

ROSEVILLE CITY SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM



INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

It is the policy of the Roseville City School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Roseville City School District recognizes its responsibility to furnish a place of employment that shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety, and welfare of employees, visitors, and the general public, and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety but to develop a concern for the safety of all who work with him/her.

Employees shall at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

B. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the District's employees and to provide a safe and healthful work environment.

C. Objectives of the Injury and Illness Prevention Program

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D. Location of the Written Injury and Illness Prevention Program

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the District's written Injury and Illness Prevention Program shall be kept by the Assistant Superintendent –Business Services, Director of Maintenance and Facilities, and the Assistant Superintendent – Personnel Services.

E. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrators

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

NAME: Justin Barrett
TITLE: Director of Maintenance and Facilities
PHONE NUMBER: (916) 771 – 1670

NAME: Amy Banks
TITLE: Associate Superintendent – Business Services
PHONE NUMBER: (916) 771 – 1600

NAME: Meghan Baichtal
TITLE: Assistant Superintendent – Personnel Services
PHONE NUMBER: (916) 771 – 1600

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, handling hazardous materials, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters, and providing the guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the District and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent or designee.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations, and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.
- h. Ensure a process for investigating occupational illness and injuries and ensure an appropriate disciplinary process is followed to address employees not complying with safety practices and procedures.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

2. Superintendents, Directors

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards and appropriate disciplinary action is taken when warranted.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state, and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the Director of Maintenance and Facilities, the Assistant Superintendent – of Business Services, and the Assistant Superintendent of Personnel Services
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/ Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.

- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. The initiative is taken in recommending the correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded, and promptly reported to the Director of Maintenance and Facilities, the Assistant Superintendent – of Business Services, and the Assistant Superintendent – of Personnel Services
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District employees; adherence to District safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least yearly for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/ her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, material safety data sheets are available, and employees are trained on the safe use of such chemicals.

4. Employees

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:

- a. Adhere to all safety policies and procedures.
- b. Report potentially unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

5. Parents

Parents shall be encouraged to

- a. Teach safety standards to children in the home.
- b. Support District safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:






District Facility	Frequency	Conducted by
School sites (use SIA monthly property checklist	Monthly report	Principal Custodian
Playground	Check Daily	Principal/Custodian
Special Hazard Areas	Check Daily	

Science Labs	Monthly Report	Science Teacher
CTE Classrooms		CTE Teacher
Maintenance Shop		M&O Supervisor
Home Economics		Teacher
Gymnasium/Multi-Purpose	Check Daily	Staff
Athletic Field	Monthly Report	Staff
Cafeteria		Food Service Staff
Bleachers	Check immediately prior to use. Monthly written report.	Custodian

District Facility	Frequency	Conducted by
Automotive Equipment	Check daily by the operator. Yearly report by California Highway Patrol for School Bus	Vehicle Operator

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing reviews, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly but with particular emphasis on

-  General housekeeping
-  Storage, and handling of hazardous materials
-  Use of Personal Protective Equipment
-  Proper guarding of equipment and machinery
-  Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports should be filed at each site and at the District Office. The original should be forwarded to Maintenance and Facilities with the appropriate work orders.

B. Employee Hazard Reporting Procedure

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously if they so wish). The form should be submitted to Maintenance and Facilities.

C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within his/her jurisdiction. The Job Hazard Analysis will be used to train new employees and provide ongoing training for existing employees. The applicable JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to Maintenance and Facilities with appropriate work orders if needed. Employee Hazard Reporting Forms should be forwarded to Maintenance and Facilities where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazard

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists that the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive the appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, a Program Administrator, a School Supervisor, or Department Manager believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiopulmonary Resuscitation (CPR) and First Aid
8. Office Safety
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary
13. Ladder Safety
14. Hot work permits

B. Documentation of Training

Documentation of training shall be maintained in writing by completing the District Training Documentation form.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by supervisors/department managers every month or as needed. During these meetings, each supervisor/department manager shall discuss with the employees under his or her direct supervision such issues as

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

Meetings will be documented using the Safety Meeting Report Form.

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Maintenance and Facilities Department using the Employee Hazard Report Form. All reports shall be investigated in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's Wellness & Safety newsletter to all employees in a timely manner. Sample issues will be maintained in the Injury and Illness Prevention Program binder at the District Office and at each site.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

F. Safety Committees

1. District Safety and Health Committee

The District Safety Committee shall be appointed by the Assistant Superintendent – Business Services. It should include representatives from school sites, maintenance, and management to meet the District’s needs.

The District Safety Committee will serve in an advisory capacity and shall:





- a. Assist the Program Administrators in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high-incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid the Program Administrators in the review and analysis of accident reports and inspection reports.
- c. Make recommendations to the Program Administrators with regard to the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the Program Administrators in the review and selection of literature and other material suitable for distribution throughout the District to assist in training or advertising the Injury and Illness Prevention Program.
- g. Upon request of Cal/OSHA, verify abatement actions taken by the District to abate citations.

The **Safety Committee** should meet quarterly to develop safety programs and consider District safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, videos, pamphlets, accident data, and other safety and health information.

2. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary. It should be the responsibility of the chairperson to

-  Schedule all meetings
-  Prepare an agenda for all meetings
-  Conduct all meetings
-  Follow up on committee recommendations

It should be the responsibility of the secretary to:

- Notify all members of meetings and transmit agendas
- Keep minutes of all meetings
- Convey a copy of the meeting minutes to the Program Administrator

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident that, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the SIG School District Accident/Incident Report.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, and break period did the accident occur? Was an employee working overtime involved?

4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine

5. WHY the accident occurred? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NON-PREVENTABLE. List the reasons why the accident was PREVENTABLE or NON PREVENTABLE.

Finally, describe

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. EMERGENCIES

Each site in the District maintains an Emergency Action Plan, Earthquake Procedures, and Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Disciplinary System

The District will follow Disciplinary Procedures as outlined in the negotiated contracts between the Roseville City School District and the Roseville Teachers Association and California School Employees Association. Disciplinary action related to Supervisory employees will follow District Board Policy and California Education Code. For employers with at-will employment relationships, the existence of disciplinary procedures does not change the at-will status of employment in the District.

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

- If an employee is experiencing symptoms of COVID they will self test. If they test positive they will report their status here:
https://docs.google.com/forms/d/e/1FAIpQLSfHUMGXypfPVCAU3hTK6bEralytKwOt9_lxN8J0k5NQmo4fRQ/viewform
. They will also inform their supervisor. A positive employee will isolate at home for 5 days and may return to work after the fifth day.
- If you work within proximity of a positive COVID 19 employee you will be informed via email or in person. You may remain at work unless you develop symptoms and/or test positive for COVID-19. If you test positive, please ensure you isolate at home immediately and [notify us right away](#).