



# ***Injury and Illness Prevention Program***

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**SALINAS UNION HIGH SCHOOL DISTRICT**

Injury and Illness Prevention Program | Page 4 of 18

**INJURY AND ILLNESS PREVENTION PROGRAM**



I.

## ESTABLISHMENT OF PROGRAM

This Injury and Illness Prevention Program (IIPP) is established in accordance with the requirements of the California Labor Code Section 6401.7 (SB 198) and the Injury and Illness Prevention Standard, California General Industry Safety Order Code of Regulations, Title 8, §3203. This program is intended to ensure the occupational safety and health of all District employees regardless of position and job tasks. This program is a component of the District Loss Control Program. Effective September 1, 2020 the IIPP dated July 1, 2020 is fully revised, and this document becomes the District Injury and Illness Prevention Program. Only the Superintendent or the appointing authority may amend this IIPP. Each District office/school shall develop safety policies specific to their procedures and operation to comply with the requirements of § 3203, California Code of Regulations, Title 8. This IIPP does not supersede any law, legal requirement, regulation, or District policy.

## II. DISTRICT GENERAL INFORMATION

The District is comprised of one district office, five comprehensive high schools, four middle schools, one independent study school, one alternative high school, ROP Center, one Adult School, with approximately 1,688 employees. The schools and offices are in strategic points throughout the City of Salinas.

## III. RESPONSIBILITY

### A. Superintendent

The Superintendent is responsible for the safety program design and implementation, the safety of all employees, managing school Principals, Assistant Principals and Managers who are accountable for supervisory and lead personnel's day to day safety and incident investigations.

### B. School Principal/Assistant Principal

Each School Principal is responsible for implementation and compliance with health and safety regulations and policies applicable to their school (see Appendix C for school listing). Each School Principal shall designate a Safety Representative/Coordinator responsible for the management of the site's safety program and IIPP compliance within school/office areas of operation (see Appendix B for Designation Form). Each worksite shall post a completed copy of Appendix B, "Designation Form" at each one of their sites in a manner to be accessible to employees. Appendix B is designed to document the assignment of the school/district office responsible persons at each site, each school/district office (and Division as applicable) must complete the **Appendix**

**B, Designation Form**, of this IIPP. The original completed form is kept in the District safety records and updated whenever the assignment of the contact is

changed; a copy of the completed form is posted in a manner to be accessible to District employees. The Safety Representative/ Coordinator will coordinate occupational safety issues with the School Principal and be a part of the district's safety committee.

### **C. Managers' and Supervisors' Responsibilities**

Managers and supervisory staff, under the direction of the Principal, are responsible to ensure that all employees within their respective school or other areas of responsibility know and comply with the following:

- Be trained to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- Be familiar with Safety Policies, Programs and Procedures and ensure their effective implementation.
- Provide complete safety training to all employees prior to the assignment of duties.
- Consistently and fairly enforce all District safety rules.
- Report all injuries and ensure that proper reports are completed, ensure that incident investigations take place to determine cause, and take action to prevent repetition.
- See that all injuries, no matter how minor, are treated immediately, investigated, that appropriate documentation be completed and referred to the work comp coordinator to ensure prompt reporting to the insurance carrier.
- Inspect work areas often to detect unsafe conditions and work practices. Utilize Safety Checklists or Inspection Checklists and maintain inspection records.
- Develop general and specific safety guidelines for respective sections.
- Ensure that all unsafe conditions are corrected.
- Ensure that all personnel know, understand, and follow established safety guidelines.
- Hold group safety meetings with employees on a regular basis.  Report all accidents and near misses to the School Principal/Site Manager.
- Report and correct all previously unrecognized hazards in their section.
- Maintain an annual record of all employees' training.

### **D. Employees' Responsibilities**



It is essential that employees (full time, part time, interns, and temporary employees) follow all safety policies and procedures implemented by the

District management as follows:

- Adhere to all safety rules and regulations and practice safe work habits.
- Wear appropriate safety equipment as required.
- Maintain equipment in good condition, with all safety guards in place when in operation.
- Report all injuries, no matter how minor, immediately, before the end of shift, to their Supervisor, Safety Representative/Coordinator and Workers' Comp Coordinator.
- Encourage co-workers to work safely.
- Immediately report all unsafe acts and conditions to Supervisor and Safety Representative/Coordinator.
- Immediately report all potential unsafe conditions to Supervisor and Safety Representative/Coordinator.
- Immediately report all near misses to Supervisor and Safety Representative/Coordinator.
- Perform only authorized job duties.
- Assist in keeping work areas clean and hazard free.

#### **IV. PROGRAM COMPLIANCE REQUIREMENTS**

##### **General Policy**

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. (Refer: CCR Title 8, Section 3203) Our system of ensuring that all employees comply with these practices includes the following examples of methods used to assure an effective program:

- School Principals are to become aware of the provisions of the IIPP. Implement a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.
- Managers and supervisors are expected to become aware of the provision of the IIPP; evaluate employee's safety performance; provide training to all employees on the provisions of the IIPP; implement methods geared toward promoting positive acknowledgment of safe behaviors; and to enforce safety policies and procedures fairly and uniformly.
- Employees are expected to participate in District trainings on the provisions of the IIPP and implement safe and healthful work practices.



## **V. COMMUNICATION**

### **Methods of Communication**

The District provides several methods to encourage open, two-way communication between management and staff on health and/or safety issues. These methods may include but are not limited to:

- New employee orientation to review safety and health policies and procedures.
- Review IIPP annually.
- Training program to comply with specific Cal-OSHA regulations and safety policies.
- Safety Committee meetings.
- Staff meetings.
- Newsletter.
- Periodic posting and/or distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcement.
- Safety suggestions for improvement and recommendations.
- Reporting any suspected safety hazards.

## **VI. IDENTIFICATION OF WORKPLACE HAZARDS**

School Principals shall develop methods to inspect equipment and premises under their control. Employees shall be encouraged to report suspected unsafe conditions via written, electronic, or verbal communication. Management shall evaluate hazard reports and take appropriate action to evaluate, prioritize, correct, follow-up, reply to the reporting party and document any corrective action planned or taken. A District program of hazard identification may include but is not limited to the following efforts:

- Written procedures to assist in the identification of new hazards in a work area (i.e., Job Safety Analysis).
- Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.
- Timely (within 24 hours) and effective investigation of each occurrence of an occupational injury, occupational illness, or near miss accident, and document methods to prevent recurrence.
- Methods of evaluation and procedures to address identification of a new hazard, either independently or by receipt of information from an employee, or any other source including vendors, equipment manufacturers, or contractors.



- Safety inspections by the Safety Representative/Coordinator or authorized third party.
- Inspections by Cal-OSHA or other regulatory agency: All regulatory inspections shall be reported immediately to the School Principal and Superintendent.
- Each supervisor is responsible for promptly reporting to the School Principal or Site Manager or designee and the site Safety Representative/Coordinator whenever a new substance, new work procedure or operation, and/or new equipment are introduced into a work area. Each report must include an evaluation of the potential hazard(s), as well as the training or other steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).

## **VII. INCIDENT AND INJURY INVESTIGATIONS**

Procedures for investigating workplace incidents and hazardous substance exposures include:

- Employees reporting all incidents and injuries the same day before the end of their shift. All incidents shall be investigated and recorded within 24 hours using the District Incident Investigation Report Form.
- Interviewing injured employees and witnesses.
- Examining the workplace for factors associated with the incident/exposure. ●

Determine the cause of the incident/exposure.

- Taking corrective action to prevent the incident/exposure from reoccurring; and
- Recording the findings and actions taken.
- Serious injuries, per Cal-OSHA §342. Reporting Work-Connected Fatalities and Serious Injuries shall be reported to Cal-OSHA within 8 hours.

## **VIII. EVALUATION AND ABATEMENT OF HAZARDS.**

### **A. Evaluation of Identified Hazards**

The Safety Representative/Coordinator reviews inspection reports, hazard

assessment reports, vehicle accident reports, and incident investigations reported for District. Assist with determining if effective corrective action/investigation has been initiated to correct or improve identified exposures, work methods, operational procedures, or equipment which may present a safety hazard or exposure.

## **B. Abatement of Hazards**

School Principals are to correct identified safety hazards in a timely manner. School Principals are to base the timing of the hazard mitigation on the severity of the hazard(s). According to regulatory requirements, a serious hazard<sup>1</sup> must be abated immediately or employees are to be kept clear of the hazard. A non-serious hazard may be abated over a certain period.

When any corrective action for a non-serious hazard will involve multiple steps, or cannot be completed promptly, an action plan must be developed and reviewed with the site Safety Representative/Coordinator. This action plan will outline what actions will be taken, the order in which each step will be taken, and when each step will be carried out.

The action plan will also describe the methods that will be used to protect employees from the hazard until the proper corrective actions are completed. Employees are not to enter an imminent hazard area without specific approval of the School Principal or designee. Employees assigned to perform work necessary to correct the imminent hazard will be properly trained, equipped, supervised, and provided necessary safeguards including personal protective equipment.

*<sup>1</sup> A serious hazard is a working condition where there is a probability "that death or a serious physical injury or illness could result from exposure to the hazard," 8 CCR, Section 334(c).*

## **IX. TRAINING AND INSTRUCTION**

### **Safety and Health Training**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is essential to maintaining a safe and healthful work environment. To achieve this goal, all employees, including managers and supervisors, shall receive safety information and appropriate training regarding general safety practices and to any hazards or safety procedures specific to the individual's work tasks. The District will document content and attendance of any safety training.

Examples of training include:

- District site specific training of new employees upon hiring and prior to first job assignment.
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace; affected employees shall be trained and

demonstrate proficiency.

- Whenever the District school, and its divisions are made aware of new or previously unrecognized hazards.
- Whenever employee is involved in an accident/exposure prior to his/her return to work.
- Whenever the IIPP is updated and safety training is required by an applicable code, regulation, or other legal requirement.
- Whenever School Principals, their designees, or the Safety Representative/Coordinator believe that additional or specific training is necessary.

## **X. RECORDKEEPING**

### **Procedures**

School sites must retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file in each school site as they pertain to that school's operations. These records include the following:

- Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.
- Documentation of training provided to employees, including new hire instruction and follow-up training required by changes in operations, injuries/exposures, or the identification of a previously unknown hazard.
- These records should be maintained by the school for a period of one year from the time of generation, or longer, if deemed necessary by the School Principal.

## **XI. REGULATORY INSPECTIONS**

### **Procedures, Compliance, and Reporting**

Whenever a school or district office is inspected by a regulatory agency for a planned inspection or after an incident was reported, i.e. Cal-OSHA, Fire District, or Health District, the school/district office shall report the inspection to the Superintendent. The school/district office shall verify the credentials of the inspector and follow applicable regulations to comply with site inspection(s) conducted by the inspector and his/her agency.



**XII. MAINTENANCE**

The Superintendent or designee is responsible for maintaining and revising the IIPP in accordance with District policy. Appendix A is a reference list of documents, policies, procedures, and guidelines that support the effectiveness of the IIPP. This information is issued to School Principals and/or Safety Representatives/ Coordinators for implementation and compliance at the school/district office level. (Note: This IIPP does not include reference materials listed under Appendix A: IIPP Reference Documents are school site specific according to each site’s operation. However, each site is responsible for the implementation, maintenance, and improvement of safety plans covered under their jurisdiction.

**XIII. POLICY SIGNATURES**

**POLICY: Injury and Illness Prevention Program**

Signatures Title	Date
Prepared by: Maria C. Hernandez Sandoval MERMA Loss Control Manager	2/18/2020
Reviewed by (Print Name): Michael P. Romero  Acting Pupil Personnel Services Director  Signature:	5/11/2021
Authorized by (Print Name):  Signature:	



## **APPENDIX A**

### **IIPP SAMPLE REFERENCE DOCUMENTS**

(This list is not all inclusive. Each School will develop specific programs applicable to their operations.)

- 1 Bloodborne Pathogens
- 2 Audits/Inspections
- 3 Confined Space Entry Plan
- 4 Contractor Safety
- 5 Policy on Smoking/Tobacco Products
- 6 Electrical Safety Guidelines
- 7 Emergency and Evacuation Action Plan (Site Specific)
  - 7.1 Active Shooter
  - 7.2 Fire
  - 7.3 Earthquake
  - 7.4 Medical Emergency
  - 7.5 Power Outage
  - 7.6 Bomb/Terrorist Threat
  - 7.7 Suspicious Mail Handling Guidelines
- 8 Occupational Ergonomics
- 9 Fall Protection
  - 1
- 0 Fire Prevention Plan\*
  - 1
- 1 Forklift Operations
  - 1
- 2 Hazard Communication Plan/Policy
  - 1
- 3 Lock Out/Tag Out
  - 1
- 4 Health Promotion and Wellness Program



- 1
- 5Hearing Conservation Program  
1
- 6Heat Illness Prevention Plan  
1
- 9Incident Investigation Plan/Policy  
2
- 0Ladder Safety  
2
- 1Personal Protective Equipment  
2
- 2Respirator Protection Plan  
2
- 3Safety Boots Program  
2
- 4Security Plan  
2
- 5Slip/Trip and Fall Prevention  
2
- 6Training Program  
2
- 7Vehicle Safety and Use Policy  
2
- 8 Welding and Cutting Operations  
2
- 9 Workplace Violence Prevention Policy

## **APPENDIX B**

**(ENTER MEMBER/DISTRICT NAME HERE)**  
**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**  
**DESIGNATION FORM**

**SITE SAFETY MANAGEMENT INFORMATION**

In accordance with Section 3203, California Code of Regulations, Title 8, the Injury

and Illness Prevention Program | F



following information identifies the person responsible for the Injury and Illness Prevention Program at this site:

**NAME OF SAFETY REPRESENTATIVE(S)/COORDINATOR(S) AND/OR THE PERSON(S) RESPONSIBLE FOR IIPP MANAGEMENT AT THIS LOCATION:**

\_\_\_\_\_

\_\_\_\_\_

**SCHOOL NAME/DIVISION:** \_\_\_\_\_

**ADDRESS:**

**PHONE NUMBER: DATE POSTED:**

**IIPP DISTRIBUTION LIST:**

<b>Name</b> <i>(Person Responsible for posting document.)</i>	<b>Specific Location</b> <i>(Example: Teacher's Lounge)</i>

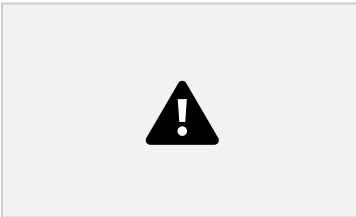
**Important: Employees are encouraged to report any suspected safety hazard to their supervisor, safety representative/coordinator and/or School management.**

*Note: A completed copy of this document must be posted at all worksites in a manner to be accessible to all employees (i.e., custodians, teachers, yard supervisors, administration, facilities/maintenance, bus drivers, etc.*

**APPENDIX C**  
**SALINAS UNION HIGH SCHOOL DISTRICT**  
**SCHOOL/PRINCIPAL LISTING**

**SCHOOL ADDRESS PRINCIPAL** Alisal High School 777 Williams Road,  
 Salinas Ernesto Garcia

Everett Alvarez High School	1900 Independence Blvd. Katherine Redondo
North Salinas High School	55 Kip Drive, Salinas Mary White
Rancho San Juan High School	1100 Rogge Road, Salinas Anthony Hinton
Salinas High School	726 South Main St., Salinas Elizabeth Duethman



Mount Toro HS/Carr Lake CDS	10 Sherwood Place, Salinas Gloria Chaidez
El Puente School	20 Sherwood Place, Salinas Gloria Chaidez
El Sausal Middle School	1155 East Alisal St., Salinas Francisco Huerta
Harden Middle School	1561 McKinnon St., Salinas Kimberly McCullick
La Paz Middle School	1300 North Sanborn Rd. Maritza Maravillo
Washington Middle School	560 Iverson St., Salinas Teri Lopez
Salinas Adult School	20 Sherwood Place, Salinas Tatiana Roganova
Mission Trails ROP	867 East Laurel Dr., Salinas Ivonne Glenn



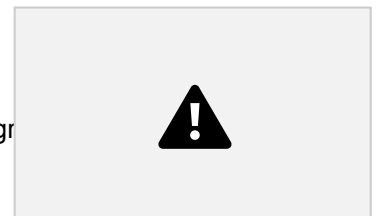

**APPENDIX D**

**INJURY AND ILLNESS PREVENTION PROGRAM POLICY ACKNOWLEDGEMENT**

**Purpose**

This Program is published in accordance with Title 8 Section 3203 and General Duty Clause California Code of Regulations. It is the express intent of Salinas Union High School District to provide all employees with information and equipment that is appropriate to help them work safely in an academic environment.

Injury and Illness Prevention Program



**Program Policy**

It is the policy of Salinas Union High School District that any employee participating in job tasks when factors for injury are present, shall comply with the procedures in this document and follow safety rules, regulations, processes and procedures as defined herein and, in the applicable safety plans and programs.

**Acknowledgement and Receipt of Policy**

I \_\_\_\_\_ (print name) hereby acknowledge that I have received a copy of the Salinas Union High School District's Injury and Illness Prevention Program. I have read and understand the provisions outlined in the Salinas Union High School District's Injury and Illness Prevention Program and agree to comply with all the requirements that it contains. I understand that compliance with the Salinas Union High School District's Injury and Illness Prevention Program is necessary to prevent violations to CCR Title 8 applicable sections. I understand that disciplinary action may be taken if I am found in violation of the program, up to and including the termination of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix E Plan Revision History

Date	Revised By Update Description
5/11/21	Michael P. Romero Reviewed, edited plan; Input Principals' names, pg. 15

