

Round Valley Unified School District
Injury and Illness
Prevention Program

Round Valley Unified School District will administer a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees. The health and safety of the individual takes precedence over all other concerns. Management's goal is to prevent accidents and to reduce personal injury and occupational illness and comply with all safety and health standards.

I. Responsibility

The Director of Maintenance and Operations, Mike Gonyea, is responsible for overall management and administration of the Injury and Illness Prevention Program. The purposes of this plan, the Director of Maintenance will be designated as the Program Administrator overseeing the Injury and Illness Prevention Plan. Each Supervisor is responsible for implementing the IIPP in his/her work area. A copy of the IIPP shall be available from your Supervisor and questions regarding the program should be directed to him/her.

II. Employee Compliance

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained as described in Section VII.

Willful violations of safe work practices (see Appendix A) may result in disciplinary action in accordance with district policies.

III. Communication

Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, and formal and informal training, and posting. Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses.

No employee will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or shall be posted on appropriate bulletin boards.

IV. Inspections

Each supervisor, in coordination with the Director of Maintenance, will conduct an inspection to identify unsafe work conditions and practices:

1. Yearly in all work areas; and
2. Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and
3. Whenever the Supervisor/Safety Representative is made aware of new or previously unrecognized hazard.

A brief written report will be submitted following each inspection. The report will include the following data: 1) areas inspected; 2) identification of unsafe work conditions/practices; and 3) prevention actions.

V. Injury and Illness Investigation

Occupational injuries and illness will be investigated in accordance with established procedures and documented, as described in Appendix B.

VI. Correction of Unsafe or Unhealthy Conditions

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the Program Administrator or designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.

Employees may not enter an imminent hazard area without appropriate protective equipment, training, and the prior specific approval of the Program Administrator or designee.

VII. Training

The Director of Maintenance and Operations or designee shall assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

This training is provided:

1. To all employees and those given new job assignments for which training has not previously been received.
2. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard; and
3. Whenever the employer is made aware of a new or previously unrecognized hazard.

When a supervisor is unable to provide the required training, he/she should request such training by notifying the Director of Maintenance and Operations or designee.

VIII. Recordkeeping

The Director of Maintenance and Operations or designee shall keep records of inspections, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three (3) years.

He shall also keep documentation of safety and health training attended by each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for three years.

Appendix A

E m p l o y e e C o m m u n i c a t i o n a n d C o m p l i a n c e

Safety and Health Compliance Process

Disciplinary measures are progressive and involve four steps:

1. Should a safety and health violation be noted, the supervisor is to informally discuss the behavior with the employee, stating the potential dangerous result and the correct procedure; retraining the employee to ensure understanding.
2. A second violation should generate a formal verbal warning or a written warning, depending on the severity.
3. The third infraction results in a formal written warning or suspension.
4. A fourth violation may lead to termination.

Code of Safe Practices

It is the District's policy that everything possible will be done to protect employees, students, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries, and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted, and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
12. Aisles must be kept clear at all time.
13. Work areas should be maintained in a neat, orderly manner; trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy; you must contact a supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets, shelves, or other relatively high places.
17. Work areas must be kept in clean and in order, with no excessive clutter.
18. When carrying material, caution should be exercised in watching for an avoiding obstructions, loose material, etc.
19. Do not stack material in an unstable manner.
20. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
21. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
22. Maintain sufficient access and working space about all electrical equipment to permit ready and safe operations and maintenance.
23. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
24. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
25. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

26. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
27. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles.
28. Inspect pallets and their loads for integrity and stability before loading and moving.
29. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
30. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
31. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
32. Wear hearing protection in all areas identified as having high noise exposure.
33. Goggles or face shields must be worn when grinding.
34. Do not use any faulty or worn hand tools.
35. Guard floor openings by a cover, guardrail, or equivalent.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Cleaning solutions must be kept out of the reach of students.
42. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
43. When working with VDT, have all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
44. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
45. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
46. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
47. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat, or fraying of cords.
48. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
49. Storage of files and supplies should be in such a manner as to preclude damage to the supplies or injury to personnel when moving from storage. Heaviest items should be stored closest to the floor and lightweight items stored overhead.
50. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and even injury to the user.

Appendix B

**A c c i d e n t
I n v e s t i g a t i o n**

Basic Rules for Accident Investigation

- The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
- Visit the accident scene as soon as possible — while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the accident and "walk" him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- Every investigation should include an action plan. How will you prevent such accidents in the future?
- If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.