



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

For Board Adoption March 4th, 2026



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INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See **Appendix A - S.B. 198** and **Appendix B - Section 3203, Title 8, CCR**.

The Injury and Illness Prevention Program must:

- Be in writing.
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

B. Objectives of the Injury and Illness Prevention Program.

The 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 the safety and health of the district's employees and to provide a safe and healthful work environment.

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

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, etc.) implemented at that site. A master copy of the District's written Injury and Illness Prevention Program shall be kept by the Injury and Illness Prevention Program Administrator, Brian McCahon. An electronic copy of the IIPP will also be accessible on the District website: <https://www.buckeyeusd.org/>

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. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator (Title 8 California Code of Regulations, Sec. 3203(a)(1))

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

NAME:	Brian McCahon
TITLE:	Director of Facilities
PHONE NUMBER:	(916) 985-2183 ext. 1037
DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:	To develop and implement procedures, which ensure effective compliance with the Injury and Illness Prevention Program (IIPP) and other health and safety policies.

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

- a. Maintaining a safety program that will incorporate 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 provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have 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 Program Administrator may assign all or some of these tasks to other individuals within the district.

2. Superintendents, Assistant Superintendents

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, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. 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.
- 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 review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets and to follow 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 immediately investigated and reported promptly to the Program Administrator.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.

- b. 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.
- c. All employees are instructed and understand the use and need for protective equipment relating to the 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 to the Program Administrator.
- 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. Documentation is maintained 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.
- j. 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.
- k. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, safety data sheets are available, and employees are trained on the safe use of such chemicals.

4. 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:

- a. Adhere to all safety policies and procedures.

- 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.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4))

A. Inspections

1. Purpose

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

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
SCHOOL SITES	Monthly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian
SPECIAL HAZARD AREAS Science Labs School Shops Transportation Dept. Gymnasium Athletic Field Cafeteria/Kitchens	Check Daily Monthly Report	Science Teacher Shop Teacher Head Mechanic Custodian Custodian Food Service Director
AUTOMOTIVE EQUIPMENT (including tractors, mowers)	Check daily by operator. Yearly Report by CA Highway Patrol for School Buses	Vehicle Operator

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator 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

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should 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.

5. Documentation of Inspections

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site in **Appendix C – Monthly Property Checklist**, and **Appendix D – Monthly Playground Inspection Form**.

B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the **Appendix E - Hazard Alert Form** to report hazards (anonymously if they so wish). The form should be submitted to the Program Administrator, Site Administrator, or Director.

C. Hazard Evaluation and Control

All Inspection Reports should be forwarded to the Program Administrator with appropriate work orders, if needed. Hazard Alert Forms should be forwarded to the Program Administrator, Site Administrator, or Director where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

D. 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 the hazardous condition 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, 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 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.

A. When Training Will Occur

Training will be provided as follows:

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

B. Training of Supervisors

The District will be 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. Fire Safety and Fire-Extinguisher Use
4. Heat-Illness Awareness
5. Electrical Safety
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Forklift Safety

9. Asbestos Awareness
10. Accident Investigation for Supervisors
11. Integrated Pest Management / Health Schools Act
12. Bloodborne Pathogens
13. Other Programs as Necessary

D. Documentation of Training

Documentation of training shall be maintained by SIA for Kids Public SchoolWorks. If the training was not completed online, an **Appendix F - Training Documentation Record** will be kept in the Injury and Illness Prevention Program binder at the site, and the original forwarded to the Program Administrator.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by the Program Administrator or designee as needed. During these meetings, the following types of information will be communicated:

1. New hazards that have 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;
3. Any health or safety issue deemed by the manager to require reinforcement;
4. Communicate the development and implementation of safety policies, and regulations; and
5. Address any safety concerns raised by employees.

B. Anonymous Notification Procedures

The District has adopted the STOPit Anonymous Reporting System for use at our sites. Using this system, employees can make anonymous reports to inform the District of workplace hazards. Employees can also use the Hazard Alert Form to provide a written notification anonymously (don't include name). Once received, the Program Administrator, Site Administrator, or Director shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities, and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's *Wellness & Safety* newsletter to all employees in a timely manner.

E. 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 Section III of this program.

V. ACCIDENT INVESTIGATION

A. 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.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District 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 in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using **Appendix G - Accident Investigation Report Form**.

C. Responsibility for Accident Investigation

The Program Administrator, Site Administrator, or Director shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which 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, determine:

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 NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

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

VI. DISTRICT SAFETY RULES

The District has established the following general safety rules designed to prevent accidents and injuries. All new and current employees will be required to review and agree to abide by these safety rules. Compliance with these rules will be mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Employees shall not attempt to perform any potentially dangerous tasks that they have not received the necessary training for (electrical repairs, etc.). If in doubt, contact your supervisor prior to making any such attempt.
3. Machines or equipment shall not be operated until you have received proper instructions/training on their operation.
4. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
5. Always wear appropriate protective equipment (goggles, gloves, ear protection, shoes, etc.).
6. 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.
7. Use the right tool or equipment for the job. Any defective tool or equipment must be reported immediately to your supervisor.
8. Do not remove, displace, damage, or destroy any safety device, safeguard, notice or warning.
9. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help. Always use proper lifting techniques when lifting heavy objects.
10. Good housekeeping shall be maintained in all work areas. Clean up spilled waste materials (oil, grease, water) promptly.
11. Observe all traffic rules and regulations when driving a district vehicle.
12. Never use a box, bucket, chair, shelf, etc. as a ladder. Use approved step stools or ladders.
13. Observe and obey all safety signs and procedures in an area you are assigned to work in.
14. Materials will not be stored against doors or exits, fire ladders, fire extinguisher stations, or electrical panels.

15. Obey all label instructions when using any chemicals. SDS sheets must be available for all chemicals. Proper personal protective equipment (PPE) must be used when working with chemicals.

16. Failure by an employee to comply with these safety rules will be grounds for corrective discipline.

VII. EMERGENCIES

A. Emergency Action Plan

See **Appendix H – Board Policy & Administrative Regulation No. 0450, Comprehensive Safety Plan and Board Policy & Administrative Regulation No. 3516, Emergencies and Disaster Preparedness Plan.**

A copy of each school site's Comprehensive Safety Plan will be maintained at the site. The principal shall make sure that students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective procedures in the event of an actual emergency or disaster.

B. Earthquake Procedures

See **Appendix I – Board Policy & Administrative Regulation No. 3516.3, Earthquake Emergency Procedure System.**

C. Fire Prevention Program

See **Appendix J – Board Policy & Administrative Regulation 3516.1, Fire Drills and Fires.**

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

APPENDIX A. SENATE BILL 198

State of California

LABOR CODE

Section 6401.7

6401.7. (a) Every employer shall establish, implement, and maintain an effective injury prevention program. The program shall be written, except as provided in subdivision (e), and shall include, but not be limited to, the following elements:

(1) Identification of the person or persons responsible for implementing the program.

(2) The employer's system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

(3) The employer's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.

(4) An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.

(5) The employer's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

(6) The employer's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.

(b) The employer shall correct unsafe and unhealthy conditions and work practices in a timely manner based on the severity of the hazard.

(c) The employer shall train all employees when the training program is first established, all new employees, and all employees given a new job assignment, and shall train employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard. An employer in the construction industry who is required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use employee training provided to the employer's employees under a construction industry occupational safety and health training program approved by the division to comply with the requirements of subdivision (a) relating to employee training, and shall only be required to provide training on hazards specific to an employee's job duties.

(d) The employer shall keep appropriate records of steps taken to implement and maintain the program. An employer in the construction industry who is required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided

to the employer in connection with an occupational safety and health training program approved by the division to comply with this subdivision, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to an employee's job duties.

(e) (1) The standards board shall adopt a standard setting forth the employer's duties under this section, on or before January 1, 1991, consistent with the requirements specified in subdivisions (a), (b), (c), and (d). The standards board, in adopting the standard, shall include substantial compliance criteria for use in evaluating an employer's injury prevention program. The board may adopt less stringent criteria for employers with few employees and for employers in industries with insignificant occupational safety or health hazards.

(2) Notwithstanding subdivision (a), for employers with fewer than 20 employees who are in industries that are not on a designated list of high hazard industries and who have a workers' compensation experience modification rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries that are on a designated list of low hazard industries, the board shall adopt a standard setting forth the employer's duties under this section consistent with the requirements specified in subdivisions (a), (b), and (c), except that the standard shall only require written documentation to the extent of documenting the person or persons responsible for implementing the program pursuant to paragraph (1) of subdivision (a), keeping a record of periodic inspections pursuant to paragraph (2) of subdivision (a), and keeping a record of employee training pursuant to paragraph (4) of subdivision (a). To any extent beyond the specifications of this subdivision, the standard shall not require the employer to keep the records specified in subdivision (d).

(3) (A) The division shall establish a list of high hazard industries using the methods prescribed in Section 6314.1 for identifying and targeting employers in high hazard industries. For purposes of this subdivision, the "designated list of high hazard industries" shall be the list established pursuant to this paragraph.

(B) For the purpose of implementing this subdivision, the Department of Industrial Relations shall periodically review, and as necessary revise, the list.

(4) For the purpose of implementing this subdivision, the Department of Industrial Relations shall also establish a list of low hazard industries, and shall periodically review, and as necessary revise, that list.

(f) The standard adopted pursuant to subdivision (e) shall specifically permit employer and employee occupational safety and health committees to be included in the employer's injury prevention program. The board shall establish criteria for use in evaluating employer and employee occupational safety and health committees. The criteria shall include minimum duties, including the following:

(1) Review of the employer's periodic, scheduled worksite inspections; investigation of causes of incidents resulting in injury, illness, or exposure to hazardous substances; and investigation of any alleged hazardous condition brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspections and investigations.

(2) (A) Upon request from the division, verification of abatement action taken by the employer as specified in division citations.

(B) If an employer's occupational safety and health committee meets the criteria established by the board, it shall be presumed to be in substantial compliance with paragraph (5) of subdivision (a).

(g) The division shall adopt regulations specifying the procedures for selecting employee representatives for employer-employee occupational health and safety committees when these procedures are not specified in an applicable collective bargaining agreement. No employee or employee organization shall be held liable for any act or omission in connection with a health and safety committee.

(h) The employer's injury prevention program, as required by this section, shall cover all of the employer's employees and all other workers who the employer controls or directs and directly supervises on the job to the extent these workers are exposed to worksite and job assignment specific hazards. Nothing in this subdivision shall affect the obligations of a contractor or other employer that controls or directs and directly supervises its own employees on the job.

(i) When a contractor supplies its employee to a state agency employer on a temporary basis, the state agency employer may assess a fee upon the contractor to reimburse the state agency for the additional costs, if any, of including the contract employee within the state agency's injury prevention program.

(j) (1) The division shall prepare a Model Injury and Illness Prevention Program for Non-High-Hazard Employment, and shall make copies of the model program prepared pursuant to this subdivision available to employers, upon request, for posting in the workplace. An employer who adopts and implements the model program prepared by the division pursuant to this paragraph in good faith shall not be assessed a civil penalty for the first citation for a violation of this section issued after the employer's adoption and implementation of the model program.

(2) For purposes of this subdivision, the division shall establish a list of non-high-hazard industries in California. These industries, identified by their Standard Industrial Classification Codes, as published by the United States Office of Management and Budget in the Manual of Standard Industrial Classification Codes, 1987 Edition, are apparel and accessory stores (Code 56), eating and drinking places (Code 58), miscellaneous retail (Code 59), finance, insurance, and real estate (Codes 60–67), personal services (Code 72), business services (Code 73), motion pictures (Code 78) except motion picture production and allied services (Code 781), legal services (Code 81), educational services (Code 82), social services (Code 83), museums, art galleries, and botanical and zoological gardens (Code 84), membership organizations (Code 86), engineering, accounting, research, management, and related services (Code 87), private households (Code 88), and miscellaneous services (Code 89). To further identify industries that may be included on the list, the division shall also consider data from a rating organization, as defined in Section 11750.1 of the Insurance Code, and all other appropriate information. The list shall be established by June 30, 1994, and shall be reviewed, and as necessary revised, biennially.

(3) The division shall prepare a Model Injury and Illness Prevention Program for Employers in Industries with Intermittent Employment, and shall determine which industries have historically utilized seasonal or intermittent employees. An employer in an industry determined by the division to have historically utilized seasonal or intermittent employees shall be deemed to have complied with the requirements of subdivision (a) with respect to a written injury prevention program if the employer adopts the model program prepared by the division pursuant to this paragraph and complies with any instructions relating thereto.

(k) With respect to any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement, subdivision (d) shall not apply.

(l) Every workers' compensation insurer shall conduct a review, including a written report as specified below, of the injury and illness prevention program (IIPP) of each of its insureds with an experience modification of 2.0 or greater within six months of the commencement of the initial insurance policy term. The review shall determine whether the insured has implemented all of the required components of the IIPP, and evaluate their effectiveness. The training component of the IIPP shall be evaluated to determine whether training is provided to line employees, supervisors, and upper level management, and effectively imparts the information and skills each of these groups needs to ensure that all of the insured's specific health and safety issues are fully addressed by the insured. The reviewer shall prepare a detailed written report specifying the findings of the review and all recommended changes deemed necessary to make the IIPP effective. The reviewer shall be or work under the direction of a licensed California professional engineer, certified safety professional, or a certified industrial hygienist.

