



RESCUE UNION SCHOOL DISTRICT

2022 - 2023

INJURY AND ILLNESS PREVENTION

PROGRAM



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Preface

The following pages describe a model Injury and Illness Prevention Program (IIPP) which was prepared by the Schools Insurance Authority to assist its member school districts in preparing their own IIPPs. An IIPP must be individually tailored to meet the needs of each specific school district.

While many of the basic concepts of an Injury and Illness Prevention Program have already been implemented in our member school districts, it is important that the program be documented in writing and adopted by Board Policy. It is also important to state assigned responsibilities for implementation of the program. Finally, it is important to document in writing how your district will implement the specific elements of an IIPP, such as safety training, safety meetings, hazard identification, and accident investigation.

Sample board policy statements, safety training rosters, and inspection checklists and other forms included in the Appendix are examples which can be modified to fit your school district.

Introduction

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Governing Board believes that all district students and employees have the right to learn and work in a safe, peaceful atmosphere. All members of the school community should be alert to any hazards which may jeopardize the safety of students, employees or the public. Precautionary measures against fire, explosion and other hazards shall be established and vigorously observed. (Board Policy 3514)

B. 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 the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the Districts' written Injury and Illness Prevention Program shall be kept by the **District Office and a copy in the office at all school sites**. Electronic copies of the IIPP will be accessible to all staff.

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator - Title 8 California Code of Regulations, Sec. 3203(a)(1)

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

NAME: Lisa Donaldson

TITLE: Assistant Superintendent of Business Services

PHONE NUMBER: (530) 672-4803

NAME: Brandon Page

TITLE: Facilities Director

PHONE NUMBER: (530) 672-4300

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters, and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. 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.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

2. Superintendents, Assistant Superintendents

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. 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 both Safety Officers:
Lisa Donaldson - (530) 672-4803 and **Brandon Page** - (530) 672-4300
- 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 re-evaluation.

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.
- 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 both Safety Officers:
Lisa Donaldson - (530) 672-4803 and **Brandon Page** - (530) 672-4300
- h. Prompt, corrective action is taken wherever 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, 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.
- 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).

4. Employees (Continued)

- 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.

5. Parents

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4)

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	Annually	District Representative to SIA
PLAYGROUNDS	Check Daily Monthly Report	Lead Custodian Lead Custodian
SPECIAL HAZARD AREAS Science Labs School Shops Maintenance Shop Transportation Shop Gymnasium Auditorium	Check Daily Monthly Report Check immediately prior to use. Monthly written report.	Science Teacher Shop Teacher Lead Maintenance Tech Mechanic Lead Custodian Lead Custodian
Bleachers	Check immediately prior to use. Monthly written report.	Lead Custodian
Athletic Field	Monthly	Lead Custodian/Utility Tech
Cafeteria	Monthly	Lead Custodian
District Office	Semi-Annually	Maint. & Operations Coordinator
Central Kitchen	Semi-Annually	Food Service Director
Automotive Equipment	Check daily by operator. Yearly report by California Highway Patrol for School Bus	Vehicle Operator

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. **Documentation of Inspections**

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be forwarded to the Maintenance Department with the appropriate work orders.

B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the Maintenance Department.

C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within his/her jurisdiction. A JHA will focus on the job tasks as a way to identify hazards before they occur. The JHA will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to Maintenance and Operations Department with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to Maintenance and Operations where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a 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. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. 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; and
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. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety

C. Areas of Training (Continued)

9. Defensive Driving
10. Accident Investigation for Supervisors
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 and Instruction Record Form. A copy of each Training and Instruction Record Form shall be maintained in the Injury and Illness Prevention Program binder at the site and the original forwarded to the Program Administrator.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by department managers quarterly. During these meetings, each manager 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; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented using the Safety Committee Minutes Form.

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 Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's *Wellness & Safety* newsletter to all employees in a timely manner. Sample issues will be maintained in the Injury and Illness Prevention Program binder at the District Office and at each site.

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 III of this program.

F. Safety Committees

1. **District Safety Committee**

The District Safety Committee shall be appointed by the Safety Officers. It should include representatives from school sites, district departments and management to meet the district's needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist the Safety Officers in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid the Safety Officers in the review and analysis of accident reports.
- c. Make recommendations to the Safety Officers with regard to the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the Safety Officers in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist the Safety Officers in developing a budget for the implementation of the Injury and Illness Prevention Program.

