



INJURY AND ILLNESS PREVENTION PROGRAM FOR

El Segundo Unified School District

Updated: March 16, 2017

Risk Manager: Dylan Farris, Executive Director of Human Resources

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Dylan Farris, Ed.D., Executive Director of Human Resources has the authority and responsibility for implementing the provisions of this program for El Segundo Unified School District (ESUSD). 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 at the following locations:

El Segundo Unified School District
Office of Human Resources, Arena High School, Eagle’s Nest Preschool
641 Sheldon St.
El Segundo, CA 90245

Center Street School
700 Center St.
El Segundo, CA 90245

Richmond Street School
615 Richmond St.
El Segundo, CA 90245

El Segundo Middle School
332 Center St.
El Segundo, CA 90245

El Segundo High School
640 Main St.
El Segundo, CA 90245

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;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, will receive written acknowledgment of such contributions which is maintained in the employees' personnel files;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. Disciplinary procedures are determined by policies set forth by the California Labor Code, the Board of Education, and collective bargaining contracts. When it becomes necessary, our ESUSD reserves the right to discipline employees who knowingly violate safety rules or policies. Disciplinary measures will include, but are not limited to: Verbal warning (documented) for minor offenses. Written warning for more severe or repeated violations. In accordance with procedures set forth by the Board of Education and collective bargaining, if none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the company may terminate employment for those who continue to jeopardize their own safety and the safety of others.
- Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and superintendents 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.
- Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:
 1. Informing workers of the provisions of our IIP Program;
 2. Evaluating the safety performance of all workers;
 3. Recognizing managers who perform safe and healthful work practices;
 4. Providing training to workers whose safety performance is deficient;
 5. Disciplining workers for failure to comply with safe and healthful work practices.

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:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures, and online safety video based safety orientations.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- All employees receive annual safety training relating to their area of employment. These trainings take place during professional development days prior to the start of school. Safety topics are also included in staff meetings on a monthly basis at each school site or District Office. Safety topics may be short (5 - 10 minutes), and will cover 1-2 specific subjects. Safety meetings are required by CAL/OSHA in order to successfully communicate important information to employees, as well as promote safety awareness. These meetings will be documented and conducted more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective 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. Supervisors will report any unsafe acts or unsafe conditions in writing immediately by submitting a written notice to the Director of Maintenance and Operations or the Executive Director of Human Resources. Administration will initiate immediate abatement procedures, either personally or by delegation to one of the maintenance employees.
- Employees are responsible for reporting any unsafe act or unsafe condition to their supervisor via a written communication. The supervisor will forward the notice on to the Director of Maintenance and Operations or the Executive Director of Human Resources.
- Vehicle and site-specific codes of safe work practices.

It is El Segundo Unified School District's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the safety program. Employees should feel free to express any safety concerns during meetings, individually to supervisors or in writing. All safety suggestions will be given serious consideration and each will receive a response. In turn, the company will provide current safety news and activities, safety reading materials, signs, posters and a bulletin board for easy access to information. Also, regular meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Director of Maintenance and Operations; Alfredo Perez according to the following schedule:

- At least monthly;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- 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 Executive Director of Human Resources; Dylan Farris, Ed.D. Director of Maintenance and Operations; Alfredo Perez, 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

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:

- When the IIPP is first established;
- 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 isles 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 good against doors, exits, for 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:

- 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.

*** Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.**