

Capistrano Unified School District

INJURY & ILLNESS

PREVENTION PROGRAM

Table of Contents	1
Disclaimer	4
T8, Injury & Illness Prevention Program Statement	5
Safety and Health Officer Designation	6
Occupational Safety & Health Policy	7
PART I: INTRODUCTION	8
PART II: POLICY STATEMENT	9
PART III: RESPONSIBILITY	11
Section 1: Director, Maintenance & Operations	12
Section 2: Management Responsibilities	14
Section 3: Supervisor Responsibilities	16
Section 4: Employee Responsibilities	18
Section 5: Employee Rights	19
Section 6: Director, M and O Responsibilities	21
Section 7: Custodial Responsibilities	23
PART IV: COMPLIANCE	24
Section 1: District Commitment	25
Section 2: Employee Compliance	26
Section 3: Enforcement of Safety Policies	27

PART V: COMMUNICATION	29
Section 1: General Information	30
Section 2: New Employee Orientation	32
Section 3: Review of Injury & Illness Prevention Program	33
Section 4: Training Programs	34
Section 5: District Safety Committee	35
Section 6: Posted/Distributed Information	37
Section 7: Hazard Reporting System	38
PART VI: HAZARD ASSESSMENT	39
Section 1: General Information	40
Section 2: Safety Inspections	41
Section 4: Hazard Classification of Employee Groups	42
PART VII: HAZARD CORRECTION	44
Section 1: Hazard Correction Responsibilities	45
Section 2: Controlling Access to Areas Containing Hazards	48
Section 3: Hazard Correction Follow Up	49
PART VIII: ACCIDENT REPORTING PROCEDURES	50
Section 1: Injured Employee Procedures: Non-Emergency	51

Section 5: Reports to Cal/OSHA	53
PART IX: ACCIDENT INVESTIGATION	55
Section 1: Supervisor's Accident Investigation	56
Section 2: Outside Agency Investigation	58
PART X: TRAINING & INSTRUCTION	59
Section 1: New Employee Safety Orientation	60
Section 2: Initial Job Instruction	61
Section 3: Pre-Job Safety Instructions	62
Section 4: Safety Talks	64
Part XI: Record-Keeping	66
Section 1: Record Keeping	67

CAPISTRANO UNIFIED SCHOOL DISTRICT

DISCLAIMER

This document is presented with the understanding that the authors are attempting to provide a guide for the development of the written worksite **Injury and Illness Prevention Program (IIPP)**. Materials incorporated here originate from various sources, including Cal/OSHA's Model Program.

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CAPISTRANO UNIFIED SCHOOL DISTRICT

Title 8, 3203, Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.
2. Include a system for ensuring that employees comply with the safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe practices and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance.
3. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.

CAPISTRANO UNIFIED SCHOOL DISTRICT

SAFETY AND HEALTH OFFICER DESIGNATION FORM

The **Superintendent** is responsible for occupational safety and health, and will assure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

The Executive Director, Fiscal Services is the Occupational Safety and Health Director for the District. This is the person responsible for implementing the District's Injury and Illness Prevention Program.

APPROVED:



Kirsten M. Vital *Superintendent*

Date 8-9-17

ACCEPTED:



Matt Krause *Executive Director, Fiscal Services*

Date 8-2-17

CAPISTRANO UNIFIED SCHOOL DISTRICT

OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of work quality, dedication and competence. We apply these high standards to protecting the well-being of our employees and students alike. It is our goal to provide a safe and healthy environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, an injury and illness prevention program is key, and the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor job performance, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls is an essential tool in achieving maximum productivity, quality, and profit. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors emphasize maximum safety performance and awareness to employees under their direction by enthusiastically and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment. Working together, we will succeed in maintaining a safe and healthy workplace.



Kirsten M. Vital Superintendent

Date:

8-9-17

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part I: Introduction		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the School District to ensure a safe and healthy work environment for all of its Employees.

The goal of the program is to prevent occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, and Section 3203.

The purpose of this program is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program.

All Employees of the School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The Director, Insurance and Risk Management is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary.

Part II
Policy
Statement

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part II: Policy Statement		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Policy Statement

The Capistrano Unified School District is committed to providing a safe and healthful workplace for all of its employees. The personal safety of each School District employee while in performance of his or her work activity is of primary importance. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees.

To achieve this goal, the Injury & Illness Prevention Program (IIPP) has been developed to prevent workplace accidents, injuries and illnesses. A complete copy of the program is maintained at our District Office and is available electronically for each job site.

The success of this program is to be achieved through the continuous mutual cooperation and support of management and employees.

The School District is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites and that all health and safety regulations are adhered to by all affected employers and employees.

It is the responsibility of each employee to support the District's safety program and to perform their duties in a manner which assures his or her own personal safety and the safety of others, including customers, visitors, and other trades.

To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention.

Part III

Responsibility

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 1: Assistant Director, Insurance and Risk Management Responsibilities	
Date: 08-01-2017	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Maintenance & Operations

The District's Director, Insurance and Risk Management, who is the District's designated safety officer, or designee shall act as a safety resource for the District, and is responsible for maintaining program records. The District's safety officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP.
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies.
4. Consult with representatives of our insurance companies in order to ensure their loss control services will support our IIPP.
5. Develop and/or assist in the development of employee training programs.
6. Preside over the Safety & Health Committees.

7. Review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible.
8. Ensure that the District is adhering to Federal, State, and Local Safety Codes.
9. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and assist in solving the problems.
10. Maintain records as prescribed by legislation.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility		
Section 2: Management Responsibilities		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Management Responsibilities

Executive Cabinet plays a critical role in the success of this program. Executive Cabinet must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Provide financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee's safety training, and Facilities of tools and equipment.
3. Oversee development, implementation, and Facilities of the IIPP and other required safety programs.
4. Providing written documentation of employee training and instruction for employees in their area of responsibility.
5. Providing Supervisors and Employees with safety training and job instruction.

6. Recommending appropriate safety discipline.
7. Participating in the investigation of disabling injuries, once notified of the injury.
8. Hold all levels of management and employees accountable for accident prevention and safety.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date: 08-01-2017	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Supervisor Responsibilities

Supervisors have an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their Employees and can greatly influence safety attitudes and practices. It is essential that the supervisor set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors:

1. Take any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for safety of all Employees under their supervision and for any employee not under their supervision but in the supervisor's work area.
3. Taking responsibility for safety for any Employees that may be in the work area.
4. Providing and maintaining a clean and hazard-free work area.
5. Providing safety orientation and job instruction of supervised Employees.
6. Planning, conducting and documenting safety evaluations in assigned areas of responsibility.
7. Conducting planned safety meetings with Employees.

8. Conducting safety observations of Employee safe work practices.
9. Developing and maintaining cooperative safety attitudes in Employees through the application of approved methods or preventive and corrective discipline.
10. Ensuring employees received prompt medical treatment for all injuries.
11. Ensure employee proficiency when assigning work requiring specific knowledge, special Facilities or equipment.
12. Ensuring employees are fit to work.
13. Conducting Accident/Injury Investigations and correct the cause(s) as soon as possible to prevent a reoccurrence.
14. As certain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
15. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.
16. Enforce the wearing of personal protective equipment (PPE) on the job. This will depend on the circumstance and may include: cut resistant gloves, respirators, goggles. etc.
17. Maintaining emergency readiness.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility		
Section 4: Employee Responsibilities		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Employee Responsibilities

Every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety policies rules and operating procedures established in the District Code of Safe Practices.
2. Wear and ensure proper use, inspection, and Facilities of appropriate personal protective equipment as required and provided by the District.
3. Inspecting and maintaining equipment for proper and safe operation.
4. Reporting all accidents and injuries, no matter how minor, to your department manager or supervisor immediately.
5. Encouraging other workers to work in a safe manner.
6. Reporting all observed unsafe acts and conditions to their Supervisor.
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility		
Section 5: Employee Rights		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below:

1. Employees have the right to safe and healthful working conditions.
2. Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.
4. Employees have the right to watch the District monitor and measure harmful substances in the workplace that is subject to Cal/OSHA standards.
5. Employees have the right to be told by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
6. Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful

physical agents of employees with similar past or present jobs or working conditions.

