Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the Selma Unified School District (SUSD) to ensure a safe and healthy work environment for all of its employees. The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All employees of the SUSD are governed by the procedures outlined in this manual, unless otherwise stipulated.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The ASSISTANT SUPERINTENDENT is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found in the ASSISTANT SUPERINTENDENT’s office at the District Office. Copies of the IIPP will be available at each district site and school location.

The IIPP will include the following topics: Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Correction, Accident/Injury Investigation, Training/Instruction, and Recordkeeping.
Responsibility

The Assistant Superintendent Designation Form

The ASSISTANT SUPERINTENDENT is the person responsible for implementing the SUSD’S’ Injury and Illness Prevention Program.

The ASSISTANT SUPERINTENDENT is responsible for occupational safety and health and will assure that the SUSD provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

APPROVED: Superintendent

__________________________________________ Date __________

ACCEPTED: Assistant Superintendent

__________________________________________ Date __________

The Assistant Superintendent

The ASSISTANT SUPERINTENDENT will serve as the Injury & Illness Prevention Program Coordinator/Safety Officer for the SUSD Schools. The Injury & Illness Prevention Program Coordinator is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all risk control activities
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program
3. Providing advice and guidance to SUSD management and supervisors
4. Communicating safety objectives
5. Developing and/or assisting in the development of employee training programs
6. Presiding over the SUSD’ Safety Committee
7. Reviewing all accident reports and investigations
8. Serving as liaison between management and outside safety agencies
9. Maintaining records as prescribed by the Recordkeeping Section of the Injury & Illness Prevention Program
Principal and Supervisor Responsibilities

SUSD’s Principals and Supervisors are responsible, where appropriate, for specific elements of the Injury and Illness Prevention Program. Principals and Supervisors play an integral role within the Injury & Illness Prevention Program. Principals and Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the Principals and Supervisors set the example for employees in regard to safety responsibilities. There are several specific responsibilities for Principals and Supervisors:

1. Managing the injury prevention efforts in their area of responsibility
2. Providing the necessary means of ensuring a safe and healthy work environment for their staff
3. Providing employees with safety training and job instruction
4. Providing written documentation of employee training and instruction for employees in their area of responsibility
5. Providing a planned safety meeting or “safety talk” program
6. Ensuring compliance with applicable federal, state, and local safety codes. Cal/OSHA safety regulations can be found in the California Code of Regulations, Title 8, by applicable topic. These regulations can be accessed via the Internet at www.ccr.oal.ca.gov or www.dir.ca.gov. The JPA Risk Manager may be contacted as a resource for compliance-based inquiries
7. Conducting Accident/Injury Investigations
8. Taking any reasonable action necessary to prevent injuries when an immediate danger exists
9. Taking responsibility for the safety of all employees under their supervision and for any employee not under their supervision but in the supervisor’s work area
10. Providing and maintaining a clean and hazard-free work area
11. Providing safety orientation and job instruction to supervised employees
12. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility
13. Conducting safety observations of employee safe work practices
14. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline
15. Maintaining emergency readiness
16. Ensuring employees receive prompt medical treatment for all injuries
17. Ensuring employees are fit to work
Employee Responsibilities

Employees are charged with adhering to the Injury & Illness Prevention Program as directed by management.

Employee responsibilities are listed below:

1. Adhering to all safety rules and operating procedures established by the SUSD Schools
2. Wearing appropriate personal protective equipment as required and provided by the SUSD Schools
3. Inspecting and maintaining equipment for proper and safe operation
4. Reporting all injuries immediately, including first aid only injuries
5. Encouraging other workers to work in a safe manner
6. Reporting all observed unsafe acts and conditions to their supervisor
7. Reporting to work in an acceptable condition and not under the influence of alcohol or drugs
Compliance

SUSD Commitment

The SUSD is committed to providing all employees a safe and healthy work environment.

The SUSD maintains an open-door policy, allowing all employees to communicate any safety concerns without fear of repercussion.

Furthermore, the SUSD is committed to providing full cooperation with any outside safety agency during the course of any inspection or audit.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the IIPP rules fairly and uniformly.

(Board Policy Reference #4147/4257/4357)

Employee Compliance

All employees are responsible for using safe work practices; for following all directives, policies, and procedures; and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the IIPP and maintain a safe work environment include:

1. Informing employees of the provisions of the IIPP.
2. Evaluating the safety performance of all employees.
3. Recognizing employees who perform safe and healthy work practices.
4. Providing training to employees whose safety performance is deficient.
5. Disciplining employees for failure to comply with safe and healthy work practices.
6. Ongoing review and updates of the IIPP.

