

**PALO VERDE
UNIFIED SCHOOL
DISTRICT**

**INJURY &
ILLNESS
PREVENTION
PLAN**

March 12, 2024

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PURPOSE AND AUTHORITY

The Injury and Illness Prevention Plan (IIPP) is designed to allow for effective management of safety in the workplace and to ensure safe and healthful working conditions for all employees. Implementing each of the program elements will allow compliance with the IIPP Standard.

The IIPP is intended to establish a framework for Responsibilities, Compliance, Communication, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, and Recordkeeping. With proper planning, organization, and practice, management can operate a safe work environment.

The plan should include the following:

- Identify person or persons with authority and responsibility for the program (*DESIGNATION OF KEY PERSONNEL*)
- Ensure employees comply with safe and healthy work practices (*PROGRAM COMPLIANCE*).
- Communication safety related materials to employees (*COMMUNICATION*).
- Identify workplace hazards (*HAZARD IDENTIFICATION*).
- Procedures to correct unsafe or unhealthy conditions in a timely manner (*HAZARD MITIGATION*).
- Investigate accidents (*ACCIDENT INVESTIGATION*).
- Provide training (*EMPLOYEE TRAINING*).
- Allow employee access to the Program
- Document elements of the Program (*DOCUMENTATION*).

The Palo Verde Unified School District (PVUSD) IIPP has been developed in response to Section 3203 of the California Code of Regulations Title 8 and Section 6401.7 of the California Labor Code.

The purpose of this program is to communicate to all PVUSD employees those occupational hazards associated with the workplace. This plan is available to all employees and sets forth policy concerning occupational hazards and seeks to provide all who are employed, information concerning occupational safety and health. It is the intent of this document to establish safety and health awareness among the employees of PVUSD.

DESIGNATION OF KEY PERSONNEL

The ultimate responsibility for overseeing the development, implementation, and maintenance of the IIPP, rests with the Director of Business Services. PVUSD consists of five school sites, one Head Start/Early Education Site, the District Office, and the Facilities, Maintenance, Operations, and Transportation site. The need to have individuals from each of the sites responsible for these roles under the IIPP is necessary to insure the program is effective and functional.

The PVUSD Injury and Illness Prevention Program Chain of Command is as follows:

SAFETY COORDINATOR

Director of Business Services

Coordinate with Principals of school sites, Supervisors and Coordinators to designate a Safety Coordinator at each site

INSPECTION COORDINATOR

Coordinator of Facilities, Operations and Transportation

Coordinate with Principals of school sites, Supervisors, and Coordinators to designate an Inspection Coordinator or Inspection Team at each site

TRAINING COORDINATOR

Director of Human Resources

Coordinate with Principals of school sites, Supervisors, and Coordinators to designate a Training Coordinator at each site

Persons assigned to these positions must follow designated responsibilities. These individuals should also strive to motivate employees to work using safe work practices.

The effectiveness of an IIPP is dependent on the selection of a qualified administrator. The **Safety Coordinator** shall be appointed by the PVUSD Administration. Communication of responsibilities to the Principals of school sites, Supervisors, and Coordinators is key to the success of the program.

The **Training Coordinator** shall be assigned to maintain safety training for all employees who require such training.

The **Inspection Coordinator** is responsible for the overall workplace safety inspection program. All staff group of persons shall be designated as Safety Ambassadors who are tasked to identify workplace hazards. Principals, Coordinators, and Supervisors shall have the responsibility for their respective support function. The Inspection Coordinator will be responsible for overseeing this process

Employees must fulfill certain responsibilities to assure the success of the Injury and IIPP. Each employee should act in a manner which protects his or her health and welfare as well as that of co-workers, other employees, visitors, students and the general public.

PVUSD has established an Administrative Safety Committee for the following purpose:

1. To meet at least quarterly.
2. To prepare, distribute, and maintain written records of the meetings.
3. To review the results of periodic, scheduled workplace inspections.
4. Review investigations of occupational accidents, causes of incidents, and submit suggestions to prevent further incidents.
5. Review reports of hazardous conditions or work practices and assist with remedial actions.
6. Verify abatement action taken to abate OSHA citations.

PROGRAM COMPLIANCE

The Safety Coordinator or designee shall actively enforce safety rules, safe work practices, and the IIPP. The PVUSD IIPP is enforced through implementing systems to ensure that all employees comply with workplace safety and health practice through:

- Employee training and refresher training
- Quarterly safety committee meetings
- Safe work practices
- Disciplinary actions

Compliance with this IIPP will also be achieved in the following manner:

1. The Principals of school sites, Supervisors, and Coordinators will set positive examples for working safely and require that all staff under their direction work safely. This includes ensuring that employees are provided training on specific job duties.
2. The Principals of school sites, Supervisors, and Coordinators will ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. The PVUSD Director of Business Services will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. The Director of Human Resources will establish appropriate means of recognition for employees who demonstrate safe work practices.

PVUSD will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

Whenever an employee is recognized for a positive safety attitude, or whenever an employee is disciplined, the Human Resources Department shall document the action taken.

COMMUNICATION

The IIPP standard requires employers to explain the methods used to communicate safety matters. This communication occurs in several ways. PVUSD may communicate safety matters in the following ways:

1. Safe Work Practices
2. Safety Training (live and online)
3. Safety Meetings
4. Through the Safety Committees
5. Employee Bulletin Board, Flyers, Posters, etc.
6. Access to the Written IIPP

Communication is a two-way process. PVUSD therefore recognizes that employees must be given the opportunity to communicate safety issues to management. To this end, PVUSD agrees not to take any action against an employee for identifying workplace safety issues.

Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form. This form is available in the Administration, Maintenance and Operations, individual Departments and on the PVUSD website_(can be submitted online) and can be submitted anonymously.

Once a form is filled out, a copy should be given to the Inspection Coordinator (Coordinator of Facilities, Operations, and Transportation) and the original forwarded to Safety Coordinator (Director of Business Services) and the Superintendent, Principal, Supervisor, or Coordinator. It may be hand delivered, given to office personnel, emailed, or mailed. The Inspection Coordinator shall initiate inspection and corrective actions upon receipt of this form. Completed forms shall be retained in appropriate files.

Under no circumstances shall PVUSD allow reprisal for an employee that submits an Unsafe Conditions Form. As part of the employee recognition policy, PVUSD shall take into consideration an employee's willingness to identify hazards in the workplace.

The PVUSD IIPP is located on the PVUSD website (www.pvUSD.us) and in the office of each school site/work site: PVUSD District Office Human Resources Department, FMOT and Technology Front Office, Palo Verde High School Front Office, Twin Palms High School Front Office, Felix J Appleby Front Office, Ruth Brown Front Office, Margaret White Front Office, and Head Start Front Office.

From time to time, management may distribute flyers concerning safety matters to employees. These flyers may be distributed during work hours, attached to payroll checks, emailed, mailed or posted to the PVUSD website at www.pvUSD.us. All employees shall carry out all communications in a manner understandable.

Safety Training is an important method of communication. Principals, Supervisors, and Coordinators are required to maintain records of Safety Meetings and Training and provide copies to Human Resources.

UNSAFE CONDITIONS FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED HAZARDS NOT PREVIOUSLY RECOGNIZED. THIS FORM BRINGS THE HAZARD TO THE ATTENTION OF THE MANAGEMENT.

NOTICE IS HEREBY GIVEN THAT THE USE OF THIS FORM OR OTHER REPORTS OF UNSAFE ACTS OR CONDITIONS ARE PROTECTED BY LAW [8 CCR, SECTION 3203].

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS AS NECESSARY.

DATE:	EMPLOYEE NAME (OPTIONAL):
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DESCRIPTION OF HAZARD:

POSSIBLE CAUSES FOR THE HAZARD:

POSSIBLE WAYS TO CONTROL OR ELIMINATE HAZARD

SUPERVISOR HAS BEEN NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO
--

LOCATION OF HAZARD:

ANY IMMEDIATE ACTION TAKEN BY EMPLOYEE REPORTING:

DATE RECEIVED:	RECEIVED BY:	COMPLAINT INSPECTED:

ENTRY NUMBER IN THE HAZARD MITIGATION IMPROVEMENT LOG
HAZARD CLASSIFICATION;
PRIORITY NUMBER:
Copy to Coordinator of Facilities, Maintenance, and Transportation, original to Safety Coordinator

HAZARD IDENTIFICATION

The foundation of the PVUSD IIPP is the identification of workplace hazards. By planning, many accidents can be prevented.

The Injury and Illness Prevention Standard requires that the employer implement a system of identifying and evaluating workplace hazards. This system for PVUSD includes facility inspections and employee feedback.

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each school or work site to ensure that systematic safety inspections are conducted as appropriate.

There are two types of inspections ; overall facility inspections and specific work area inspections. For the purpose of the PVUSD IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. a previously unrecognized hazard is discovered.
 - c. an accident or illness occurs.
2. Specific work area inspection by each school or work site periodically, but not less than annually.

All inspections must be documented and the Inspection Coordinator must maintain a file of this documentation. A sample inspection sheet is attached to this section and also available on the PVUSD website. Once completed it will be forwarded to Maintenance and Operations Department. These forms are not meant to be all-inclusive. Work conditions will change over time, and so should inspection methods.

Any employee may report an unsafe condition and reporting can be anonymous. The Unsafe Condition Form is available in the Maintenance and Operations Office, at site and work sites, within this document and on the PVUSD website.

