

## **ILLNESS AND INJURY PREVENTION PROGRAM**

SISKIYOU COUNTY OFFICE OF EDUCATION  
609 SOUTH GOLD STREET  
YREKA, CA 96097

(530)842-8400

TABLE OF CONTENTS

Introduction ..... 1

Goals ..... 1

Statutory Authority ..... 1

Responsibility ..... 1

Compliance ..... 2

Hazard Identification

    Scheduled Safety Inspections ..... 3

    Unscheduled Safety Inspections ..... 3

Accident Investigations ..... 3

Hazard Correction ..... 4

Training

    General Safe Work Practices ..... 4

    Specific Safe Work Practices ..... 4

Communication ..... 5

Employee Compliance ..... 5

Documentation ..... 5

Appendices

    A. Accident Investigation Checklist ..... 7

    B. Accident, Injury, Illness Investigation Report ..... 9

    C. Employee Safety Recommendation Form ..... 11

## INTRODUCTION

In order to maintain a safe and healthful work environment, the Siskiyou County Office of Education (SCOE) has developed this *Injury and Illness Prevention Program* for all employees to follow. This document describes the goals, statutory authority and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity and promote a safer and healthier environment for all individuals at the Siskiyou County Office of Education (SCOE).

## GOALS

Diligent implementation of this program will reap many benefits for the Siskiyou COE. Most notably it will:

1. Protect the health and safety of employees.
2. Decrease the potential risk of disease, illness, injury and harmful exposures to SCOE personnel.
3. Reduce workers' compensation claims and costs.
4. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
5. Improve employee morale and efficiency as employees see that their safety is important to management.
6. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## STATUTORY AUTHORITY

California Labor Code Section 6401.7

California Code of Regulations Title 8, Sections 1509 and 3203

## RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to Siskiyou COE facilities and operation rests with the County Superintendent, Kermit R. Walters. General policies, which govern the activities and responsibilities of the *Injury and Illness Prevention Program*, are established under the County Superintendent's authority.

It is the responsibility of the Siskiyou COE to develop procedures, which ensure effective compliance with the *Injury and Illness Prevention Program*, as well as other health and safety policies related to operations under their control.

Site Administrators at the Siskiyou COE Main Office, Special Schools & Services Annex, Early Childhood Education Center and Early Head Start are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that the employees receive the general safety training.

Jo Ann Eastlick, Human Resources Manager/Safety Officer and Debbie Medeiros, Associate Superintendent/SELPA Director are responsible for enforcement of this program among the Siskiyou COE employees at the following locations:

Butte Valley  
College of the Siskiyous  
Evergreen Elementary School  
Happy Camp Elementary  
Happy Camp High School  
Itinerant Certificated Staff  
Jackson Street School  
J.E. Barr Court School  
Mt. Shasta Elementary  
Mt. Shasta High  
Scott Valley Unified  
Sisson Elementary  
Weed Elementary  
Yreka High

Jo Ann Eastlick, Human Resources Manager/Safety Officer, Leroy Shipley, Supervisor of Maintenance and Operations and A. J. Hughes, Transportation Supervisor will carry out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each site Administrator, Supervisor and Manager must also ensure that appropriate job specific training is received, and that the safety responsibilities are clearly outlined in the job descriptions which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee for purchasing appropriate personal protective equipment and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards and for reporting any unsafe conditions to their supervisors.

The Safety Committee is responsible for developing and managing this *Injury and Illness Prevention Program*.

#### COMPLIANCE

Compliance with this *Injury and Illness Prevention Program* will be achieved in the following manner:

1. Site Administrators, Supervisors and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings and other forms of disciplinary action are available.

3. Site Administrators, Supervisors and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors and Managers will establish appropriate means of recognitions for employees who demonstrate safe work practices.

The Siskiyou COE has developed this comprehensive Injury and Illness Prevention Program to enhance the health and safety of its employees.

#### HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Jo Ann Eastlick, Leroy Shipley and A. J. Hughes to ensure that appropriate, systematic safety inspections are conducted periodically.

##### 1. Scheduled Safety Inspections

- Safety inspections will be conducted at the frequency described as follows: Monthly inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist. Inspections are conducted by Site Administrators, Site Teachers and Maintenance Staff.
- Safety inspections of student transportation vehicles will be conducted as per California DMV regulations.

##### 2. Unscheduled Safety Inspections

- Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
- Leroy Shipley and/or designee will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
- Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

#### ACCIDENT INVESTIGATIONS

Jo Ann Eastlick, Leroy Shipley and/or A. J. Hughes will investigate all accidents, injuries, occupational illnesses and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, employees must contact Company Nurse (1-877-518-6702) and report any injury from work related accidents. Jo Ann Eastlick, or designee, will complete employer portions of reports sent by Company Nurse upon receipt from Company Nurse.

Jo Ann Eastlick, or designee, will conduct an Accident Investigation Report (see Appendices) when a report of injury or illness is reported.

#### HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The Siskiyou COE recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Jo Ann Eastlick, Human Resources Manager/Safety Officer, Leroy Shipley, Supervisor of Maintenance & Operations and A. J. Hughes, Transportation Supervisor.