Employees who report possible violations of occupational and safety standards may not be subjected to retaliation for filing such a report; nor for participating in an occupational health and safety committee (Labor Code Section 6310). Furthermore, an employee may not be disciplined for refusing to work in violation of health and safety standards (Labor Code 6311).

General Safety Rules

For the protection and safety of all employees, SUSD has established the following rules which are designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

1. All accidents and injuries shall be reported to the Supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until proper instructions on their operation has been received and documented.
3. Horseplay, throwing objects, running in aisles and stairways, distracting other employees at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water, and other liquids shall be cleaned up immediately. Wet floor signs are to be used until floor is clean and dry.
5. Areas in which overhead maintenance is being performed shall be blocked off and posted to prevent injury from falling objects. All employees working in areas where there is a risk of falling objects shall
wear head protection that complies with ANSI Z89.1-1986. Employees shall not enter a barricaded or posted area unless authorized to perform work therein.

6. Any defective tool or equipment shall not be used and must be immediately reported to the supervisor. In addition, the defective equipment must be affixed with a warning label or tag that states "DO NOT OPERATE".

7. Failure by an employee to comply with the safety rules is grounds for disciplinary action. Any employee who is injured as a result of their own serious and willful misconduct shall be subject to Labor Code 4551.
8. Supervisors shall determine the level of Personal Protective Equipment suitable for the specific work activity. All Personal Protective Equipment shall comply with the American National Standards Institute (ANSI), National Institute of Occupational Safety and Health (NIOSH), or other applicable industry-specific standards. Employees who fail to wear the applicable Personal Protective Equipment shall be subject to disciplinary action.

9. Manual lifting shall not exceed fifty (50) pounds unassisted. All employees are to use mechanical devices or powered industrial equipment whenever feasible. Proper physical ergonomics are to be used whenever lifting or physical activity is required.

10. All work areas are to be kept in clean and in orderly condition. Aisle ways and emergency exits shall be kept clear and easily identified.

11. The use of tobacco products, alcohol, or controlled substances is forbidden on all SUSD property.

12. All electrical devices shall be properly grounded, any exposed wiring is prohibited. Only trained employees are authorized to perform maintenance or repair work on electrical devices/equipment.

13. Portable ladders are to be used only as a means of access or egress. All ladders must be affixed with manufacturer's warning labels. Painting of ladders is prohibited.

14. Hazardous waste and/or materials shall be labeled, contained, and stored according to Department of Transportation, Environmental Protection Agency, National Fire Protection Association Standards, or any other applicable industry specific standards and conform to the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Any waste that is considered "Hazardous" according to Local, Federal, or State regulations must be reported to the Facilities Department for proper disposal.

15. Portable Fire Extinguishers shall be mounted, identified, and be made available according to Title 8 CCR 6151 (d). All portable fire extinguishers must be inspected monthly and have maintenance annually (Title 8 CCR 6151 (e)).

16. A first aid kit must be readily available and continuously stocked at all SUSD locations. At least one person at each site must be certified to render first aid, this certification must be equal to that of the American Red Cross standard (Title 8 CCR 3400).

17. Standing or working from desks, tables, chairs, or another non-working platform is forbidden. When necessary, use the appropriate ladder, step ladder, or mechanical lift.

18. Employees should report to their supervisors if they are taking any medication that may impair their ability to drive a SUSD vehicle or operate heavy machinery such as a forklift, etc.

Disciplinary Action

The SUSD will utilize appropriate disciplinary action for employees who violate SUSD Schools’ safety policies, rules, and procedures, or for employees who require any counseling as a result of unsafe work practices, per SUSD’S employee handbook

All employees, including all levels of management, will be held accountable for obeying site safety and health rules. The following four-step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

1. Oral warning
2. Written reprimand
3. Suspension
4. Dismissal
Communication

General Information

The SUSD recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The system of communication regarding safety and health at the SUSD consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff.

Managers and supervisors are responsible for communication with all employees about occupational safety and health issues in a manner or form readily understandable by all employees. Likewise, employees are encouraged to inform their managers and supervisors about workplace hazards without fear of reprisal.

Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the SUSD Schools. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site should have a copy of the program. The program should be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation and where copies of the written plan are located. All employees will be notified of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary.

Any employee who may have comments and/or suggestions is encouraged to provide feedback regarding to the program to The ASSISTANT SUPERINTENDENT for consideration.
SUSD Safety Committee

The SUSD Safety Committee has two primary functions. The first is communication between employees and management; the second function is the monitoring of the effectiveness of the SUSD Schools’ Injury & Illness Prevention Program.

The SUSD Safety Committee is SUSD-wide and is comprised of both management and staff. Most school sites should be represented with employees of various classifications on a volunteer basis.

The SUSD Safety Committee will meet regularly, but no less than quarterly. The format of the meeting is to be decided by the members of the committee, but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The employees on the SUSD Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers’ Compensation costs.

All SUSD Safety Committee meetings are to be documented in the form of written meeting minutes. Original meeting minutes will be kept in the ASSISTANT SUPERINTENDENT’S office at the District Office.

At the end of each school year, the SUSD Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.
Hazard Assessment

General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees. There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions.

Normal wear and tear is the constant process in which equipment and facilities deteriorate. Routine evaluations of equipment and areas can detect hazardous conditions before they cause injury.

Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous. Additionally, employees may leave their work area untidy, which can contribute to a dangerous environment.

Regular hazard identification and assessment can minimize the quantity and severity of hazards to which employees may become exposed. Safety Evaluations and Hazard Analysis are tools utilized by the SUSD to identify hazards.

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.

Safety Walks

Principals and Supervisors are encouraged to conduct safety walks quarterly in their area of responsibility. Principals and Supervisors should continuously monitor their areas during the work day for safety hazards and report any safety concerns to the ASSISTANT SUPERINTENDENT.

The Principal and/or Supervisor, along with site staff will review all safety walks and initiate corrective action via the district’s work order system.
**Safety Inspections**

The SUSD has site safety inspections conducted every three years via an outside consultant. Approximately three months after the conclusion of the inspection, a visit is paid to the district to obtain information regarding the status of immediate and high priorities.

**Hazard Reporting System**

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or the ASSISTANT SUPERINTENDENT. Employees may use the district’s work order system to report unsafe work conditions or practices.

Employees may also use the *Report of Unsafe Condition or Hazard Form* to report unsafe work conditions and practices. Employees should forward the completed form to their supervisor for review and appropriate action. The *Report of Unsafe Condition or Hazard Form* may be obtained from the School Office Manager or by contacting the ASSISTANT SUPERINTENDENT, and can be submitted anonymously.

It is the policy of the SUSD to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable.

Conversely, employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of SUSD Schools’ policy.

The SUSD is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the SUSD to correct those conditions.
Hazard Correction

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

**Superintendent**
The SUPERINTENDENT is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

**Assistant Superintendent**
The ASSISTANT SUPERINTENDENT will review all reports of unsafe/unhealthy work conditions on a monthly basis to determine the development of any patterns.

**Maintenance & Operations Director**
The MAINTENANCE & OPERATIONS DIRECTOR is responsible for immediately initiating corrections to any hazard that has come to his/her attention.

Any safety-related work requests should be given the highest priority to ensure prompt correction.

The MAINTENANCE & OPERATIONS DIRECTOR will follow up on corrective activity for all reports of unsafe or unhealthy conditions.

**Principals and Supervisors**
Upon the identification of an unsafe/unhealthy work condition or practice, the Principals and/or Supervisors will initiate the appropriate corrective action by way of a work order or communication with the appropriate department.

Principals and Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public, as well as notifying the necessary persons responsible for taking required action to correct the hazard.

Principals and Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the Principals and/or Supervisor to correct should be immediately reported to the ASSISTANT SUPERINTENDENT.

Principals and Supervisors are also responsible for taking temporary precautions until corrections can be made. Principals and Supervisors shall provide a status report to the ASSISTANT SUPERINTENDENT when a temporary correction has been made.

**Employees**
All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.
Hazard Correction Follow-Up

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard should follow up with their supervisors regarding the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Principals and Supervisors and reported to the ASSISTANT SUPERINTENDENT.

In the event an unreasonable delay in correcting safety hazards occurs, the ASSISTANT SUPERINTENDENT should inquire with the necessary personnel the status of the work and report any pertinent information back to the Principal and/or Supervisor.

Once a reported hazard has been corrected, Principals and Supervisors should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Access should only be permitted upon the approval of the persons responsible for the area.
Accident Investigation

Supervisor Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the SUSD Schools’ Supervisor’s Report of Injury or Illness. Supervisors will retain a copy and supply a separate copy to the appropriate department. These reports are subject to review by the ASSISTANT SUPERINTENDENT.

