

**INYO COUNTY OFFICE OF EDUCATION**  
**SB-198 INJURY AND ILLNESS PREVENTION PROGRAM**

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# Injury and Illness Prevention Program

## I. Employer Information

Inyo County Office of Education  
P.O. Drawer G  
555 S. Clay Street  
Independence, CA 93526  
Phone: (760) 878-2426 FAX: (760) 878-2279

### Safety Policy

It is the policy of the Inyo County Office of Education 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; for, without this, safety is seriously compromised.

The Inyo County Office of Education recognizes its responsibility to furnish a place of employment which shall be safe for all employees and visitors; to provide safety devices and mechanical safeguards, to use methods and processes that will protect life, health, 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 own personal safety, but also to develop a concern for safety of all who work with him.

Employees shall at all times, while on Inyo County Office of Education's property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

**Board Policy:** Board Policy 4147 Employee Safety (Attachment A)  
Board Policy 3516 Safety (Attachment B)

**Superintendent Of Schools Policy:** Superintendent Policy 4157, 4257 & 4357 (Attachment C)

**General Safety Rules:** (Attachment D)

## II. Responsibility/Compliance

The following individuals have authority and responsibility for implementing and maintaining this program:

**Overall Coordinator:** Barry D. Simpson, Superintendent

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating the county office Injury and Illness Prevention Program (IIPP)
- Implementing the provisions in our IIPP

- Making sure each site has a copy of our IIPP
- Informing workers of the provisions of our IIPP
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

This IIPP applies to all county office programs.

### **III. Hazard Assessment/Inspection (Title 8 CCR §3203(a)(4))**

Periodic inspections to identify and evaluate hazards in county office sites will be performed by our county office IIPP Administrator or designee.

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

### **IV. Accident/Exposure Investigations (Title 8 CCR §3203(a)(5))**

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by the IIPP coordinator or the department head at each site.

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.<sup>1</sup>
- Interviewing injured employees and witnesses.<sup>1</sup>
- Determining the cause of the accident/exposure.<sup>1</sup>
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.<sup>1</sup>
- Taking corrective action to prevent the accident/exposure from reoccurring.<sup>1</sup>
- Recording the findings and actions taken.

## **V. Hazard Correction (Title 8 CCR §3203(a)(6))**

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

When observed or discovered; and when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

We have a plan/policy for addressing the following hazards we have identified in our schools:

- Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
- Asbestos
- Infectious diseases, including bloodborne and aerosol transmissible diseases

## **VI. Communication with Employees about Safety (Title 8 CCR §3203(a)(3))**

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Follow-through by supervisors to ensure effectiveness.
- Review of our IIP Program
- Worksite-specific health and safety training.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform administration about workplace hazards.

## **VII. Training and Instruction (Title 8 CCR §3203(a)(7))**

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the county office and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees about the hazards specific to each employee's job assignment.

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

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The 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, keeping 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:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The 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 employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

## **VIII. Employee Compliance with Safety Procedures (Title 8 CCR §3203(a)(2))/Employee Access to the IIPP**

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 county office employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

New employees are provided with a copy of the IIPP. All employees are provided with information with accessing the IIPP as part of the “Annual Notifications” each school year.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **IX. Recordkeeping and documentation (Title 8 CCR 3203(b))**

Per 8 CCR 3203 (a)(4), Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.