



Grass Valley School District

Injury & Illness Prevention Program (IIPP)

*Adapted from Cal/OSHA Workplace Injury & Illness Prevention
Model Program for Non-High Hazard Employers, Publications Unit
Rev. April 2018*

December 20, 2018

INTRODUCTION

The Grass Valley School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Grass Valley School District office has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes.

This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, Publications Unit Rev. April 2018.

https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.pdf

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Kathryn Boswell, Administrative Assistant, Janell Kays, Personnel Technician, have the authority and the responsibility for implementing and maintaining this IIPP for Grass Valley School District employees and facilities.

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Name: Kathryn Boswell

Title: Administrative Assistant

Phone Number: (530) 273-4483 ext. 2007

Name: Janell Kays

Title: Personnel Technician

Phone Number: (530) 273-4483 ext. 2001

Administrators, directors and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the IIPP. A copy of this IIPP is available from each administrator, director, and supervisor and is posted at the District Office.

COMPLIANCE

All workers, including administrators, directors, and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP
- Providing training to workers whose safety performance is deficient

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 the following items:

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

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually and, in addition, when the following occur:

1. Establishment of our IIPP;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

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

TRAINING AND INSTRUCTION

All workers, including administrators, directors, and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and 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; and
7. To all workers with respect to hazards specific to each employee's job assignment.

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

1. Implementation and maintenance of the IIPP.
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 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, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (county, city, district, or/and any public or quasi-public corporation or public agency), and we are not required to keep written records of the steps taken to implement and maintain our IIPP. While written records are not required, we will endeavor to maintain the following records:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training.

The master copy of this IIPP can be found at:

- Grass Valley School District, Administration Office, 10840 Gilmore Way, Grass Valley, CA 95945

Other copies of the IIPP can be found with the supervisors at:

- Bell Hill Academy, 342 S. School Street, Grass Valley, CA 95945
- Margaret G. Scotten School, 10821 Squirrel Creek Rd., Grass Valley, CA 95945
- Lyman Gilmore Middle School, 10837 Rough Ready Hwy., Grass Valley, CA 95945
- Our Kids' Place Preschool, 10846 Gilmore Way, Grass Valley, CA 95945

REPORT OF UNSAFE CONDITION OR HAZARD

EMPLOYEE REPORT: Employees may submit this form anonymously to Supervisor, Administrative Assistant or Personnel Technician. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

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?

Person to whom this report is being sent: _____

Date report was sent: _____

How was report delivered to responsible person: _____

If employee desires a response from the supervisor, the report must be signed.

Signature of Employee

Date

EMPLOYER RESPONSE:

Date report received: _____ How received: _____

Name of Person Investigating Report: _____

Results of Investigation (what was found/was condition unsafe or hazardous?). Attach additional pages if necessary: _____

Action taken to correct hazard or unsafe condition, if appropriate, or information provided as to why condition was not unsafe or hazardous. Attach additional pages if necessary:

Signature of Person Investigating

Date

Grass Valley School District
Kathryn Boswell, Administrative Assistant
Janell Kays, Personnel Technician
10840 Gilmore Way, Grass Valley, CA 95945
Ph: (530) 273-4483 ext. 2007
Fax: (530) 273-0248

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:

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INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Signature: _____ Date: _____

