



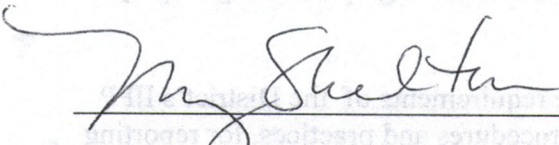
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INJURY AND ILLNESS PREVENTION PROGRAM

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 Mary Shelton, Superintendent

6-10-16

 Date

Revised: March 5, 2014

1.0 POLICY STATEMENT

It is the policy of the San Ramon Valley Unified School District to provide a safe and healthful working environment for all employees. In keeping with this commitment, the District has adopted and implemented this Injury and Illness Prevention Program (IIPP).

2.0 SCOPE

The elements in this IIPP are intended to comply with the requirements of California Senate Bill 198 and Cal/OSHA Title 8 CCR General Industry Safety Orders, 3203.

The elements outlined in this IIPP apply to all employees of the District

The elements in this IIPP are administered in conjunction with the requirements of the District's Chemical Hygiene Plan, Emergency Preparedness Plan and other safety and health programs and procedures.

3.0 RESPONSIBILITIES

Superintendent: Responsible for ensuring District adoption of this IIPP in order to provide employees with a safe and healthful working environment.

Director of Maintenance and Grounds: Is designated as the District's IIPP Administrator and is responsible for maintaining the program and ensuring the implementation of IIPP elements throughout the district.

EH&S Specialist: Responsible for coordinating the implementation of the IIPP elements throughout the district, for monitoring compliance with IIPP elements, and for recommending IIPP revisions to ensure program effectiveness

Directors, Managers, Supervisors, Principals and other Administrators: Responsible for maintaining and implementing the IIPP within their areas of responsibility.

Occupational Safety and Health Committee: Responsible for conducting an annual evaluation of the IIPP to ensure program effectiveness in reducing / preventing employee injuries and illnesses.

All Employees: Responsible for complying with the requirements of the District's IIPP and for following safety and health program rules, procedures and practices, for reporting occupational injuries and illnesses, and for reporting any unsafe conditions which they may observe or become aware of.

4.0 COMPLIANCE

The District has established policies, programs, procedures and practices for ensuring compliance with the elements of the IIPP. These include the following:

- a. The elements of the IIPP are communicated to all District employees
- b. An employee's safety performance is part of his/hers overall performance evaluation.
- c. Procedures and practices are in place to recognize employees or employee groups who perform their work tasks in a safe and healthy manner
- d. Procedures and practices are in place to provide training to improve an employee's safety performance when deficiencies are noted
- e. Procedures and practices are in place to discipline an employee for failure to perform work tasks in a safe and healthful manner.

5.0 COMMUNICATION

The District has established programs for providing employees with occupational safety and health information and provides information on processes for communicating workplace hazards without the fear of reprisal. These include the following:

- a. New employee orientation includes a discussion on the elements of the IIPP and information on safety and health policies, programs and procedures common to all employees.
- b. Safety and health training programs, unique to each employee's job assignment, is also provided to employees to ensure that they perform their work tasks in a safe and healthy manner.
- c. Safety meetings are scheduled on a regular basis.
- d. Safety and Health information is distributed or posted to improve safety awareness and to provide for a positive safety culture.
- e. Workplace hazards or unsafe conditions can be reported anonymously by any employee to the District's Occupational Safety and Health Committee, to the EHS Specialist or to an employee's immediate supervisor.

6.0 HAZARD ASSESSMENT

Periodic safety and health inspections to identify and evaluate workplace hazards are performed by competent trained individuals. These inspections include and/or may occur:

- a. Whenever workplace conditions warrant an inspection.
- b. Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.

- c. Whenever previously unidentified hazards are recognized or in the event of an incident that may have cause injury or illness.
- d. Whenever occupational injuries or illnesses occur.
- e. Scheduled Safety Committee inspections.
- f. Periodic EH&S Specialist Inspections
- g. Annual Fire and Life Safety Inspections (accompanied by EH&S Specialist)
- h. Annual Chemical Hygiene Plan compliance inspections.
- i. Scheduled AHERA (Asbestos) Inspections

7.0 ACCIDENT /EXPOSURE INVESTIGATION

The District has established processes and procedures for the investigation of workplace accidents and illnesses and for the investigation of potentially hazardous exposures or incidents. These processes and procedures include the following:

- a. Review of the injury report.
- b. Interviewing the injured worker and witnesses.
- c. Conducting an examination of workplace conditions that may have been involved in the accident, exposure or incident. (site of accident should remain undisturbed until the investigation is complete unless it is unsafe to do so)
- d. Determining the cause of the accident, exposure or incident.
- e. Establishing corrective actions to prevent this type of accident, exposure or incident from reoccurring.
- f. Maintaining records of the investigation findings and actions taken.