#### TRAINING

Effective dissemination of safety information lies at the very heart of a successful *Injury and Illness Prevention Program*. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

##### 1. General Safe Work Practices

At a minimum, all employees will be trained in the following:

- Fire Safety, Evacuation and Emergency Procedures
- Hazard Communication (Use of Globally Harmonized System)
- Bloodborne Pathogens
- Injury and Illness Prevention Program
- Mandated Reporter
- AB1825 Sexual Harassment – For Managers and Supervisor's

##### 2. Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor and Manager to know the hazards related to his/her employee's job tasks and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept on file. The Employee Training Checklist Form, or equivalent, will be used for this purpose.

## COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective *Injury and Illness Prevention Program*. To foster better safety communication, the following guidelines will be implemented.

Each department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees at the SCOE, Special Programs Building, Early Childhood Education Center, Early Head Start and Sisson Elementary. Changes in protocol, safety bulletins, accident statistics, training announcements and other safety information will be posted, as they become available.

Status reports will be given to the Safety Committee regarding safety inspections, hazard correction projects and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. An attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- e-mail
- Posters
- Meetings
- Manuals
- Newsletters
- Bulletins
- Warning Labels

Employees are encouraged to bring to the Siskiyou COE's attention any potential health or safety hazard that may exist in the work area. The Employee Safety Recommendation Form (see Appendices) or equivalent can be used for this purpose. This form is available online at the Siskiyou COE website <http://www.siskiyoucoe.net>

The Safety Committee will follow up all suggestions and investigate the concerns brought up through these communications methods. Feedback to the employees is critical and must be provided for effective two-way communication.

## EMPLOYEE COMPLIANCE

1. Compliance will be reinforced by inspections and appropriate written comments.
2. Non-compliance will be addressed by:
  - An immediate discussion between Jo Ann Eastlick, Human Resources Manager/Safety Officer, supervisor of employee and employee who is discovered working in an unsafe manner.
  - Appropriate disciplinary action up to dismissal.
  - Recordkeeping of disciplinary action.

## DOCUMENTATION

Many standards and regulations of Cal OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this *Injury and Illness Prevention Program* (IIPP) are being

implemented, the following records will be kept on file in the Siskiyou COE for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Form – Retain 5 years
2. Copies of all Accident Investigation Forms – Retain 5 years
3. Copies of all Employee Training Checklists and related training documents – Retain for the duration of each individual's employment.
4. Copies of all Safety Meeting Agendas – Retain 5 years
5. Copies of reminders and the disciplinary actions taken against employees who have not complied with safe work practices (performance evaluations, memos, etc.)
6. Copies of recognition of employees who comply with safe work practices (performance evaluations, memos, etc.)

The Siskiyou County Office of Education will ensure that these records are kept in their files and present them to Cal OSHA or other regulatory agency representatives, if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the program.

A safe and healthy workplace must be the goal of everyone at the Siskiyou County Office of Education, with responsibility shared by management and staff alike. If you have any questions regarding this *Injury and Illness Prevention Program*, please contact the SCOE, 609 South Gold Street, Yreka CA 96097 or (530)842-8408.



## **APPENDICES**

## ACCIDENT INVESTIGATION CHECKLIST

When you are involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who, what, when, where, how,** and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

### Who...

- Was involved in the accident?
- Was injured?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

### What...

- Happened?
- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of the accident?
- Level of medical care did the victims require?
- Was being done at the time of the accident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the accident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

### When...

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employee?
- Did the Supervisor last check the employee's progress?

### Where...

- Did the accident happen?
- Was the employee's Supervisor when the accident occurred?
- Were co-workers when the accident occurred?
- Were witnesses when the accident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

### How...

- Did the accident happen?
- Was the accident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the accident have been avoided?
- Could the Supervisor have prevented the accident from happening?
- Could co-workers avoid similar accidents?

### Why...

- Did the accident happen?
- Were employees injured?
- Did the employees behave that way?
- Was protective equipment not used?
- Weren't specific instructions given to the employee?
- Was the employee in that specific position or place?
- Was the employee using that machine or those tools?
- Didn't the employee check with the supervisor?
- Was the Supervisor not there at the time?

# Siskiyou County Office of Education Accident, Injury, Illness Investigation

## To Be Completed by Employer:

Employee Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Site: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Date Injury Investigated: \_\_\_\_\_ Time Investigated: \_\_\_\_\_

Accident Location: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

Describe how the accident occurred: \_\_\_\_\_

Name of witnesses: \_\_\_\_\_

Was a safety rule violated? \_\_\_\_\_ If, yes, which one? \_\_\_\_\_

What steps have been taken to prevent similar accidents and/or correct unsafe conditions? \_\_\_\_\_

Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SISKIYOU COUNTY OFFICE OF EDUCATION**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

LOCATION:

DEPT:

SUPERVISOR:

DATE:

**IDENTIFICATION OF SAFETY OR HEALTH HAZARD**

**SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD**

**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments: