

# **INJURY AND ILLNESS PREVENTION PROGRAM FOR Bennett Valley Union School District 2018-19**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) administrator, Dr. Sue Field, Superintendent Bennett Valley Union School District 2250 Mesquite Dr. Santa Rosa, CA 95405 707 542-2201 Sue.field@bvusd.org has the authority and responsibility for implementing the provisions of this program for Bennett Valley Union School District

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 Bennett Valley Union School District 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:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: Informal and formal acknowledgement.;
- 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: Verbal warning, written warning--corrective letter with a meeting suspension without pay, and Termination
- Other means that we use to ensure employee compliance with safe and healthful work practices include:
  1. Annual training update for all employees in Safety in the Workplace practices, procedures and policies
  2. Regular, unannounced site, playground, and work location inspections by district and RESIG personnel
  3. Annual Completion of the Facility Inspections Tool (Fit)

## **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 supervisors to ensure effectiveness.
- Workplace-specific safety and health training.
  1. Safety meetings held at least annually before the school year begins,
  2. Via formal and informal communication

3. At meetings--yard duty meetings, staff meetings, faculty meetings, union/management meetings ñ more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
  - Effective communication of safety and health concerns between workers and supervisors includes language translation where appropriate.
  - Posted and distributed safety information.
  - A system for workers to anonymously inform management about workplace hazards. This is accommodated by the suggestion box, work orders
  - Vehicle and site-specific codes of safe work practices.
  - Other means we use to ensure communication with employees include: Employees typically email any concerns to the Director of Maintenance and Operations and/or their supervisor (School principal in most cases) or to the district superintendent.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Jimmie Hughes, Director of Maintenance and Operations, also the principals—John Eberly and Josh Wilson and the superintendent, Sue Field according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- Informally, daily/weekly.  
Formal inspections are at random prior to beginning of the shifts;
- 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.**

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist\*, and any other effective methods to identify and evaluate workplace hazards.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Jimmie Hughes, Sue Field, John Eberly, Josh Wilson, and RESIG personnel as needed, 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; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

## 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 not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- 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 good against doors, exits, for 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**

1. Written IIPP and Documentation Requirements
2. Our organization has taken the following steps to implement and maintain our IIPP:
3. Our organization has ten or more employees and keeps records as follows:

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 Facility Inspection Tool and may also be recorded on the Identified Hazards and Correction Record\*. These records are maintained for at least one (1) year.

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 recorded on the Worker Training and Instruction Record\*. This documentation is maintained for at least one (1) year.

Note: Our organization retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment.