

INJURY AND ILLNESS PREVENTION PROGRAM

August 2016

Conejo Valley Unified School District



CVUSD

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Injury and Illness Prevention Program (IIPP)

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health procedures and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility and Authority

The Risk Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The IIPP is also available for review by employees and/or employee representatives in the Risk Manager's office, on the District website, and is available from each manager and supervisor.

Compliance

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

The system to ensure all employees comply with these practices may include one or more of the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training employees on general safety policies, rules, and work practices
- Providing employees with the Safety Handbook at the time of hire
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, may be identified through a variety of sources (i.e. the maintenance of records, loss run reports, injury investigations, verbal complaints/concerns, etc.).
- Disciplinary action – Employees found violating workplace safety practices or found

jeopardizing the safety of any other employee or visitor will be subject to disciplinary action in accordance with District policies and MOUs.

- Supervisory observations – As appropriate, supervisors may conduct observations of work practices for employees under their direct supervision. These observations may be conducted to ensure employee compliance with safe and healthy work practices.

Communication

All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can anonymously report workplace hazards by:

- Calling or providing a written notification to the Risk Manager and/or your immediate supervisor
- An anonymous reporting form which can be found in Appendix B of the IIPP

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A labor/management safety committee that:
 - Meets regularly, but not less than quarterly
 - Prepares written records of issues discussed at the meetings
 - May review periodic site inspections
 - May review work-related causes of occupational accidents/incidents
 - May review investigations of alleged hazardous conditions
 - May submit recommendations to assist with employee safety suggestions
 - May verify abatement of citations issued by Cal/OSHA

Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspections are typically conducted by the Ventura County Schools Self-Funding Authority (VCSSFA) and commonly scheduled on a frequency of every 1-2 years.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- 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; and
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazard(s). When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures may include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Accident Investigation Procedures

A work-related injury must be reported to your supervisor and the employee must document the injury by calling Company Nurse (Appendix C). However, this does not mean that you must see a doctor.

- Report your injury to your supervisor and immediately call Company Nurse at (855) 602-5267 (Reference Search Code: VCS11 and Conejo Valley Unified School District when calling).
- If you see a doctor, please do not report back to work until you have provided your supervisor with a copy of your doctor's note and completed the additional time sensitive paperwork given to you by your site or Risk Management.
- The supervisor will complete a Supervisor's Report of Accident form, and provide to Risk Management.
- A predesignation form must be on file should you wish to see your own physician. For guidelines on how to predesignate, contact Personnel Services.
- The supervisor will contact Risk Management to report deaths or serious injuries or illnesses (see Eight Hour Reporting Requirement for the definition of a serious injury or illness).
- Risk Management will report any death or serious injury or illness to Cal/OSHA (notification to Cal/OSHA means as soon as practically possible but no longer than eight hours from the Agency's receipt of knowledge of the serious injury or illness – see Eight Hour Reporting Requirement below).

Eight (8) Hour Reporting Requirement

Per Title 8, California Code of Regulations, Section 342, of the General Industry Safety Orders, "Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident."

"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Training Resources

- Risk Management can assist in providing health and safety training to employees on a variety of topics (Risk Management can also assist in obtaining outside assistance).
- Risk Management has access to online safety training, streaming videos, a collection of safety publications, and safety professionals to assist in implementing training programs.
- [Target Solutions Online Training Program](#): Every employee has access to this online training resource.
- The [VCSSFA website](#) has a variety of resources available.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Injury and illness investigations
- Annual program reviews

Note: Per [Title 8, CCR Section 3203](#) we are not required to keep records concerning the steps taken to implement the IIPP. Additionally, per the California Code of Regulations, Title 8 Sections 14300.2 we are not required to keep Cal/OSHA injury or illness records (Cal/OSHA Log 300), unless the government asks us to keep these records.

Revision Record

Revision	Changes	Date
1.0	Older format	July 2012
2.0	New format, revised content	August 2014
2.1	Revised to include Company Nurse information	August 2016

Periodic Review

	CHANGES MADE
8-2014	New format
8-2014	Removed safety policy information
8-2015	Revised and added language to all sections
8-2015	Added/Revised attachments and forms
8-2016	Added information on Company Nurse & to Appendix C; Revised Supervisor's Report of Accident form to include new District logo.

Attachment A

Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? Yes No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?

Appendix B –Employee Safety Report

This form is to be completed when a hazard or dangerous situation has been noted by an employee. This form can be completed anonymously.

Employee

To: Risk Management

Date: _____ Name (optional): _____ Dept: _____

Area of concern: _____
(Site, Office, Room, etc.)

Please print the safety concern in detail:

Has this concern been previously reported to the supervisor? Yes No

If No, give this original completed form to Risk Management & a copy to your site.

Signature (optional): _____

RETURN THIS COMPLETED FORM TO RISK MANAGEMENT

Risk Management Use Only

Date received: _____ Received by: _____

Concerned: Addressed Work Order Date: _____

Appendix C – Reporting Workplace Injuries

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-855-602-5267

▶ AVAILABLE 24 HOURS A DAY

- 1▶** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2▶** Supervisor / Injured worker immediately calls injury hotline.
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeras/las.
- 3▶** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME (NOMBRE DE COMPAÑIA) SEARCH CODE (CÓDIGO DEL BÚSQUEDA)

Conejo Valley Unified School District	VCS11
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Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com



Submit Form

CONEJO VALLEY UNIFIED SCHOOL DISTRICT SUPERVISOR'S REPORT OF ACCIDENT

TO BE COMPLETED BY SUPERVISOR AFTER INVESTIGATING ACCIDENT

FOR INTERNAL USE ONLY

Supervisor's Instructions: The information on this form is confidential, and must be completed by the employee's supervisor or designee. Please complete this form after investigation of the incident. If more space is needed for any question, please continue on the reverse side of the form.

<u>Employee Information</u>			
Employee Name		a.m	Job Title
p.m			Work Location
Date of Injury	Time of Injury	Date Supervisor Notified of Injury	Supervisor's Name
Did the employee seek medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name and address of doctor			
Supervisor Signature		Date	

Incident Information

Do you believe any unsafe building or working conditions may have contributed to the incident? (e.g. layout of operations, floors, platforms; defective tools, machines, materials; improper lighting, ventilation, sanitation/hygiene; unsuitable or improper protective equipment or clothing, etc.): Yes No

If you answered yes to the above, what steps have been taken to correct the unsafe condition? (work order, disposal of defective tools or materials, etc.)

Do you believe any housekeeping practices may have contributed to the incident: Yes No

If yes, please explain:

Do you believe the incident was due to the employee's behavior? (e.g. unsafe work practice, inexperience, untrained in procedure, incorrect use of tools or equipment, improper lifting, etc.) Yes No

If yes, please explain:

Additional Comments:

