

## **Safety/Injury And Illness Prevention Program**

### Preamble

The district is committed to the protection of the health and safety of our employees, and to providing a safe environment for our students. Maintaining a healthy and safe workplace is the responsibility of managers, supervisors and all other employees. Injuries and occupational illness can be controlled through the development and implementation of a comprehensive safety/injury and illness prevention program.

Every effort will be made to ensure the development and maintenance of a safety program that provides the maximum protection for our employees from illness and accidental injury and provides a safe environment for our students.

### Program Coordinator

The district hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

Director, Benefits and Risk Management

This appointment is effective on the date this regulation is adopted and will continue until another person is assigned this responsibility.

The program coordinator is responsible for ensuring that the district provides all employees with a safe and healthful workplace and that the district is in compliance with all CAL/OSHA and other applicable federal, state and local safety and health standards.

In order that the program coordinator may fulfill his/her responsibilities, the district grants appropriate authority to the coordinator so that all district and program obligations are met.

The district offers its full support to the program coordinator and pledges to provide this person with the time and resources necessary to fulfill his/her responsibilities.

### Plan Review

The district is aware that the workforce, workplace and workplace safety regulations may change over time. It is important that the Injury and Illness Prevention Program remain viable in regards to any future changes. Therefore, the Injury and Illness Prevention Program

coordinator will be responsible for reviewing the program written plan at least once during the first year after implementation and then at least annually thereafter.

The review will be to ensure that the written plan is appropriate for the district at the time of the review and for any anticipated future changes. The program coordinator will be required to provide written notice to the Superintendent or designee that the review was conducted.

The written notice will indicate at least one of the following:

1. The plan was reviewed and is still appropriate for the district.
2. The plan was reviewed, it appears the following changes should be made: (identify the proposed amendments).

#### Administrative Regulations

A Safety/Injury and Illness Prevention Program will be developed in conformance with SB 198 (Chapter 1369, Statutes of 1989) and Title 8, Section 3203. The Program Coordinator shall be responsible for implementing and maintaining the program. Every employee shall comply with occupational safety and health standards and all rules, regulations and orders required by law and/or district regulations.

#### 1. Safety Committee

A safety committee will be formed with representatives from the various departments and employee associations. Responsibilities include:

- a. Reviewing safety of worksites.
- b. Making recommendations for safety improvements.
- c. Promoting safety in the district.
- d. Monitoring workers compensation costs.

#### 2. Safety Inspections

Inspections of worksites and equipment will be made annually or more often, and corrections of unsafe or unhealthy conditions will be made in a timely manner.

#### 3. Code of Safe Practice

This code of safe practice will list the safe work practices for each worksite and type of equipment used in the district.

#### 4. Hazardous Materials

A record will be kept of all hazardous material located in the district and all employees who work with the material will be instructed in its use.

#### 5. Safety Training Program

A safety training program will be developed to provide the necessary safety training for district employees - new, newly transferred and continuing. Appropriate records will be maintained of each training session and the attendees.

#### 6. Safety Communication

A communication system will be developed to provide up-to-date information on safety matters to all employees.

#### 7. Reporting Unsafe Working Conditions

All employees shall be informed of the Board policy that any unsafe working conditions or procedures should be reported without fear of reprisal.

#### 8. Employee Discipline

Employees shall be subject to appropriate discipline if they fail to adhere to safe work procedures.

#### Site Safety Committees

School principals and department heads are responsible for the employee and student Safety/Injury and Illness Prevention Program at the school or department level. The state law and district policy requires that we have an effective safety program at each worksite in the district that promotes and maintains the health and safety of the students and staff.

1. Membership - The site committee shall consist of the school principal or another designated manager or the department head and at least three other members (where possible) representing the other staff at the school or department.
2. Meeting Schedule - The site committee shall meet regularly but not less than quarterly.
3. Inspections - The site committee shall review results of the worksite inspections.
4. Bulletin Board - The site committee shall maintain the safety bulletin board with all required information and other materials.
5. Safety Input - The site committee shall discuss proposed additions or revisions to existing safety program rules and procedures. The site committee shall solicit the staff for safety concerns.