(Amended by Stats. 2012, Ch. 46, Sec. 108. (SB 1038) Effective June 27, 2012.)

APPENDIX B. SECTION 3203, TITLE 8, CCR

Title 8, Section 3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments, in compliance with subsection (a)(3).

- (4) Include procedures for identifying and evaluating workplace hazards including scheduling periodic inspections to identify unsafe conditions and work practices.

Inspections shall be made to identify and evaluate hazards:

- (A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing Section 3203.

- (B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
- (C) Whenever the employer is made aware of a new or previously unrecognized hazard.

- (5) Include a procedure to investigate occupational injury or occupational illness.

- (6) Include methods and/or procedures for correction of unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

- (A) When observed or discovered; and

- (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/ or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

- (7) Provide training and instruction:

- (A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

- (B) To all new employees;
- (C) To all employees given new job assignments for which training has not previously been received;
- (D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and
- (F) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Pro-gram shall include:

- (1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

- (2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for one (1) year.

Exception No. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

Exception No. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception no. 3: California labor code §6401.7 states that for employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

- A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).
- B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).
- C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: California Labor Code §6401.7 states that Local governmental entities (any county, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 or the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

- (c) Employers who elect to use a labor/ management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:
- (1) Meets regularly, but not less than quarterly;
 - (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at committee meetings, and maintained for review by the Division upon request. The committee meeting records shall be maintained for one (1) year;
 - (3) Reviews results of the periodic, scheduled worksite inspections;
 - (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
 - (5) Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
 - (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
 - (7) Upon request from the Division verifies abatement action taken by the employer to abate citations issued by the Division.

APPENDIX C. MONTHLY PROPERTY CHECKLIST

**BUCKEYE UNION SCHOOL DISTRICT
MONTHLY PROPERTY CHECKLIST**

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: _____

Report No: _____ Date: _____
Month Day Year

Inspection made by _____

Custodian's Signature

Principal's Signature

		SATISFACTORY		
		YES	NO	N/A
1)	FIRE ALARMS			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	/
	Date alarm tested:	/	/	/
	Zones(s) tested:			
2)	INTRUSION ALARMS			
	Operable?			
	Date alarm tested:	/	/	/
	Zone(s) tested:			
3)	AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	DOORS			
	Good repair?			
5)	FENCES/GATES			
	Good repair?			
6)	ELECTRICAL (INTERIOR AND EXTERIOR)			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	FIRE EXTINGUISHERS			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	AUTOMATIC SPRINKLERS			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	/
9)	HOUSEKEEPING			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
	No high storage?			
	Oily rags stored in proper receptacles and emptied regularly?			
10)	LIGHTS (INTERIOR AND EXTERIOR)			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
	Diffusers in place?			
11)	WINDOWS & SKYLIGHTS			
	Latch in good repair?			
	No broken windows/skylights			
12)	PLAYGROUND EQUIPMENT			
	Good condition?			
	Sufficient fall surfacing material?			
13)	PREMISES (INTERIOR AND EXTERIOR)			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			
	Handrails in place and secure?			
	Any water leaks in bathrooms?			

Monthly Property Checklist - page 2

		SATISFACTORY		
		YES	NO	N/A
14)	CAFETERIA, AUDITORIUM, GYNNASIMUM			
	In-wall tables in good condition?			
	Do portable tables close and stay closed?			
	Benches and seats in good condition?			
	Bleachers in good condition?			
	Exit lights operating?			
	Emergency lights operating?			
	Locker rooms in good condition?			
	Choking posters properly posted?			
15)	OUTSIDE/ATHLETIC FACILITIES			
	Fields in good condition?			
	Bleachers in good condition?			
	Dugouts in good condition?			
	Tennis courts in good condition?			
	Basketball courts in good condition?			
	No chain nets on baskets?			
	Football goals safely arranged?			
	Soccer goals safely arranged?			
16)	SWIMMING POOL AREA			
	Depth markings in good condition?			
	Decking in good condition?			
	Bleachers in good condition?			
	Diving boards and towers in good condition?			
	Pool handrails in good condition?			
	Emergency/rescue equipment in place?			
	Rules posted?			
	Filter covers in place?			

