brought into the classroom tagged to meet the flammability requirements of California Technical Bulletin 116, 117, or 133? If not, it must be removed.				
20	Is the classroom free of unnecessary clutter?				
Shop Specific (In order by high priority insurance findings) Items marked ** should be checked before use of the equipment					
21	**Does all equipment have safety guards in place & are they operational?				
22	**Do all grinding wheels have no more than ¼" clearance from the rest?				
23	**Is all appropriate PPE available & in use?				
24	**Are all air hoses, power cords, & tools in good repair?				

Item	Description	Y	N	N/A	Comments
25	Is the dust collection or fume exhaust system in good repair?				
26	Are all compressed gas cylinders stored upright & secured?				
27	Is there an emergency eye-wash station/shower available & is it tested monthly?				
28	Are oily rags stored in proper receptacles & emptied regularly?				
29	Are Chemicals properly inventoried & stored with SDS sheets readily available?				
Fields, Grounds, Parking Lots, etc. Specific					
30	Are trees & landscape trimmed & maintained adequately to prevent injury?				
31	Are all pathways, walkways, fields, lots, etc. in good repair with no standing water, no potholes, trip, slip, or fall hazards?				
32	Are all trip hazards that cannot be immediately removed clearly marked or cordoned off (curbs, tree roots, broken slabs, etc.)?				
33	Are all drains clear of debris to allow for proper drainage?				

VEHICLE SAFETY INSPECTION CHECKLISTS

Site:_____Vehicle:_____Inspector:_____Signature:_____Date:_____

Use the comments column to record Work Order numbers, dates that tests were conducted, comments, etc.

Items 1-7, marked with an asterisk (*), should be checked daily by the operator but do not need to be documented. All items should be checked bi-annually and documented.

All District Vehicles (Including Vans, Trucks, Golf Carts, Tractors, Side-by-Sides, etc.)					
Item	**Description**	**Y**	**N**	**N/A**	**Comments**
1*	Are all mirrors in place, properly adjusted, & in good repair?				
2*	Are safety belts in place, properly adjusted, & in good repair?				
3*	Are windshield wipers functional & in good repair?				
4*	Is horn is functional?				
5*	Are all lights (headlights, signals, brake lights, etc.) functional & in good repair?				
6*	Do tires appear properly inflated with adequate tread?				
7*	Are there any cracks, chips, or breaks in any windows?				
8	Is the windshield wiper fluid filled?				
9	Is the brake fluid at the proper level?				
10	Does the emergency brake work & hold vehicle stationary?				
11	Is the tire tread depth within specifications?				
12	Are the tires inflated to the proper levels?				
13	Is the oil & coolant at the proper levels?				
14	Has routine preventative maintenance been performed at the appropriate intervals?				
15	Are all accessories, implements, etc. in good repair?				
16	Are there any items or issued noted during a test drive?				