The **Safety Committee** should meet quarterly, to develop safety programs and consider district safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, videos, pamphlets, accident data, and other safety and health information.

2. School and Departmental Safety Committees

School Safety Committees shall be chaired by the principal or an assistant principal of the school and should include representatives from each department (i.e., teachers, cafeteria, transportation, custodial/maintenance, etc.). Service Department Safety Committees shall be chaired by the department director or supervisor and shall include at least three classified employees of that department.

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Title 8, California Code of Regulations.
- b. Conduct safety inspections utilizing school or department employees, as required.
- c. Assist in the accomplishment of inspections in coordination with the District Safety Committee or Program Administrator in response to an accident or unsafe condition complaint.
- d. Submit to the Safety Officers all reports relative to accidents or safety problems.
- e. Post and distribute safety materials provided by the Safety Officers.
- f. Provide safety in-service training and orientation to employees and pupils.

The School and/or Departmental Safety Committee should meet quarterly to develop safety programs and consider school/departmental safety needs.

3. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary.

It should be the responsibility of the chairperson to:

- * Schedule all meetings
- * Prepare an agenda for all meetings
- * Conduct all meetings
- * Follow up on committee recommendations

It should be the responsibility of the secretary to:

- * Notify all members of meetings and transmit agendas
- * Keep minutes of all meetings
- * Convey a copy of meeting minutes to the Safety Officers.

V. **ACCIDENT INVESTIGATION**

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing, using the Accident and Exposure Investigation Report Form.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

D. Procedures for Investigation of Accidents (Continued)

7. Finally describe, WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. **DISTRICT SAFETY RULES**

A. General Safety Rules

For the protection and safety of all employees, the Rescue Union School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory. Documentation will be made when the rules are distributed to new employees and posted at each school site where appropriate.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until proper operation instruction have been received.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids, must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to the Maintenance and Operations Coordinator.
7. Failure by an employee to comply with the safety rules will be grounded for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

B. Materials Handling

1. Attempting to lift or push an object which is too heavy must be avoided. The supervisor must be contacted when help is needed to move a heavy object.
2. Hand trucks will be pulled in transit except when going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.

B. Materials Handling (Continued)

4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids, or other containers will be removed or made flush.
6. All materials will be stacked and stored in proper areas.
7. Materials will not be stored in aisles. Aisles must be kept clear at all times.

C. Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e., where posted. Sunglasses will not be allowed in shop areas.
2. It is the employee's responsibility to insure protection for feet. The employer is to have appropriate footwear to prevent potential injury.

D. Motor Vehicle Control

1. Any personnel, principals/supervisors, of the district having a need for the use of a district vehicle at their site should:
 - a. Assume full responsibility of their employees who are driving said vehicles.
 - b. Establish firm internal requirement for personnel to fully adhere to the policies established and frequently check on their compliance.
 - c. Review all accidents and take the necessary steps to prevent a reoccurrence.
 - d. Set standards for disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices, and ensure they are applied consistently.
 - e. Insist that all assigned vehicles are maintained adequately for safe operation.
 - f. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, and signs of abuse, unreported damage and cleanliness. Have repairs made promptly.
 - g. Review each preventable vehicle collision and unsafe driving report with the employee and his/her supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
 - h. Enforce the wearing of seat belts on all trips.
 - i. Document and file pre-trip and post-trip checklists for assigned vehicles.

