



Liberty Union High School District

Injury and Illness Prevention Program



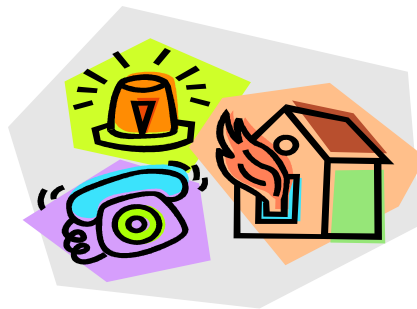
Employee Safety Handbook

Health and Safety Committee Members

2026/2027

Marcus Hyer	Supervisor; Maintenance and Operations
Lyndsie Castellanos	Asst. Superintendent; Administrative Ser.
Dina Stewart	Chief Business Officer
Christine Huston	Human Resource
Shelly Johnson	Asst. Principal; Liberty High School
John Dorr	LEA/Site Rep; Liberty High School
Jennifer Macdonald	CSEA/Site Rep; Liberty High School
Chris Holland	Assistant Principal, Heritage High School
Michelle Lynch	LEA/Site Rep; Heritage High School
Lisa Ray	CSEA/Site Rep; Heritage High School
Steve Shankles	Assistant Principal, Freedom High School
Lizet Nuno	LEA/Site Rep; Freedom High School
Denise Rundall	CSEA/Site Rep; Freedom High School
Thomas Carter	CSEA/Site Rep; Gateway
Robert Hovis	LEA/Site Rep; Alt Ed/LP/CEC
Shanti Wilson	Director; Transportation
Tonya Cordua	CSEA/Site Rep Transportation
Santiago Selga-Eaton	CSEA/Site; Liberty Food Services
Samantha Acosta	CCC. School Insurance Group Rep.

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Options for Reporting Safety Concerns

Report Safety or Health issues/concerns to your site representative. Site representative will discuss your issue/concern at the next Management –Labor Health and Safety Committee meeting. Site representative will report to the employee. On the other hand, notify your site facility manager who will send in a work order.

In the event of an immediate safety concern, you may...

- 1. Report the concern via the hazard-reporting feature on the online work order system.**
- 2. Notify your site rep or facility manager immediately, who will take appropriate action.**
- 3. Report safety concern anonymously by calling the Maintenance & Operations Dept.: (925) 634-3812**

Note: Emergencies dictate immediate response. Notify your site administration immediately.

1.

Health and Safety Committee Policy Statement

Introduction

The Liberty Union High School District is committed to preventing workplace injury and illness among all employees. To prevent these losses, a Joint Management -Labor Health and Safety Committee will be established. Employee involvement in accident preventions and support of Health and Safety Committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose

The purpose of establishing a Health and Safety Committee is to involve labor and management in a, non-adversarial cooperative effort to promote health and safety in the workplace. The Health and Safety Committee will assist management and make recommendations for change.

Organization

Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Employer representatives will be appointed.

Extent of Authority

The Health and Safety Committee advises management about safety and health issues in the workplace. All written recommendations from the health and safety committee will be submitted to Management. Management will consider the recommendations and will respond to the Health and Safety Committee within a reasonable time

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Committee Functions (objectives and duties)

- ❖ Management / Labor commitment to workplace health and safety
- ❖ Committee meetings and employee involvement
- ❖ Hazard assessment and control
- ❖ Accountability
- ❖ Accident and incident investigation
- ❖ Health and safety training
- ❖ Others as deemed by the District

Recommendations

All written recommendations submitted to Management shall:

- ❖ Be clear and concise
- ❖ Provide reasons for implementation
- ❖ Include implementation costs and completion date(s)
- ❖ List benefits

Procedures

The Health and Safety Committee's procedures for fulfilling its role should include:

- ❖ Committee to hold public meetings.
- ❖ Elect Chairperson.
- ❖ All meetings shall be open to the public.
- ❖ An open discussion period is afforded to staff and public at all meetings.
- ❖ Meeting dates, location, agendas and minutes shall be posted at all sites, posted on the District website and emailed to all District employees who have a District email account.
- ❖ Adhere to Committee functions.
- ❖ Record keeping

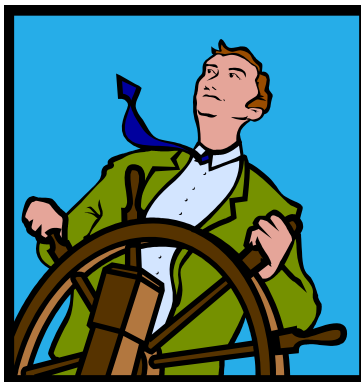
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Duties of each Health and Safety Committee member shall include:

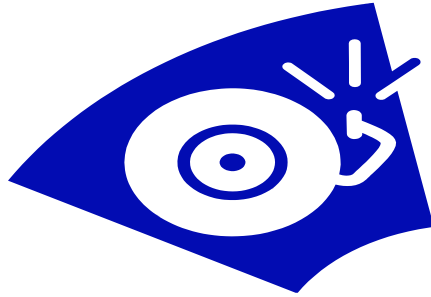
- ❖ Report unsafe conditions and practices
- ❖ Attend all Health and Safety Committee meetings
- ❖ Review all accidents, incidents and near misses
- ❖ Make recommendations regarding health and safety in the workplace
- ❖ Be an example of safe working practices
- ❖ Observe work practices of others
- ❖ Observe how health and safety is enforced in the workplace
- ❖ Accepting and completing assignments from the Chairperson
- ❖ Acting as a peer and site liaison to the Health and Safety Committee

Summary

Only planning and effective leadership of Management and the Health and Safety Committee can build a lasting health and safety program. The Health and Safety Committee shall be a constructive entity providing guidance and leadership in matters pertaining to the overall health and safety of the District



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Employee Safety

The Superintendent or designee shall provide safety devices, safeguards, methods, and processes for staff that are reasonably adequate to render the employment and place of employment safe.

Injury and Illness Prevention Program

The district's injury and illness prevention program 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 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 injury prevention program. (Labor Code 6401.7)

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

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Employee Safety

- ❖ Responsibility
- ❖ Compliance
- ❖ Communication
- ❖ Hazard Assessment
- ❖ Accident/Exposure Investigation
- ❖ Hazard Correction
- ❖ Training and Instruction
- ❖ Record keeping

Responsibility

The Injury and Illness Prevention Program (IIPP) administrator, Al Wilright, has the authority and responsibility for implementing the provisions of this program for the Liberty Union H.S. District.

All managers, supervisors, and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the program. A copy of the IIPP is available in each office.

Employees of the Liberty Union High School District have a responsibility to perform their duties in the safest manner possible. As stated throughout this written program, the district has and recognizes a duty to provide safe and healthy working conditions. Employees are expected to do their part in the realization of this goal.

Labor Management Safety and Health Chairperson

- A. Coordinate with Principals/Directors district-wide safety Activities.
- B. Disseminate information, which is designed to maintain an awareness of safety standards.

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- C. Analyze accident investigation reports and make Recommendations to the Superintendent pursuant to the Findings.
- D. Direct the accomplishment of safety inspections when an imminent hazard exists that cannot wait for Labor Management Safety and Health Committee to meet.

Director of Maintenance and Operations

- A. Insure that all approved safety work orders are completed in a timely fashion.
- B. Accomplish safety inspections of the maintenance operations and assists in the inspection of other facilities as directed by the Labor Management Safety and Health Committee.
- C. Act as the compliance officer for the Labor Management Safety and Health Committee.

Compliance

A system for ensuring that employees comply with safe and healthful work practices which may include but not be limited to:

- A. Recognition of employees who follow safe and healthful work practices
- B. Training and retraining programs
- C. Disciplinary action: When other measures fail, the District must have available a discipline system to discourage unsafe practices. All disciplinary actions must meet approval of the Superintendent and comply with classified and certificated bargaining agreements, if applicable.

3. Communication

A system for communicating with employees in a form readily understandable by all affected employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. This system may include but not be limited to:

- A. Meetings
- B. Training programs
- C. Posting
- D. Written communications- District Wide Work Order System
- E. A system of anonymous notification by employees about hazards
- F. A Labor Management Safety and Health committee

4. Hazard Assessment

Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:

- A. Whenever introducing into the workplace new substances, processes, procedures or equipment that represent a new occupational safety or health hazard
- B. Whenever the district is made aware of a new or previously unrecognized hazard
- C. Semi-annual safety inspections
- D. Daily observations by staff members
- E. Review of accident reports

5. Accident/Exposure Investigation

Each site administrator or supervisor will be responsible for conducting an investigation of any accident related to an employee under his or her supervision. An accident investigation form is to be used for this purpose. (Contra Costa County Schools Insurance Group, Employee/Supervisor's Report of Occupational Injury/Illness Report Form) Periodic training for site administrator or supervisor will be provided as necessary.

6. Hazard Correction

In the event an unsafe or unhealthy condition is reported to the site administrator or supervisor, the following action should be taken:

- A. If the unsafe or unhealthy condition warrants immediate response, a telephone call to Maintenance and Operations shall be made. M & O will dispatch immediately or as soon as practical, or will contact a proper vendor / contractor to mitigate the condition. In either case, the area shall be quarantined off to public, staff and students until the area is safe for use or occupancy.
- B. Initiate a work request through the safety hazard reporting process within the work order system and indicate urgency of request.
- C. The Maintenance and Operations department will take whatever remedial action is necessary to abate the existing problem. Please note: Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices and work procedures in a timely manner is based on the severity of the hazard when observed or discovered. When an imminent hazard exists, which cannot be immediately abated by staff or attempting to do so would endanger employee(s) and/or property, M & O Director or other District Administrator shall call for the removal of exposed staff from the area, except those necessary to correct the existing conditions. All such actions taken and all dates they are completed shall be documented.

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- D. At the conclusion of the remedial action the reporting site will note in a permanent file a record of the incident and the date repaired. This file is to be available to all employees during normal site business hours.

7. Training and Instruction:

- A. To all new employees.
- B. To all employees given new job assignments for which training has not previously been received.
- C. Whenever new substances, processes, procedures or equipment is introduced into the workplace and represent a new hazard.
- D. Whenever the district is made aware of a new or previously unrecognized hazard.
- E. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- F. Explanation of the Injury and Illness Prevention Program, (IIPP), Emergency Action Plan and Fire Prevention Plan, and measures for reporting any unsafe condition, work practice, and injuries.
- G. Use of appropriate personal protective equipment.
- H Hazard Communication
 - 1. Hazard substance identification
 - 2. Labeling and other forms of warning
 - 3. Safety Data Sheets (SDS)
 - a. What are they
 - b. How to read them
 - c. Location/Availability

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- I. Exposure Control Plan (Blood borne Pathogens)
- J. Specialized training: In some cases, specialized training could be offered to certain target occupations in very specific areas. This may include such topics as ergonomics or proper lifting techniques
- K. Accident Investigation (Supervisors)

8. Recordkeeping

Records and documentation of the steps taken to implement and maintain the injury and illness prevention program shall be kept in accordance with 8 CCR 3203.

Safety Documentation

The Liberty Union High School District will maintain the following documents for three (3) years.

- A. CAL/OSHA Injury Logs and Summaries.
- B. Labor Management Safety and Health Committee minutes.
- C. Safety Inspection Reports.
- D. Safety Training records.
- E. Accident Investigation Reports.
- F. Employee suggestions.
- G. Any control devices used to assure follow-up on safety recommendations.
- H. Safety communications.
- I. Any citations or correspondence with CAL/OSHA.
- J. Accident summaries and lists from CCCSIG or the Claims Administrator (Those designed for safety, not those designed for claims administration).

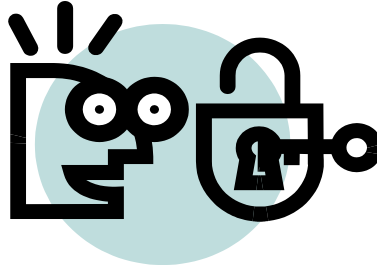
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Labor Management Safety and Health Committee

The District Safety Committee shall consist of the Safety Committee Chairperson, Director of Maintenance & Operations, School & District Administrators and classified & certificated employees.

The District's Labor Management Safety and Health Committee shall (8 CCR 3203)

- A. Meet regularly, but not less than quarterly.
 - A. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by CAL/OSHA upon request. These records shall be maintained for at least three year.
- C. Review results of the periodic, scheduled worksite inspections.
 - B. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
 - C. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
- F. Submit recommendations to assist in the evaluation of employee safety suggestions.
 - D. Upon request of CAL/OSHA, verify abatement action taken by the district to abate citations issued by CAL/OSHA.



You are key to Safety

Prevention

Hearing Protection

When information indicates that any employee's exposure to noise may equal or exceed an eight-hour time weighted average sound level of 85 decibels, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations. (8 CCR 5097, 29 CFR 1910.95)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030)

Such activities include, but are not limited to, the following: (Education Code 32031)

- A. Working with hot molten metal.
- B. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials.
- C. Heat treating, tempering, or kiln firing of any metal or other materials.

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- D. Gas or electric arc welding.
- E. Repair or servicing of any vehicles, machinery or equipment.
- F. Using hand or power tools such as; saws, trimmers, drills, edger, mowers, etc.

Gloves

Gloves shall be provided to employees who **MUST** wear them when performing duties that could potentially cause injury to the hand or fingers. Examples include but not limited to: Hand and power tools, chemical handling, furniture and equipment moving, and cleaning. General purpose gloves and job specific gloves shall be provided before an employee performs work requiring gloves.

Other Personal Protective Equipment

Always refer to the manufacturer's recommendations when selecting the Personal Protective Equipment needed to perform a job.

Remember
Safety is....
No Accident