		SATISFACTORY		
		YES	NO	N/A
17)	LADDERS			
	In good repair?			
	Shock hazard warning posted on aluminum ladders?			
18)	SHOP AREAS/MACHINERY/EQUIPMENT/POWER TOOLS (Instructional & District Shop Areas)			
	Moving parts guarded?			
	Equipment properly grounded or double-insulated?			
	Tools in good condition?			
	Cords in good condition?			
	Housekeeping in shop area okay?			
	Personal protective equipment available and in good condition?			
19)	ARSON PREVENTION			
	"We-Tip" posters in place?			
20)	ASBESTOS			
	Asbestos-containing building materials in good condition?			
21)	SAFETY DATA SHEETS			
	Accessible to employees?			
	Updated?			
22)	INDOOR AIR QUALITY			
	Are filters clean?			
	Any signs of mold or mildew?			
23)	ELEVATORS/LIFTS			
	Are elevators/lifts working properly?			
	Are inspections current?			
24)	AUTOMATED EXTERNAL DEFIBRILLATORS (AED)			
	Are they checked regularly based on manufacture recommendations?			
25)	OTHER: Specify			

[illegible]

APPENDIX D. MONTHLY PLAYGROUND INSPECTION FORM



Monthly Playground Inspection Form – Loose Fill Surfacing Material

Buckeye Union School District

School: _____

Play Area Location: _____

Inspected by: _____

Date: _____

Maintenance completed by: _____

Date: _____

Directions:

1. Indicate condition of components by using the referenced codes below.
2. Describe if problem or hazard is present or repair is needed.
3. Note the corrective action taken. Use "X" over prior code to indicate completion.
4. File each inspection report.

Work order numbers (list all that apply): _____

Codes: 1 = okay, no repair needed 2 = needs maintenance 3 = request for repair/replacement
0 = supervisor notified and work order written X = corrective action taken

General Inspection Items	Code	Inspection Comments	Repair Comments
Vandalism – damage, graffiti, glass, trash, objects in surfacing material, etc.			
Components secure (Check collars, platforms, guardrails, etc.)			
Loose or missing hardware (Replace with manufacturer supplied hardware, nuts, bolts, etc.)			
Loose-Fill Surfacing material: <i>Material needed (minimum 9" – indicate location)</i>			
• Rake loose material to fill displaced material areas			
• Material needed (<i>indicate location</i>)			
• Footers (concrete) exposed			
• Standing water, mushrooms, weeds, etc.			
Slide – From exit of sliding surface to material: For slides less than 48": max of 11" For slides greater than 48": 7"- 15"			
Horizontal ladder – From center of bar to fall material: 4-5 year old: less than 60" 5-12 yr old: less than 84"			
Slides (<i>cracks, gapping, etc.</i>)			
Chains (<i>kinked, twisted, worn, broken</i>)			
Connector hooks (open, worn) (i.e "S" hooks, anchor shackle, etc) <i>Opening should be less than 0.04" (dime width) for "S" hooks.</i>			
General wear (<i>cracks, rust, rubber coating</i>)			
Warning labels are present and legible			
Insect Activity (<i>bees, wasps ants, etc.</i>)			
Other:			

Reviewed by: _____

Date: _____

APPENDIX E. HAZARD ALERT FORM



Hazard Alert Form

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: _____
Name

Department Extension

Date of report: _____

Location of Hazard: _____
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

Description of Incident:

Recommendations to Correct the Condition or Hazard:

Follow-up:

APPENDIX F. TRAINING DOCUMENTATION RECORD



Buckeye Union School District

Training and Instruction Record

Date:	Location:		
Trainer(s):			
Subject:			
Method: ☐ Verbal ☐ Video ☐ Audio ☐ Other: _____			

Name (Printed)	Signature	Department

APPENDIX G. ACCIDENT INVESTIGATION REPORT FORM



Accident / Exposure Investigation Report

Date and Time of Incident/Accident: _____

Location: _____

Incident/Accident Description: _____

Employees Involved: _____

Ultimate Cause of Incident/Exposure: _____

Preventive Action Recommendations: _____

Corrective Actions Taken: _____

Name of Person(s) Making Corrections: _____

Investigated By: _____ Date Completed: _____

APPENDIX H. EMERGENCY ACTION PLAN

A copy of each school site's Comprehensive Safety Plan shall be included here. The principal shall make sure that students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective procedures in the event of an actual emergency or disaster.

Policy 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 09/05/2012 | **Last Revised Date:** 10/01/2025 | **Last Reviewed Date:** 10/01/2025

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan (CSSP) relevant to the needs and resources of that particular school. New school campuses shall develop a CSSP within one year of initiating operations. (Education Code 32281, 32286)

The CSSP shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the school site.

The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Regulation 0450: Comprehensive Safety Plan

Status: ADOPTED

Original Adopted Date: 09/05/2012 | **Last Revised Date:** 10/01/2025 | **Last Reviewed Date:** 10/01/2025

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan (CSSP). When practical, the school site council shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

Additionally, the school site council may invite community leaders, local emergency medical services personnel, and other persons who may be interested in the health and safety of students and the prevention of campus crime and violence to participate in the planning process. (Education Code 32280)

The school site council may delegate the responsibility for developing a CSSP to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the CSSP, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting, if available: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's ability to access disaster safety procedures described in the CSSP to the principal. (Education Code 32282)

If the principal determines there is merit to a concern, the principal shall direct the school site council or school

safety planning committee to make appropriate modifications to the CSSP during the evaluation of the CSSP. The principal may direct the school site council or the school safety planning committee to make such modifications before the evaluation, as appropriate. (Education Code 32282)

Content of the Comprehensive Safety Plan

Each CSSP shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973
 - b. An earthquake emergency procedure system as specified
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
 - d. Commencing with the 2026-27 school year, a procedure to identify appropriate refuge shelter for all students and staff to be used in the event of an evacuation order and, for any school in a high or very high fire hazard severity zone, a communication and evacuation plan to be used in the event of an early notice evacuation warning that allows enough time to evacuate all students and staff
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions
11. If procedures to prepare for active shooters or other armed assailants by conducting a drill are included in the CSSP, the CSSP shall specify that:
 - a. The school will not conduct a high-intensity drill, as defined in Education Code 32282
 - b. Real weapons, gunfire blanks, or explosions will not be used in the conducting of the drill

- c. A trauma-informed approach as specified in Education Code 32282 will be used in the design and execution of any drill
- 12. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
- 13. Procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds
- 14. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose
- 15. An instructional continuity plan to establish communication with students and their families and provide instruction to students when in-person instruction is disrupted due to an emergency, as specified in Education Code 32282

Among the strategies for providing a safe environment, the CSSP may also include:

- 1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
- 2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
- 3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
- 4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
- 5. Parent/guardian and community involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
- 6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
- 7. Annual notification to parents/guardians related to the safe storage of firearms
- 8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
- 9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
- 10. District policy prohibiting the possession of firearms and ammunition on school grounds
- 11. Measures to prevent or minimize the influence of gangs on campus
- 12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
- 13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
- 14. Assessment of the school's physical environment, including a risk management analysis and development of

ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses

Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
17. Strategies for suicide prevention and intervention
 18. District policy and/or plan related to pandemics
 19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
 20. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
 - g. Development of a method for the reporting of violent incidents
 - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
 21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques

Such training shall include preparation to implement the elements of the CSSP
 22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible
-

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 04/30/1997 | **Last Revised Date:** 03/19/2025 | **Last Reviewed Date:** 03/19/2025

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Regulation 3516: Emergencies And Disaster Preparedness Plan

Status: ADOPTED

Original Adopted Date: 04/30/1997 | **Last Revised Date:** 03/19/2025 | **Last Reviewed Date:** 03/19/2025

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake, flood, or other natural disasters
3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
8. Attack or threat of attack to the district's digital network and technology infrastructure

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Routine monitoring of the security of the district's digital network and technology infrastructure
3. Instruction for district staff and students regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation, as appropriate
 - b. Regular practice of emergency procedures by students and staff
4. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
 - b. Individuals responsible for specific duties
 - c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
5. Personal safety and security, including:
 - a. Identification of areas of responsibility for the supervision of students
 - b. Procedures for the evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies, as required by law, for staff with known or suspected pandemic influenza or other infectious disease.
6. Closure of schools, including an analysis of:
- a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
7. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, automatic dialing devices, telephone trees, websites, social media, and electronic notifications
 - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
8. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
9. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities
 - b. Provision of mental health services for students and staff, as needed

The Superintendent or designee shall assemble critical information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems, information to access the district's technology infrastructure, and insurance information. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

APPENDIX I. EARTHQUAKE PROCEDURES

Regulation 3516.3: Earthquake Emergency Procedure System

Status: ADOPTED

Original Adopted Date: 07/20/2011 | **Last Reviewed Date:** 07/20/2011

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and

assembly locations are safe and shall communicate with teachers and other staff.

5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
 2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
 3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
 4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
 5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
 6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
 7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
 8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.
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APPENDIX J. FIRE PREVENTION PROGRAM

Regulation 3516.1: Fire Drills And Fires

Status: ADOPTED

Original Adopted Date: 02/20/2002 | **Last Revised Date:** 02/04/2026 | **Last Reviewed Date:** 02/04/2026

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The principal shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

Additionally, the principal shall hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

When the principal conducts a fire drill, all students, teachers, and other employees shall be directed to leave the building, which may include: (5 CCR 550)

1. Notifying staff as to the schedule for fire drills
2. Ascertaining that no student remains in the building

As appropriate, teachers shall be prepared to select alternate exits and direct their classes to these exits whenever the designated escape route is blocked.

The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

The district shall identify refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the fire department or other appropriate local authority of such refuge to prioritize the safety of students and staff. (Education Code 32282)

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system (Education Code 32001)
 2. The principal or designee shall call 911
 3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
 4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response
 5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
 6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff
 7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes
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APPENDIX K. PROCEDURES FOR REPORTING A WORKPLACE INJURY

BUCKEYE UNION SCHOOL DISTRICT

Your Rights and Responsibilities When Injured or Ill Workers' Compensation, Light Duty, and Reasonable Accommodation

The purpose of this memo is to provide you with an outline of the benefits the District offers if you are injured at work or have a short or long-term illness or injury. You may qualify for light duty and/or reasonable accommodation depending on your condition and the circumstances under which it arose. This memo outlines the steps you will need to take in order to gain these benefits.

Injury at Work

If you are injured at work, or suffer an illness as a result of work activities, you are covered by Workers' Compensation. If you are working, without prior permission from your supervisor, during weekends or non-work hours, and are injured, your claim may be denied.

Reporting Procedure

1. **If the injury is life-threatening, call 911.**
2. **Report the injury** to your Supervisor, Site Administrator (or their designee), or the District Office. Report all injuries, even if no treatment is required at the time. This is a necessary step to protect you and assure verification that the injury is work related.
3. **Call the Early Intervention Nurse at 1-877-742-3467.** If necessary, you will be directed for medical treatment to an occupational medical facility. Please do not seek medical treatment prior to reporting the injury to the Early Intervention Nurse; to do so may result in the medical treatment being considered self-procured and the District will not be responsible for payment.
4. After your medical appointments:
 - a) Take or send your medical note to your immediate supervisor. A medical note must be provided to the District Office before you return to work.
5. If your doctor returns you to work on Modified or Light Duty:
 - a) District Office staff will contact your supervisor to confirm the type of modified or light duty that is available for you. If modified duty is unavailable, you cannot return to work until you bring a follow-up note to the District Office changing or eliminating modified duty. When the District is able to provide modified or light duty work and you choose not to return to work, you will not be entitled to temporary disability benefits and your sick leave will be docked.
6. Upon returning to Full Duty you must:
 - a) Submit your final medical discharge note to the District Office staff who will forward a copy of the Work Status to your Supervisor.

7. Completing your timesheet for time missed related to a work injury:

- a) When completing your timecard for any time missed as a result of your work injury, use sick leave and indicate "Industrial Illness/Accident" ("IIA") in the box marked "other."
- b) If you choose to remain off work without medical authorization, this will result in your sick leave being docked.
- c) There is a 3-day "waiting period" for SIA to determine if the injury qualifies as a worker's compensation claim. If it qualifies, Industrial Illness Accident leave will be effective as of Day 1 of your injury. If it does not qualify, missed days will be charged as "sick leave".

Claims Process

The District's workers' compensation carrier is Schools Insurance Authority. Upon receipt of your claim, the carrier will:

- 1) Determine if the injury qualifies as a workers' compensation claim;
- 2) Authorize treatment and/or a treating physician for your care;
- 3) Work with you to explain benefits, treatment plans, procedures and answer any questions;
- 4) Keep in close contact with you and the District verbally and in writing as the claim progresses;
- 5) Issue temporary/permanent disability payments if applicable; AND
- 6) Work with you, your treating physician, and the District to return you to work as quickly as possible.

Light Duty

The District also offers a program of light duty, recognizing that modified or light-duty may serve to facilitate the transition period before the return to full-time regular duties and minimize lost work time for you. If you qualify, modified or light-duty assignments are designed to accommodate medical restrictions specified by your physician. They may include work in the same job classification or a different job classification, but shall be paid at your regular salary rate.

Modified or light-duty assignments are intended to address short-term medical restrictions and will normally not exceed 30 calendar days. These assignments shall not be used as a means to establish new assignments or displace other employees.

You must provide the District with medical verification of your physical condition. Unless the treating physician provides a full release from work, you may be considered eligible for a temporary modified or light-duty assignment. The EIN may meet with you and your supervisor to determine whether you can return to your regular job with the medical restrictions specified by

the physician. If you are not able to return to your regular job given your restrictions, EIN may seek a temporary modified or light-duty assignment for you.

If no temporary modified or light-duty assignment is made, you may be placed on temporary disability, sick leave, or other available leave to the extent available.

Please be aware, if you reject a temporary modified or light-duty assignment, this refusal **may** provide a basis for terminating temporary disability benefits.

Reasonable Accommodation Under Americans with Disabilities Act & California's Fair Employment & Housing Act

The District has a legal obligation to reasonably accommodate "qualified individuals" who have a physical or mental disability but who can perform the essential functions of their job with or without reasonable accommodation.

Essential functions are "primary job duties that are intrinsic to the position," not the "marginal" or "peripheral" functions. Accommodation may take a variety of forms including, but not limited to, physical changes making the work place accessible or job restructuring through such things as reallocation of tasks, changing work schedules, and/or providing equipment/devices.

If you believe that you need reasonable accommodation, you must contact the District in writing and request accommodation. Thereafter, the District will commence an interactive process with you. There will need to be an individual assessment of your job and of your specific limitations. You and the District will determine what functions are affected and what are possible accommodations. The District will then choose which accommodation to make unless the accommodation would create an undue hardship on the District due to its cost or effect on operations.

A Reasonable Accommodation Committee, consisting of the Assistant Superintendent or designee, your direct supervisor, a site representative, and other resource people who may have useful knowledge may be formed to facilitate this process. It may evaluate your request for reasonable accommodation to determine whether reasonable accommodation is needed, and what reasonable accommodation can be provided without undue hardship to the District. It may then make a written recommendation to the Superintendent for implementation of reasonable accommodation or denial of accommodation.

Pay During Your Injury

Work Related Injury (Workers' Compensation)

If your doctor determines that you are unable to work due to your industrial illness or injury, you are provided with up to 60 work days of paid leave. During this period, you will receive your regular salary, as if you were at work. Any workers' compensation temporary disability checks you may receive should be endorsed and forwarded to the District.

If you are still unable to return to work after the 60 days of paid industrial illness or injury leave, at your request, the District will use your sick leave and/or vacation time as needed in order to pay you your full salary. If you exhaust all of your leave, you will receive differential pay for a period of up to five months. Differential pay is the difference between your pay and the cost of your substitute. Once all your paid leaves have been exhausted, you may request an unpaid leave of absence (LOA) from the Board. If you intend to request an unpaid LOA, you need to do so a month prior to the effective date of your leave or as soon as is reasonably practicable. The district will continue your benefit premiums for the duration of your temporary disability.

Non-Work Related Injury

If you are injured or ill from non-work related causes, you are entitled to sick leave and differential pay. This means you would use your existing sick leave first, and then would be eligible for up to five months differential pay. Once all your paid leaves have been exhausted, you may request an unpaid leave of absence (LOA) from the Board. If you intend to request an unpaid LOA, you need to do so a month prior to the effective date of your leave or as soon as is reasonably practicable. You will be responsible for all of your continued benefits premiums during your unpaid LOA. After that, if you are still unable to return to work, you will be placed on a 39-month rehire list. If during that 39-month period you are released to return to work, you are eligible for the first vacancy in your previous job classification.

Light Duty

During a period of light duty, you will be paid your regular salary. You will not be using any accrued sick leave or vacation time.

Reasonable Accommodation

If with reasonable accommodation you are able to perform the essential functions of your job, you will be paid your regular salary. If the accommodation results in reduced hours or a change in your position, then the District may consider an adjustment in salary.

Additional leave information is delineated in your bargaining unit agreement. If you have additional questions, please contact the Payroll Department at 677-2261, extension 224 for more details.

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

(name of doctor)(M.D., D.O., or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print): _____

Employee's Address: _____

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses: _____

Employee's Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783.

DWC FORM 9783 (7/2014)