INSPECTION SHEET

WORK AREA INSPECTION <input type="checkbox"/>	FACILITY INSPECTION <input type="checkbox"/>
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MONTH/YEAR:

INSPECTED BY:

This log is to be used as part of the inspection requirements of this program. This is to be used to record the findings of the facility and work area inspections. Place this log in a location convenient to the person inspecting. Maintain copies of in the Department File and to Maintenance and Operations. Take any immediate steps to correct deficiency or take action as required.

DATE	WORK AREA	EQUIPMENT	CONDITION	REMARKS

Copy to Maintenance and Operations

HAZARD MITIGATION

Identified hazards shall be corrected in a timely manner. The IIPP Standard clearly requires that employer's correct safety deficiencies in a timely manner according to the severity of the hazard. Furthermore, whenever a hazard poses immediate danger, employees must be protected from injury.

The Inspection Coordinator shall be responsible for the correction of any hazard and must be notified when a hazard exists and given management support to pursue adequate correction of the hazard. PVUSD recognizes that action must be taken to correct safety deficiencies.

Whenever a hazard is identified, it shall be assigned to one of two categories. These categories are:

- Immediate Danger to Persons or Environment
- Less Serious Hazards

In a situation where a hazard poses immediate danger to human health or the environment, the Safety Coordinator must coordinate with the assistance of others the following:

1. Notify and evacuate all personnel to a safe area.
2. Notify appropriate authorities.
3. Do not allow employees back to deal with the hazard unless they are afforded proper protection.
4. Take steps to abate the hazard, diminishing further threat to human life or the environment.
5. Clean up and legally dispose of any hazardous substances involved in the incident.
6. Take corrective action to eliminate hazard.
7. Evaluate what happened and the effectiveness of the corrective action.
8. Train affected employees and document actions taken.

Whenever a less serious hazard is identified, the Safety Coordinator shall coordinate corrective actions in a timely manner according to the severity of the hazard. For less serious hazards, the following steps must be taken:

1. Identify hazard and determine severity
2. Remove employee from work station if necessary.
3. Mark any machinery or equipment that the hazard is associated with indicating to others that a hazard exists.
4. Determine what corrective action is necessary.
5. Prioritize the corrective action according to severity and with other corrective actions required elsewhere in the facility.
6. Acquire management and budgetary support for corrective action.
7. Implement corrective action.
8. Modify safe work practices and training as necessary.
9. Train affected employees.
10. Document action taken.
11. Evaluate the effectiveness of the corrective action and document this evaluation.

The Hazard Mitigation Log is to be utilized to prioritize safety deficiencies according to severity, establish who will be responsible for the corrective action, and by what date the action must be implemented by. It also documents the actual date of implementation and follow-up evaluation. This log is included with this section and is also available on the PVUSD website. Once the hazard is mitigated, a completed copy of the log should be forwarded to the Safety Coordinator.

HAZARD MITIGATION IMPROVEMENT LOG

This log is to be used to record hazards when identified and the corrective action to be taken, which is responsible to take the action, when it must be completed by, and the actual completion date. Each hazard is to be categorized by hazard classification. Based on the classification, the hazards shall be prioritized according to severity.

- CLASS A HAZARDS Any condition or practice with potential for causing loss of life or body part and/or extensive loss of structure, equipment or material.

- CLASS B HAZARDS Any condition or practice with potential for causing serious injury, illness or property damage, but less severe than Class A Hazards.

- CLASS C HAZARDS Any condition or practice with probable potential for causing non-disabling injury or illness, or non-disruptive property damage.

HAZARD CLASSIFICATION AND PRIORITY

UNSAFE CONDITION OR PRACTICE

CORRECTIVE ACTION

PERSON RESPONSIBLE FOR CORRECTION

DATE TO BE COMPLETED BY	ACTUAL COMPLETION DATE

REMARKS
Copy to Safety Coordinator and Inspection Coordinator

ACCIDENT INVESTIGATION

The IIPP Standard requires that employers implement a method of investigating workplace injury or illnesses. The Direct Supervisor will be responsible for conducting the initial accident or incident investigation. The Direct Supervisor and the Safety Committee will conduct a review of the investigations as appropriate. Procedures for investigations of occupational injury, illness, or exposure to hazardous substances, will cover the following:

- a) What should be reported
- b) Who does the initial investigation
- c) Who does the follow-up investigation
- d) Who receives copies of the report(s)
- e) When legally required reports must be completed

Employees are responsible to report accidents immediately to their Supervisor and, if after hours and a Supervisor is not available, report to District Office Administration. Direct Supervisors will investigate accidents, injuries, occupational illnesses, and near-miss incidents, to identify the causal factors or hazards immediately and use the following form to document the investigation.

