

YREKA UNION SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

The Yreka Union School District is committed to providing a safe and healthy workplace for all employees and to providing a safe and healthy facility for employees, students and visitors. To achieve this goal, the Yreka Union School District 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:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. 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.

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator, District Superintendent or his/her designee, has the authority and the responsibility for implementing and maintaining this IIP Program for the Yreka Union School District.

Site Administrators, Supervisors and Directors, are responsible for implementing and maintaining the IIP Program in their work areas and for answering employee questions about the IIP Program. A copy of this IIP Program is available from each Site Administrator or Supervisor and is posted at the District Office, School Offices, and the District website.

Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards and for reporting any unsafe conditions to their supervisors.

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Dave Parsons, Superintendent
309 Jackson Street
Yreka, CA 96097
530-842-1168

Our school district's co-administrator for our IIPP is:

Donna Tudor
Executive Assistant
309 Jackson Street
Yreka, CA 96097
530-842-1168

The responsibilities of our IIPP Administrator(s) include:

1. Preparing and updating our district's IIPP
2. Implementing the provisions in our IIPP
3. Making sure each site has a copy of our IIPP
4. Making sure hazards, injuries and accidents in each site are routinely investigated
5. Taking action to mitigate identified hazards
6. Establishing a district wide Safety Committee and designating a chairperson
7. Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns
8. injuries and general safety concerns

SAFETY COMMITTEE

The Yreka Union School District will maintain a District Safety Committee which will assist in developing and maintaining the Yreka Union School District Injury and Illness Prevention Program according to the following procedures:

1. Hold regularly scheduled safety meetings and submit the Safety Meeting Report to the Superintendent and or designee for review;
2. Review and/or conduct results of periodic inspections, accident investigations, hazardous conditions and submit suggestions for prevention of future incidents;
3. Serve as liaison for District employees to discuss or report concerns of possible workplace hazards or unsafe conditions/practices; and

4. Members will include, Superintendent, District Executive Assistant, Site Administrators, Head of Maintenance/Custodial, Cafeteria Manager, YEFA representative from each site, and a CSEA representative from each site.

HAZARD ASSESSMENT / INSPECTION

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by the Head of Maintenance and Custodial Services, maintenance/custodial personnel, safety committee members, school site administrators, and the district's IIPP Administrators:

Periodic inspections are always performed according to the following schedule:

1. When we initially established our IIPP.
2. Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
3. Whenever new, previously unidentified hazards are recognized.
4. Whenever occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.
6. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

ACCIDENT/EXPOSURE INVESTIGATIONS

The superintendent, site administrators, and supervisors will investigate all accidents, injuries, occupational illnesses, and near-miss incidents in a timely manner to identify the root cause. Procedures for investigating workplace accidents and hazardous substance exposures include:

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

1. Visiting the scene as soon as possible.
2. Interviewing injured employees and witnesses.
3. Determining the cause of the accident/exposure.
4. Examining the workplace and the incident for underlying causes associated with the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. 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 and resources.

We have a plan/policy (BP 3514) for addressing the following hazards we have identified in our schools

1. Slip and fall hazards and ladder safety
2. Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
3. Asbestos
4. Ergonomic hazards
5. Infectious diseases, including bloodborne and aerosol transmissible diseases
6. Violence

COMMUNICATION

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

Our communication system includes all of the following checked items:

1. New employee orientation including a discussion of safety and health policies and procedures.
2. Follow-through by supervisors to ensure effectiveness.
3. Worksite-specific health and safety training.
4. Regularly scheduled safety meetings. Our safety meetings are held on the following schedule:
Quarterly
5. Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
6. Posted or distributed safety information.
7. A system for employees to anonymously inform administration about workplace hazards. This system involves: Anonymous notification in supervisor's mailbox. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.

TRAINING AND INSTRUCTION

All employees, including site administrators and supervisors shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When our IIPP was first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not previously provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
5. Whenever anyone 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 about the hazards specific to each employee's job assignment.

Training and general workplace safety and health practices include, but are not limited to, the following: Implementation and maintenance of the IIP Program;

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

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES

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

1. Site administrators and supervisors will set positive examples for working safely and require that all staff under their direction work safely.
2. Site administrators and supervisors will recognize employees who perform safe and healthful work practices and provide training to employees whose safety performance is deficient.

3. Site administrators and supervisors will use all disciplinary procedures available to them to ensure employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings and other forms of disciplinary action are available.
4. Site administrators and supervisors will identify the resources necessary to provide a safe work environment for employees and include them in budget requests.

RECORDKEEPING AND DOCUMENTATION

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

1. Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
2. Documentation of our safety and health training.

The master copy of this IIPP can be found at:

Yreka Union School District Office, 309 Jackson Street, Yreka, CA 96097

Other copies of the IIPP can be found at:

Evergreen School, 416 Evergreen Lane, Yreka, CA 96097

Jackson Street School, 405 Jackson Street, Yreka CA, 96097

Yreka Union School District Website: www.yrekausd.net