

Injury and Illness Prevention Program

I. NATOMAS UNIFIED SCHOOL DISTRICT'S COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Natomas Unified School District is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, the Natomas Unified School District has implemented its comprehensive Injury and Illness Prevention Program. This program is designed to prevent workplace accident, injuries, and illnesses. A copy of the program is maintained in the Human Resources Department and the office at each work site, and is available for your review. A copy, or the relevant portion of the program applicable to you and your job duties, is also provided to you.

B. District Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well-organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping his or her work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.

C. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of Natomas Unified School District's workers and provide a safe and healthful work environment.

D. Responsibility for Safety and Health

All employees of the Natomas Unified School District are responsible for working safely and maintaining a safe and healthful work environment.

1. Program Administrator

The program administrator is the Assistant Superintendent of Human Resources, who can be reached at 916-567-5444. The program administrator is responsible for the overall implementation and maintenance of Natomas Unified School District's Injury and Illness Prevention Program. The program administrator's duties include, but are not limited to:

- a. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies;
- b. Ensuring that employees are trained in accordance with this program;
- c. Inspecting, recognizing, and evaluating workplace hazards on a continuing basis;
- d. Developing methods for abating workplace hazards;
- e. Ensuring that workplace hazards are abated in a timely and effective manner.

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The program administrator may assign all or some of these tasks to other individuals within the District. Nevertheless, the program administrator remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

2. Superintendents, Administrative Assistants

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction and ensure adherence to all safety directives and standards;
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations;
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses;
- d. Promote safety training and education;
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations;
- f. Ensure that the District has an effective Hazard Communication Program in place;
- g. Ensure that all accidents are immediately investigated and reported promptly to the Safety Coordinator;
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need reevaluation.

3. Principals/Department Heads/Supervisors

Each principal/department head/supervisor shall be fully responsible and accountable to the superintendent/assistant superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class;
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished;

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- c. All employees are instructed and understand the use and need for protective equipment relating to the job;
- d. Necessary safety equipment and protective devices for each job are available and used properly;
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts;
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions;
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Safety Coordinator;
- h. Prompt, corrective action is taken whenever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees;
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory;
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District employees; adherence to District safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action;
- k. In-service educational programs are planned at least quarterly for all employees and that documentation is maintained for all educational activities;
- l. Proper safety procedures are prepared and used for all hazardous operations;
- m. All periodic inspections within his/her jurisdiction are completed as scheduled;
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures;
- b. Report potential unsafe conditions to the immediate supervisor;

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- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment;
- d. Wear safety protective devices as necessary (or when instructed to do so);
- e. Report injuries immediately and seek immediate medical attention when required;
- f. Learn to lift and handle materials properly;
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate;
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor;
- i. Use only the prescribed equipment for the job and utilize it properly.

II. **HAZARD IDENTIFICATION, EVALUATION AND CONTROL**

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
SCHOOL SITES (Use Monthly Property Checklist – Form IPP 91-1)	Monthly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian Principal/Custodian
SPECIAL HAZARD AREAS Maintenance Shop Transportation Shop Cafeteria Kitchen	Check Daily Monthly Report	Director, M & O Director, Transportation Director, Food Services
AUTOMOTIVE EQUIPMENT	Check daily by operator. Yearly report by California Highway Patrol for school bus.	Vehicle Operator

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3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the program administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Guarding of Equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. New Matters

The program administrator will arrange for an inspection and investigation of any new substance, process, procedure, or equipment introduced into the workplace. The program administrator will also arrange for an inspection and investigation whenever Natomas Unified School District is made aware of a new or previously unrecognized hazard.

6. Employee Reporting of Hazards

Employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to their supervisor or the program administrator (see Form IPP 91-10). No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting Form IPP 91-10 to the program administrator without identifying themselves.

7. Documentation of Inspections

Inspections will be documented using Forms IPP 91-2, IPP 91-3, IPP 91-4, and IPP 91-5. These inspection forms will be kept permanently.

B. Monitoring and Correcting Identified Potential Safety and Health Concerns

1. Identified Safety and Health Concerns

See section on specific job hazards.

2. Newly Discovered Safety and Health Concerns

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When a new safety or health concern has been identified during an inspection, an employee complaint, or any other way, the supervisor will identify the steps that need to be taken to correct the problem. A time line will be developed for these steps and training will be provided if necessary.

3. Hazards Which Give Rise to a Risk of Imminent Harm

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. **EMERGENCIES**

A. Emergency Action Plan

The emergency plan is in Appendix I.

B. Earthquake Procedures

Earthquake procedures are a part of the Emergency Plan.

C. Fire Prevention Program

Employees are continually on the alert for potential fire problems. Storage areas are kept clean of litter, debris, and clutter. Fire extinguishers are readily available. Flammable liquids are stored in metal cabinets or separate storage buildings.

IV. **COMPANY SAFETY RULES**

General safety rules of the Natomas Unified School District include:

- Maintain work area in a neat and organized manner
- Use proper lifting procedures
- Use tools and equipment for the purpose they were designed
- Wear protective clothing or devices when appropriate
- Inspect equipment before each use
- Do not remove safety guards on equipment
- Report all hazardous conditions
- Only perform duties you have been trained to do
- Use OSHA approved ladders when climbing

V. **COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

The Natomas Unified School District will communicate with employees on safety and health issues by:

- Providing training
- Making the IIPP available
- Distributing copies of the SIA newsletter
- Department newsletters
- Memos

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A. Safety Meetings

Safety meetings will be conducted by supervisors. During these meetings, each supervisor shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future;
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented (using Forms IPP 91-6 and IPP 91-7).

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Assistant Superintendent (using Form IPP 91-10). The Assistant Superintendent or his/her designee will investigate all such reports in a prompt and thorough manner.

C. Postings

Exit signs, fire evacuation routes, material safety data sheet and emergency procedures are posted in many locations in the District.

D. Newsletter

There are several newsletters in the District such as In the Loop, department newsletters and school staff bulletins. The SIA Wellness and Safety newsletter will be distributed to all employees.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section VII of this program.

F. Management/Labor Safety and Health Committee

The District Safety Committee has members appointed by the Natomas Teachers Association, California School Employees Association and management. They meet to discuss health and safety issues, do inspections and make recommendations to the District regarding health and safety issues.

VI. **ENFORCEMENT OF THE SAFETY PROGRAM**

A. Disciplinary System

The District uses a system of progressive penalties including, where appropriate, verbal warning, written warning, transfer, suspension, reprimands, freezing or reducing wages and dismissal. See Board Policy 4118 Administrative Regulation 4117.41 and 4218 for additional details.

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VII. **SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. Whenever the District, program administrator, or department manager believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard communication, employee right-to-know;
2. Personal protective equipment;
3. Fire safety;
4. Hand tools and portable power tools;
5. Machinery and machine guarding;
6. Back injury prevention/proper lifting techniques;
7. Cardio Pulmonary Resuscitation (CPR) and First Aid;
8. Office safety;
9. Defensive driving;
10. Accident investigation for supervisors;

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11. Forklift operators safety training;

12. Other programs as necessary.

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained in the Injury and Illness Prevention Program binder at the site and the original forwarded to the program administrator.