



ALVORD UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

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RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Kevin Emenaker, Executive Director, Administrative Services, has the authority and the responsibility for implementing and maintaining the IIPP for the Alvord Unified School District. District Administrators, Principals and/or Department Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.

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 include the following practices:

- Informing workers of the provisions of our IIPP.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers 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 the following items:

- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.

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HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace: All work sites owned and operated by the Alvord Unified School District.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIPP;
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; and
5. Whenever 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, 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 the necessary protection.

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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 IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously been 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 tends 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, 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.

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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.

Appendix

Hazard Assessment and Correction
Quick Reference Guide for Accident Investigation
Report of Employee Injury or Illness (includes Employer Section)
Return to Work Authorization
Employee Safety Recommendation Form

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HAZARD ASSESSMENT AND CORRECTION

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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QUICK REFERENCE GUIDE for ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors, managers, and administrators to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees' should be trained to report injuries to their supervisor, no matter how minor they may be. "Near-accidents" should also be reported and investigated by the supervisor.

Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- A. Act at once. Talk with the injured employee immediately if possible (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2:

Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the Risk Management Office.

Step 3:

Provide injured employee with a "Report of Employee Injury or Illness" and forward to the Risk Management office. If the employee wants or requires medical attention refer the employee to the industrial medical clinic.

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Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident. **It is vital for supervisors to re-evaluate completed work orders to ensure problems have been resolved.**

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REPORT OF EMPLOYEE INJURY OR ILLNESS

(Complete report within 24 hours and forward to Risk Management)

EMPLOYEE SECTION:

Employee Name: _____ Job Title: _____

Address: _____ Phone No: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Date of Birth: _____

Work Location: _____ Hours Per Day: _____

Time Work Day Begins: _____

Date of Injury: _____ Time Occurred: _____ AM/PM

Date Reported: _____ Last Day Worked: _____

Name of Witness(s): _____

Medical Treatment? Yes ___ No ___ Date: _____ Physician: _____

Exact Location of Incident: _____

Describe Injury: _____

Describe How Incident Occurred: _____

Employee Signature: _____ Date of Report: _____

EMPLOYER SECTION:

Corrective Action Required? Yes ___ No ___

If Yes, describe what is needed?: _____

Describe steps to be taken to correct this condition or to prevent a similar incident: _____

Follow-Up Action (i.e. Work Order #, Staff Training, etc.): _____

Employer Signature: _____ Date of Report: _____

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TEMPORARY MODIFIED WORK AGREEMENT FORM

_____, a permanent employee of the Alvord Unified School District, who holds the position of _____, has been released to modified work duty from (begin date) _____ through (end date) _____ with the following work restrictions:

Any duties assigned this employee must be in compliance with the above-referenced physical restrictions. It is the responsibility of the employee to ensure that he or she does not undertake any task that may violate the restrictions imposed by the physician of record. It is expected that the supervisor will work with the employee in accommodating these restrictions until the injured or temporarily disabled employee is released to a regular work assignment.

While on medical restrictions, the injured employee's time sheet (if applicable) should be marked MWP, (modified work program), until he or she is released to his or her regular assignment. The modified duties to be performed by the employee will be determined by the district administration. **Modified duty assignments are limited to 90 work days.**

Duties of this agreement will consist of, but are not limited to:

The supervisor or the employee will notify the Risk Management Department immediately if there is any indication that his modified work agreement is not working in an effective manner.

The signatures below confirm that the individuals have read, understand, and will comply with the provisions of this agreement. *(Copy of the medical restrictions must be attached to this form).*

Employee's Signature

Date

Supervisor's Signature

Date

Risk Management Signature

Date

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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:	