INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

January 26, 2026

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PURPOSE

The Mt. Diablo Unified School District Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the IIPP is to ensure the safety and health of Mt. Diablo Unified School District employees and to provide a safe and healthful work environment. As required by Title 8, CCR Section 3203, the IIPP contains the following elements:

- ➔ Responsibility
- ➔ Compliance
- ➔ Communication
- ➔ Hazard Assessment
- ➔ Accident/Exposure Investigation
- ➔ Hazard Correction
- ➔ Training and Instruction
- ➔ Employee access to the IIP Program
- ➔ Recordkeeping

RESPONSIBILITIES

Superintendent

The Superintendent has the ultimate authority and responsibility for the implementation of the District's IIPP. The Superintendent provides:

- Executive management oversight of the IIPP
- A system of accountability for program implementation
- Program evaluations and resources to support program implementation

IIPP Administrator

The IIPP Administrator for the Mt. Diablo Unified School District is:

Name & Title: Melanie Koslow, Executive Director: Maintenance & Operations
Contact Number: (925) 685-8000, ext.3815
Email Address: koslowm@mdusd.org

The IIPP Administrator oversees the effective implementation of the IIPP and has the authority and responsibility for implementing the program. Responsibilities include:

- Maintain and effectively implement the District's IIPP
- Oversight to ensure injuries and accidents are investigated
- Review inspections and hazard correction documentation to ensure identified hazards have been mitigated
- Ensure job-specific hazard assessments are conducted to identify employee training requirements
- Provide supervisors with a copy of the IIPP, inform and train supervisors as necessary, and ensure supervisors are knowledgeable about health and safety hazards under their supervision and control

Chief of Human Resources

- Establish procedures for employee reporting of workplace hazards, accidents, and injuries
- Centrally maintain the school site required documentation as outlined in the Record Keeping section
- Ensure job-specific employee training is conducted

Workers Compensation Specialist

- Assist in the creation of a District wide Safety Committee
- Serve on the District Safety Committee and act as a liaison between the District and school
- Conduct safety meetings to review accidents, analyze causes, and promote communication about the school's hazards and control measures.
- Coordinate efforts with other departments (e.g. HR and M&O) that provide training in industrial safety to employees.

School-Site Safety Coordinator

The safety coordinator at each site is the site administrator. They are responsible for implementation of the IIPP relative to the operations at the school.

- Responsibilities include: Serve on the District Safety Committee and act as a liaison between the District and school
- Distribute safety information received by the IIPP Administrator or Workers Compensation Specialist

- Communicate with employees to coordinate IIPP responsibilities within the school
- Ensure periodic inspections are conducted as required with corrective action follow-up
- Maintain a copy of the IIPP at the school site

Additional responsibilities of Principals and Department Heads

Principals and Department Heads are responsible for compliance with the provisions of the IIPP within their school site and department. Responsibilities include:

- Provide leadership that supports a strong safety culture and continuous improvement
- Attend or conduct safety meetings to review accidents, analyze causes, and promote communication about the school's hazards and control measures.

Elementary/Secondary DENT Administrators
DENT Elementary and Secondary support administrators are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Responsibilities includes:

- Communicate with the principal and department heads to coordinate IIPP responsibilities within the school
- Investigate, or ensure the completion of an investigation, all accidents and incidents within their area of responsibility
- Conduct periodic safety inspections of facilities with the IIPP administrator and Workers Compensation Specialist
- Conduct regular observations of employee work practices and instruct employees on safe work practices
- Enforce safe work practices and procedures for employees and operations under direct supervision and control
- Provide site specific and job-specific employee safety training as needed
- Attend training to become knowledgeable about hazards and controls in areas of responsibility

Employees

Responsibilities of all Mt. Diablo Unified School District employees include:

- Follow all safe work practices, safety policies, and procedures. Talk to the supervisor when questions arise
- Report real or potential unsafe conditions to the immediate supervisor
- Report injuries, hazards, and threats of violence immediately to the supervisor or district

COMMUNICATION

The District recognizes the importance of effective, two-way communication on health and safety issues. All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees.

New Employee Orientation

All new employees will receive an orientation about the District and school-site specific safety and health policies and procedures.

Health and Safety Training

The District has training requirements designed to instruct each employee on general and job-specific safety procedures. Refer to the Training section for additional details.

Safety Meetings

Safety meetings will be conducted by school sites as needed. During safety meetings the supervisor, principal, or other Maintenance and Operations staff may discuss issues such as:

- New hazards that have been introduced or discovered in the workplace
- Causes of recent accidents or injuries and procedures to prevent similar incidents in the future
- Any health or safety issue deemed by the District or school to require reinforcement

Employee Hazard Reporting System

Employees are encouraged to report safety hazards. Hazardous/Unsafe Condition Report forms will be submitted electronically directly to the immediate supervisor or school-site safety coordinator. Employees may

also report hazards anonymously by sending the written form to the IIPP Administrator or Chief of Human Resources.

All submitted reports will be investigated in a prompt and thorough manner. All investigations and corrective action will be reviewed by the District Safety Committee.

District Safety Committee

The District Safety Committee will provide a forum for two-way health and safety communication for all schools and worksites in the District. The Committee will include the site administrators, or a representative group of site administrators, as School-Site Safety Coordinators. The Committee will:

- Advise the Superintendent, Executive Director of M&O and the Chief of HR on current health and safety issues including regulatory requirements
- Review employee accidents to ensure root causes and corrective actions have been identified
- Assist in IIPP reviews and evaluations as requested
- Recommend health and safety training, resources, or other support to facilitate IIPP implementation
- Address employee hazard reports and safety concerns that have not been resolved at the department level

Safety Bulletin Boards / Supplemental Communications

The District will maintain safety bulletin board(s) to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues. District and school site intranet and employee handouts on relevant topics will also be used as additional means of safety communication.

HAZARD ASSESSMENT/INSPECTION

Periodic inspections to identify and evaluate hazards within the District will be conducted. The School-Site Safety Coordinator, supervisor, or assigned designee(s) will conduct and document the inspection.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- IIPP is first established
- New substances, processes, procedures or equipment result in new hazards in department units/facilities
- New, previously unidentified hazards are identified
- Occupational accidents or incidents occur
- Department hires or reassigns employees to operations or tasks where a hazard evaluation has not been conducted
- As required by the below

HAZARD CORRECTION

Unsafe or unhealthy work conditions, work practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedure:

When observed or reported. Hazards may be discovered either as a result of a scheduled periodic inspection or during normal operations. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

- When an imminent hazard exists that cannot be immediately corrected, we will remove employees from the immediate hazard except those needed to correct the condition and to address security issues.

ACCIDENT AND INCIDENT INVESTIGATIONS

The purpose of accident investigation is to determine the cause(s) of accidents and identify what can be done to prevent similar accidents from recurring.

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by the safety coordinator and/or supervisor. The principal, department head, and/or the IIPP Administrator may review the accident documentation to determine if the contributing factors and corrective actions to prevent future injuries are adequately identified.

Procedures include:

- Visiting the scene as soon as possible

- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and incident for underlying/contributing causes
- Taking corrective action to prevent the accident/exposure for reoccurring
- Recording the findings and actions taken.

The Accident Investigation Report form will be an online form and will be completed to record pertinent information. A link to the District's Accident Investigation forms is located on the Risk Management's webpage, the M&O Department page, and under Forms on the HR website page for current employees.

SAFETY AND HEALTH TRAINING

All employees will have training and instruction on general and job-specific safety and health practices. Training may be in the form of in-person instruction, video, or written plans and will be provided according the following schedule:

- When the Mt. Diablo Unified School District's IIPP was first established
- To all new employees
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors and school-site safety coordinators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment

General Safety Training

General safety training will, at a minimum, include:

- An explanation of our IIPP, emergency action plan, and fire prevention plan
- Measures for reporting any unsafe conditions, work practices, and injuries
- Workplace violence awareness and reporting procedures

- Provisions for medical services, first aid, and emergency procedures
- Proper housekeeping, such as keeping walkways clear, keeping work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay or other acts that adversely influence safety
- Proper storage, including prohibiting storage near emergency exits, fire extinguishers, and electrical panels

Job-Specific Safety Training

Job-specific safety training will be provided to all employees regarding hazards unique to their job assignment. Training in the form of in-person training, videos or a written plan may include, but is not limited to:

- Ergonomic awareness and the prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment (PPE).
- Information about Cal/OSHA's Hazard Communication regulation, including chemical hazards, such as pesticides, cleaning products, lab chemicals, etc.
- Proper food and beverage storage to prevent contamination
- Slip and fall hazards and ladder safety
- Potential exposure during building repairs, such as lead paint and asbestos
- Potential exposure to blood borne pathogens and aerosol transmissible diseases
- Heat illness prevention
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.
- Defensive driving

Codes of Safe Practices

General and job-specific codes of safe practices are located in the school site's main office and intranet.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.

Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All Mt. Diablo Unified School District employees are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes the following:

IIPP Training

Employees will receive IIPP training as in-person training, video or as written documents during their new employee safety orientation and periodically thereafter.

Supervisor Evaluation of Safety Performance

Supervisors will evaluate employee safety performance by routine observation of employee work practices. Employee counseling on unsafe work practices will be used to communicate deficiencies in safety performance. Supplemental training and observation will be conducted to the degree required to correct the unsafe work practice.

Employee Safety Recognition Program

Employees who perform safe and healthful work practices will be recognized.

Disciplinary Procedures

Fair and consistent disciplining of employees who fail to comply with safety and healthful work practices will be in accordance with the District's personnel policy.

EMPLOYEE ACCESS TO THE IIPP

Our employees have the right to examine and receive a copy of our IIIPP. All employees can access and downloaded the district's IIPP at the following website: https://www.mdusd.org/departments/human-resources/risk-management.

RECORD KEEPING

The Mt. Diablo Unified School District maintains the following records to help us more efficiently and effectively implement our IIPP:

Appendix A – Hazardous/Unsafe Condition Report Form

Reporting Information*

School-Site/District Facility:	
Name/Title (optional):	Phone(optional):
Date/time hazard observed:	Date reported:
Location of hazard (building, room, parking lot, other distinguishing area) :	
Description of hazardous/unsafe condition:	
What corrective action would you recommend?	

** Submit completed form to your immediate supervisor or the school-site safety coordinator. Submit anonymously by sending to: koslowm@mdusd.org, IIPP Administrator.*

Investigation

Investigator's Name/Title:	Date:
Results of the investigation (*Attach additional page if necessary):*	
Proposed corrective action:	

Corrective Action

Responsible Person/Department:	Corrective Action Completion Date:
Corrective Action Taken (*Attach additional page if necessary*):	

District Safety Committee Review

The MDUSD Safety Committee reviews all submitted Hazardous/Unsafe Condition reports for thorough investigation and corrective action. The Committee also ensures the person reporting the hazard, if known, is notified of the results.

Committee Chair: _____ Date of Review: _____

Appendix B – Accident Investigation Report (Employee/Workplace Injury or Illness)

Add separate paper if needed

School Site/District Facility:	**Department:**

Injured Employee Information

Name:	Job Title:	Contact Number:

Hire Date: Volunteer: