



Injury & Illness Prevention Plan (IIPP)

CCR Title 8 § 3203

Coachella Valley USD
87-225 Church Street
Thermal, Ca. 92274



RESPONSIBILITY

At the direction of the Coachella Valley USD and under the authority of the District's Superintendent, Managers and Supervisors are responsible for implementing and maintaining the Injury and Illness Prevention (IIP) Program. A copy of this IIP Program is available from each manager and supervisor.

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 one or more of the following:

- ✓ Informing workers of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all workers.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Providing training to workers in accordance with union policy, Board Policy, and Administrative Regulations 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. Our communication system includes one or more of the following checked items.

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

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all work sites operated by the Coachella Valley USD.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
3. When new, previously unidentified hazards are recognized
4. When occupational injuries and illnesses occur
5. Whenever workplace conditions warrant an inspection
6. Annual inspections by Risk Management or a third party agency



ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

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 re-occurring
5. Recording the findings and actions taken

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

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 the IIP Program is first established
2. To all new workers
3. To all workers given new job assignments for which training has not previously provided
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace that may 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
7. To all workers with respect to hazards specific to each employees' job assignment

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

1. Implementation and maintenance of the IIP Program
2. Emergency action and fire prevention plan
3. Provisions for medical services and first aid including emergency procedures
4. Prevention of musculoskeletal disorders, including proper lifting techniques
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
6. Prohibiting horseplay, scuffling, or other acts that tend to 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, proper labeling of containers
10. Proper storage and handling of toxic and hazardous substances



RECORD KEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are partially exempt from keeping OSHA logs.

Please note that public schools (**NAICS #6111 – Elementary and Secondary Schools**) are partially exempt from the need for maintaining and posting the various OSHA-required documents. A school district is no longer considered “partially exempt:”

- a. When a school district receives a “Notice of Record Keeping Requirements” from the US Dept. of Labor Statistics (BLS) – the district will be required to participate in a Survey. The district is usually notified at the beginning of the initial calendar year for the current year to track injuries. Then in January or February of the following year you will be required to complete the Survey for the BLS.
- b. The second reason a school district is no longer considered “partially exempt,” is if the district has a “Serious Injury- type” of situation and a Cal/OSHA inspector or the Cal/OSHA Citation would request/require that an OSHA Log 300, & etc. be completed with WC injury information for the year.



How to Report Unsafe Conditions Risk Management 2019

Instructions

The first method available to report an unsafe condition is through the Maintenance and Operations Work Order System.

Find out who at your site enters Work Orders and report your concerns to them.

Pursuant to the IIPP employees have the right and responsibility to report unsafe conditions, and to report them anonymously. This form is just one available method used to report unsafe conditions.

1. Use this form to report an unsafe condition at your site/work location.
2. Your name, work location, and phone number are not required, unless you want to be informed of “corrective action.” To submit a form, you can either:
 - a. Complete this form, print it, and mail it through inter-district mail (Anonymous)
 - b. Complete this form, print it, and fax it to 760-399-5717 (Anonymous)
 - c. Complete this form, email it to maria.mcleod@cvusd.us
3. Keep a copy for your records.
4. Work Orders should be submitted to Maintenance and Operations. Please include the work order number on this form.



Report of Unsafe Conditions

Risk Management

Today's Date:
School/Site:
Area/Location/Room:
Addresses:
Site Administrator:
Workplace Supervisor:
Briefly describe hazard or condition observed and exact location:
Suggestions for possible remedy:
Work Order Number, if known:
Your name (optional):
Your work location (optional):
Your phone number (optional):
Date received at Risk Management: