

JAMESTOWN SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

Board Approved June 24, 2020

Revision:
Date: June 2020
(No Changes)

Authorized by: Contessa Pelfrey, Superintendent

Superintendent, Jamestown School District
(Revise Annually-If Changes, Must Be Board Approved)
(Posted in Staff Annual Notifications Folder)

TABLE OF CONTENTS

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH	3
A. Safety and Health Statement of Intent	3
B. Objectives of the Injury and Illness Prevention Program (IIPP)	3
C. Location of the Written Injury and Illness Prevention Program (IIPP)	3
D. Responsibilities for Safety and Health	3
II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL	6
A. Inspections	6
B. Employee Hazard Reporting Procedure	7
C. Job Hazard Analysis (JHA)	8
D. Hazard Evaluation and Control	8
E. Imminent Hazards	8
III. SAFETY AND HEALTH TRAINING	8
A. When Required Training Will Occur	8
B. Training of Supervisors	9
C. Additional Areas of Training.....	9
D. Documentation of Training	9
IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES	9
A. Safety Meetings	9
B. Anonymous Notification Procedure	10
C. Posters/Signs	10
D. Newsletter	10
E. Training	10
V. ACCIDENT INVESTIGATION	10
A. Purpose	10
B. District Expectation	10
C. Responsibility for Accident Investigation	11
D. Procedures for Investigation of Accidents.....	11
VI. DISTRICT SAFETY RULES	12
VII. EMERGENCIES.....	14
A. Emergency Action Plan	14
B. Earthquake Procedures	14
C. Fire Prevention Program	14
VIII. ENFORCEMENT OF THE SAFETY PROGRAM.....	14
A. Incentive Program.....	14
B. Disciplinary System	14
Accident Investigation Report.....	15
Report of Unsafe Condition or Hazard.....	17
Site Inspection Summary Form	18
Verification of Initial Training Form	19

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Statement of Intent

It is the intent of the Jamestown School District (called the "District" hereafter) 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, and it results in the creation of a SAFETY CULTURE.

The District recognizes its responsibility to furnish a place of employment free from hazards and unsafe conditions, which 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.

Employees at every level have a special obligation to examine everything they do with a consciousness which ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her, and to eliminate unsafe acts wherever they are found.

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 (IIPP)

The Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, illnesses and accidents in the work place by eliminating unsafe acts and unsafe conditions. The primary purpose of the program is to ensure a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program (IIPP)

A copy of the written Injury and Illness Prevention Program (IIPP) shall be kept at the district office. Documentation of training and routine inspections including any related completed work orders, hazard reporting forms, inspection summary sheets, accident investigation reports, and training sign-up sheets will be kept by the District Safety Officer at the District Office.

D. 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. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

DISTRICT SAFETY OFFICER

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent. He has appointed a District Safety Officer. This person, listed below, has been delegated the responsibility and authority for this program.

Andy Klyn
M & O Supervisor
(209) 984-4058

The District Safety Officer's duties include, but are not limited to:

- a. Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district. Make periodic inspections of worker compliance with Cal/OSHA standards. The Officer has full authority to stop jobs when safety precautions are not being observed. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Evaluating the effectiveness of the communication system between management and employees.
- e. Ensuring that managers and supervisors are trained in work place 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.
- f. Ensuring that employees are trained in accordance with this Program.
- g. Ensuring that inspections and accident investigations are completed in a timely manner.
- h. Ensuring that work place hazards are abated in a timely and effective manner. This includes review of inspection reports requiring action, review of hazard reporting forms, and review of accident investigations including implementation of any identified actions.
- i. Verifying that effective safety meetings are being held as required.
- j. Maintaining documentation of the IIPP.
- k. Recommending recognition for exemplary employees.
- l. Periodically reviewing the overall effectiveness of the IIPP.

The District Safety Officer may delegate all or some of these tasks to other individuals.

SUPERINTENDENT

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 department to department, an unrelenting effort is directed toward controlling injuries, collisions, liabilities and waste of materials within the district. In meeting this goal, management will, to the best of their knowledge and ability:

- 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.
- 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 to discuss plans to reduce losses.
- d. Promote safety training and education.