#### Inspections

Periodic inspections of workplaces and procedures for correction and control of existing and potential hazards provides a basis for developing work procedures and injury/illness prevention training. Employees are encouraged to inform their supervisors of possibly hazardous situations, knowing their reports will be given prompt attention without fear of reprisal.

1. Inspections - All areas will be inspected annually using the district safety checklists.
2. Inspection Assignments - A list of the people responsible for making the inspections will be developed and the appropriate people informed of their responsibility.
3. Recordkeeping - The person making the inspection will send copies of the safety checklists to Maintenance and Operations and the Safety Manager. A complete file of the safety checklists will be kept in both of those offices.

4. Work Orders - Work orders or purchase orders will be prepared by the person doing the inspection and submitted to Maintenance and Operations for processing.

5. Corrective Action - If for any reason corrective action cannot be taken at once, all appropriate persons will be informed of the reason why and when action will be taken.

6. Reporting Unsafe Conditions - Employees will be instructed to report any unsafe working condition immediately to their immediate supervisor and to Maintenance and Operations and the Safety Manager.

#### Code of Safe Practice

The code of safe practice lists safe work practices for each work area and for the types of tools and equipment used in the work area. These codes give special attention to personal protective equipment, guarding, ventilation and emergency procedures.

1. Purpose - This code lists safe work practices for each work area and type of equipment.

2. Copies - A copy of the applicable code will be posted in each work area.

3. Training Program - The code will be used as part of the safety training program.

#### Hazardous Materials

1. Listings - A list of all hazardous materials in the district and their location will be kept with Maintenance and Operations and the Safety Officer. A list of all hazardous material and their Material Safety Data Sheets located in each work area will be kept in the department or school office.

2. Awareness - Employees will be made aware of the hazardous materials and how to work with them in the safety training program.

3. Training - Training will be provided whenever a new hazardous material is received.

#### Safety Training Program

Training employees in safety related matters is a specific requirement of state law and district Board policy. The objective of the training is to improve the safety awareness of all employees and to encourage safe work practices. An outline of the training programs and the persons responsible for conducting the programs will be developed by the Program Coordinator.

1. Eligibility - All new employees will receive a safety training program.

2. Annual Review - All employees will receive a safety training program review annually.

3. Transfers and Promotions - Any employee transferring to a new position will receive a safety training program applicable to the new position.

4. New Materials - Whenever new substances, processes, procedures or equipment are introduced to a workplace, a training program shall take place.

5. Written Records - A written record will be retained of the training presented and the personnel present.
6. Attendance - A written record will be maintained for all personnel showing what safety sessions they have attended and when.

### Employee Discipline

It is essential that all employees have safe and healthy work practices so they do not endanger themselves or their co-workers.

1. Discipline - Employees who do not follow district safety procedures will be disciplined in accordance with existing bargaining agreements.

### Safety Incentive Plan

Positive recognition of employees who follow safe and healthy work practices and incentive programs to encourage employees is an integral part of the safety program, and will be developed by the Program Coordinator and the District Safety Committee.

### Employee Communications

A system for communicating with employees in a form readily understandable by all affected employees on matters relating to safe and healthy work practices is required by law and is essential to a safety program.

1. Bulletin Boards - At each school or department a bulletin board or a portion of a bulletin board shall be designated for posting safety information.
2. Safety Posters - Safety posters will be posted in appropriate work areas.
3. Safety Communications - Written safety communications will be prepared as appropriate and distributed to district employees.
4. Safety Suggestion Plan - A safety suggestion award system will be implemented.
5. Other Information - All CAL/OSHA information will be posted on the safety bulletin board.
6. Worker's Compensation - Worker's Compensation information will be posted on the safety bulletin board.

### Responsibilities of Injury and Illness Prevention (Safety) Program Coordinator

The district's Injury and Illness Prevention Program Coordinator is responsible for implementing and maintaining all aspects of the district's Injury and Illness Prevention Program including:

1. Coordinate all risk control activities.
2. Act as liaison between management and outside safety agencies.

3. Establish minimum safety standards, rules and regulations, and ensure employees are aware of these regulations.
4. Ensure that safe practices and conditions are established.
5. Review all supervisor's reports of accidents and see that recommendations are acted upon. Use these reports for analysis of accident trends.
6. Establish training programs for all employees and supervisors.
7. Ensure that all employees comply with all identified safety and health work practices.
8. Establish and preside over a safety committee comprised of department managers and key employees.
9. Verify and post emergency phone numbers for police, fire and medical.
10. Maintain bulletin boards in clearly visible areas with required safety information such as Worker's Compensation, reporting of accidents and how to get medical help.
11. Develop an emergency evacuation and response plan for fire, earthquake or other disaster.
12. Determine if first-aid training is necessary and, if so, coordinate such training.
13. Maintain adequate first-aid supplies.
14. Follow up on the completion of safety recommendations of the safety committee, district personnel or other safety consultants.
15. Follow all OSHA recordkeeping and accident reporting requirements.

#### Site Managers

Site managers include school principals and administrators or managers in charge of all other district facilities. Site managers are considered an integral part of a successful Injury and Illness Prevention Program. Each

site manager assumes the responsibility for staff, student and visitor safety and welfare at his/her site.

The site manager safety and health responsibilities include:

1. Coordinating all required injury and illness prevention policies and procedures with the district program coordinator.
2. Ensuring that appropriate records are maintained and posted at the site.
3. Ensuring that designated personnel complete required monthly inspections.
4. Ensuring that anonymous notifications pertaining to safety related issues are collected and submitted to the program coordinator at least once per month.

5. Ensuring that all employees attend district scheduled training sessions.
6. Ensuring that the appropriate supervisor completes the initial report following an accident at the site.

#### Department Managers/Supervisors

Department managers and supervisors are considered the key link between the program coordinator and district employees. The duties and actions of these managers and supervisors are critical in assuring that the overall Injury and Illness Prevention Program works. Each department manager and supervisor is responsible for employee health and safety in his/her department or section and thereby has the authority to enforce appropriate parts of the Injury and Illness Prevention Program as delegated by the program coordinator.

The department managers' and supervisors' duties and responsibilities include:

1. Instruction of employees in general safe work practices and on hazards unique to specific job assignments.
2. Supervision of employees to ensure that safety policies, rules and regulations are not violated.
3. Supervision to ensure that employees use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions.
4. Ensure that unsafe acts or conditions are brought to the attention of the program coordinator and/or safety committee.
5. Attend specialized training programs when offered by the district for supervisors and key employees.
6. Complete the "Supervisor's Report of Accident."
7. Follow up accident investigations by providing department employees with a synopsis of the accident and what precautions are necessary to prevent a recurrence.
8. Conduct periodic inspections of the workplace when directed by the program coordinator and complete the appropriate inspection check-off forms.

#### Employee Responsibilities

The district is taking action to ensure a safe and healthful workplace and to ensure compliance with state, federal and local safety regulations. To assure that the district's program works, each employee should act in a manner which protects his/her health and welfare as well as that of co-workers, other district employees, students, visitors and the general public (when job duties extend beyond a district site).

Each district employee's safety responsibilities include:

1. Attending or participating in district-provided training and information programs.
2. Following all district safety rules and regulations and applying safe work practices to all jobs.

3. Reporting of safety hazards to his/her supervisor, the program coordinator or the safety committee.
4. When appropriate, providing recommendations on how to eliminate or reduce a discovered safety hazard.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: August 24, 1995 Fresno, California

reviewed: June 1, 2001