FONTANA UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

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

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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

Part I: Introduction	
Date 10/01/2021	New [ ] Revised [X]

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for FONTANA UNIFIED SCHOOL District (hereafter referred to as the School District) to ensure a safe and healthy work environment for all 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 of 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	
Date 10/01/2021	New [ ] Revised [X]

The School District is committed to providing a safe and healthful workplace for all its employees. The personal safety of each School District employee while in performance of their work activities 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 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	
Section 1: Director of Risk Management	
Date 10/01/2021	New [ ] Revised [X]

The District's Director of 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 insurns11 Tf0io i Td[(c)4 (o)-2 (mp)ve (m.(s)2 (p)6 (o))12 (n o)0 (to)2 (e

Part III: Responsibility	
Section 2: Management Responsibilities	
Date 10/01/2021	New [ ] Revised [X]

Management plays a critical role in the success of this program. Management 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 policies 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 maintenance of tools and equipment.
3. Oversee development, implementation, and maintenance 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. Managing a planned safety meeting or "safety talk" program.
7. Recommending appropriate safety discipline.
8. Participating in the investigation of disabling injuries, once notified of the injury.
9. Hold all levels of management and employees accountable for accident prevention and safety.

14. Conducting Accident/Injury Investigations and correct the cause(s)as soon as possible to prevent a reoccurrence.
15. Ascertain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
16. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.
17. 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.
18. Maintain a current posting of all emergency telephone numbers near all telephones.

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date 10/01/2021	New [ ] Revised [X]

Every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhere to the Injury & Illness Prevention Program as directed by management. Employee responsibilities are listed below:

1. Adhere to all safety policies rules and operating procedures established in the District Code of Safe Practices.
2. Wear and ensure proper use, inspection, and storage of appropriate personal protective equipment as required and provided by the District.
3. Inspect and maintain equipment for proper and safe operation.
4. Report all accidents and injuries, no matter how minor, to your department manager or supervisor immediately.
5. Encourage other employees to work in a safe manner.
6. Report all observed unsafe acts and conditions to their Supervisor.
7. Report to work in an acceptable condition and not under the influence of alcohol or drugs.
8. If you are unsure how to do any task safely, ask your department manager or supervisor.
9. Ensure proper use of equipment and use all safeguards which are in place.
10. Do not remove, tamper with, or defeat any guard, safety device or interlocks.
11. Never engage in horseplay or fighting.

Part III: Responsibility	
Section 5: Employee Rights	
Date 10/01/2021	New [ ] Revised [X]

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 regarding 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 observe the District monitor and measure harmful substances in the workplace that are subject to Cal/OSHA standards.
5. Employees have the right to be informed 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 private discussions 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.

Part III: Responsibility
Section 6: Maintenance and Operations Responsibilities

Date 10/01/2021

[redacted]

Part IV: Compliance	
Section 1: District Commitment	
Date 10/01/2021	New [ ] Revised [X]

FONTANA UNIFIED SCHOOL District is committed to providing all Employees a safe and healthy work environment.

Part IV: Compliance	
Section 2: Employee Compliance	
Date 10/01/2021	New [ ] Revised [X]

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.

Employees may 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	
Section 1: General Information	
Date 10/01/2021	New [ ] Revised [X]

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 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. The following are some of the safety communication methods which may be used:

1. "Tailgate" safety meetings are 10-15-minute informal on-the-job meetings held to keep employees alert to work related accidents and illnesses and discuss specific safety and health topics. Questions and discussion drawing on employee experience are encouraged.
2. New employee safety orientation and provision of the District Code of Safe Practices.
3. Employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, and newsletters.
5. Anonymous Employee Reporting 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 employees on health and safety issues is essential to an injury-free, productive workplace.

Managers and Supervisors are responsible for communicating occupational safety and health issues in a manner or form readily understandable to all Employees.

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

A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file.

Part V: Communication	
Section 5: District Safety Committee	
Date 10/01/2021	New [ ] Revised [X]

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 Employees. 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 shall provide employees with information and training regarding occupational safety.

All District Safety Committee meetings shall be documented in the form of written meeting minutes. Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept by the Director of Risk Management.

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.

Part V: Communication	
Section 6: Posted/Distributed Information	
Date 10/01/2021	New [ ] Revised [X]

The School District is committed to providing its Employees with accurate and timely safety information. Safety literature, policies and procedures, concerns, Safety Committee meeting minutes, 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.

Part V: Communication
Section 7: Hazard Reporting System

Date 10/01/2021

Part VI: Hazard Assessment	
Section 1: General Information	
Date 10/01/2021	New [ ] Revised [X]

Part VI: Hazard Assessment
Section 2: Hazard Identification and Evaluation

Date 10/01/2021 2

Part VI: Hazard Assessment	
Section 3: Safety Inspections	
Date 10/01/2021	New [ ] Revised [X]

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, the Director of Risk Management, or another designated individual.