Written reports of investigations should be as complete as possible. The most accurate, thorough reports record the sequence of events, noting each event in the order in which it occurred. A complete, factual report includes information based on these questions:

- WHO was injured and/or WHAT was damaged?
- HOW did the accident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons and/or equipment were involved?
- WHY did the accident happen?
- WHAT could and should have been done to prevent it?
- HOW can similar accidents be avoided in the future?

Procedures for investigating employee injuries include:

1. **Visiting the accident scene as soon as possible.** This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to Employees in the area.

2. **Interviewing injured workers and witnesses.** Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.

3. **Examining the workplace for factors associated with the accident.** It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. **Determining the cause of the accident.** Understanding the root cause of an accident will allow management to develop measures to prevent similar accidents from recurring. Determining the root cause of an incident may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

5. **Taking corrective action to prevent the accident from recurring.** Immediate and complete corrective action is essential.

6. **Documenting the findings and corrective actions taken by completing Supervisor’s Accident Investigation Report.** Attach all necessary information to the investigation report.
Outside Agency Investigation

Serious injuries and fatalities may be investigated by agencies outside of the SUSD in addition to any internal investigation. Insurance agencies, as well as Cal/OSHA, fire departments, law enforcement agencies, and the SUSD attorney may desire to investigate serious accidents and fatalities.

The SUSD will cooperate with and assist outside agencies during the course of these investigations.

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal/OSHA by the ASSISTANT SUPERINTENDENT or designee. Immediately means as soon as practically possible but not longer than 8 hours after the SUSD knows or with diligent inquiry would have known of the death, serious injury, or illness. If the SUSD can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment involving:

- inpatient hospitalization, regardless of length of time, for other than medical observation or diagnostic testing;
- amputation;
- loss of an eye; or
- serious degree of permanent disfigurement.

When making such report, the ASSISTANT SUPERINTENDENT or designee shall include the following information, if available:

1. The time and date of the accident or event
2. The SUSD Schools’ name, address, and telephone number
3. The name and job title of the person reporting the accident or event
4. The address of the site of the accident or event
5. The name of person to contact at the site of the accident or event.
6. The name(s) and address(es) of any injured employee(s)
7. The nature of the injury
8. The location where injured employee(s) was/were moved to
9. The identities of other law enforcement agencies present at the site of the accident or event
10. A description of the accident or event and whether the accident/event scene or instrumentality has been altered
Training & Instruction

Training Programs

The SUSD is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the SUSD to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through a number of ways: dialog between trainer and trainee, online courses, safety videos or DVDs, safety literature, hands-on examples, on-the-job training, seminars, and workshops.

Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The ASSISTANT SUPERINTENDENT will periodically review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

Initial Job Instruction

Initial job instruction (or job position safety orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. It covers such topics as general hazards, cleanliness and housekeeping responsibilities, and appropriate general safety rules. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position, safety training is essential.

When Employees move to new occupations, they are confronted with an entirely new workstation and a new set of safety hazards.
Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. These are overviewed in an employee-specific orientation for hazardous operations. During this orientation, the employee’s supervisor will cover specific hazards of the job and necessary precautions.

Information to be included during this type of training should include, but not be limited to:

- Safety equipment and personal protective equipment requirements
- Potential exposure to toxic materials
- Emergency procedures
- Physical hazards associated with the work area

Safety Talks

Planned Safety Talks

Planned safety talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules. These are designed to be short five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of each talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis. Supervisors should conduct these safety talks.

Planned safety talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard. If a new substance, process, procedure or piece of equipment presenting a new hazard is not introduced, supervisors may schedule regular safety talks at a frequency that best suits the operations of the department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case.
Recordkeeping

There are several forms of documentation that must be retained for recordkeeping purposes:

**Safety Evaluation Documentation**
- Safety evaluation documentation will be maintained by the ASSISTANT SUPERINTENDENT and/or Supervisor
- Safety evaluation documentation should include the name(s) of the person(s) conducting the evaluation
- Safety evaluation documentation should include any unsafe conditions or work practices
- Safety evaluation documentation should include corrective actions
- Safety evaluation documentation should be maintained for no less than three (3) years

**Safety Training Documentation**
- Human Resources or designee and the employee’s supervisor will maintain safety training documentation for a period of no less than three (3) years
- Safety training documentation should include the employee’s name, training dates, type of training, and training providers
- Safety training documentation should be maintained in the employee’s personnel file for the duration of his or her employment

**Employee Injury Reports/Supervisor Accident Investigation Reports**
- The ASSISTANT SUPERINTENDENT will maintain Employee Injury Reports and Supervisor Accident Investigation Reports
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports will be maintained in the District Office
- Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall be maintained as a permanent record
Appendix
Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this District, or to request assistance from the District Safety Committee or District Safety Officer. You may report conditions or hazards anonymously. Send completed form to your Supervisor.

Name: ________________________________ (optional) Date: _________________

Department: ________________________________ (optional)

Phone/Email: ________________________________ (optional)

Name Hazard:

Location of Hazard

How Can This Hazard Be Corrected?

Note: All workplace safety concerns communicated to your management team are strictly confidential. Under no circumstances shall the employee be reprimanded or be retaliated against for making the District aware of any safety hazard.
**Employee First Notice Reporting Process**

The District will be implementing a new process for reporting work related injuries. Please follow the new process below for all work related injuries or illnesses.

1. Report all on-the-job injuries or illnesses, whether you go to the doctor or not. Immediately call (Toll-Free) 1-855-495-1554.

2. Notify your supervisor immediately. Follow your department procedures.

3. You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician.

4. After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule.

5. The FCSIG Workers’ Compensation Claims Administrator is TRISTAR Risk Management. For follow-up information on your claim, call (559) 432-1260.

6. LIFE- OR LIMB-THREATENING EMERGENCIES: Call 911 or go to the nearest medical facility. Immediately notify your supervisor. Supervisor or designee will report injury to (Toll-Free) 1-855-495-1554.

7. For NON-LIFE-THREATENING EMERGENCIES and AFTER HOURS CARE, go to the closest hospital. Follow-up care must be provided by one of the designated providers.
Employee’s name _____________________________________________
Job Position/Title ___________________________________________
Shift hours ________ Days off ________ Supervisor’s name ____________________________

Date and time of injury or illness ______________ Location ____________________________

Task being performed when injury occurred _________________________________________

Date and time injury or illness reported __________ To whom? __________________________

Name(s) of witness(es) ____________________________________________________________

Describe how the injury or illness occurred:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

What part of the body was affected?

_____________________________________________________________________________

Describe the injuries or illness in detail:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Date, time you first sought medical attention:

_____________________________________________________________________________

Name of doctor and/or hospital:

_____________________________________________________________________________

Could anything be done to prevent occurrences of this type? If so, what?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Signature of Employee __________________________ Date ___________________________
**Supervisor’s Report Of Injury Or Illness**

Return this form and the Employee’s Report of Injury or Illness to the departmental safety officer

<table>
<thead>
<tr>
<th>Employee’s name</th>
<th>Supervisor’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job position/title</td>
<td>Supervisor’s name</td>
</tr>
<tr>
<td>Date and time of injury or illness</td>
<td>Location</td>
</tr>
<tr>
<td>Task being performed when injury occurred</td>
<td></td>
</tr>
<tr>
<td>Date and time injury was reported to you</td>
<td></td>
</tr>
<tr>
<td>Name(s) of witness(es)</td>
<td></td>
</tr>
</tbody>
</table>

**Accident resulted in:** Injury Fatality Property damage  
First aid given? Medical treatment required? Workdays lost

Describe how the injury or illness occurred:

What actions, events, or conditions contributed most directly to this injury or illness?

Could anything be done to prevent occurrence of this type? If so, what?

<table>
<thead>
<tr>
<th>Signature of Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Safety Officer</td>
<td>Date</td>
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Comments:
SUSD INJURY AND ILLNESS PREVENTION PROGRAM

COVID-19 ADDENDUM

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the SUSD to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, SUSD has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.
What are the Symptoms of COVID-19?
Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself
Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How Does It Spread?
The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people’s hands or common objects.
Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer’s directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow — not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.
Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.
Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees are required to cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/ guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover.
  - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

If an Employee is Sick

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, SUSD will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow District policies.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
  - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
  - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.
Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

SUSD will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer’s instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to use the District’s approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics
For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

**Cleaning and Disinfecting Building or Facility if Someone is Sick:**

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

**Employee Training**

SUSD will provide training for employees on the following topics:

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

**Compliance**

This addendum will be reviewed according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.