



## ***Delano Union School District***

# **INJURY AND ILLNESS PREVENTION PROGRAM**

### **I. ASSIGNMENT OF RESPONSIBILITY**

*(Title 8 California Code of Regulations §3203(a)(1))*

**A. Injury and Illness Prevention Program (IIPP) administrator (updated for 2020-21):**

James Hay  
Director, Safety and Security  
Delano Union School District  
1405 12<sup>th</sup> Avenue  
Delano, CA 93215

**B. The responsibilities of the IIPP Administrator(s) include:**

Preparing and updating our district's IIPP.

Implementing the provisions in our IIPP.

Making sure each site has a copy of our IIPP.

Making sure hazards, injuries and accidents in each site are routinely investigated.

Taking action to mitigate identified hazards.

Establishing a district wide Safety Committee and designating a chairperson.

Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns.

**C. Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for implementing and maintaining this IIPP at their**

school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

D. The responsibilities of our school-site safety coordinators include:

Conducting routine safety inspections.

Participating on the District Employee Safety Committee.

Participating in the mitigation of identified hazards.

Communicating with employees about safety.

E. The responsibilities of all school employees include:

Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.

Following safe work practices.

Using appropriate personal protective equipment as instructed by their supervisors.

This IIPP applies to all schools in our district.

In addition to the IIPP, schools in our district have school-specific safety plans.

## **II. HAZARD ASSESSMENT / INSPECTION**

*(Title 8 CCR §3203(a)(4))*

A. Periodic inspections to identify and evaluate hazards in our school sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites.

Our district's IIPP Administrator(s).

SISC Risk Management.

B. Periodic inspections are always performed according to the following schedule:

When we initially established our IIPP.

Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.

Whenever new, previously unidentified hazards are recognized.

Whenever occupational injuries and illnesses occur.

Whenever workplace conditions warrant an inspection.

When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

### **III. ACCIDENT/EXPOSURE INVESTIGATIONS**

*(Title 8 CCR §3203(a)(5))*

- A. Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by (updated for 2020-21):

Jason Kashwer, Assistant Superintendent, Human Resources  
James Hay, Director of Safety and Security  
Jack Tillman, Director, Maintenance and Operations

- B. Our procedures for investigating workplace accidents and hazardous substance exposures include:

Visiting the scene as soon as possible.

Interviewing injured employees and witnesses.

Determining the cause of the accident/exposure.

Examining the workplace and the incident for underlying causes associated with the accident/exposure.

Taking corrective action to prevent the accident/exposure from reoccurring.

Recording the findings and actions taken.

#### **IV. HAZARD CORRECTION**

*(Title 8 CCR §3203(a)(6))*

- A. Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

When observed or discovered; and

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

- B. We have a plan/policy (attached) for addressing the following hazards we have identified in our schools:

Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc. (BP/AR 3514.1: Hazardous Substances).

Lead paint (BP/AR 3514: Environmental Safety).

Asbestos (BP/AR 3514: Environmental Safety).

Ergonomic hazards (AR 4157.2, 4257.2, 4357.2: Ergonomics).

Infectious diseases, including bloodborne and aerosol transmissible diseases (BP/AR 4119.42, 4219.42, 4319.42: Exposure Control Plan for Bloodborne Pathogens; BP/AR 4119.43, 4219.43, 4319.43: Universal Precautions).

Violence (BP 4158, 4258, 4358: Employee Security).

Indoor air quality (BP 3514: Environmental Safety).

#### **V. COMMUNICATION WITH EMPLOYEES ABOUT SAFETY**

*(Title 8 CCR §3203(a)(3))*

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

B. Our communication system includes all of the following items:

New employee orientation including a discussion of safety and health policies and procedures, with follow-through by supervisors to ensure effectiveness.

Worksite-specific health and safety training.

Regularly scheduled safety meetings. Our safety meetings ("District Employee Safety Committee") are held on the following schedule: July 1 through June 30 on a quarterly basis.

Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.

Posted or distributed safety information.

A system for employees to anonymously inform administration about workplace hazards. This system involves: an employee may submit an anonymous tip or concern in written form, placing the resulting document into a sealed envelope, and directing the envelope to the school district's lead Injury and Illness Prevention Program (IIPP) administrator, through district mail or regular mail. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.

Other methods we use to ensure communication with and involvement of employees include: staff meetings, email communications, and safety-related bulletins.

C. Our district elects to use a labor/management health and safety committee ("District Employee Safety Committee") to meet all the requirements of Title 8 CCR §3203(c)(1)(7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).

## VI. TRAINING AND INSTRUCTION

*(Title 8 CCR §3203(a)(7))*

A. All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

When our IIPP was first established.

To all new employees.

To all employees given new job assignments for which training has not previously provided.

Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.

Whenever anyone is made aware of a new or previously unrecognized hazard.

To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

To all employees about the hazards specific to each employee's job assignment.

B. This training will include (but is not limited to):

An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.

The 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 aisles clear, keeping 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, for extinguishing equipment and electrical panels.

C. Where applicable, our training may also include:

The prevention of musculoskeletal injuries, including proper lifting techniques.

The 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.

- D. In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

## **VII. EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES**

*(Title 8 CCR §3203(a)(2))*

- A. 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.
- B. All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

Informing employees of the provisions of our IIPP.

Evaluating the safety performance of all employees.

Providing training to employees whose safety performance is deficient.

Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: ongoing recognition of specific departments, programs, and school sites for positive safety records, including the number of days/hours that specific departments, programs, and school sites have been injury-free.

Disciplining employees for failure to comply with safe and healthful work practices. Employee discipline is the responsibility of the Assistant Superintendent for Human Resources, consistent with legal and contractual requirements.

## **VIII. RECORDKEEPING AND DOCUMENTATION**

*(Title 8 CCR 3203(b))*

- A. Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP:

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection,

the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.

Documentation of our safety and health training.

Periodic reports provided by SISC Risk Management, detailing the history and patterns relating to employee injuries. These reports are reviewed by the District Employee Safety Committee.

- B. The master copy of this IIPP can be found at: Office of the Superintendent.
- C. Other copies of the IIPP can be found at (**updated for 2020-21**): Office of Business Services.

**DISTRICT INJURY/ILLNESS PREVENTION POLICY**

**ADOPTED BY DISTRICT EMPLOYEE SAFETY COMMITTEE: January 30, 2017**

**ADOPTED BY BOARD OF TRUSTEES: April 10, 2017**



## Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

Albany Park School School Site	Michelle Gaeta Name of Coordinator
Almond Tree Middle School School Site	May Zetina Name of Coordinator
Cecil Avenue Math & Science Academy School Site	Joseph Hunter Name of Coordinator
Del Vista Math & Science Academy School Site	Leticia Carreno Name of Coordinator
Fremont School School Site	Martha Barajas Name of Coordinator
Harvest School School Site	Ian Tablit Name of Coordinator
La Vina Middle School School Site	Juan Garcia Name of Coordinator
Morningside School School Site	Shirley Gibbs Name of Coordinator
Nueva Vista Language Academy School Site	Leticia Carreno Name of Coordinator
Pioneer School School Site	Henry Valderrama Name of Coordinator
Princeton Street School School Site	Jennifer Bork-Walters Name of Coordinator
Terrace School School Site	Michelle Gaeta Name of Coordinator

(Updated for 2020-21)