

***RED BLUFF JOINT UNION HIGH SCHOOL
DISTRICT***

**INJURY & ILLNESS PREVENTION
PROGRAM
(IIPP)**

*Adapted from Cal/OSHA Workplace Injury & Illness Prevention Model Program
for Non-high Hazard Employers
CS-1B, 1995*

Adopted 08/15/18

INTRODUCTION

The Governing Board of the Red Bluff Joint Union High School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Governing Board has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, § 3203 and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Hazard Correction
- Accident/Exposure Investigation
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes. This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-high Hazard Employers, CS-1B, Revised August 1995, Cal/OSHA Consultation Service.

BP 4357/AR 4357

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, the District's Director of Maintenance, Operations & Transportation has the authority and the responsibility for implementing and maintaining this program for the Red Bluff Joint Union High School District. Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the program. A copy of this IIPP is available from each manager and supervisor and is posted at the following locations:

District Office
RBHS Main Office
Transportation
Salisbury
Nurse
Cafeteria
TRC
ISP
Maintenance Office
Maintenance Break Room

COMPLIANCE

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

- Informing employees of the provisions of our Injury & Illness Prevention Program.
- Providing training to employees whose safety performance is deficient.

COMMUNICATION

All managers and supervisors are responsible for communicating with all 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.

Our communication system includes the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Safety Trainings through SafeSchools.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A suggestion form is available for employees to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed at least bi-annually and, in addition, when the following occur:

1. Establishment of our IIPP Program;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

HAZARD CORRECTION

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

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

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided through SafeSchools.com, included in our monthly newsletter and provided by supervisors for job-specific trainings:

1. When the IIP Program is first established;
2. To all new employees;
3. To all employees given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
7. To all employees with respect to hazards specific to each employee's job assignment;
8. To all employees when there has been a revision to the Program.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program. While written records are not required, we will endeavor to maintain the following records:

- Records of hazard assessment inspections
- Documentation of safety and health training