Timely and thorough accident investigation is an integral part of the overall Injury and Illness Prevention Program. The accident report is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the accident so that appropriate action can be taken to prevent recurrence. With this in mind, any employee conducting an accident investigation should utilize the following guidelines:

1. If possible, discuss the accident at the scene.
2. Interview witnesses.
3. Show concern for the employee's injury.
4. Explain why the investigation is necessary.
5. Allow the injured or involved employee to relate his or her account of the accident without interruption.
6. Reiterate a summary of the accident to assure proper and complete understanding of the employee's story.
7. Use tact in resolving any discrepancies in the employee's story.
8. If appropriate, discuss means of preventing recurrence and record all findings and actions taken on the Accident Investigation Form.

In the event of a serious incident, the Director of Business Services will assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Principal, Coordinator, or Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone, Human Resources will contact Cal/OSHA within 8 hours.

The Accident Investigation form is included with this section and is also available on the PVUSD website. A copy of the Accident Investigation form must be forwarded to Human Resources.

PVUSD INCIDENT ACCIDENT INVESTIGATION REPORT

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: _____

JOB TITLE: _____ SEX _____ DATE OF BIRTH _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS
Y/N

DATE REPORTED: _____ HOUR: _____

ACCIDENT LOCATION _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED _____ TIME ON SCENE _____ TIME OFF SCENE _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT _____

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident

Describe injuries/illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances":

EMPLOYEE TRAINING

Training is a key element to the PVUSD IIPP. This is a requirement of the standard and a form of communicating safety related materials to the employees. The training program is intended to train and instruct employees about the IIPP, general safety/healthy work practices, and specific instructions with respect to each employee's job assignment. It is the most effective tool at management's disposal to control workplace hazards.

All Principals, Coordinators, and Supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards.

Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment and hazardous materials or procedures. Training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Training for PVUSD will occur at the following times:

1. Before a new employee begins work.
2. Any employee transferred or given a new assignment.
3. Whenever a new substance, process, procedure, or equipment, which poses a new hazard, is introduced to the workplace.
4. Whenever a new hazard is identified, following an inspection or investigation.

Management must be knowledgeable on the hazards exposed to employees under their jurisdiction and corrective/preventative measures. Management assign and ensure completion of appropriate training for employees based on job duties.

Training will occur in the following applications:

1. General District- or-Site Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan Safeschools Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs are included with this section and should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Keenan SafeSchools Online Training Program.

**EMPLOYEE SAFETY TRAINING
JOB SPECIFIC**

NAME OF EMPLOYEE	JOB CLASS
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DATE OF TRAINING:	NAME OF TRAINER
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SUBJECT COVERED

LOCATION OF TRAINING

UTILIZED THE FOLLOWING- <input type="checkbox"/> CODE OF SAFE PRACTICES <input type="checkbox"/> INSPECTION CHECKLIST <input type="checkbox"/> ACCIDENT INVESTIGATION OTHER:	<input type="checkbox"/> JOB HAZARD ANALYSIS <input type="checkbox"/> MATERIAL SAFETY DATA SHEET <input type="checkbox"/> OPERATIONS MANUAL
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SUMMARY OF THE TRAINING

THE EMPLOYEE WAS: <input type="checkbox"/> TOLD THE UNSAFE, PROCEDURE <input type="checkbox"/> SHOWN PROPER METHOD	<input type="checkbox"/> ABLE TO PRACTICE SAFE METHOD <input type="checkbox"/> CORRECTED WHILE PRACTICING
--	--

DURING DEMONSTRATION AND PRACTICE: <input type="checkbox"/> KEY POINTS WERE HIGHLIGHTED <input type="checkbox"/> ERRORS WERE CORRECTED	<input type="checkbox"/> HAZARDS WERE IDENTIFIED <input type="checkbox"/> QUESTIONS AND ANSWERS
--	--

REMARKS

THE EMPLOYEE ACKNOWLEDGES: <input type="checkbox"/> THE REASON FOR TRAINING <input type="checkbox"/> TO PRACTICE SAFETY AND MAINTAIN SAFE CONDITIONS IN THE WORKPLACE	<input type="checkbox"/> UNDERSTANDS TOPIC DISCUSSED
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EMPLOYEE'S NAME/DEPARTMENT (print)	SIGNATURE
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Copy to Human Resources

EMPLOYEE ACCESS TO THE PROGRAM

All employees have the right and opportunity to receive and review their employer's IIPP. PVUSD will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

PVUSD will communicate the right and the procedures to access the Program to all employees.

Employees of PVUSD can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year)

RECORDKEEPING

Recordkeeping is critical for demonstrating the effort of PVUSD towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years by the Vice Chancellor of Administrative Services.
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at PVUSD , with responsibility shared by management and staff alike.