- e. Require a program of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and complies with 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. Vehicular accidents must be reported immediately following notification to law enforcement authorities.
- h. Review all accident investigations for verification of a proper response.
- i. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employee. An excessive number is an indication that some management policies and practices need reevaluation.

PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor is fully responsible and accountable to the Superintendent for compliance with the provisions of the program within his/her department. He/She ensures 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. Initiative is taken in recommending 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. All accidents with the potential of becoming liability claims must be reported immediately.
- 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 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. Recommend exemplary employees for recognition.
- l. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- m. Proper safety procedures are prepared and used for all hazardous operations.
- n. All periodic inspections within his/her jurisdiction are completed as scheduled.
- o. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

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 potential 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. Take an active part in the District Safety Program, workshops, training and safety meetings.
- h. Operate only machinery or equipment as authorized by his/her supervisor.
- i. Ask for training if unsure about or are untrained on a task or piece of equipment.
- j. Use only the prescribed equipment for the job and utilize it properly.
- k. Promote safety awareness, and contribute to an overall safety culture.

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 to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted by the responsible party or designee per the following table. Annual reports are due by September 30.

<u>District Facility</u>	<u>Frequency</u>	<u>Responsible Party</u>
School site/Grounds	Check Daily Annual report	Maintenance
Science labs/school shops	Check Daily Annual report	Teacher/ Maintenance
Classrooms	Check Daily Annual report	Teacher

Playgrounds	Check Daily Annual Report	Yard Duty/ Maintenance
Athletic field/Pool/Gym	Check Daily Annual report	Maintenance
Cafeteria	Check Daily Annual report	Food Service Supervisor
Warehouse	Check Daily Annual report	Maintenance
Transportation shop	Check Daily Annual report	Transportation Supervisor
Maintenance shop	Check Daily Annual report	Maintenance

Inspection reports may be submitted to the Safety Officer in a checklist format. The checklists can be obtained from the Safety Officer.

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the District Safety Officer 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. **Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector or the employee discovering the hazard. 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 shall be filed with the Injury and Illness Prevention program. For organizational purposes, the inspection reports may be recorded on the Site Inspection Summary Form. If appropriate, a copy of the inspection shall be forwarded to Maintenance and Operations with appropriate work orders.

B. Employee Hazard Reporting Procedure

Employees shall make every effort to correct hazards immediately within their control. Other hazards shall 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). These forms will be kept available in employee lounges or other suitable place. The form shall be submitted to The District Safety Officer. The District Safety Officer may wish to consult with the appropriate departments to

determine the proper response. Possible responses can include, but are not limited to, repair, maintenance, purchases, training, policy or procedure clarification, etc... An initial response to the Hazard Reporting Form shall be made to the employee (or posted at the site, for anonymous reporting) within 5 working days. If appropriate, the District Safety Officer shall hold the original Hazard Reporting Form and attach completed work orders (or other pertinent documentation) before signing and filing. Once completed, a written final response shall be provided to the employee or posted at the site.

C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program.

D. Hazard Evaluation and Control

Inspection Forms and Employee Hazard Reporting Forms requiring action shall be forwarded to Maintenance and Operations from the District Safety Officer with related work orders, as appropriate. Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner. Copies of these completed work orders will be returned to the District Safety Officer for filing with the original report/form. The District Safety Officer will not file the original report/form until the completed documentation has been attached.

E. Imminent Hazards

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 which 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 hazardous conditions will receive appropriate training in how to do so and are 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 work place. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District provides 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. Additional training of new and repeat topics will be provided periodically for each employee.

A. When Required Training Will Occur

Training will be provided as follows:

1. Upon hiring, including the contents of this IIPP;
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 which represent a new hazard are introduced into the work place;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. Whenever the District, District Safety Officer or Department Manager believes that additional training is necessary; and

6. When periodic training, such as CalOSHA annual training, is required.

B. Training of Supervisors

The District develops and provides formal safety training in specific areas for supervisors, including familiarization of the hazards that their employees may face.

C. Additional Areas of Training

Depending on the requirements of each job, additional training may be provided. The district will stipulate certain additional training for certain jobs, and employees may request additional training. A partial list of possible areas of training is:

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

D. Documentation of Training

Documentation of safety training is maintained in writing by completing a Training Verification Form and filing it with the master IIPP. A copy may be placed in the employee personnel file.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

It is the goal of the District to effectively communicate with its employees on all issues regarding Safety and Health. To achieve this, the District has a written Illness and Injury Prevention program, a Hazardous Substance Communication Program, and may institute other programs that contribute to employee safety. Each employee may obtain a copy of these programs and review the safety procedures specific to that employee's work assignment.

A. Safety Meetings

Safety meetings are conducted by management, or their designee, periodically. Safety meetings may be incorporated into other meetings and will provide time for employees to discuss safety with management. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazard that has been introduced or discovered in the work place;
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.

These safety meetings are documented on a signup sheet as to content and attendance, and the signup sheet is kept with the IIPP.

B. Anonymous Notification Procedure

The District has a system of anonymous notification whereby employees who wish to inform the District of work place hazards may do so anonymously by sending a written notification to the District Safety Officer using the Employee Hazard Report Form. The reporting procedure is covered in Section II.B.

C. Posters/Signs

Where appropriate, signs and posters may be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue is maintained in the Injury and Illness Prevention file at the District Office.

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.

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is twofold. It is to determine the root causes of accidents, and to eliminate them in order to prevent their reoccurrence. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Expectation

All work-related accidents involving employee injuries and/or property damage are investigated by the District in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Initial accident investigations are documented in writing using the "Supervisor First Report of Injury", reviewed by the district safety officer, and filed. The District Safety Officer may choose to further investigate using the "Accident Investigation Form" in the IIPP. That form includes recommendations for accident prevention, for action. Upon completion of the investigation, including supporting documentation of any actions taken, the form is signed by the District Safety Officer and filed with the IIPP. See section D below.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner. Accident Investigation Forms are forwarded to the district safety officer for review. The District Safety Officer is responsible for assessing the results of the investigation and authorizing further action, if needed.

D. Procedures for Investigation of Accidents

In depth accident investigations are initiated by the District Safety Officer. They obtain the Accident Investigation Form from the IIPP and begin to investigate using the following four-step process:

1. The Accident Investigation Form shall be used for investigations as follows:
 - 1.1. **Section 1: Information.** Investigations are best handled by two or more people. When the Worker's Compensation Claim number is known, it should be included for reference.
 - 1.2. **Section 2: Description.** The following facts shall be gathered by the accident investigator:
 - 1.2.1. WHO was involved? Include injured employees and witnesses. Interview as many people as needed to establish the facts of the event.
 - 1.2.2. WHAT happened? Describe what took place and include any equipment/machinery/tools that were involved.
 - 1.2.3. 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?
 - 1.2.4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.
 - 1.3. **Section 3: Findings.** The causes of the accident shall be determined.
 - 1.3.1. surface causes shall be determined (unsafe acts and unsafe conditions)
 - 1.3.2. Root Causes shall then be determined (policies, procedures, etc...)
 - 1.4. **Section 4: Recommendations.**
 - 1.4.1. HOW could this accident have been prevented? What immediate and long-term actions can be taken to prevent reoccurrence?
 - 1.4.2. It is appropriate to make minor repairs and similar responses at this time. Indicate what was done in this section before forwarding.
 - 1.5. **Section 5: Discussion.**

Use this section to summarize the event and the investigation.

 - 1.5.1. Consider a cost/benefit analysis. Use Worker's Compensation data, frequencies and severities of accidents, regulations, lost time, and other indirect costs, and compare this to the benefits realized by implementing recommendations.
2. The investigator signs the form and forwards it to the District Safety Officer for review.
3. The District Safety Officer reviews the form and implements actions to prevent reoccurrence of the accident. Actions can be the recommendations from the form, or they may be determined by the District Safety Officer. Any actions taken beyond those taken in step 1.4.2 are logged in section VI.
4. Once the actions have been completed and supporting documentation has been received, the form is signed by the District Safety Officer and the Superintendent. The form and related documentation is filed with the master IIPP.

VI. DISTRICT SAFETY RULES

GENERAL SAFETY RULES

For the protection and safety of all employees, the District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

Materials Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pulled when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photogray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from inappropriate materials are prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA.)

Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.

8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

Housekeeping

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.

Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s) and other fire equipment.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. No smoking is allowed on district property, or in district vehicles.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

Medical Emergency

1. All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

VII. EMERGENCIES

A. Emergency Action Plan

The District has an Emergency and Disaster Preparedness Plan as well as a Comprehensive Safety Plan.

B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Emergency and Disaster Preparedness Plan.

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

The District provides incentive for employees who make safety suggestions adopted by the district and/or who have demonstrated safe and healthful work practices.

B. Disciplinary System

The District has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings, the California Education Code, District policies, or other administrative policies and programs.

Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal-OSHA or Fed-OSHA regulation.

Accident Investigation Report

SECTION I. INVESTIGATION INFORMATION

Name of Injured: _____

Accident Number (or claim number): _____

Date of Injury: _____

Accident Investigator: _____

Title: _____

Accident Investigator: _____

Title: _____

SECTION II. DESCRIPTION OF ACCIDENT

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

SECTION III. FINDINGS (Attach separate page if necessary)

Surface Cause: Unsafe Conditions (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. _____

2. _____

3. _____

Surface Cause: Unsafe Acts: (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. _____

2. _____

3. _____

Root Cause(s) (Policies, procedures, supervision, training, decision-making, other factors)

- 1. _____

- 2. _____

- 3. _____

SECTION IV. RECOMMENDATIONS (Indicate if any of the corrections have been done) (Attach separate page if necessary)
Immediate Corrections. (To reduce or eliminate unsafe acts and conditions)

- 1. _____

- 2. _____

Long Term Corrections. (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

- 1. _____

- 2. _____

SECTION V. SUMMARY (Include further information. Weigh costs and benefits. Attach additional sheets if needed)

Prepared by _____ **Title** _____ **Date** _____

*******FORWARD TO THE DISTRICT SAFETY OFFICER*******

SECTION VI. DISTRICT SAFETY OFFICER REVIEW (Review report. Verify appropriate actions taken. Revise if needed.)

Immediate: _____

LongTerm: _____

***** **SIGN ONLY AFTER ALL THE CORRECTIVE ACTIONS HAVE BEEN COMPLETED** *****

Safety Officer: _____ **Date:** _____

Superintendent: _____ **Date:** _____

***** **WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP** *****

Report of Unsafe Condition or Hazard

Please submit this report to the District Safety Officer. You will receive a response in five (5) working days.

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: _____

School District Response:

Name of Person Investigating Report: _____ Date Received: _____

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, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: _____

DSO REVIEW: _____ Date: _____

Date of response to employee (or posting of a copy of this form, for anonymous reports): _____

**WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT SAFETY OFFICER,
FILE WITH THE MASTER IIPP**

Site Inspection Summary Form

District: _____ For School Year: _____

Areas on site: (indicate the amount of all areas found on site)

Classrooms		Offices	
Assembly Areas/Gyms		Science Labs/Shops	
Playgrounds		Athletic Fields/Pools	
Cafeterias		Custodian Shops	
Grounds		Other	
Transportation Shop		Maintenance Shop	

Areas Inspected:

Perform three inspections per each area per year, typically by September 30, January 30, and June 30. Record the area, the date inspected, if any repairs were required and the appropriate work order numbers, and the date the work was completed. Keep the inspection checklists and the completed form with your IIPP. Start a new form each school year.

AREA	DATE	REPAIRS?	DATE COMP.

Verification of Initial Training Form

NAME _____ Job Title _____
Please Print

Work Site _____
Please Print

Supervisor: _____

I agree to follow all Jamestown School District safety and health rules, policies and procedures. I have received training and written materials on the district's following safety policies:

General Safety and Health Issues

The District's Injury and Illness Program

District Safety Rules

Emergency procedures

Housekeeping

Personal protective equipment

Lifting techniques

Working around equipment

Reporting unsafe conditions

General safe work practices

Job Hazard Analysis

Employee signature

Date

Trainer's name

Trainer's signature

FILE THIS TRAINING FORM WITH THE IIPP. FILE A COPY IN THE EMPLOYEE'S PERSONNEL FILE.