

INJURY ILLNESS PREVENTION PLAN

Shasta Union High School District
Updated January 2022

INJURY AND ILLNESS PREVENTION PROGRAM FOR SHASTA UNION HIGH SCHOOL DISTRICT

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Jason Rubin, Associate Superintendent, Human Resources has the authority and responsibility for implementing the provisions of this program for Shasta Union High School District

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in the main office of:

Enterprise High School
Foothill High School
Shasta High School
Pioneer High School
North State Independence High School
Shasta Adult School
District Farm
Transportation
University Preparatory School
Shasta Charter Academy
Freedom Community Day School

COMPLIANCE

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

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.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: material recognition such as; safety products;
- Providing training to workers whose safety performance is deficient;
- Other means that we use to ensure employee compliance with safe and healthful work practices include:
Department Training

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and District property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.

3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- Safety meetings held at least every quarter of the school year– more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective written communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal. This is accommodated by notification to immediate supervisor or main office.
- Other means we use to ensure communication with employees include: newsletters

Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7) (c) (1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Site Administrators according to the following schedule:

- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Site Administrators, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping , such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated

In addition, *we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.*

RECORDKEEPING

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our

IIPP: Our organization has ten or more employees and keeps records as follows:

1. Records of *scheduled and periodic inspections* including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist and the Identified Hazards and Correction Record and the Investigation / Corrective Action Report. These records are maintained for at least one (1) year.
2. Documentation of *safety and health training* for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record. This documentation is maintained for at least one (1) year.

Our organization retains training records for the term of employment and are maintained in the employees personnel file.

Injury and Illness Prevention Program COVID-19 Addendum

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread from person to person and on surfaces and high touch areas
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well or experiencing symptoms of COVID-19
- Prevention of the spread of COVID-19 if you are sick or have had exposure to any individual who tests positive
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth. Particularly after touching surfaces and before washing or using hand sanitizer.
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- The district will ask employees to complete a self-health assessment each morning. If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will need to stay home.
 - If the staff member has a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis, it is recommended that they stay home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever, the District will do the following:
 - If an employee is sent home, the employee is encouraged to contact their health care provider. The District will also provide the employee information regarding the appropriate leave entitlements for the duration of time that they are off work.
- If informed that an employee tests positive for COVID-19, the District will provide notice to health officials in the county/city in which they are working to thus provide the District with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.
- Employees who are out with fever or acute respiratory symptoms are prohibited from reporting to work until one of the following occur:
 1. The employee obtains a negative Covid test result and is fever free for 24 hours without fever reducing medications and symptoms have improved, they may return to work with documentation of test results.
 2. At least 10 days have passed since the symptoms first appeared and be fever free for 24 hours without fever reducing medications and symptoms have improved.
 3. The employee retains a Doctor's note allowing their return to work.

Injury and Illness Prevention Program COVID-19 Addendum

- The District will establish a testing cadence for employees who do not provide proof of vaccination.
- The District will establish a routine schedule to clean and disinfect common surfaces and objects in the workplace.
- This includes but is not limited to:
 - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols

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 as practicable.

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

- When working indoors or in outdoor areas
- Coming from and going to vehicles
- Limit or restrict riding in the same vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment
- When using a shared restroom

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.
- Sanitize frequently

Limit Non-Essential Visits and Travel

- Transition into on-line meetings as practicable.
- Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- Discourage or eliminate all non-essential and non-related services, such as entertainment activities.

Work Related Injuries and Illnesses

If an employee feels he/she has contracted COVID at work, the employee should report it to their administrator and District Nurse, who will triage for appropriate care including referral for treatment. The District Nurse extension is 10518.