The following periodic safety inspections will be conducted:

1. Before any work commences at the site by the department manager or supervisor.
2.

4. Compliance with the Code of Safe Practices.
5. Compliance with all applicable Fire Codes.
6. Trenches and excavations.
7. Scaffolds.
8. Personal Protective Equipment (PPE).
9. Hazardous materials.
10. Classroom, office space, or facility housekeeping.
11. Proper material storage.
12. Provision of First Aid Equipment and Emergency Medical Services.

Any and all hazards identified will be corrected as soon as practical in accordance with the School District's hazard correction policy.

If imminent or life-threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed.
2. The name and title of the person who performed the inspection.
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.

One (1) copy of the completed form should be sent to the Director of Risk Management.

All reports shall be kept on file for a minimum of five (5) years.

Part VI: Hazard Assessment	
Section 4: Hazard Classification of Employee Groups	
Date 10/01/2021	New [ ] Revised [X]

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 u9stureh02se be9n thsuerc71. Taza (az)6 (a (n (e)lis)2 (t))-1 (.(o)8 (lis)2 (t)05 Tw T1H)-1 B1uithlinsteoeif6

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date 10/01/2021	New [ ] Revised [X]

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 of Risk Management.

In the event an unreasonable delay in correcting safety hazards occurs, the Director of 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 eliminated.

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

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Factors which will be considered when evaluating hazards include:

1. Potential Severity: The potential for serious injury, illness, or fatality.
2. Likelihood of Exposure: The probability of the employee encountering the hazard.
3. Frequency of Exposure: How often do employees encounter the hazard?
4. Number of Employees Exposed: The total amount of employees who were exposed to the hazard.

5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

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1. Engineering Controls:

Part VIII: Accident Reporting Procedures	
Section 1: General Information	
Date 10/01/2021	New [ ] Revised [X]

All work-related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An "accident" is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal business operations.

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall investigate. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

1. Fatalities.
2. Serious Injuries.
3. Minor Injuries.
4. Property Damage.
5. Near Misses.

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee.
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open-ended questions

When investigating accidents, asking open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as “were you wearing gloves?"

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?

3. Management and the Director of Risk Management will review the results of all investigations.
4. Consider safety program modifications.

Information obtained through accident investigations can be used to update and improve our current program.

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Non-Emergency	
Date 10/01/2021	New [ ] Revised [X]

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

1. Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.
2. If the injury is an emergency dial 911. After the employee has been transported to a hospital or medical office, the Director of Risk Management needs to be notified. The supervisor may place the call if the employee is unable to do so.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, the employee must contact the District's medical 24/7 Employee Call Center. Employees, who believe they have a life-threatening emergency, must call 911 immediately.
4.

Part VIII: Accident Reporting Procedures	
Section 3: Injured Employee Procedures: Emergency	
Date 10/01/2021	New [ ] Revised [X]

1. Immediately report all injuries or near misses to your supervisor.
2. Your supervisor will complete an Accident Investigation Report.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, you must contact the District's Director of Risk Management Department.
4. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.
5.

3. After the employee speaks with the 24/7 Employee Call Center, contact the Director of Risk Management to report the incident.
4. Provide injured employee with Claim Form (Form DWC 1) to complete Employee Section (Top half) of form.
5. Complete and sign Employer Section of Form DWC 1 (Bottom half of form).
6. Provide employee with the following:

   x

Part VIII: Accident Reporting Procedures	
Section 4: Manager and Supervisor Procedures	
Date 10/01/2021	New [ ] Revised [X]

1. Upon notification of an injured employee, ensure that employee contacts the District Nurse and follows the steps outlined in:

    - Section 2: Injured Employee Procedures: Non-Emergency.
    - Section 3: Injured Employee Procedures: Emergency.

2. Complete the District's Accident Investigation Report and forward to the Director of Risk Management within 24 hours.
3. If the employee is authorized to return to work, the employee must provide the Director of Risk Management with a copy of the Work Status Report releasing them to full duty.
4. If the employee is assigned work restrictions by the treating physician, the Director of Risk

Part VIII: Accident Reporting Procedures	
Section 5: Reports to Cal/OSHA	
Date 10/01/2021	New [ ] Revised [X]

Serious and fatal injuries are to be reported immediately to Cal-OSHA by the Director of 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 the Director of 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 Investigations	
Section 1: Supervisor's Accident Investigation	
Date 10/01/2021	New [ ] Revised [X]

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 of 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.

1. Visit 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. Interview 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. Examine 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 create 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.
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Part IX: Accident Investigations	
Section 2: Outside Agency Investigation	
Date 10/01/2021	New [ ] Revised [X]

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

Part X: Training and Instruction	
Section 1: New Employee Safety Orientation	
Date 10/01/2021	New [ ] Revised [X]

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

Part X: Training and Instruction
Section 2: Initial Job Instruction

Date 10/01/2021

Part X: Training and Instruction	
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs	
Date 10/01/2021	New [ ] Revised [X]

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 for the Employee assigned a specific non-routine hazardous job.

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 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.

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

Part X: Training and Instruction	
Section 4: Safety Talks	
Date 10/01/2021	New [ ] Revised [X]

Part XI: Record Keeping and Access	
Section 1: Record Keeping	
Date 10/01/2021	New [ ] Revised [X]

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

1.

The

Part XI: Record Keeping and Access

Section 2: