



**INYO COUNTY
OFFICE OF EDUCATION**

INYO COUNTY OFFICE OF EDUCATION

SB-198 INJURY AND ILLNESS PREVENTION PROGRAM

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Injury and Illness Prevention Program

I. Employer Information

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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.

Superintendent of Schools Policy: Superintendent Policy 4157, 4257 & 4357 (Attachment A)

II. Responsibility/Compliance

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

Overall Coordinator: Barry D. Simpson, Superintendent

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all staff comply with these practices 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
- Ongoing or on an as-needed basis.

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.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- 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 managers and 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.

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

The underlying cause(s) of the accident/exposure:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

Superintendent Policy 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 12/06/2018 | **Last Reviewed Date:** 12/06/2018

The County Superintendent of Schools is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The County Superintendent expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the County Superintendent or designee.

The County Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The County Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The County Superintendent or designee shall ensure the ready availability of first aid materials at county office of education (COE) workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

County Office Regulation 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 12/06/2018 | **Last Reviewed Date:** 12/06/2018

The County Superintendent of Schools or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

Injury and Illness Prevention Program

The county office of education's (COE) injury and illness prevention program shall cover all COE employees and all other workers whom the COE controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the COE's injury and illness prevention program. (Labor Code 6401.7)

The COE's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees, in a form readily understandable by all employees, on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but not be limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the COE is made aware of a new or previously unrecognized hazard
5. A procedure for investigating occupational injury or illness.
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures, or equipment is introduced into the workplace and represents a new hazard
- d. Whenever the COE is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the County Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-32034)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the County Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
 2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.
 3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.
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