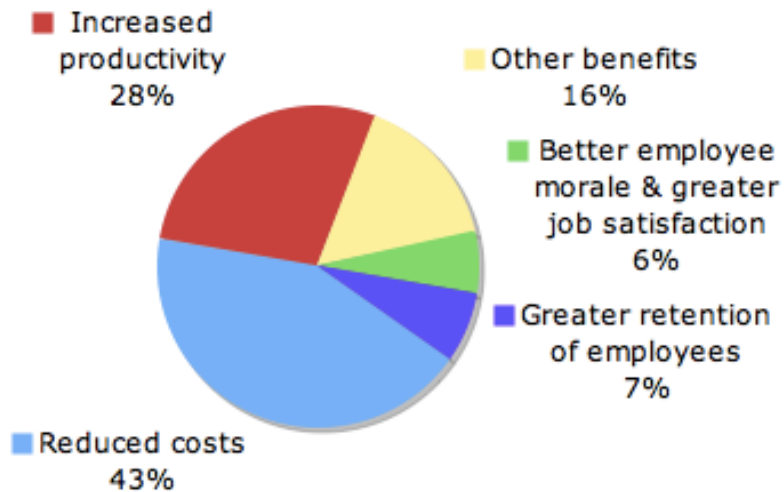


Lodi Unified School District

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Approved by Safety Committee on 9/21/17

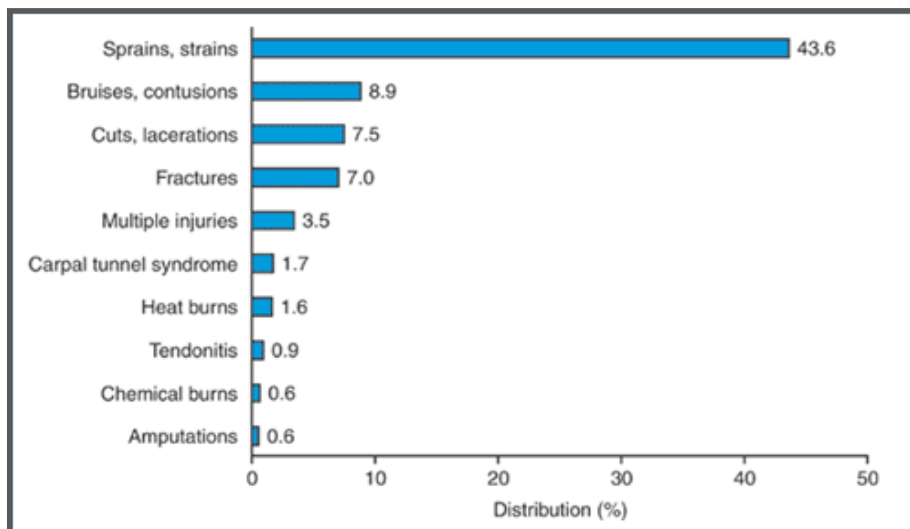
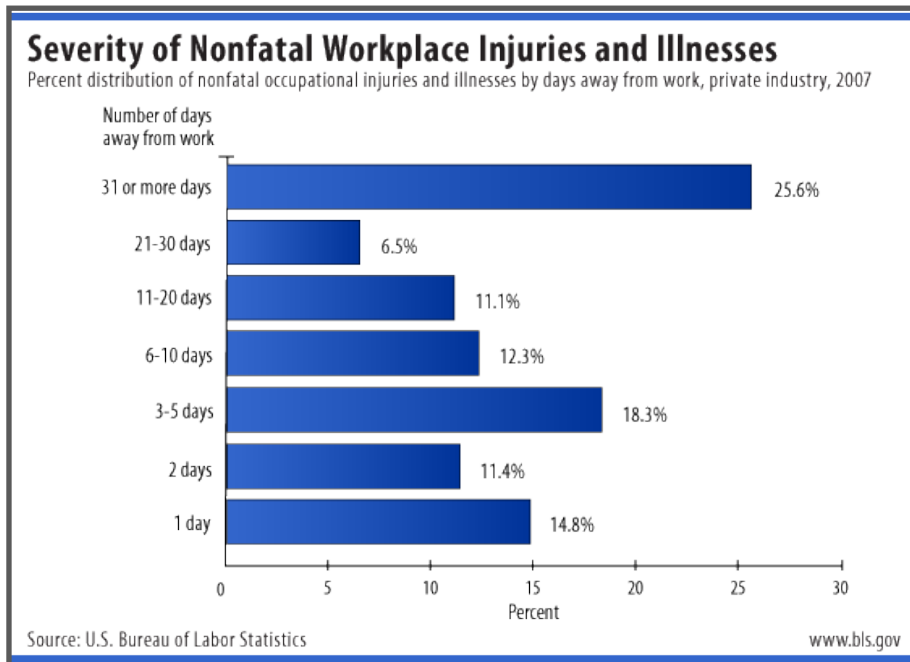
Benefits of Workplace Safety Programs



*Adapted from Cal/OSHA Workplace Injury & Illness
Prevention Model Program for Non-High Hazard Employers*

INJURY AND ILLNESS PREVENTION PROGRAMS

What Are They? Flexible, commonsense and proven to find and fix hazards before injuries, illness or deaths occur!



The Lodi Unified School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Lodi Unified School District has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, § 3203 and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes. This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-high Hazard Employers, CS-1B, Revised August 1995, Cal/OSHA Consultation Service and was updated in February 2015.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, **Director Maintenance and Operations**, has the authority and the responsibility for implementing and maintaining this IIPP for the Lodi Unified School District. The **Risk Management Workers' Compensation Analyst** will perform compliance activities related to this program.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor and is posted at both the Maintenance & Operations and Risk Management websites.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Providing job specific hazard training to workers at the time of initial assignment and when there is a change of assignment.
- Providing training to workers whose safety performance is deficient.
- Evaluating the safety performance of employees.
- Recognizing employees who perform safe and healthful work practices, when appropriate.
- Disciplining employees for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Hazards can be reported anonymously by contacting Risk Management Workers' Compensation Analyst at 209-331-7145. Also, these concerns can be reported to Maintenance & Operations dispatch at 209-331-7193. Finally, these reports can be anonymously filed by utilizing the Form on appendix A.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Monthly inspections to identify and evaluate workplace hazards shall be performed by **Plant Supervisors/Head Custodians** at each Lodi USD school site. Site administrators are responsible for reviewing the monthly inspections and forwarding the document to Risk Management attention the Workers' Compensation Analyst.

Periodic inspections are performed at least bi-annually and, in addition, when the following occur:

1. Major changes to the IIPP;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

ACCIDENT / EXPOSURE INVESTIGATIONS

The **Risk Management Workers' Compensation Analyst** will investigate workplace accidents and hazardous substance exposures to include the following:

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

Managers and supervisors are responsible for conducting the initial accident investigation. The Supervisor Report of Injury form is located at the Infonet under District Forms.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Hazardous conditions, work practices and procedures should be reported to your immediate supervisor or manager. Those conditions can also be reported to the Risk Management Workers' Compensation Analyst. Facility related hazards should be reported to Maintenance & Operations Dispatch at 209-331-7193.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When there are major changes to the IIPP;
2. To all new workers;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;

6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

Site Administrators, Managers and Supervisors are responsible for ensuring that employees complete mandated safety trainings. District mandated safety training requirements by job classification are located in the Environmental Health and Safety Compliance Guide at the Maintenance & Operations website.

The District workplace safety and health practices include, but are not limited to, the following:

1. Maintenance of the IIPP.
2. Maintenance of the Readiness and Emergency Management for Schools (REMS), the REMS plan can be found at the District website.
3. Medical services and first aid including emergency procedures – see Health Services Binder and the Bloodborne Pathogen (BBP) Exposure Control Plan (see Risk Management website for the BBP document).
4. Prevention of musculoskeletal disorders, including proper lifting techniques – see Appendix C.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills – see Custodial Procedure Manual at the Maintenance & Operations website.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
11. Maintenance of a Heat Illness Prevention Program. The Program can be found at the Risk Management / Maintenance & Operations websites.

RECORDKEEPING

Lodi USD will endeavor to maintain the following records:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training.

Appendix A
Hazard Reporting Procedures

All unsafe conditions and/or hazards shall be reported by use of the following unsafe condition or hazard form. The completed form shall be sent to Risk Management.

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Optional:

Signature of Employee: _____ Date: _____

Lodi Unified School District Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? Was condition unsafe or a hazard?): *(attach additional sheets if necessary)* _____

Action taken to correct hazard or unsafe condition, if appropriate (or alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)* _____

Signature of Person Investigating Report: _____

Appendix B
Accident Investigation Procedures and Forms
(The following form is located at the District website)
Lodi Unified School District
Business Services / Workers' Compensation

SUPERVISOR'S REPORT OF WORK INJURY

Please complete this form and submit with the Workers' Compensation Claim report form #DWC-1

School Site:

Address:

Employee's Name:

Occupation of Injured:

***Did Injured Go To A Pre-designated Doctor?**

Name & Address of Pre-designated Doctor:

Did they see Dr. Watson, NorCal Occupational or Kaiser?

MANDATORY Work Start Time:

Date of Injury:

Time of Injury:

AM

PM

Has the Injured missed any time from work?

Dates Work Missed:

Nature of Injury (Scratch, Cut, Bruise, etc.)

Part of Body Injured:

Where & How did Accident Happen?

What was Employee doing at time of Accident?

Witnesses:

Is there video of the Accident? If Yes, forward a copy with this form.

Additional Information:

How can this be prevented in the future?

Supervisor's Signature

Date

***If there is no pre-designated Doctor, the employee must go to one of the following:**

Dr. Ben Watson

209-333-1751

840 S. Fairmont Ave

Lodi

NorCal Occupational Med Center

209-320-8733

4722 Quail Lakes Drive, Ste. A

Stockton

Kaiser Permanente Occupational

Health Services

209-476-3694 Stockton

209-825-3555 Manteca

209-735-6800 Modesto

916-973-5499 Sacramento

916-688-2005 South Sacramento

Send this document to the **Workers' Compensation Office**

Call 17145 with Questions

Appendix C – Proper Lifting Techniques

LIFTING SAFER LEVANTANDO CON MAYOR SEGURIDAD

**BOXES
CAJAS**



**LUMBER / PIPES
MADEROS / TUBERÍA**



**SHEETS
LÁMINAS**



**SACKS / BAGS
SACOS / BOLSAS**



To learn more about job safety and receive free publications, please call our toll-free number at 1-800-963-9424 or download from our Web site at www.dlr.ca.gov/dosh/puborder.asp

Para aprender más sobre la seguridad en el trabajo y recibir publicaciones gratis, por favor llame a nuestro número gratuito al 1-800-963-9424 o entre a la página de Internet al www.dlr.ca.gov/dosh/puborder.asp.