

CALIFORNIA CHARTER SCHOOL ASSOCIATION JOINT POWERS AUTHORITY

ALDER GROVE CHARTER SCHOOL Injury Illness Prevention Program

Draft Outline:

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- II. Company Responsibilities
- III. Compliance
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- V. Identification and Evaluation of Workplace Hazards
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I. POLICY STATEMENT

It is the policy of Alder Grove Charter School to maintain a safe and healthful work environment. To achieve this goal, the School has developed an Injury Illness Prevention Program (IIPP) as required by California Senate Bill 198 and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203.

Accidents, for the most part, are avoidable. Therefore, the School believes that nearly all accidents are preventable. We strive to provide the best equipment, the safest facilities, and necessary people to accomplish all of the duties safely and efficiently.

Safety is everyone's responsibility. We expect every administrator and employee to be personally concerned and motivated to maintain a safe working environment for all employees. Together, we can make a difference in the safety of our fellow co-workers and ourselves. Good safety habits reduce the possibility of injury for you and your co-workers, and all employees are responsible to be alert for and report any safety hazards.

II. SCHOOL RESPONSIBILITIES

A. ADMINISTRATION

Administration will effectively execute their safety responsibilities by the following methods:

- Familiarize themselves with the safety program and insure its effective implementation
- Give maximum support to all programs and committees whose function is to promote safety and health.
- Actively participate in Safety Committees
- Be aware of all safety considerations when introducing new procedures, tools or materials to the workplace.

B. MANAGEMENT AND SUPERVISORS

It is the responsibility of managers and supervisors to develop procedures which ensure effective compliance with the IIP Program. Managers and Supervisors are responsible for setting acceptable safety policies and procedures for each employee to follow and ensuring employees receive general and specific training. In addition, supervision carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance. In effectively executing their safety responsibilities, managers will specifically:

- Familiarize themselves with the Safety Program and insure its effective implementation.
- Enforce recommended safe work conditions and employee actions.
- Provide complete and specific safety training to all employees for the tasks that they perform.
- Provide Personal Protective equipment as required.
- Consistently and fairly enforce all safety rules and OSHA standards.
- Investigate all accidents and near-miss injuries to determine cause, then take appropriate action to prevent repetition.
- Maintain equipment in safe operating condition.

- Inspect work areas often to identify unsafe conditions and work practices. At a minimum, Supervisors and Managers shall utilize self-inspection checklists on a consistent basis.

C. EMPLOYEES

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors. Specifically, their responsibilities include:

- Attend or participate in provided training and retraining programs.
- Follow all company safety rules and regulations and apply safe work practices to all job tasks.
- Report safety hazards and unsafe conditions to his or her supervisor or the Safety Committee.
- When appropriate, provide recommendations on how to eliminate or reduce a discovered safety hazard.

III. COMPLIANCE

A. Training and Retraining Programs (Addressed fully in section IX)

B. Employee Recognition Programs

Alder Grove Charter School recognizes that employees who maintain good conduct regarding safety program compliance should be recognized.

C. Supervisory Observations

Supervisors/managers will conduct scheduled and unscheduled observations of work practices under their direct supervision.

D. Discipline Action

Employees who fail to comply with Safety Rules will be subject to disciplinary action up to and including termination. For Safety Rule violations, Supervisors may follow disciplinary procedures as follows:

- Written warning - outlining the nature of the offense, counseling on how to improve performance and consequences of failure to correct.
- Probation - outlining nature of offense and putting employee on notice that another violation will result in termination; and / or
- Termination

IV. COMMUNICATION

A communication system has been established at Alder Grove Charter School to encourage employees to inform their immediate supervisors regarding observed hazards. They may also inform members of each School's safety team, Principal, or Human Resource Manager.

Review of the Injury Illness Prevention Program is provided for each new employee as part of their new employee orientation program. All employees are given a copy of this IIPP containing the Safety Policy and Safety Rules established by Alder Grove Charter School. These rules are reviewed with the employee and indicate their understanding by the signing of the Safety Agreement.

Training and communication activities will include the following:

A. Upon hiring (Appendix A - Employee Safety Orientation Checklist)

B. Training and Retraining Programs

Training programs are fully addressed in section IX of this document.

C. Hazard Reporting and Safety Suggestions

Employees at Alder Grove Charter School are encouraged to inform their managers and supervisors about workplace hazards immediately without fear of reprisal. Anonymous suggestion cards will be provided that may be mailed to the company anonymously, or turned into the Human Resource Manager.

D. Posted Safety Information

Safety posters are located throughout the facilities to communicate general safe work practices.

VI. IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards. A health and safety inspection program has been implemented to reduce unsafe conditions, which may expose Management, Supervisors, Employees and Parents/Guests to incidents that could result in personal injuries or property damage.

A. Inspections

Scheduled inspections will be conducted monthly by designated personnel at each site as necessary using the designated forms with appropriate abatement of any hazards detected.

Unscheduled inspections will be conducted in the following situations:

- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illness occur as a result.
- Whenever workplace conditions warrant an inspection.

VII. ACCIDENT INVESTIGATION PROGRAM

An accident investigation will be conducted for all workplace accidents and hazardous substance exposures. It is the policy of Alder Grove Charter School that all injuries or illnesses be reported to the department supervisor and then to the Human Resources Manager immediately after the accident/exposure occurs. "Near accidents" should also be reported as they are an indication of possible unsafe conditions or procedures.

Supervisor:

- Managers and supervisors will be responsible for investigating all accidents promptly and thoroughly.
- The appropriate form (see appendix) is completed and returned to the Human Resource office within 24 hours of a reported incident.

- Supervisors must consult with Management for assistance if a potential trend is noticed or assistance is desired.

Investigation:

The investigations will include, but not be limited to the following:

1. Interviewing injured workers and witnesses immediately
2. Examining the workplace for factors associated with the accident/exposure
3. Determine the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and actions taken on the appropriate form.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form available through the school secretary.

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal-OSHA, must be reported to the appropriate personnel no later than 24 hours after they become known to the supervisor. These include injuries which cause permanent disfigurement or require hospitalization for a period in excess of 24 hours.

VIII. HAZARD CORRECTION

A. Priority

B. Responsibilities

1. Employees
2. Managers and Supervisors
3. Executive Management

C. Corrective Action Policy

1. Engineering Controls
2. Administrative Controls
3. Personal Protective Equipment
4. Employee Training Programs

IX. SAFETY TRAINING

A. Policy

All employees will be provided specific and general safety and health training while employed with Alder Grove Charter School. Employees that have not been properly trained for particular jobs may not perform job functions until required training has been conducted.

Training and instruction is provided as required by Cal-OSHA:

- To all new employees
- 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 the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazard to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

B. Supervisor and Management Responsibilities

Management personnel are expected to ensure employees are properly trained for the work that they perform. Training expected to be conducted for employees includes the following:

- General safe work procedures.
- Identifying required policies and procedures for use of personal protective equipment to all personnel.
- Conduct Job Safety Analysis to identify hazardous conditions associated with each job.

- Supply training on Hazard Communication which includes use and location of Material Safety Data Sheets (MSDS) and chemical hazards associated with each job.
- Ensure employees are evaluated appropriately through written documentation with the use of testing procedures.

C. Training Classes

Classes may include but are not limited to the following:

1. Injury Illness Prevention Training
2. Hazard Communication
3. Powered Industrial Trucks
4. Respirator Protection
5. Confined Space Entry
6. Emergency Preparedness
7. Hazardous Waste Handling
8. Bloodborne Pathogens
9. Ergonomics
10. Lockout/Tagout
11. Material Handling
12. Accident Investigation

X. RECORD KEEPING

A copy of the Injury Illness Prevention Program is located in the school office for supervisor and employee use. To ensure the critical elements of the IIPP are being implemented, the following records will be mandatory for to keep on file:

- Records of hazard assessment inspections
- Records of safety and health training
- Documentation of accident/exposure investigations and corrective action taken
- Records of safety communication such as safety meetings, newsletters, posted or written notification of safety policies, and anonymous information from employees.

Workplace inspection records shall be kept for all scheduled, periodic inspections. These records will include at minimum:

- Date of inspection

- Work areas inspected
- Name of person(s) conducting the inspection
- The unsafe conditions and work practices which have been identified
- Action taken to correct the identified unsafe conditions

Personnel records shall be kept for all scheduled, periodic training opportunities. These records will include at minimum:

- Employee name
- Date of training
- Type of training provided
- Training instructors

An annual summary of Occupational Injuries and Illness will be posted for each site. The summary will consist of the year's total from California DOSH Form 300. The summary shall be completed within one (1) month after the close of the calendar year and be posted in each site in a conspicuous place no later than February 1 and remain in place until March 1.

Adopted: June 6, 2006

Amended: