

Injury and Illness Prevention Program

1. PROGRAM REQUIREMENTS.

The Division of Occupational Safety and Health of California (CalOSHA) requires every employer working in California to establish, implement, and maintain a written Injury and Illness Prevention Program (I2P2) and to maintain a copy at each worksite.

Evergreen Elementary School District has implemented this I2P2 in accordance with Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) which contains the requirements for establishing, implementing, and maintaining an effective written Injury and Illness Prevention Program (I2P2).

2. INJURY AND ILLNESS PREVENTION PROGRAM

As required, the eight elements of the *Evergreen Elementary School District* Injury and Illness Prevention Program (I2P2) are referenced below:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Hazard Correction
6. Accident and Exposure Investigation
7. Training and Instruction
8. Recordkeeping of the Injury and Illness Prevention Program

The corresponding section explaining our policies or procedures is referenced along with each element in the sections that follow.

3. RESPONSIBILITY

Casino Fajardo, Director of Operations is the administrator of this program and has the required authority and responsibility for implementing the provisions of this program for *Evergreen Elementary School District*. All managers and supervisors are responsible for implementing and maintaining the I2P2 in their work areas and for answering worker questions about the program. A copy of this I2P2 will be made available to employees from each manager and supervisor.

4. COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

- 4.1. Informing workers of the provisions of our I2P2
- 4.2. Evaluating the safety performance of all workers
- 4.3. Recognizing employees who perform safe and healthful work practices
- 4.4. Providing training to workers whose safety performance is deficient
- 4.5. Disciplining workers for failure to comply with safe and healthful work practices

5. COMMUNICATION

Evergreen Elementary School District communicates with employees about occupational safety and health in forms that are readily understandable to all and encourages all workers to inform their managers about workplace hazards without fear of reprisal. This communication is achieved using the following:

- 5.1. New worker orientation including a discussion of safety and health policies and procedures
- 5.2. Review of our Injury and Illness Prevention Program (I2P2)
- 5.3. Workplace safety and health training programs
- 5.4. Regularly scheduled safety meetings
- 5.5. Posted or distributed safety information

6. HAZARD ASSESSMENT

Evergreen Elementary School District has implemented a program for hazard assessment in order to identify potential hazards within the District and our jobsites. Hazard assessments are completed by the Safety Officer or designated individual(s). Hazard assessments are completed:

- 6.1. As part of the implementation of this Injury and Illness Prevention Program (I2P2)
- 6.2. Using Job Safety Analysis (JSA) documenting hazards and controls required to perform tasks safely
- 6.3. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace
- 6.4. As part of our accident investigation and reporting process after occupational injuries and illnesses
- 6.5. When new, previously unidentified hazards are recognized
- 6.6. Whenever workplace conditions warrant an inspection

7. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards have been identified and addressed throughout the Safety Manual. In addition, hazards will be corrected as follows:

- 7.1. When observed or discovered during any hazard assessment method.
 - 7.1.1. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
 - 7.1.2. All such actions taken and dates they are completed shall be documented on the appropriate forms.

8. ACCIDENT AND EXPOSURE INVESTIGATION

Evergreen Elementary School District is committed to protecting employees from safety and health hazards in the workplace and requires that all incidents, injuries, and illnesses be immediately reported to management. Procedures for investigating workplace accidents and hazardous substance exposures include:

- 8.1. Interviewing injured or affected workers and witnesses
- 8.2. Examining the workplace for factors associated with the incident or exposure
- 8.3. Determining root cause of the incident or exposure
- 8.4. Taking corrective action to prevent the accident/exposure from reoccurring
- 8.5. Documenting the findings and corrective actions taken

9. TRAINING AND INSTRUCTION

- 9.1. *Evergreen Elementary School District* ensures that all employees, including managers and supervisors, have training and instruction on general and job-specific safety and health practices. Training and instruction are provided to employees:
 - 9.1.1. As part of the implementation of this Injury and Illness Prevention Program (I2P2)
 - 9.1.2. At the time of their initial assignment and as required thereafter
 - 9.1.3. When workers are given new job assignments for which training has not been previously provided
 - 9.1.4. Whenever new substances, processes, procedures, or equipment are introduced to the work that potentially present a new hazard
 - 9.1.5. Whenever the employer is made aware of a new or previously unrecognized hazard
 - 9.1.6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
 - 9.1.7. To all workers with respect to hazards specific to each employee's job assignment.

- 9.2. Training requirements are referenced throughout the Safety Manual for the specific hazards or processes to which employees of Evergreen Elementary School District may be exposed. Training content includes topics such as:

- 9.2.1. First aid procedures
- 9.2.2. Hazard communication
- 9.2.3. Blood borne pathogens
- 9.2.4. Personal Protective Equipment (PPE)
- 9.2.5. Ladder safety
- 9.2.6. Proper housekeeping
- 9.2.7. Equipment and tools
- 9.2.8. Lockout and tagout
- 9.2.9. Fall Protection

10. RECORDKEEPING OF THE INJURY AND ILLNESS PREVENTION PROGRAM

- 10.1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are documented, and recorded.
- 10.2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are documented and recorded.
- 10.3. All records and documentation, pertaining to this Injury and Illness Prevention Program (I2P2), will be maintained for at least one (1) year.