

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) Administrator, Director, Facilities Development has the authority and responsibility for implementing and maintaining the provisions of this program for the Sacramento County Office of Education (SCOE).

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their departments and work areas and for answering employee questions about the program. A copy of this IIPP shall be kept at each SCOE site administration office including documentation of specific elements of the program, such as completed inspection checklists, safety training rosters, and minutes from meetings concerning safety issues. A master copy of this IIPP shall be kept by the Facilities Development.

COMPLIANCE

The following is our system of ensuring that all employees comply with the rules of this IIPP and maintain a safe work environment.

Site / Department Administrators, Directors, Managers, and Supervisors are responsible for:

- Ensuring all safety and health policies and procedures are clearly communicated and understood by all employees under their supervision and that the rules are enforced fairly and uniformly.
- Informing employees of the provisions of the IIPP.
- Providing training to employees.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
 - Employees who make a significant contribution to maintenance of a safe workplace, as determined by their supervisor, may receive acknowledgment of such contributions. SCOE may also establish other appropriate means of recognition for employees who demonstrate safe work practices.
- Disciplining employees for failure to comply with safe and healthful work practices after receipt of training.
 - Supervisors may use disciplinary methods available to them to ensure that employees follow established safety policies and procedures. Verbal counseling, re-training, written warnings, and performance evaluations are methods available to supervisors.

All employees are responsible for:

- Employing safe work practices.
- Following directives, policies and procedures.
- Assisting in maintaining a safe work environment.
- Adhering to all motor vehicle, fire, and other safety laws and ordinances.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of safety and health information in a form that is readily understandable and effectively communicated through various methods such as meetings, emails, and postings.

Site / Department Administrators, Directors, Managers, and Supervisors may include as appropriate:

- Employee orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through with employee to ensure effectiveness of orientation and level of understanding.
- Workplace-specific safety and health training conducted annually and more often as needed.
- Time at staff meetings, and more often when necessary, to discuss safety topics which may include review of any employee shared safety concerns, and discussion and resolution of any known hazards or unsafe conditions.
- Other opportunities for employees to share input and assessment of potential hazards, such as conducting surveys and special meetings.
- Posting and distribution of safety information.
- Periodic distribution of additional information on safety issues.
 - Items distributed may include changes to protocol, safety bulletins, safety and health posters, newsletters, accident statistics, training announcements, and other relevant information as it becomes available.
- Encourage employees to report their safety concerns using the "Report of Unsafe Condition or Hazard" form to their supervisor and to the IIPP Administrator (Facilities Development).
- Inform employees that they may submit reports of unsafe conditions and other concerns anonymously without fear of reprisal.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a qualified individual (such as a Supervisor, IIPP Administrator, Fire Official, or a person designated, who by reason of training, experience, or instruction has demonstrated the ability to identify potential hazards) according to the following schedule:

- When the IIPP was first established.
- Prior to or within the first week of each new school year.
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When permanent or intermittent employees are hired or assigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

Periodic inspections may be performed by utilizing Facility Inspection Forms (FIT) or any effective method to identify and evaluate workplace hazards, including collecting information from employees.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be performed by Site Administrators, Directors, Managers, Supervisors, and the IIPP Administrator and will include:

- Visiting the scene as soon as possible.
- Interviewing affected employees 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 future accidents/exposures/near-accidents.
- Recording the findings and corrective actions taken on the “Report of Unsafe Condition or Hazard” form found in Section III of the SCOE IIPP.

HAZARD CORRECTION

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

- When observed or discovered appropriate action will be taken by the supervisor in charge, with direction from the IIPP administrator when necessary, to address any noted hazardous activities.
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, exposed employees will be removed from the area, except those necessary to correct the existing condition.
 - Employees necessary to correct the hazardous condition shall be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented on the “Hazard Correction Report” form found in Section III of the SCOE IIPP.

TRAINING AND INSTRUCTION

All employees, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices.

Division Administrators will ensure:

- Supervisors familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Site / Department Administrators, Directors, Managers, and Supervisors provide for training and instruction:

- When the IIPP was first established.
- To all employees with respect to hazards specific to each employee's job assignment.
- 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 a new or previously unrecognized hazard is discovered.

This training includes (but is not limited to):

- Explanation of the IIPP, location of emergency evacuation plan, and measures for reporting any unsafe conditions, work practices, and injuries.
- Availability of break areas, restrooms, and drinking water facilities.
- Provisions for requesting medical services and first aid.
- Proper housekeeping; such as:
 - Keep stairways and aisles clear.
 - Keep work areas neat and orderly.
 - Promptly clean up spills.
- Processes to prohibit horseplay, scuffling, or other acts that adversely influence safety.
- Processes to prohibit excessive noise, loud music, and other audible distractions.
- Proper storage to prevent:
 - Stacking of goods in an unstable manner.
 - Storing of materials and goods against or within 36" of doors, exits, or extinguishing equipment and electrical panels.

Where applicable training may also include:

- Proper lifting techniques.
- Heat exhaustion prevention.
- 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 contamination.

TRAINING AND INSTRUCTION Continued

- Safe driving practices.
- Motor vehicle laws and regulations.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment as identified by site / department supervisor, to the extent that such information was not already covered in other training.

RECORDKEEPING

- Copies of Facility Inspection Forms will be retained for one year at the site administration office and in the Facilities Development.
- Training Documents will be retained for one year at a site administration office and/or a Department office.