



# **SCHOOL DISTRICT INJURY ILLNESS PREVENTION PROGRAM**

**AS MANDATED BY:**

**Title 8 of the California Code of Regulations, Section 3203 (T8  
CCR 3203)**

Revised: August 3, 2022

# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for HICKMAN COMMUNITY CHARTER DISTRICT**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIP Program) administrator, Trish Anderson, Superintendent, has the authority and responsibility for implementing the provisions of this program for Hickman Community Charter District.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

## **COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following starred practices:

- ★ Informing workers of the provisions of our IIP Program.
- ★ Evaluating the safety performance of all workers.  
Recognizing employees who perform safe and healthful work practices.
- ★ Providing training to workers whose safety performance is deficient.
- ★ Disciplining workers for failure to comply with safe and healthful work practices.

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following starred items:

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- ★ New worker orientation including a discussion of safety and health policies and procedures.
- ★ Review of our IIP Program.
- ★ Workplace safety and health training programs.
- ★ Regularly scheduled safety meetings.
- ★ Posted or distributed safety information.  
A system for workers to anonymously inform management about workplace hazards.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

<b>Competent Observer</b>	<b>Area</b>
Terrie Purto	District Office
George Walls	Maintenance, Operations, Transportation
Candetta Barnett	Elementary and Middle Schools
Marie Reynosa	Hickman HS sites/Sonora
Ellen Hansen	Hickman HS Sites/Emeryville

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Periodic inspections are performed according to the following schedule:

1. Quarterly.
2. When we initially established our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. Whenever workplace conditions warrant an inspection.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective 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.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

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## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIP Program was first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.

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

1. Implementation and maintenance of the IIP Program.
2. Emergency 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.
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.

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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, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

### **EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by

1. The plan is posted in both Staff Rooms and all employees have access to the copy machine to make copies of the document. If an employee or designated representative requests a copy because they do not have access to the staff rooms, they will be provided one by their manager, no later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. 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.
  - b. 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.
2. The IIPP will be posted to our website, which allows an employee to review, print, and email the current version of the Program.
3. All Rights and procedures on how to obtain a copy of the IIPP will be delivered in the Welcome Back meeting, before school starts in August of each school year. Also, this information will be delivered to new employees during their orientation process.

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Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

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).

### **RECORDKEEPING**

We are a public entity and fall under category 3 as our recordkeeping policy.

**Category 3.** We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

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## **HAZARD ASSESSMENT AND CORRECTION RECORD**

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:

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Date of Inspection:

Person Conducting Inspection:

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Unsafe Condition or Work Practice:

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Corrective Action Taken:



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## **ACCIDENT/EXPOSURE INVESTIGATION REPORT**

Date & Time of Accident: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Accident Description:

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Workers Involved:

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The underlying cause(s) of accident or exposure:

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Corrective Actions Taken:

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Manager(s) Responsible: \_\_\_\_\_

Date Completed: \_\_\_\_\_

# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for HICKMAN COMMUNITY CHARTER DISTRICT**

## **WORKER TRAINING AND INSTRUCTION RECORD**

<b>EMPLOYEE NAME</b>	<b>TRAINING DATES</b>	<b>TYPE OF TRAINING</b>	<b>TRAINERS</b>
[Enter employee full name]	[Enter training date(s)]	[Enter course name(s)]	[Enter name of trainer(s)]

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## Cal/OSHA Consultation Service

• Toll-free Number: 1-800-963-9424 • Internet: [www.dir.ca.gov](http://www.dir.ca.gov)

### On-site Assistance Program Area Offices



**Voluntary Protection Program Oakland, CA 94612 (510) 622-1081**