7. Employees have the right to request an evaluation of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential.
8. Employees have the right to an Employee Representative accompanying District representatives and Cal/OSHA representatives on an evaluation.
9. Employees have the right to discuss privately with the Cal/OSHA representative during an inspection.
10. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility		
Section 6: Facilities and Plant Operations Responsibilities		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Facilities and Plant Operations Responsibilities

Facilities and Plant Operations have a critical role in maintaining all sites and facilities in proper and safe condition. Below are the responsibilities of the Maintenance, Operations, and Transportation Departments:

1. Responding immediately, or as soon as reasonably possible, to maintenance work requests concerning safety related issues. These maintenance requests must be given the highest priority.
2. Procedures in accordance with Cal /OSHA lockout/block out and tag out regulations will be strictly adhered to for locking, blocking and tagging out unsafe equipment, electrical circuitry ,and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment is in need of repair or is no longer in use.
3. Procedures in accordance with Cal /OSHA confined space regulations will be strictly adhered to when working in permit or non-permit required confined spaces.
4. All equipment shall be used in a safe manner for which the equipment is intended and in accordance with manufacturers' instructions and recommended rules for safe operation.

5. Contracting with outside vendors as necessary to complete repairs that the Maintenance, Operations, and Transportation Departments are not trained, equipped or qualified to conduct.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part III: Responsibility		
Section 7: Custodial Responsibilities		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Custodial Responsibilities

The School District's Custodial Department plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Department:

1. Maintain the cleanliness of facilities.
2. Report any physical damage to District property or buildings as soon as it is discovered to the Director, Maintenance & Operations (vandalism, leaking roof, water damage, etc.).
3. Post temporary signs, as needed.
4. Initiate work orders, as needed.
5. Report worn out or non-functioning infrastructure items (i.e. HVAC, Plumbing, Electrical, etc.) to Facilities Department and submit a work order.

Part IV

Compliance

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance		
Section 1: District Commitment		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

District Commitment

The School District is committed to providing all Employees a safe and healthy work environment.

The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employees.

The District maintains an open door policy allowing all Employees to communicate any safety concerns.

Furthermore, the District is committed to adhering to all Federal, State, and Local safety regulations and will provide full cooperation with any outside safety agency during the course of any inspection or audit.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance		
Section 2: Employee Compliance		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate Employee occupational injuries and illnesses.

Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program.

Conversely, Employees that violate any safety policy, procedures, rules and/or regulations may be subject to disciplinary action.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IV: Compliance		
Section 3: Enforcement of Safety Policies		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Enforcement of Safety Policies

Compliance by all District Employees of the District IIPP is mandatory and shall be considered a condition of their employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the District New Employee Safety Orientation. This will aid in ensuring that all employees understand and abide by all District safety policies.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training Programs
- Retraining
- Optional Safety Incentive Programs
- Disciplinary Action

Training Programs

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices.

Retraining

Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department manager or supervisor.

Optional Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by the District can have serious impact on everyone concerned. An unsafe act can threaten, not only the health and well-being of the employee committing the unsafe act, but can also affect the safety of his or her coworkers and customers. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Part V

Communication

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date: 08-01-2017	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the District IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the School District. The following are some of the safety communication methods which may be used:

1. Toolbox safety meetings with employees which encourage meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses.
2. New employee safety orientation and provision of the District Code of Safe Practices.
3. Provision and Facilities of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, and newsletters.
5. Anonymous Employee Report of Unsafe Condition or Hazard.

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate.

Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

The School District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

Managers and Supervisors are responsible for communication with all Employees about occupational safety and health issues in a manner or form readily understandable by all Employees.

Employees are encouraged to inform their Managers and Supervisors about workplace hazards without fear of reprisal.

The system of communication regarding safety and health at the District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 2: New Employee Orientation		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

New Employee Orientation

All new Employees of the School District are required to participate in an online new-hire orientation. Safety information to be communicated to each Employee during this training includes, but is not limited to fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

All present Employees of the District are required review the IIPP and District Code of Safe Practices annually to refresh Employees on safety compliance issues.

All new Employees are required to sign a New Hire Employment Notice which may be used to verify that they have been informed regarding the District Code of Safe Practices and the availability of the Injury and Illness Prevention Manual.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 3: Review of Injury & Illness Prevention Program		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the School District.

All Employees are entitled to review the contents of the Injury & Illness Prevention Program. The IIPP is available electronically for each employee.

All new Employees will be informed of the program during orientation and where copies of the plan are located. All Employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary. The Safety Committee may perform a critical review of the program.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 4: Training Programs		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Training Programs

The School District is committed to providing all necessary safety training to its Employees. Safety training programs are necessary for the District to communicate to Employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, safety power points, hands-on example, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The Director, Insurance and Risk Management will review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 5: District Safety Committee		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

District Safety Committee

The District Safety Committee has two primary functions. The first is communication between Employees and Management.

The second function is the monitoring of the effectiveness of the District's Injury & Illness Prevention Program.

The District Safety Committee is District-wide and comprised of both management and staff. Most school sites should be represented with Employees of various classifications on a volunteer basis.

The District Safety Committee will meet regularly, but at least quarterly. The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The District Employees on the District Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs. Management is to provide employees with information and training regarding occupational safety.

Management is to provide Employees with information and training regarding occupational safety.

All District Safety Committee meetings are to be documented in the form of written meeting minutes. Original meeting minutes will be kept in the Business Services Department.

At the end of each school year, the District Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 6: Posted/Distributed Information		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Posted/Distributed Information

The School District is committed to providing its Employees with accurate and timely safety information. Safety literature, policies and procedures, concerns, and other safety information will be posted in an area accessible to all employees or distributed in a manner allowing employees to receive information in a timely manner.

Any safety or health code violations will be posted at the work site where such violations occurred in accordance with the laws of the governing jurisdiction of the agency providing the citation.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part V: Communication		
Section 7: Hazard Reporting System		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Reporting System

It is the responsibility of all Employees to report unsafe work conditions and practices to their appropriate Supervisor or Senior Management.

Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices. Employees should forward the completed form to their Supervisor for review and appropriate action.

The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from the School Safety Coordinator or by contacting the Business Services Department.

It is the policy of the District to prohibit Employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

Employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

Part VI

Hazard Assessment

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment		
Section 1: General Information		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment.

Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear is the constant process where equipment and areas of facilities deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury.

Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety Evaluations and Hazard Classifications are tools utilized by the District to identify hazards.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment		
Section 2: Safety Inspections		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Safety Inspections

Competent persons shall conduct safety evaluations regularly in areas where they are knowledgeable. Ideally, supervisors should conduct evaluations.

Safety evaluations must be documented. All documentation shall be forwarded to the Director, Insurance and Risk Management.

The Director, Insurance and Risk Management, or designee, along with site staff, the Director of Maintenance and Operations, and the Director of Transportation will review all safety evaluations and initiate corrective action.

The Director, Insurance and Risk Management will make an analysis of the results. Evaluations and analyses will be reviewed at the District Safety Committee meeting. This committee will investigate long-term solutions to recurring hazards.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VI: Hazard Assessment		
Section 3: Hazard Classification of Employee Groups		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards.

For each Employee group, Hazard Classifications contain the following information:

- Job/Task Exposures.
- Potential Occupational Safety/Health Exposures.
- Control Measures for Occupational Safety/Health Exposures.

The following Employee groups have Hazard Classifications:

- Art Teachers and Instructional Aides.
- Certificated Personnel and Instructional Aides (General).
- Food Service Personnel.
- Maintenance and Electronics Technicians.

- Office, Clerical, Data Processing and Administrative Employees.
- Maintenance– Custodians.
- Maintenance– Grounds.
- Physical Education Teachers, Coaches and PE Attendants.
- Public Safety/Supervision.
- School Nurse and Clerical Support.
- Science Teachers.
- Teachers and Instructional Aides (Special Education).
- Transportation Personnel.
- Vehicle Maintenance Employees.
- Warehouse/Delivery Personnel.
- Wood Shop Teachers.
- Auto Shop Teachers

Hazards Classifications will be reviewed annually to ensure that they are accurate for the positions listed.

In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.

Part VII

Hazard Correction

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction		
Section 1: Hazard Correction Responsibilities		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

Senior Management

Senior Management is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Principals will initiate the appropriate corrective action by way of a work order or communication with Senior Management.

The Directors and Principals will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, and notifying the necessary persons responsible for taking required action to correct the hazard.

Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management.

Employees

All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Business Services Department

The District's Director, Maintenance & Operations is responsible for immediately initiating a response to any hazard which has come to his/her attention. The Director, Maintenance & Operations will follow-up on corrective activity for all reports of unsafe or unhealthy conditions, and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Facilities Department

The Facilities Department is responsible for repairs to buildings, grounds, and equipment with conditions which create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Custodial Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Facilities Department and Business Services Department.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date: 08-01-2017	Revised <input checked="" type="checkbox"/> New <input type="checkbox"/>

Hazard Correction Responsibilities (Continued)

Director, Maintenance & Operations

The Director, Maintenance & Operations is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

The Director, Maintenance & Operations will follow-up on corrective activity for all reports of unsafe or unhealthy conditions.

The Director, Maintenance & Operations will review all reports or unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Director, Maintenance & Operations shall report unsafe/unhealthy work conditions with the District Safety Committee for further review.

Maintenance and Operations Department

The Maintenance & Operations Department is responsible for all repairs to buildings, grounds and equipment with conditions that create hazards.

Any safety related work order should be given the highest priority to ensure prompt correction.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date: 08-01-2017	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Controlling Access to Areas Containing Hazards

To prevent danger to Employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled.

Supervisors, Directors and/or Principals responsible for the area of operation where such conditions exist are responsible for informing Employees verbally and in writing.

The notification of any serious hazard should be done no later than eight hours from the time the unsafe condition has been identified.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas.

Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VII: Hazard Correction		
Section 3: Hazard Correction Follow-Up		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Hazard Correction Follow-Up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Persons of responsibility should conduct the necessary follow-up. Persons initiating Reports of Unsafe Condition or Hazard should inquire with their supervisors the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Directors/Principals and reported to the Director, Insurance and Risk Management.

In the event an unreasonable delay in correcting safety hazards occurs, the Director, Insurance and Risk Management should inquire with the necessary personnel the status of the work and report back to the Director/Principal any pertinent information.

Once a reported hazard has been corrected, Supervisors, Directors and/or Principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Only upon approval of the persons responsible for the area should access be allowed.

Part VIII

Accident/Injury Reporting Procedures

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures		
Section 1: Injured Employee Procedures: Non-Emergency		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Injured Employee Procedures:

Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.

Immediately report all injuries or near misses to your supervisor and follow the steps outlined below for injuries:

1. Immediately dial 911 if injury requires immediate attention.
2. When an employee has been transported to a hospital or medical, the Insurance Department needs to be notified. The supervisor may place the call if the employee is unable to do so.
3. Medical attention is mandatory if the employee is directed to seek such attention by the supervisor. The supervisor will complete a Supervisor's Report of Accident.
4. If treatment is required, but the injury is not an emergency, the supervisor will provide the employee with a Claim form for Workers' Compensation (Form DWC1).

5. After seeking treatment at District approved medical facility, it is the employee's responsibility to bring the Doctor's Status Report to the Insurance Department at the District Office.
6. If the employee is authorized to return to work, he/she will provide a Return to Work Authorization form to the Director, Insurance and Risk Management, and the supervisor. If there are any work restrictions, the employee will review modified duties with the supervisor and/or the Director, Insurance and Risk Management.

If the employee DOES NOT WANT MEDICAL ATTENTION:

1. Employee must complete the WAIVER OF MEDICAL ATTENTION form.
2. Supervisor must complete the "Supervisor's Accident Investigation Report."
3. You do not need to complete the Claim Form (Form DWC 1), if the employee does not want medical treatment.
4. Send WAIVER and the "Supervisor's Accident Investigation Report" to the Insurance Department within 1 (ONE) working day.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part VIII: Accident Reporting Procedures		
Section 2: Reports to Cal-OSHA		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal-OSHA by the Director, Insurance and Risk Management or designee.

Serious injuries warranting Cal-OSHA notification include injuries that occur 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.

Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness.

If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

When making such report, whether by telephone, the Director, and Risk Management or designee shall include the following information, if available:

- (1) Time and date of accident.
- (2) District's name, address and telephone number.
- (3) Name and job title of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

Part IX

Accident Investigation

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation		
Section 1: Supervisor's Accident Investigation		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Supervisor's Accident Investigation

It is the responsibility of the immediate Supervisor to investigate all injuries (or near misses) and report on the District's Supervisor's Accident Investigation Report.

Supervisors will retain a copy and supply a copy to the Director, Insurance and Risk Management. These reports will be used in compiling data for Quarterly Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating Employee injures include:

1. Visiting the accident scene as soon as possible: This will allow the Supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the Supervisor to be visible and available to Employees in the area.
2. Interviewing injured workers and witnesses: Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. Examining the workplace for factors associated with the accident: It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. Determining the cause of the accident and understanding the root cause of an accident will allow management to measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Taking corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
6. Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report. Attach all necessary information to the investigation report.

