

INJURY AND ILLNESS PREVENTION PROGRAM FOR HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, the Superintendent and/or the Director of Maintenance & Operations, has the authority and responsibility for implementing the provisions of this program for Happy Valley Union Elementary School District (HVUESD).

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in the District Office, Maintenance/Transportation office, Primary School office, and Elementary School office.

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

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment by:

- Informing workers of the provisions of our IIPP
- Providing a copy of our Code of Practices at the beginning of each new school year
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices: Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, will receive written acknowledgement of such contributions. Acknowledgements will be maintained in the employee's personnel files
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: when it becomes necessary, Happy Valley UESD, reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include, but are not limited to:
 - 1) Verbal warning (documented) for minor offenses
 - 2) Written warning for more severe or repeated violations
 - 3) Suspension without pay, if verbal and written warnings do not prove to be sufficient

If none of the above measures achieves satisfactory corrective results, and no other acceptable solution can be found, Happy Valley UESD, will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures
- Follow-through by supervision to ensure effectiveness
- Workplace-specific safety and health training
- Safety meetings shall be conducted one (1) time per trimester (more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses)
- Effective written communication of safety and health concerns between workers and supervisors, including language translation where appropriate
- Posted and distributed safety information
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal. Managers, supervisors, and employees will report any hazardous conditions or activities noted, as a result of the formal monthly or quarterly inspections, also during daily routine operations. Hazards can be reported to the supervisor, or to the District Office anonymously, by submitting a Safety Concern/Suggestion Form. E-mails can be submitted to rgrijalva@hvusd.net.
- Vehicle operation safety and District Codes of Safe Work Practices

Our organization 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 subsection (a)(3) of T8CCR 3203.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Site Supervisors, the Head of Maintenance/Operations, and the Food Services Director according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Workplace hazards will be identified through a cooperative effort between management, supervisors, employees and safety consultants. Responsibility and accountability for effective hazard identification will be placed on all employees, at all levels. The methods employed will include monthly inspections of the shops, yards, storage areas, equipment, classrooms, and office areas. These inspections will be performed by the custodial staff and the head of maintenance.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by the Site-Supervisor, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring;

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- 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; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is no limited to):

- Explanation of our IIPP, emergency operations plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Provisions for medical services and first aid, including emergency procedures
- Proper housekeeping , such as keeping stairways and isles 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
 - storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated

In addition, *we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.*

RECORDKEEPING

Written IIPP and Documentation Requirements:

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of *scheduled and periodic inspections* including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.
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 maintained for at least one (1) year and can be accessed at the District Office.