

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

2024 - 2025

Policy Statement

No one will dispute that the primary function of schools is to educate, but also of major importance is the right of all of its employees to enjoy a safe work environment. The personal safety of each employee while in the performance of his or her work activity is a top priority of all school districts.

It is also the philosophy that individual workers must share responsibility for employee safety equally.

ATASCADERO UNIFIED SCHOOL DISTRICT

5601 West Mall

Atascadero, California

(805) 462-4200

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<http://www.atusd.org/>

INJURY & ILLNESS PREVENTION PROGRAM

The Atascadero Unified School District, through its administration and management, is committed to the safety of all employees and recognizes the need to identify and prevent employee injuries, accidents, and promote employee safety.

I. PROGRAM OBJECTIVES

The primary objective of the Injury and Illness Prevention Program (IIPP) is to reduce job related employee injuries and accidents as follows:

- ☐ Establish and maintain an effective Injury and Illness Prevention Program (IIPP).
- ☐ Provide a safe working environment.
- ☐ Establish safety policies, committees, training, and communications to improve accident and injury prevention.
- ☐ Make available written records of safety issues discussed at the safety committee meetings for employees, union representatives, and governmental agencies.

II. RESPONSIBLE PERSONS

The following individuals have the authority and responsibility for implementing and maintaining this program.

Overall Coordinator:	Tom Butler, Superintendent
Assistant Coordinator:	Renee Argain, Assistant Superintendent of Human Resources
Assistant Coordinator:	Brant Lloyd, Director of Support Services
IIPP Coordinator:	Renee Argain, District Safety Coordinator

Site administrators, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of the IIPP is available from each site administrator.

III. COMMUNICATION

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

Our communication system may include the following items:

1. New worker orientation including a discussion of safety and health policies and procedures.
2. Review of our IIPP Program.
3. Training programs.
4. Regularly scheduled site or department staff and safety meetings.
5. Posted or distributed safety information.

6. Newsletters and memorandums.
7. A system for workers to anonymously inform management about workplace hazards.

Ongoing communication is important in relaying information about the hazards of the workplace. The District's Safety Committee meets monthly and departments and/or sites are required to discuss safety at regular staff meetings. These meetings shall be the primary means by which safety and health information is relayed to employees. The information shall be presented in a language or manner understandable to each employee. All meetings shall be documented. Documentation shall include, but not be limited to, signed attendance rosters, agenda for items discussed, and minutes of the meetings.

Any relevant safety information shall be posted as needed in all employee break rooms. This may include general safety information or specific information related to an area or operation in particular. Other written materials shall be given to employees as needed, in a language understandable to them.

Communication is encouraged and safety suggestions or information about hazards at the worksite may be submitted to any supervisor or administrator without fear of reprisal. The District has made available to employees a Safety Concern form (**Appendix A**) to be used to inform management of ongoing safety hazards and/or an Employee Safety Recommendation Form (**Appendix B**) to make suggestions to prevent hazards in the work place. Employees can anonymously file a report by writing, calling, faxing, or emailing the IIPP Assistant Coordinator at:

ATASCADERO UNIFIED SCHOOL DISTRICT
Dan Neff, District Safety Coordinator
5601 West Mall
Atascadero, California 93422
(805) 462-4215 ext.5
(805) 460-2507 Fax
danneff@atasusd.org

All suggestions or hazard information shall be reviewed by the Program Coordinator and/or Assistant Coordinator and discussed at the next District Safety Committee meeting.

All supervisors, in order to ensure that all employees comply with safe and healthy work practices, will conduct ongoing supervision. All workers, including managers and supervisors, are responsible for complying with the IIPP and safe and healthful work practices. Disregarding safety rules or the IIPP may result in disciplinary action, up to and including dismissal. Generally, the disciplinary action taken shall follow the progressive evaluation system established within the District.

The District Safety Incentive Program recognizes employees who follow safe and healthful work practices (**Appendix C**). All supervisors and employees are encouraged to notify their supervisor, a member of the District Safety Committee, or one of the IIPP Assistant Coordinators

if they observe another employee following district procedures and safe and healthful practices. The employee will be recognized at a District Safety Committee meeting.

IV. HAZARD ASSESSMENT AND CONTROL

Facility and work area inspections shall be conducted on a periodic basis. Unsafe conditions and work practices identified during the inspections shall be documented. In general, inspections will be conducted:

1. When the program is first established.
2. Whenever new substances, processes, procedures, or when new occupational safety and health hazard are introduced into the workplace.
3. Whenever a new or previously unrecognized hazard is evident.
4. Whenever there is a report of an occupational injury or illness or a near-hit incident **(Appendix D)**.

Inspections will be documented using checklists and in-house forms **(Appendix E)**. The date and person conducting the inspections will be documented. Any deficiencies will be documented on an in-house work order. The work order shall specify the problem and shall also indicate if it is a priority item by writing the word “Safety” in red print on the top left-hand corner of the work order. Work orders shall be reviewed in order to take the appropriate actions to address each problem. Items will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated or the operation suspended until corrective measures can be taken. Any employee may generate a work order as an unsafe or hazardous condition arises or becomes evident. The work orders may be turned into any supervisor.