The Director, Insurance and Risk Management is responsible for maintaining all accident investigation reports and ensuring that a copy of the report is forwarded to the Worker's Compensation Claims Coordinator.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part IX: Accident Investigation	
Section 2: Outside Agency Investigation	
Date: 08-01-2017	Revised [<input checked="" type="checkbox"/>] New [<input type="checkbox"/>]

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District.

Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during the course of these investigations.

Part X

Training & Instruction

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction		
Section 1: New Employee Safety Orientation		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

New Employee Safety Orientation

New Employees are required to attend an orientation that includes safety as a major topic.

The Director, Insurance and Risk Management or designee is responsible for conducting the new Employee safety and health orientation training.

Safety training at the new Employee orientation shall include but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Back Injury Prevention & Safe Lifting Procedures
6. Emergency action and fire plan
7. District's Code of Safe Practices

(This training shall be documented and all documentation should be maintained by the District.)

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction		
Section 2: Initial Job Instruction		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Initial Job Instruction

Initial Job Instruction refers to the on-the-job training given to new Employees to prepare them to do a specific job.

This type of safety training is an initial effort to generally acquaint Employees with what they will need to know to perform their new positions safely.

Whether the Employee is a new hire or a transfer from area position safety training is essential.

When Employees move to new occupations they are confronted with an entirely new workstation. With this new environment, Employees may be subject to a new set of hazards.

Initial Job Instruction (or Job Position Safety Orientation) covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction		
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions.

A pre-job safety instruction for non-routine, hazardous jobs is a specific orientation to the Employee for a specific hazardous operation.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job instructions.

During this orientation, the Supervisor will cover specific hazards and precautions necessary for the job.

Information to be included during this type of training should include but not be limited to:

1. Safety equipment and personal protective equipment requirements.
2. Potential exposure to toxic materials.
3. Emergency procedures.
4. Physical hazards associated with the work area.

Hazardous Jobs Identified by the School District includes, but is not limited to:

1. Food Service Personnel.
2. Facilities Personnel.
3. Grounds Personnel.
4. Transportation Personnel.
5. Custodial Personnel.
6. Vehicle Facilities Personnel.
7. Reprographic Personnel.
8. School Nurse Personnel.
9. Public Safety Personnel.
10. Warehouse/Delivery Personnel.
11. Specialty Certificated Personnel.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part X: Training & Instruction		
Section 4: Safety Talks		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several Supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules.

Essentially, such talks are short five to ten minute instructional talks between the first line Supervisor and one or more Employees.

The subject of the talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct safety talks.

Planned safety talks should be used whenever a new substance, process, procedure or equipment presenting a new hazard is introduced and whenever a Supervisor becomes aware of a new or previously unrecognized hazard.

If a new substance, process, procedure or equipment presenting a new hazard is not introduced Supervisors may schedule regular Safety Talks at a frequency that best suits the Department or affected Employees.

Correctional Safety Talks

When an Employee is observed working in an unsafe manner, it is the responsibility of the Supervisor to correct the Employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

Supervisors should complete the Employee Safety Contact Report to document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to the Director, Insurance and Risk Management.

Part XI

Record Keeping

CAPISTRANO UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program

Part XI: Record Keeping		
Section 1: Record Keeping		
Date: 08-01-2017	Revised <input checked="" type="checkbox"/>	New <input type="checkbox"/>

Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Safety Evaluation Documentation

1. Safety Evaluation documentation will be maintained by the Director, Insurance and Risk Management.
2. Safety Evaluation documentation should include the name of the person(s) conducting the evaluation.
3. Safety evaluation documentation should include any unsafe conditions or work practices.
4. Safety Evaluation documentation should include corrective actions.
5. Safety Evaluation documentation should be maintained for no less than five years.

Safety Training Documentation

1. Director, Insurance and Risk Management or Designee and the Employee's Supervisor will maintain safety training documentation for a period of no less than five years.
2. Safety Training documentation should include the Employee's name, training dates, type of training, training providers.
3. Safety Training documentation should be maintained in Employee's personnel file for the duration of the Employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

1. The Insurance Department will maintain Employee Injury Reports and Supervisor Accident Investigation Reports.
2. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the injured Employee's personnel file.
3. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured Employee's file for the duration of the injured Employee's employment.

Environmental/Employee Medical Monitoring

1. The Safety Coordinator will maintain Environmental and/or Employee Medical monitoring documentation for a period of no less than thirty years.