

INJURY & ILLNESS PREVENTION PROGRAM

IIPP

Objective:

- Reduce job related injuries and accidents

How:

- Establish and maintain a program (IIPP)
- Provide a safe working environment
- Establish safety policies, committees, training, and communication
- Monitor written records of safety concerns and committee meetings

Responsible Persons

- All of us :O) DLT, Sites, and Departments

Communication

- All managers & supervisors are responsible for communicating with ALL employees assigned to your area about safety and health information.

Communication System...

- Monthly District Safety Committee Meeting
- Monthly District Leadership Team Safety Meeting
- Monthly Site/Department Safety Meeting
- Post Safety Information (minutes, training, etc) in break rooms/staff areas
- Encourage safety suggestions
- Encourage employees to report safety hazards
- Supervisors ensure all employees comply with safe and healthy work practices
- Safety Incentive program (online training & CIA)

Hazard Assessment and Control

- Interior Classroom Inspections – twice a year
- Exterior Inspections – twice a year
- Custodial Work Station, Multipurpose Room, Kitchen, Gym Inspection – once a year

Injury Investigation

- Goal
 - Take care of injured employee
 - Prevent others from same injury
- Investigators
 - Kim
 - Louise

Training

- Each site/department manager is responsible for ensuring the training of ALL site employees

Labor / Management Safety Committee

- District Safety Committee is to maintain an active interest in employee safety, reduction of accidents, near misses, monitoring safety issues
 - Meet once a month
 - Keep written agendas and minutes
 - Review worker comp accidents
 - Review Facility Inspections
 - Review Safety concerns
 - Make safety recommendations
 - Promote safety and health in the District

Recordkeeping

- Document inspections and repairs
- Document unsafe conditions and work practices
- Document safety training
- Document emergency drills
- Document injuries – student, staff, and other