V. COVID-19: ESSENTIAL INFECTION PREVENTION MEASURES

DISTRICT STRATEGIES / RESPONSIBILITIES:

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

1. Encourage sick employees to stay home.
2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.
3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.
4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
5. Encourage employees to use their own face covers. It is strongly recommended that face coverings (cloth face cover; face shield w/ drape; mask) should be worn whenever a District employee comes within 6 feet of others. The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental

health condition that prevents the use of a face covering.

Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

STAFF RESPONSIBILITIES:

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the coronavirus disease (COVID-19).

1. Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self- screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
3. Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - At least one full day passes with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared; or
 - At least 5 days pass since first symptoms and a negative antigen test.
4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.
5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable and maintaining a distance of at least 6 feet between persons at the workplace when possible.
6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean, and disinfect shared workspaces and work items before and after use.
7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.
8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
9. Employees should not share personal items with coworkers (i.e., dishes, cups,

utensils, towels).

10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.
11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Atascadero Unified School District.

**** For additional information related to COVID-19, please see the Atascadero Unified School District Plan for Opening Schools in Response to COVID-19 (Appendix I).***

VI. INJURY INVESTIGATION

Reports of occupational injury, illness, or near miss/near hit shall be investigated. The primary goal of accident investigation is the prevention of similar accidents through the use of knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident notification in their areas of responsibility. All supervisors shall complete a Student & Staff Confidential Accident Report Form (**Appendix F**) within 24-hours of notification of the incident and the Safety Coordinator, if appropriate, will complete a SIPE Accident Investigation Report (**Appendix G**).

Details of the incident shall be outlined in the report including what happened, why it happened, what should be done to prevent it from happening again, and what action has been taken to reduce or eliminate future incidents.

Procedures for investigating workplace incidents include:

1. Interviewing the injured employee and any witnesses.
2. Examining the workplace for factors associated with the incident.
3. Determining the cause of the incident.
4. Taking corrective action to prevent the incident from reoccurring.
5. Recording the findings and action on the SIPE Accident Investigation Report.

VII. TRAINING

Proper employee training is crucial for maintaining safe operations. It is the intent of Atascadero Unified School District to fully train and inform our employees in all areas of their employment, including general safety and healthy work practices and hazards specific to their job assignment. Each department manager and/or site administrator is responsible for ensuring the training of his or her site employees. All trainings must be documented by using a Safety Training Sign-in Sheet (**Appendix H**), and individual training records may be placed in the employees' personnel file. All training records shall be kept on file for a minimum of three (3) years.

In general, training shall be provided when:

1. The program is first established.
2. An employee is first hired.

3. An employee is given a new job assignment for which training has not been previously given.
4. A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard.
5. Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.

VIII. LABOR / MANAGEMENT SAFETY & HEALTH COMMITTEE

A District Safety Committee has been formed to create and maintain an active interest in employee safety, reduction of accidents, near miss/near hits, and to address and investigate all known safety issues. This committee shall be under the direction of the Safety Coordinator. The committee shall operate with close contact and communicate with the Program Coordinators, administration, and department managers. The District Safety Committee at a minimum shall:

1. Conduct committee meetings a minimum of once per month during the school year.
2. Prepare written records of safety and health issues discussed, make copies of the records available to all affected employees, and maintain the records on file.
3. Review investigations of occupational accidents or near miss/near hit, and causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the Program Coordinator for aiding in the prevention of future incidents.
4. Review the results of any periodic scheduled facility or site inspections.
5. Review 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. When appropriate, submit recommendations to assist in the evaluation of employee safety suggestions.
7. Assist the Program Coordinator in promoting safety by communicating safety and health issues back to each site and department, coordinating training, and developing incentive programs or other special safety programs.

IX. RECORDKEEPING

Actions taken to implement and maintain the program shall be documented and maintained in the District's Safety Manual. These records specifically include:

1. Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
2. Any unsafe conditions and work practice identified during the inspections and the action taken to correct the problem.
3. Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers.

All of the above mentioned documentation shall be maintained for a minimum of three (3) years.

Approval by District Safety Committee: June 11, 2015; Rev 09/14/2021; Rev 03/07/2022

Appendices A, B, C, D, E, F, and G are now available through the SIPE web link <http://www.slosipe.org/> . Scroll to the bottom of the Webpage for “Online Reporting” buttons.

Appendices:

- A) Safety Concern Form
- B) Employee Safety Recommendation (Form)
- C) District Safety Committee’s Incentive Program
- D) Near Hit / Near Miss Incident Report (Form)
- E) Safety Inspection Form (interior and exterior)
- F) Student & Staff Confidential Accident Report (Form)
(To be filled out by supervisor, secretary, or teacher/coach of an injured student)
- G) SIPE Accident Investigation Report (Form)
- H) Safety Training Sign-In Sheet
- I) Atascadero Unified School District Plan For Reopening Schools in Response to COVID-19

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