



# SAUGUS

Union School District

*Excellence in Elementary Education*

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## **Saugus Union School District Injury and Illness Prevention Program (IIPP)**

### **SUSD EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM**

The personal safety and health of each employee, student, and visitor is a primary concern of the Saugus Union School District Board of Trustees and shall always be a part of and equal to any function of work performed. The objective of the District's *Injury and Illness Prevention Program* is to maintain a safe and healthy environment for employees, students and visitors, minimize the number of injuries and illnesses that occur during any school year, and comply with regulatory requirements. A copy of the IIPP is available to all employees for review. The following Administrative Regulations are established to implement the Employee Injury and Illness Prevention Program:

#### **1. Program Responsibility**

##### ***District Responsibility:***

While the District believes all employees are responsible for contributing to and maintaining a safe and healthy work environment for all staff and students, the Superintendent has designated the *Coordinator of Human Resources and Risk Management* as the IIPP Administrator and has given authority to establish and implement safety procedures and to regularly review district policies and practices to ensure their effectiveness.

##### ***School & Department Responsibilities:***

- Provide training to all employees on job-related safety and health issues.
- Inform employees of any hazards associated with new tasks, conditions or equipment.
- Ensure that all machinery, protective equipment, and work areas are properly functioning and in good condition.
- Ensure that all employees are working in compliance with established safety and health practices.
- Monitor the workplace for new or previously unrecognized hazards.
- Initiate corrective action when any unsafe conditions, procedures, or actions are discovered.
- Refer injured employees for proper medical treatment.
- Ensure that no reprisal is taken against any employees who report hazards, who participate in safety committees, or who are injured in the course of employment.

##### ***Employee Responsibility:***

- Follow all written and oral safety instructions provided by their supervisor and/or other District personnel.
- Participate in safety training, inspections, or committees as necessary or assigned.

- Report any unsafe condition, procedure, or action to their supervisor immediately.
- Report any work-related injury/illness immediately after it occurs so that proper medical treatment can be provided.

## **2. Program Compliance**

In order to ensure employee compliance with safe and healthy work practices, the District holds employees accountable for following rules and regulations. Adherence to safety practices, whether positive or negative, is part of each employee's performance appraisal. Employees may be disciplined for safety violations in accordance with the District's progressive disciplinary policies and negotiated employee association contracts. Site Administrators, Directors and Supervisors shall set positive examples for working safety and shall require all staff under their direction to work safely.

## **3. Communication of Health and Safety Matters**

All new employees shall be informed of this program (IIPP) upon hire.

The District has training requirements designed to instruct each employee on general and job-specific safety procedures. Refer to the Training section of this IIPP for additional details.

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

1. Implementation and maintenance of the IIP Program.
2. Emergency/Safety 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, and proper office ergonomics.
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 tend to 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 worker awareness of potential chemical hazards, proper labeling of containers and the proper storage and handling of hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
10. Heat Illness Prevention program.
11. Exposure Control plan for Bloodborne Pathogens

### ***Employee Participation:***

Employees are required to report all hazardous conditions or procedures, either verbally or in writing, to their supervisors immediately upon discovery.

Employees are required to participate in safety training, and may be invited to participate in inspections or District safety council, depending on their job classifications.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety council.

***District Health & Safety Council:***

In addition to safety training classes/courses or materials that are distributed throughout the year, the District uses a Safety Council to ensure that safety-related information is communicated between staff and management. The District Health and Safety Council is chaired by Human Resources and Risk Management and has representatives from:

- Each School Site
- Saugus Teachers Association (STA)
- California School Employees Association (CSEA)
- District Nursing Staff
- Student Support Services

The function of the council is to:

- Promote staff, student and public health and safety district-wide.
- Provide a forum for the various interests represented by each council member to be raised as they relate to safety.
- Monitor the effectiveness of safety programs and report results.
- Disseminate information or materials provided at council meetings to their site or department.
- Inform the District and recommend the elimination of safety hazards or unsafe practices.
- Recommend and assist with development or revision of safety policies, regulations, inspection techniques, schedules and methods for coping with safety problem areas for implementation.
- Meet bi-monthly during the regular school year (4x per school year).
- Review student and employee accident reports for trend analysis.
- Implement & promote health, safety and IAQ programs throughout the district.

Minutes shall be kept for each meeting and distributed to council members and District management for review.

**4. Hazard Identification/Assessment**

Each site shall develop, implement and maintain an inspection routine to identify workplace hazards. Any hazards discovered during the inspection process shall be evaluated and an appropriate course of action taken to remedy the situation. Maintenance work orders shall be submitted utilizing the on-line work order tracking program.

Inspection reports should include:

- Date of inspection
- The name of the person(s) conducting the inspection
- Unsafe conditions or practices noted

- Corrective action taken

Supervisors shall also determine whether any new hazards are associated with substances, processes, procedures, or equipment when they are introduced to the workplace.

Periodic inspections shall be performed when new, previously unidentified hazards are recognized in the workplace.

External inspections shall be conducted periodically and shall be coordinated through the Human Resources Department.

## **5. Accident/Incident Investigation**

All accidents and/or incidents which result in or could have resulted in injuries or illnesses to staff or students are investigated by the employee's supervisor or staff member supervising the student at the time of the incident.

Employee incident investigations are documented on the ***SUSD Supervisor's Accident Investigation*** form. Student incident investigations shall be documented on the ***SUSD Student Accident Report*** form.

The employee accident investigation form is forwarded to either the Principal or Assistant Principal at a school site, or to the department Director for review. It is then forwarded to the Human Resources Department for review and retention. Supervisors, Assistant Principals, or Directors shall determine the cause of the incident and take appropriate follow-up action to prevent further occurrences.

## **6. Correction of Unsafe or Unhealthy Conditions**

Employees shall report all unsafe conditions or procedures, either verbally or in writing, to their supervisor immediately upon discovery.

Supervisors shall investigate unsafe conditions and determine the appropriate course of action. If an imminent hazard can not be immediately corrected the supervisor shall take steps to isolate the hazard from affected employees.

The Maintenance & Operations Department shall give priority to repairing hazardous conditions upon receipt of safety-related work orders. Fiscal Services shall give priority to procurement of safety-related equipment or supplies upon receipt of safety-related requisitions.

## **7. Training**

All employees will have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided according to the following schedule:

- When the IIPP was first established
- To all new employees
- When assigned new tasks for which training has not previously been received
- When new substances, processes, procedures, or equipment with hazards are introduced to the workplace
- Whenever the employer is made aware of a new or previously unrecognized hazard
- For supervisors to familiarize themselves with the safety and health hazards to which their employees are exposed
- Annually as required by State and/or Federal Regulations

All training shall be documented with the following information:

- Employee name
- Date
- Topic
- Training provider

Documentation of safety training shall be maintained by the Human Resources Department for tracking and retention purposes.

#### **8. Employee Access to the IIPP**

An employee, or his or her designated representative, has the right and opportunity to receive and review the District's IIPP. An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

The District will provide access to the Program by ensuring:

A copy of this written Injury and Illness Prevention Program is on file at the District's Human Resources Department for review by each and every employee.

The IIPP can be accessed on the District's website, at <https://www.saugusUSD.org/> under Human Resources, Safety and Security. The employee may review, print and email the Plan.

Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program. A copy of the Program will be provided within five (5) business days after the request for access is received from an employee or designated representative. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

## **9. Record Retention**

The following records shall be maintained for a minimum of **one** year:

- Safety inspection reports
- Safety training documentation

The following records shall be maintained for a minimum of **three** years:

- Employee Accident/Incident Investigations
- Student Accident Reports

The following records shall be maintained for a minimum of **thirty** years post employment:

- Employee exposure incidents
- Medical records

*Note:*

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