2. Administrators, Principals, Supervisors having direct authority over employees should:
 - a. Ensure that employees do not drive any district vehicle unless they have a valid State of California driver's license and are familiar with state driving rules and regulations. Newly hired employees should be required to satisfactorily pass a road test before being permitted to drive a district vehicle.
 - b. Ensure that only authorized personnel be allowed to operate district vehicles, special purpose vehicles and trucks.
 - i. An employee should not be certified as authorized to operate a special purpose vehicle until he/she has satisfactorily demonstrated his/her complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, and emergency procedures and be able to successfully pass an operator's checkout test to the satisfaction of the supervisor.
 - ii. These procedures should be accomplished for each type of special purpose vehicle and truck the operator is required to operate.
 - iii. A record of each checkout should be dated and recorded on an individual's Vehicle Operator's Record together with the signature of the certifying supervisor. Re-checks should be of a frequency deemed necessary by the operator's supervisor to ensure maximum proficiency.
 - c. Be alert to observing unsafe driving practices or district employees and ensure that action is taken immediately to correct the driver.
 - d. Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible so that something can be gained from the situation.
 - e. Periodically ride with special purpose vehicle drivers to check for compliance with operation instructions and traffic regulations.
 - f. Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected.
3. Employees should be prohibited from using district vehicles and equipment or property in the conducts of their own personal affairs, either on or off duty except as approved by an Administrator, Principal or Supervisor.
4. Employees should be required to follow defensive driving practices which are established for the protection of themselves, their fellow employees and citizens. Each employee driving a district vehicle should:
 - a. Inspect the vehicle which he/she is about to drive, in accordance with established safety rules (pre-trip checklist)

- i. If there is evidence of accident damage, the employee should report it to his/her supervisor before leaving. Otherwise he/she could be charged for the accident he/she didn't have.
 - ii. If the vehicle is found to be unsafe, the employee should report it and request another vehicle.
 - iii. Vehicles having steering or braking defects should not be driven. They should be towed to Transportation and be repaired before returning to service.
- b. Report to the supervisor, in writing, all defects noted during trip.
 - c. Wear seat belts at all times while driving.

B. GENERAL POLICIES

1. Driver Selection

Selection of employees, who will be required to drive full-time or part-time, should be done with care. The lives of people and the professionalism of district employees are under public evaluation every time a district vehicle is operated. It is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.

Drivers of district vehicles, including new hires, should be considered qualified when capable of meeting the following criteria:

- a. Possess a valid California driver's license of the proper class with no record of a traffic violation with the past twelve (12) months, or completion of a defensive driving course if there is a record of a moving violation.

A request should be made to the Department of Motor Vehicles (DMV) for a current copy of the employee's (or potential employee's) driving record. A request should be made to the DMV to have that employee's name become a part of the "Pull-Notice" program administered by the DMV. The DMV will then notify the district when an employee is cited for the other than a parking violation, and especially if an employee's license has been suspended or revoked.

(NOTE: To become a part of the "Pull-Notice" program, a district must apply for a requestor code number. After the application is completed and processed by the DMV, the district will be sent a packet of materials covering the procedures to be followed. There is no fee for school districts to participate in this program.)

- b. Capable of passing eye tests given by the district which determine visual acuity (near or far), vertical and lateral balance, fusion, depth

perception, field of vision and color recognition.

- c. Capable of passing a district physical examination when a question of fitness to drive arises because of prolonged or serious illness.
- d. Capable of passing written tests on driving regulations whenever required.
- e. Capable of successfully passing a driving check ride administered by his/her supervisor.
- f. Capable of demonstrating familiarity with the type of vehicle assigned.

2. Defensive Driving Course

Full-time and designated part-time employees driving district vehicles should be required to attend the Defensive Driving Course and periodically refresher courses when scheduled by the district.

- a. Frequency of employee attendance at Defensive Driving Course should be determined by the district or when a review of records indicates a need.
- b. Any driver involved in a preventable collision or demonstrating questionable capabilities should be retrained.

3. Vehicle Accident Review

In the event of any vehicle accident, the person to whom discretionary authority is properly delegated should make every effort to determine:

- a. The cause of the accident
- b. Whether it was preventable or non-preventable
- c. Which of the following categories is the appropriate classification for the employee's action:
 - i. Gross Negligence: A deliberate or predetermined act, not in performance of duty, or the employee acted in utter disregard for the welfare of the equipment in performance on an official assignment.
 - ii. Negligence: The employee acted, not in utter disregard of the equipment but failed to demonstrate reasonable caution or the person used poor judgement.
 - iii. Excusable: The employee was acting in the best interest of the district and damages were caused by conditions beyond his/her control.

4. Disciplinary Action

When the person to whom disciplinary authority is properly delegated determines which of the above categories applies to the action of the employee, he/she should take action to initiate the appropriate disciplinary action according to the procedures prescribed in the district policy.

5. Volunteer Drivers

The use of volunteer, or any other non-employee drivers, should be permitted only in circumstances allowed under current district policies. Volunteer drivers should meet all requirements established by the district or school purpose.

E. Machine Operating

1. Use of a machine or piece of equipment will be restricted to employee(s) who have been trained, qualified and authorized for operation.
2. Immediate notification must be given to supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Work pieces and cutters will be secured before setting machine in motion.
6. Correct speed and feed will be used when operating equipment.
7. Rings, jewelry, watches, gloves, neckties, long sleeves, long hair or loose clothing will not be worn when near or when operating machinery.
8. Tampering with or removal of safety guards is prohibited.

F. Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.

6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

G. Housekeeping

The foundation for a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.
7. Chewing and spitting of tobacco, peanut shells, and sunflower seeds or throwing of cigarette butts, etc., on the floor is prohibited.

H. Chemicals

1. Chemicals meeting the definition of "Hazardous Material," as defined by the OSHA Safety and Health Regulations, will not be purchased and/or brought into a site for usage without:
 - a. Material Safety Data Sheet (Form OSHA-20) or equivalent information on file.
 - b. Express consent or approval of the designated district Safety Coordinator.
2. No chemicals meeting the definition of "Hazardous Material," as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the Data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Materials Safety Data Sheet (Form OSHA-20).
3. All containers will be labeled as to their contents.

VII. EMERGENCIES

A. Emergency Action Plan

Refer to Rescue USD Crisis Response and Emergency Management Procedure Manual.

B. Earthquake Procedures

Refer to Rescue USD Crisis Response and Emergency Management Procedure Manual.

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Refer to Rescue USD Crisis Response and Emergency Management Procedure Manual for more information.

D. Fire Emergency Procedures

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of the fire extinguisher(s), fire blankets and stretchers.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "No Smoking" areas.
7. Person who is reporting the fire must stay on telephone line until released by the fire department personnel.

E. Medical Emergency

All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

F. Disaster Preparedness Plan

Refer to Rescue USD Crisis Response and Emergency Procedure Manual.

G. Exposure Control Plan for Blood Borne Pathogens

Training provided to staff annually. Refer to District Office file copy.

H. Asbestos Hazard Emergency Response Act (AHERA)

ENTEK training provided to staff annually. Refer to District Office file copy.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

Will be discussed at a later date.

B. Disciplinary System

A disciplinary system has been established according to Federal, State, District policies and regulations and is in accordance with employee contract provisions.

APENDIX A: Senate Bill 198 (https://www.dir.ca.gov/bulletin/spring_94/level_of_safety.html)

Cal/OSHA Reforms Reduce Burdens, Preserve Level of Safety

In the flurry of legislative activity last year aimed at improving California's economic competitiveness, some significant reforms involving Cal/OSHA requirements have received less attention than they are due.

The reforms signed by Governor Wilson significantly reduce the burdens on businesses-without reducing safety-by focusing efforts on safety rather than needless bureaucratic requirements.

These reforms center around Senate Bill 198, which the California Legislature enacted in 1989 and became effective in July, 1991. SB 198 requires every employer to develop and implement a written injury and illness prevention plan (IIPP). It applied to all businesses, regardless if they had only one employee or operated in a low-hazard industry. If an employer did not have an IIPP, Cal/OSHA could assess a \$7,000 fine.

In implementing SB 198, however, it became clear that the law, although well-intentioned, was overly broad and burdensome. Many employers, especially small employers, lacked the expertise to develop an effective program. These businesses were forced to spend thousands of dollars on professional consultants to develop a plan.

In addition to the costs, employers in low-hazard industries saw little justification in these costs because their businesses pose little hazard to employees. Certainly, for instance, an auto plant or a sawmill poses more risk to employees than a real estate or insurance office. Businesses with only seasonal or intermittent employees also were required to develop an IIPP.

The Council on California Competitiveness, appointed by Governor Pete Wilson to identify ways to reduce regulation without reducing desired purposes, found great potential for improvement in SB 198. The Council found that SB 198 "is imposing unnecessary and unproductive costs on many businesses for which application of the program makes little sense. Literally millions of dollars in needless hard costs and lost productivity will result from the current application of this program to businesses whose work environments pose virtually no risk to the safety of their employees."

The Governor followed this recommendation and signed three bills last year reforming SB 198 requirements while maintaining effective injury and illness prevention. Businesses in low-hazard industries and employers with seasonal or intermittent employees may use a model IIPP designed by Cal/OSHA. This reform will eliminate the need for employers to incur hard dollar costs developing individual programs.

Cal/OSHA has moved quickly to implement these reforms. The Division of Occupational Safety and Health recently published model programs for employers with intermittent workers and for non-high hazard employers. These model plans currently are available.

Two other notable changes also were enacted. For new businesses or businesses that have just moved to California, a one-year moratorium now applies on assessment of civil penalties for not having an IIPP. Many potential employers have been deterred by Cal/OSHA's reputation for tough safety enforcement. This moratorium will provide a window that will alleviate that concern and give employers time to learn safety requirements before the threat of fines. Cal/OSHA's ability to mitigate penalties related to IIPPs also has been restored if the employer acted in good faith.

A final reform concerns recordkeeping requirements. Businesses with 20 or fewer employees and not on the list of high hazard industries will be relieved of many of SB 198's burdensome recordkeeping mandates. Those employers will be required only to keep only limited written records: the name of the person or persons responsible for implementing the IIPP, records of periodic inspections, and records of employee training.

For additional information or to obtain copies of the model programs, please contact the Cal/OSHA Consultation Service at (415) 703-4050 or write to Richard Jones, Program Manager, Cal/OSHA Consultation Service, 455 Golden Gate Ave.-Room 5246

APENDIX B: Section 3203, Title 8, CCR (<https://www.dir.ca.gov/title8/3203.html>)

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (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 safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, 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 at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

ExceptionNo. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

Safety and Health Policy Statement

It is the policy of the Rescue Union School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Rescue Union School District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public, and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

Rescue Union School District MONTHLY PROPERTY CHECKLIST Loss Control Program

Please complete this form and forward the original to Custodial Supervisor on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: _____

Report No: _____ Date: _____

Month Day Year

Inspection made by _____

Custodian's Signature

Principal's Signature

		SATISFACTORY		
		YES	NO	N/A
1)	FIRE ALARMS			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	
	Date alarm tested:	/	/	
	Zones(s) tested:			
2)	INTRUSION ALARMS			
	Operable?			
	Date alarm tested:	/	/	
	Zone(s) tested:			
3)	AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	DOORS			
	Good repair?			
5)	FENCES/GATES			
	Good repair?			
6)	ELECTRICAL (INTERIOR AND EXTERIOR)			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	FIRE EXTINGUISHERS			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	AUTOMATIC SPRINKLERS			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	
9)	HOUSEKEEPING			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
	No high storage?			
	Oily rags stored in proper receptacles and emptied regularly?			
10)	LIGHTS (INTERIOR AND EXTERIOR)			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
	Diffusors in place?			
11)	WINDOWS & SKYLIGHTS			
	Latch in good repair?			
	No broken windows/skylights			
12)	PLAYGROUND EQUIPMENT			
	Good condition?			
	Sufficient fall surfacing material?			
13)	PREMISES (INTERIOR AND EXTERIOR)			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			
	Handrails in place and secure?			
	Any water leaks in bathrooms?			

Hazard Alert Form

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: _____
Name

Department _____ Extension _____

Date of report: _____

Location of Hazard: _____
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

Description of Incident:

Recommendations to Correct the Condition or Hazard:

Follow-up:

Training and Instruction Record

Date:	Location:
Trainer(s):	
Subject:	
Method: _____ Verbal _____ Video _____ Audio _____ Other: _____	

Name (Printed)	Signature	Department

Safety Committee Meeting Minutes

Meeting Date: _____

Time: _____

Committee Members Present:

Name:

Position:

Review and Status of Old Business:

Recent accidents:

Safety Concerns:

Safety Education for Staff:

New Business:

Supervisor: _____ Date: _____

Next meeting and Location: _____

Accident / Exposure Investigation Report

Date and Time of Incident/Accident: _____

Location: _____

Incident/Accident Description: _____

Employees Involved: _____

Ultimate Cause of Incident/Exposure: _____

Preventive Action Recommendations: _____

Corrective Actions Taken: _____

Name of Person(s) Making Corrections: _____

Investigated By: _____ Date Completed: _____