

REDLANDS UNIFIED SCHOOL DISTRICT

Excellence in Education

INJURY AND ILLNESS PREVENTION PROGRAM

Including:

Workplace Violence Prevention Plan
Bloodborne Pathogens Exposure Control Plan
Heat Illness Prevention Plan



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1. Introduction and Program Objective

The Redlands Unified School District (RUSD), through its administration and management, is committed to the safety and health of all employees. The District recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, RUSD can reduce injuries and illnesses, increase productivity, and promote a safer and healthier work environment.

Program Objectives

The primary objectives of this Injury and Illness Prevention Program (IIPP) are to:

- Reduce job-related employee injuries and illnesses
- Ensure compliance with California Occupational Safety and Health Act (Cal/OSHA), Title 8, Section 3203
- Establish and maintain an effective Injury and Illness Prevention Program
- Provide a safe and healthy working environment for all employees
- Reduce human and financial losses resulting from injuries and illnesses
- Comply with bloodborne pathogens regulations (T8CCR 5193)
- Prevent heat-related illnesses (T8CCR 3395)
- Comply with California Senate Bill 553 workplace violence prevention requirements (effective July 1, 2024)
- Establish safety policies, committees, trainings, and communication processes

2. Statutory Authority

This IIPP is established pursuant to the following laws and regulations:

- California Labor Code Section 6401 — requires employers to provide safety devices and implement safeguards, methods, and processes reasonably necessary for the safety and health of employees
- California Labor Code Section 6401.7 and 8 CCR 3203 — requires all California employers to establish, implement, and maintain an effective Injury and Illness Prevention Program
- California Labor Code Section 6325 — governs employer obligations when Cal/OSHA prohibits workplace entry due to imminent hazard
- California Labor Code Section 6401.9 — requires a written Workplace Violence Prevention Plan
- 8 CCR 5193 — governs bloodborne pathogens exposure control
- 8 CCR 3395 — governs heat illness prevention
- 8 CCR 5095–5100 and 29 CFR 1910.95 — govern hearing conservation
- Education Code 32030–32034 — governs eye safety devices
- 8 CCR 3400 — governs first aid and medical services
- 17 CCR 2508 — requires reporting of communicable diseases to local health officer

3. Responsibility

The Injury and Illness Prevention Program (IIPP) administrator, the Risk and Benefits Manager, has the authority and responsibility for implementing and maintaining this IIPP for Redlands Unified School District.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available for each manager and supervisor.

The District's IIPP shall cover all district employees and all other workers whom the District controls or directs and directly supervises on the job, to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the District's IIPP. (Labor Code 6401.7)

4. Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. The District's system for ensuring that all workers comply with these practices includes the following:

- Informing workers of the provisions of this IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

5. Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all employees. The District's communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

The District's communication system includes the following:

- New employee orientation, including a discussion of safety and health policies and procedures
- Review of the IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for employees to anonymously inform management about workplace hazards
- Labor/Management Safety and Health Committee (see Section 6)

Safety Condition/Concern Reporting Process

The District has established a formal process for employees to report safety conditions or concerns. Employees may complete the Report of Safety Condition/Concern Form, available on the district intranet or through Airtable, and submit it to their site/department administrator. The administrator will acknowledge receipt within five (5) days and provide a plan of action within ten (10) days. If the concern cannot be resolved at the site level, or if the employee believes it has not been adequately addressed, the employee may escalate the matter to the Risk Manager, who will convene the Safety Condition/Concern Committee within ten (10) days to review findings and provide a resolution.

6. Labor/Management Safety and Health Committee

The District elects to use a Labor/Management Safety and Health Committee meeting all the requirements of T8CCR 3203(7)(c)(1)–(7) to comply with the communication requirements of T8CCR 3203(a)(3).

Committee Composition

The Safety Committee includes representation from:

- Management (District Administration, Risk Management, Human Resources)
- Classified Personnel (RESPA representatives)
- Certificated Personnel (Teacher Union representatives)
- Site Representatives (Elementary, Middle, and High School levels)
- Department Representatives (Nutrition Services, Maintenance & Operations, Transportation, Special Education, Student Services)

Committee Duties

The Safety Committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly
2. Prepare and make available to affected employees written records of safety and health issues discussed at committee meetings; such records shall be maintained for at least one year and available to Cal/OSHA upon request
3. Review results of periodic, scheduled worksite inspections
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to hazardous substances and, where appropriate, submit recommendations 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, conduct its own inspection and investigation to assist in remedial solutions
6. Submit recommendations to assist in the evaluation of employee safety suggestions
7. Upon request of Cal/OSHA, verify abatement action taken by the District to abate citations issued by Cal/OSHA

7. Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

- When the IIPP is first established
- Whenever new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace
- Whenever new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

8. Accident/Exposure Investigation

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses
2. Examining the workplace for factors associated with the accident or exposure
3. Determining the cause of the accident or exposure
4. Taking corrective action to prevent the accident or exposure from reoccurring
5. Recording the findings and actions taken

9. Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazard, when observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary safeguards.

10. Training and Instruction

All workers, including managers and supervisors, shall receive training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established
- To all new employees (except construction workers provided training through a Cal/OSHA-approved program)
- To all employees given new job assignments for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed

- To all workers with respect to hazards specific to each employee's job assignment

General Workplace Safety Training Topics

General workplace safety and health practices training includes, but is not limited to:

- Implementation and maintenance of the IIPP
- Emergency action and fire prevention
- Provisions for medical services and first aid, including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping — keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels
- Proper reporting of hazards and accidents to supervisors
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated
- Bloodborne Pathogens Exposure Control (employees with occupational exposure)
- Heat Illness Prevention (employees working outdoors)
- Workplace Violence Prevention (all employees — required as of July 1, 2024)

Training Documentation

All safety training will be documented. Records shall include the employee's name or other identifier, training dates, type(s) of training provided, and the name and qualifications of the training provider.

11. Recordkeeping

Redlands Unified School District is a local governmental entity (county, city, district, or public or quasi-public corporation or public agency) as defined under T8CCR 3203(b)(3). As such, the District is not required to keep written records of all steps taken to implement and maintain the general IIPP.

Notwithstanding this exemption, the District maintains the following records:

General IIPP Records

- Records of hazard assessment inspections, including the person(s) conducting the inspection, unsafe conditions and work practices identified, and corrective actions taken
- Documentation of safety and health training for each worker, including name or identifier, training dates, type(s) of training, and training provider

Required Programmatic Records

The following records are maintained regardless of general recordkeeping exemption:

- Workplace Violence Prevention — Violent Incident Logs, investigation reports, and training records (retained 5 years for logs and investigations; 1 year minimum for training)
- Bloodborne Pathogens — Medical records and post-exposure evaluations (retained for duration of employment plus 30 years); training records (retained 3 years)
- Safety Committee Meeting Minutes (retained 1 year minimum; available to Cal/OSHA upon request)
- Accident Investigation Forms (retained 5 years)
- Cal/OSHA Citations and Abatement Documentation (retained 5 years)

Access to Records

Employees or their designated representative may request access to the District's IIPP. The District shall provide access in a reasonable time, place, and manner, but no later than five (5) business days after the request is received. The District shall provide one printed copy free of charge or, if the employee agrees, an electronic copy. The District shall communicate the right and procedure to access the IIPP to all employees. (8 CCR 3203)

12. Hearing Protection

Whenever employee noise exposure equals or exceeds standards specified by law, the District shall implement a hearing conservation program in accordance with state and federal regulations, including monitoring of sound levels, audiometric testing of affected employees, provision of hearing protectors, and employee training. (8 CCR 5095–5100; 29 CFR 1910.95)

13. Eye Safety Devices

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030–32034)

14. First Aid and Medical Services

The District shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility is not in close proximity to an infirmary, clinic, or hospital, the District shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The District shall maintain adequate first aid materials at every worksite, approved by a consulting physician and kept in a sanitary and usable condition, with frequent inspections and replenishment as necessary.

Suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use when employees may be exposed to injurious corrosive materials.

To avoid unnecessary delay in medical treatment in the event of a serious injury or illness, the District shall maintain one or more of the following:

1. A communication system for contacting a physician or emergency medical service, including the ability to direct emergency services to the location of the injured employee
2. Readily accessible on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary

15. Protection from Communicable Diseases and Infections

The District shall develop and maintain an exposure control plan for bloodborne pathogens consistent with this IIPP. The plan shall include a determination of job classifications with occupational exposure to blood or other potentially infectious materials; universal precautions, engineering and work practice controls, and personal protective equipment; hepatitis B vaccination availability; employee information and training; and follow-up actions for exposures. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other means. Such strategies include communication and training; campus closures and alternative instruction when necessary; preventive measures such as social distancing, personal protective equipment, temperature checks, and other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

16. Workplace Violence Prevention Plan

The District has developed and implemented a written Workplace Violence Prevention Plan (WVPP) in accordance with California Labor Code Section 6401.9 (effective July 1, 2024). The WVPP is incorporated into this IIPP and is specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be easily accessible to all employees at all times upon request and shall be in effect at all times and in all work areas.

The District provides WVPP training to all employees when the plan is first established and annually thereafter. Training materials are appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

Key WVPP Components

- Identification of persons responsible for the plan
- Effective procedures for employee involvement in developing and implementing the plan
- Procedures for identifying and evaluating workplace violence hazards
- Procedures for investigating workplace violence incidents
- Procedures for correcting workplace violence hazards
- Post-incident response and investigation procedures
- Procedures for emergency response to workplace violence incidents
- Maintenance of a Violent Incident Log
- Annual review of the plan

17. Bloodborne Pathogens Exposure Control Plan

The District maintains a Bloodborne Pathogens Exposure Control Plan (ECP) as required by 8 CCR 5193 and 29 CFR 1910.1030. The ECP is incorporated into this IIPP and covers all employees with occupational exposure to blood or other potentially infectious materials (OPIM).

Key ECP Components

- Exposure determination — identification of job classifications with occupational exposure
- Implementation of universal precautions
- Engineering and work practice controls to eliminate or minimize exposure
- Provision and use of personal protective equipment (PPE)
- Hepatitis B vaccination program (offered at no cost to employees with occupational exposure)
- Post-exposure evaluation and follow-up procedures
- Labels, signs, and employee information and training
- Recordkeeping — medical records retained for duration of employment plus 30 years; training records retained for 3 years

18. Heat Illness Prevention Plan

The District maintains a Heat Illness Prevention Plan in accordance with 8 CCR 3395 for all employees who work outdoors when temperatures may present a risk of heat illness.

Key Plan Components

- Provision of fresh water near the work area — at least one quart per employee per hour
- Access to shade when temperatures exceed 80°F, or upon employee request
- High heat procedures for temperatures at or above 95°F, including mandatory rest periods and supervisor check-ins
- Acclimatization — new and returning employees are closely observed for the first 14 days of outdoor work

- Emergency response procedures for suspected heat illness, including calling 911 for severe symptoms
- Employee and supervisor training on heat illness recognition, prevention, and response