8.0 HAZARD CORRECTION

The District has established procedures to ensure that all unsafe or unhealthy work conditions, practices and procedures are corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedure:

- a. When the hazard is first observed or discovered. The priority of the corrective action must be based on the severity of the hazard.
- b. If a severe or imminent hazardous condition exists and cannot be corrected immediately, administrative corrective actions must be taken to remove employees from the area or from performing specific tasks.
- c. Employees assigned to correct a hazard must be provided with appropriate personal protective equipment to ensure proper protection.

9.0 TRAINING AND INSTRUCTION

All district employees shall receive general and job-specific safety and health training and instruction. Training and instruction is to be provided:

- a. For all new employees – orientation on IIP and information on general safety and health policies, programs and procedures that are common and applicable to all District employees.
- b. For employees with job-specific hazards and exposures.
- c. For all employees with new job assignments for which training has not been previously provided.
- d. Whenever new substances, processes, procedures or equipment are introduced into the workplace that may present a new hazard.
- e. Whenever the employer is made aware of a new or previously unrecognized hazard.
- f. Whenever the employer observes or is made aware of unsafe practices performed by employees.

GENERAL SAFETY AND HEALTH TRAINING AND INFORMATION

- a. Information on the elements of the District's IIPP.
- b. Basis Safety Rules for employees
- c. Hazards Communication (general information)
 - Information of Right-to-Know Laws
 - Hazard Recognition / Routes of Entry
 - Personal Protective Equipment
 - Material Safety Data Sheets
 - Labeling, Handling, Storage and Disposal
 - Emergency Procedures / Spills
- d. Reporting Workplace injuries and illnesses.
- e. Safety Committee - Purpose and Responsibilities
- f. Communicable and Infectious Diseases / Universal Precautions
- g. Emergency Preparedness / Evacuations
- h. Fire and Life Safety Requirements
- i. Asbestos Awareness

JOB-SPECIFIC SAFETY AND HEALTH TRAINING AND INFORMATION

(Training must be relevant to the employee's job duties, assignments and related hazards and may include one or more of the following subjects.)

- a. Asbestos (AHERA requirements)
- b. Bloodborne Pathogens (for designated employee classifications based on job duties with reasonably anticipated exposures to blood and body fluids)
- c. Confined Space Entry Procedures
- d. Driver's Safety
- e. Ergonomics / Back Injury Prevention
- f. Equipment Safeguarding
- g. Fall Protection
- h. First Aid / CPR / AED operation
- i. Forklift Operation
- j. Hazards Communication – Job Specific Information
- k. Hearing Conservation
- l. Ladder Safety
- m. Lockout / Tagout Procedures
- n. Respiratory Protection
- o. Personal Protective Equipment (PPE)
- p. Violence in the Workplace

10.0 RECORDKEEPING

The District has established procedures and forms for documenting IIPP compliance actions and for maintaining records of communications and training, for documenting hazard assessments, accident investigations and for the documentation of inspection findings and corrective actions.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**Basic Safety Rules for All Employees**

- 1.0 Report all on-the-job injuries or illnesses to your supervisor no matter how small.
- 2.0 Report any hazardous or unsafe conditions you observe to your supervisor.
- 3.0 Caution or warn your fellow employees when you observe them performing tasks that may expose them or others to the imminent danger of injury or illness.
4. Observe all warning signs, tags and labels.
- 5.0 Follow all safe job procedures and practices including the wearing of required personal protective equipment.
- 6.0 Do not operate any equipment unless you have received the proper training, instruction and authorization.
- 7.0 Never remove equipment safeguarding or render it inoperative except for the purpose of adjustment, lubrication, or repair and only after following the applicable lockout / tagout procedures.
- 8.0 Report any defective equipment safeguarding to your supervisor.
- 9.0 Do not use defective tools or substitute tools not specifically designed for the job at hand.
- 10.0 Horse-play is not permitted at any time.