



ROSS VALLEY CHARTER

A TK-5 Public School

INJURY AND ILLNESS PREVENTION PLAN

Developed under the guidance of
Poms & Associates Insurance Brokers, Inc.

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Purpose - Introduction

The goal of this Injury and Illness Prevention Program (IIPP) is to provide a safe and healthy workplace for all employees and to reduce the risk of occupational injuries and illnesses. To achieve this, Ross Valley Charter, herein after referred to as “the School”, has developed and implemented an Injury and Illness Prevention Program (IIPP) as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The purpose of this manual is to provide a systematic and accessible informational source to communicate the Employee Safety and Health Program and procedures to implement it. Statements contained in this manual are intended to provide for consistent implementation of these procedures. All employees of the School are governed by the procedures set forth, unless otherwise stipulated by a specific policy or written statement.

Procedures contained in this manual shall rescind any previous publications governing the same or similar matters. Any questions concerning the currency, interpretation or application of any Employee Safety and Health procedures shall be referred to school administration.

School Safety Policy

It is the School's policy to promote good health, well being, and occupational safety for its employees, students, and visitors. This policy endorses programs which:

1. Provide safe and healthful conditions and reduce injuries and illnesses to the lowest possible level. No task is so important and no service so urgent that it cannot be done safely.
2. Assure compliance with federal, state, and local regulations providing for environmental health and occupational safety.
3. Provide information, training, and safeguards to employees regarding health and safety hazards, and to the surrounding community regarding environmental health hazards arising from our operations and events.
4. Install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards by employees, students, and visitors.
5. Provide appropriate personal protective equipment to all employees at the School's expense when engineering controls are not adequate to minimize exposure.
6. Provide medical services as required by law and as may be dictated by existing circumstances or programs.
7. The School will develop and implement by August 23, 2017 a comprehensive safety program. These programs comply with all federal, state, and municipal laws, codes, acts, regulations and standards relating to health, safety and the environment.

Responsibilities for Safety

Every employee shares an equal responsibility for safety. As such, specific responsibilities for safety are indicated below. Every employee must recognize and enthusiastically fulfill their respective responsibilities for safety.

School Administration is responsible for the implementation of specific elements of the IIPP and related programs as outlined in this document.

Employees - will adhere to the School's policies and procedures as directed by administration. Any employee who fails to adhere to job safety and health rules, school policies and procedures, or places others in danger of injury may be subject to disciplinary action as directed by school policy. Employee responsibilities include, but are not limited to:

- 1) Adherence to all safety rules and standard operating procedures.
- 2) The appropriate use of personal protective equipment where necessary and reasonable.
- 3) The appropriate use of school equipment, including all safeguards and procedures.
- 4) The prompt reporting of all known and suspected work-related injuries and illnesses, no matter how minor they appear. The report should be made to school administration.
- 5) The reporting of all observed unsafe behaviors and conditions. The report should be made to school administration as soon as the condition is discovered.

Employee Rights

Employee rights are identified for clarification. Any employee who has questions regarding their rights should discuss their concerns with their supervisor or school management.

1. The right to a safe and healthful working environment.
2. The right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. The right to be given information and training about potential health hazards of materials and chemicals.
4. The right to refuse work that would violate a health and/or safety standard or order where such violation would pose a real and apparent hazard to his/her safety or health, or the safety or health of others.
5. The right to observe school personnel or consultants when harmful substances, subject to CAL-OSHA standards, are monitored and measured in the workplace.
6. The right to be told by the School if he/she is being, or has been, exposed to concentrations of harmful substances at levels higher than the exposure limits allowed by CAL-OSHA standards.
7. The right to see and obtain copies of records of exposure to toxic substances, harmful physical agents and medical records maintained by the School and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
8. The right to request an inspection of the work site by making a complaint about unsafe or unhealthful working conditions to CAL-OSHA, which will keep the name of the person who makes the complaint confidential.
9. The employee has the right to an employee representative accompanying the School or school's representative and a CAL-OSHA representative on an inspection, and to talk privately to the CAL-OSHA representative during an inspection.
10. The employee has the right to see any citation the School receives posted at or near the place where the violation occurred.

Identifying and Evaluating Unsafe Conditions and Behaviors

Purpose:

School administration has the responsibility to identify unsafe conditions and behaviors and to take steps to eliminate hazards and reduce the potential for injuries and illnesses. To ensure that hazards are identified and safety standards are met, assessments of the workplace are to be performed.

When & How:

Safety and health inspections shall be conducted by the School Director using an inspection checklist. Inspections shall be conducted:

1. At least quarterly.
2. Whenever any new procedure/ equipment is introduced into the workplace.
3. When injuries are investigated.
4. Whenever administration is made aware of a new or unrecognized hazard.

The person or persons conducting the inspection shall maintain a copy of the inspections and their recommended corrective action. A copy of the inspection and any associated work requests or other documents associated with correcting an unsafe condition or behavior shall be kept on file with the school. Completed inspection checklists shall be maintained for at least one year. All unsafe conditions and work practices to be corrected shall be listed on the School inspection form, and shall include a timetable for the corrections to be completed. The list shall include the nature of the unsafe condition, its location, the date it was identified, and if possible, the person identifying it, the corrective action to be taken (including its start and estimated completion dates) and the date it was actually corrected. Once the corrections are completed, the program coordinator shall notify the employee and department supervisor and post the notice in the assigned location.

In addition to the official site inspections, employees who may observe unsafe conditions or work practices can report such concerns on the "Report and Correction of Unsafe Conditions or Work Practices" form ([Appendix C](#)). Notice of this form's availability shall be made to all employees during training and will include information as to where the forms may be obtained. Employees shall be informed that they may fill out the form anonymously if they prefer and that no reprisal can or will be taken against them for unsafe conditions or work practices they may report. In addition, employees shall be informed that they may telephone Cal-OSHA to verbally report unsafe conditions or work practices if they so choose. All received notices (either verbal or on the reporting form) shall be investigated within a reasonable time.

The School may choose to use other resources and expertise outside of the School to evaluate the sites for general or specific safety, health or environmental protection concerns. The findings of these inspections will be documented in writing and provided to the School. The School will follow up on the recommendations made by the outside resources in the same manner as the internally conducted inspections.

Correction of Unsafe Conditions and Behaviors

When a hazardous situation is identified during a safety inspection or otherwise becomes known to the department supervisor or any other member of management, the School shall take immediate corrective action. When an imminent hazard exists which cannot be readily corrected without endangering employees, visitors, and/or property, all employees and visitors shall be removed from the work area except those persons required to correct the hazardous condition. School administration shall be immediately notified upon recognition of an imminent hazard situation in their area.

Injury and Illness Reporting and Investigation

It is the responsibility of school administration to investigate all injuries, illnesses or near misses and to report them on the School's "Incident Investigation Form," ([Appendix B](#)). School administration will submit the form to Ross Valley Charter's TPA as well as retain a copy.

The procedure for reporting and investigating all injuries is as follows:

Injury & Illness Reporting:

- a. Injured employee reports any known or suspected injury to school administration, including near misses. Near miss incidents are defined as incidents that did not lead to an actual injury, but which could have and which may or may not have caused property damage.
- b. School administration will review all reports and take action as deemed necessary. Injuries will be reported to administration in a timely manner, and if required, recorded on the OSHA 300 form.
- c. The injury will be reported to CAL-OSHA when and how required. A report of any serious injury, illness or death must be made to CAL-OSHA immediately. Immediately means as soon as practically possible but not longer than eight hours after the School knows or with diligent inquiry would have known of the death or serious injury or illness. The contact number for California is (707) 649-3700. Serious injury or illness means any injury or illness which:
 - i. Occurs 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.
 - ii. An employee suffers a loss of any member of the body or 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.

If the School can demonstrate that urgent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. When making such a report, the following information, if available, will be provided:

- i. Time, date and location of the incident.
- ii. School's name, address and telephone number.
- iii. Name and job title of the person reporting the incident.
- iv. Name of person to contact at the site of the incident.
- v. Name and address of injured/ill employee(s).
- vi. Nature of the injury or illness.
- vii. Location where injured employee(s) were moved to.
- viii. List of other law enforcement agencies present at the site of the incident.
- ix. Description of incident and whether the incident scene or equipment involved has been altered.

Injury & Illness Investigation:

The initial investigation and report preparation for all claims is the responsibility of school administration. All investigations will be documented using the School's "**Incident Investigation Form**" ([Appendix B](#)). School administration will participate in the investigation of all serious or potentially fraudulent claims. The investigation form is used for the following purposes:

- a. To provide Ross Valley Charter with information necessary to initiate compensation payments to the injured employee and activate other essential claim handling procedures.
- b. For administration review to develop corrective actions to remove or reduce unsafe conditions and correct unsafe behaviors, thus reducing the potential for recurrence.

Good preparation is necessary. This includes a careful review of witnesses' statements. Interview the witness separately, and let them describe the incident in their own words. Ask the witnesses and victims to share their thoughts regarding the means to prevent a

recurrence. After investigating the incident, school administration should have the answers to the following:

- a. A description of what happened.
- b. A description of when and where the incident occurred.
- c. Who was affected?
- d. Why did it happen and what can be done to prevent a similar incident?

Follow-up Action:

Once corrective action is developed, the administration is responsible for ensuring the actions are implemented. The corrective actions should be reviewed to determine if they are effective.

OSHA Form 300:

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use OSHA form 300 to record the type and severity of each work-related injury/illness. Recording criteria for work-related injuries and illnesses can be found in 29 CFR Part 1904-Recording and Reporting Occupational Injuries and Illnesses. **Certain employers are not required to keep OSHA injury and illness records if they are classified in specific Standard Industrial Classification Codes (SIC).** Refer to 29 CFR Part 1904 for a complete listing of exempt SIC codes.

Communication with Employees

The safety program requires that adequate communication exists for all safety issues of concern to the School and its employees. School management must be sure that every employee is able to freely communicate any concerns they have regarding safety, and that the School will respond and resolve any safety issues that arise.

Methods of Communication:

Staff Meetings - Safety topics will be discussed at various staff meetings. Written safety, health and environmental protection information, as well as school policies and procedures, may be distributed at staff meetings.

Anonymous Notifications and Suggestions - The School encourages the anonymous notification of hazards by employees.

Printed Materials - Written safety, health and environmental protection information will be provided to employees via handouts, posters, and other informational sources.

Posting of OSHA Form 300A - The School, if required, will annually post the OSHA Form 300A– Summary of Work Related Injuries and Illnesses.

Employee Training and Education

Purpose:

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand school rules and procedures prior to being assigned a job. School administration is required to provide each employee with the appropriate safety training necessary to ensure they understand how to complete their work tasks correctly and safely. Safety training activities shall be documented and maintained by school management.

Types of Training:

1. New Employee Orientation – This training should include, but may not be limited to, employee responsibilities for working safely and general safety rules. New employees shall be provided with the School's health and safety rules upon hire.
2. Planned Safety Talks – Job safety training is a continuous effort. Planned safety talks are conducted on a regular basis, and topics include but are not limited to: new substances; any new processes, procedure or equipment introduced into the workplace; changes made to an existing process, procedure or equipment; and incident reviews.
3. Correctional Safety Talks – These talks occur when an employee is observed working unsafely. The department manager or supervisor will counsel the employee to correct their behavior.
4. Refresher Training – Many safety, health and environmental protection standards require specific employee training during the initial and annually scheduled training. This training will be conducted in accordance with California regulations and school policies and procedures.
5. Introduction of New Processes - Whenever a new substance, process, and/or procedure are introduced; the employer must provide adequate training to reflect the change and possible hazards.

Recordkeeping

Documentation of the activities associated with the implementation of and adherence to the School's IIPP is maintained in order to provide proof of those activities to administrating agencies and to provide various measurements that reflect the effectiveness of the program.

Mandatory records include, but may not be limited to:

1. Workplace Inspections
2. Employee Training
3. Occupational Injuries and Illnesses

Appendix A

Code of Safe Working Practices

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to administration.
2. Foremen shall insist upon employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every school year.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. All hazardous chemicals will be identified properly with a label and Material Safety Data Sheet. All Material Safety Data Sheets will be posted in a well visible area and made available upon request.
8. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
9. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
10. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the administration.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the administration so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, use the large muscles of the leg, instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

Appendix B - Incident Investigation Form

Location of Incident (Be specific – eg. Room 204 near sink)	Date of incident or onset _____ Time _____ am/pm	Date reported accident/incident
Name of employee involved (last name first – please print) _____ Age: _____ Sex: M / F Date of employment: _____ Occupation/Position: _____ Experience (time) in job: _____ Employee works Full/ Part time (circle one)		
Supervisor’s name: _____ Supervisor’s Contact number: _____ Object/equipment/substance inflicting damage/injury: _____ Nature of injury (eg. Cut, slip and fall) _____ Body part(s) affected: _____ Was the employee acting in the normal course of employment? Yes/No Did the employee go for medical treatment? Yes/No If yes, where? _____ Did the employee decline medical treatment? Yes/No Was anyone else involved in the incident? Yes/No Who? _____ Were there any witnesses? Yes/No Witness(s) name _____		

Describe the event and how it occurred:

Supervisor’s Signature: _____ Date: _____

Signed by Person Involved: _____

Appendix C - Report of Unsafe Conditions or Work Practices

Name of individual reporting the condition (optional): _____
Job Title: _____ Condition Date: _____

Summary: *Reporting individual to fill out. (Use separate sheet if needed)*

Location: *Reporting Individual to fill out.*

Causes of Condition: *To be completed by the individual investigating the condition*

What action, if any, has been taken to reduce or eliminate hazard/ exposure?

Condition investigated by: _____ Date: _____

Signature: _____

Appendix D - Evacuation Locations

This section will be updated before August 23, 2017