



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SAFETY POLICY STATEMENT

It is the policy of **CHICO COUNTRY DAY SCHOOL (CCDS)** that injury and illness prevention shall be considered of primary importance in all phases of operations and administration. It is the intention of the school's administration to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. It is a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs

Any injury that occurs on the job must be reported to management as soon as possible. In no circumstance except an emergency, should an employee leave a shift without reporting an injury that occurred.

Assignment of Responsibility

The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions. Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved. Employees are responsible for cooperation of all aspects of the safety and health program including compliance with all rules and regulations and for

continuously practicing safety while performing their duties.

Designated Safety Program Coordinator, the overall administration and oversight of the safety program is assigned to:

Margaret Reece, Chief Business Officer

Wendy Fairon, Director of Education

Claudia Trout, Director of Student Affairs

Amie Parent, Director of Student Support Services

Stuart Langford, School Facility Manager

Pamela Wilson, HR & Risk Manager

Responsibilities will include, but not be limited to:

- Review safety policy and procedures
- Develop knowledge of all applicable Cal/OSHA Safety Orders and Federal Regulations
- Maintain an occupational training program covering hazards to all types of employment and those unique to each worker's job assignment
- Schedule and conduct regular safety training meetings with all employees
- Provide necessary personal protective equipment, and instructions for use
- Conduct safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions
- Correct unsafe and unhealthy work practices in a timely manner and document corrections on the Hazard Correction Form
- Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections.

EMPLOYEE COMPLIANCE

An incentive program is an opportunity to motivate employees to comply with safety rules, safety policy and correct unsafe acts. Examples of CCDS' options for incentives are:

- Recognition of individual employees who consistently follow policy and guidelines
- Incentive programs
- Special meetings for the presentation of awards, announcement of safety policy or practice, or the purchase of safety equipment.
- Contests for safety record improvement or recognition of a safe practice
- Meals, food or snacks in recognition of at least six months with no safety violations
- Celebrations for at least a year with no safety violations
- Any other activities as needed or desired to recognize good work by all employees at CCDS in regards to employee safety.
- Displaying safety solutions or new safety equipment
- Display of sign showing days worked without a lost-time accident

Employees who fail to follow the CCDS' code of safe work practices will be subject to training & retraining programs, disciplinary actions, or infraction notes, if necessary.

Methods for Communicating Safety Policy & Procedures

All employees shall receive safety training and instruction:

- Upon employment for job specific and general safety rules. This shall include but, not be limited to emergency preparedness and evacuation procedures and hazard communication
- If an employee is given a new job assignment, safety training for the new assignment will be given at orientation
- Whenever new substances, processes, procedures or equipment are introduced to the workplace

- During regularly scheduled safety meetings

Refresher safety training will be conducted on a regular basis and retraining shall be available for employees demonstrating a deficit in safety knowledge.

Code of Safe Practices

It is our policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable CCDS, State and Federal Safety Rules and Practices and take action as is necessary to obtain compliance and carry out this policy.

Employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator immediately.
2. Means of egress shall be kept unblocked and well-lit during work hours.
3. In the event of fire, sound an alarm and evacuate.
4. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
5. Only trained workers may attempt to respond to a fire or other emergency.
6. Exit doors must comply with fire safety regulations during business hours.
7. Materials and equipment may not be stored against doors or exits, fire ladders or fire extinguisher stations.
8. Aisles must be kept clear at all times.
9. Work areas should be maintained in a neat, orderly manner. Trash and recycle are to be thrown in proper waste containers.
10. All spills shall be wiped up promptly.
11. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
12. All cords running into walk areas must be taped down or inserted through rubber protectors to avoid tripping hazards.
13. Never stack material on top of file cabinets or other high places.
14. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
15. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
16. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
19. Equipment such as scissors, staplers, etc., should be used for their intended

purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Cleaning supplies should be stored away from edible items.

20. Cleaning solvents and flammable liquids should be stored in appropriate containers.
21. Solutions that may be poisonous or not intended for consumption should be kept in well- labeled containers.
22. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

EMPLOYEE COMMUNICATION

The flow of safety and health information between administration and staff is required to be in a form that is readily understandable. Compliance with this provision includes the following measures:

- Staff meetings
- Training programs
- Workplace postings in the staff room
- Written communications either via paper or email
- Safety Committee meetings
- Formal and informal trainings
- Formal training will include an all staff meeting at the beginning of the school year and one-on-one training with new staff members as well as continual online training.

Safety Communication Policy

CCDS recognizes that open two-way communication between administration and staff on health and safety issues is essential to an injury-free productive workplace. Your thoughts regarding safety are considered important, and we encourage your active participation in our School's Safety Program. Please feel free to express any of your safety concerns or suggestions in safety meetings or discussions with your supervisor.

Notification of hazards, potential hazards or safety suggestions can be made anonymously by depositing a form in the staff mailbox of the Director of Education or the CBO. All suggestions will be considered seriously and will receive a response. No employee will be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

Other forms of safety communication will be provided via:

- New Employee Safety Orientation
- Anonymous Suggestion
- A Safety Committee meeting
- Current Safety News And Activities
- Safety Reading Material Distributed By Pay Envelope Inserts and emails
- Signs And Posters
- Safety Bulletin Board For Posting Safety Materials And Communications
- Online training

CCDS Safety Committee

The CCDS Safety Committee will conduct all of the following:

- Meet regularly
- Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee meetings and maintain for review if necessary.
- Review results of the periodic, scheduled school campus inspections.
- Review investigations of occupational injuries and illnesses and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substance, and where appropriate, submit suggestions to the administration of the prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member.
- Submit recommendations to assist in the evaluation of employee safety suggestions.

Safety lessons learned during new employee orientation and at the beginning of the school year may be forgotten over time and unsafe work habits may develop. Brief safety meetings or informational emails or written communications are reminders to recognize potential hazards and work safely. CCDS will incorporate brief safety updates and reminders at periodic staff meetings during the year and will send out periodic safety updates via email.

Updates will be brief. The focus of the update will be prevention and not criticism of employees.

TRAINING REQUIREMENTS:

Training will be provided:

- To all employees and those given new job assignments when training has not previously been received.
- whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- whenever the employer is made aware of a new previously unrecognized hazard Records of training should be kept by an assigned person.
- The following are possible indicators that training or retraining may be needed:
 - High turnover.
 - An increase in near misses which could have resulted in injuries or illnesses.
 - An increase in reported injuries.
 - High injury or illness incidence.
 - A request for personal protective equipment not currently provided, such as ear plugs or respirators.
 - Expansion of operations

Safety Training Policy

The CCDS HR Manager, School Facility Manager, Director of Education, or CBO shall be responsible for assuring training is provided to supervisors regarding the safety and health hazards of each employee under their immediate direction that an employee may be exposed to.

Supervisors are responsible for those under their direction who receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.

When a supervisor is unable to provide the required training, he/she should notify the HR or the CBO and request that such training be given to the employee by others.

All company employees will participate in:

- Training whenever job duties or work assignments are expanded or changed
- Training whenever employees are exposed to new processes, machinery, chemicals, and/or previously unrecognized hazards
- Initial and ongoing employee safety training will be provided when new substances processes or procedures are introduced into the work environment
- Scheduled safety meetings
- Other training programs as appropriate

Examples of trainings that may be relevant during orientation or re-orientation:

- The School, State, and Federal safety policies and programs
- General and specific safety rules and regulations pertaining to hazards associated with the employee's job assignment; including the Code of Safe Work Practices
- Bloodborne Pathogen Exposure Control Plan
- Procedures for the prompt reporting of accidents and/or "near misses"
- The School's first-aid program
- Slips, Trips & Falls
- Ergonomic hazards, including proper lifting techniques
- Heat Safety
- Aerosol Transmissible Disease Prevention
- The immediate reporting of hazardous conditions and/or unsafe work practices or conditions to your supervisor without fear of reprisal.
- The method for reporting unsafe conditions and/or unsafe work practices openly or anonymously
- The school's safety rule enforcement procedures (disciplinary policy)
- Positive safety incentives for good safety record
- The School's Hazard Communication Program, emergency preparedness
- Location of fire extinguishers and emergency procedures
- Use of tools and equipment
- Proper guarding of equipment
- Material handling and lifting procedures
- Special hazards of the job
- Employee responsibility for prevention of injuries and illnesses
- Safe operations of vehicles
- Other items that apply to your specific operations
- Other Cal/OSHA required training

HAZARDS INSPECTIONS AND CORRECTIONS

Identification and Control of Hazards

Cal/OSHA requires that employers maintain a healthful workplace by using the Safety and Health Standards to help identify hazards which exist now or could develop later; and instituting procedures to control hazards and take action to eliminate them

The School is required to:

- Indicate the frequency of inspections; identify the person responsible for conducting inspections and correcting unsafe conditions in all work areas.
- Conduct inspections whenever new substances, processes procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard
- Conduct inspections whenever a new or previously unrecognized hazard is identified.

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the assigned person must take appropriate corrective measures

in a timely manner based upon the severity of the hazard. Employees must be informed of the hazard and interim protective measures taken until the hazard is corrected.

Identification and Corrections of Hazards

Initial and ongoing employee safety training will be provided when new substances processes or procedures are introduced into the work environment. Investigation of accidents and/or “near miss” incidents will be conducted to determine causation and the controls necessary to prevent a recurrence. Scheduled inspections will be conducted quarterly by the CBO and the School Facility Manager to identify unsafe conditions. Inspection results will be discussed during the CCDS Safety Committee meetings.

Control procedures following identification of a new or previously unrecognized hazard:

- Eliminate hazards from machines, processes, material, or work site structure
- Abate hazards by controlling exposures to it or guarding against it at its source
- Train employees to be aware of hazards and to follow safe work practices and procedures.
- Prescribe signs and personal protective equipment for warning and shielding employees against hazards
- The program administrator or designee shall:
 1. Evaluate the severity of the hazard identified, and determine if it can be abated immediately
 2. Determine hazard priority for implementing corrective procedures and actions.

Identification of a New or Previously Unrecognized Hazard

Control Procedures:

- Eliminate hazards form machines, processes, material or work site structure
- Abate hazards by controlling exposures to it or guarding against it at its source
- Train employees to be aware of hazards and to follow safe work practices and procedures.
- Prescribe signs and personal protective equipment for warning and shielding employees against hazards

The program administrator or designee shall evaluate the severity of the hazard identified, and determine if it can be abated immediately. Also suggest priority of corrective actions for identified hazards.

Correction of Unsafe or Unhealthy Conditions and/or Work Practices

Unsafe or unhealthy work conditions or practices must be corrected immediately. Employees must be removed from affected area(s) until hazard(s) are corrected and new training implemented. Defective equipment and/or work areas are to be taken “out of service” until hazards are corrected. This should be done by physically tagging-out and locking-out equipment, and removing employees from affected work areas.

Supervisors are responsible for ensuring the proper controls have been implemented to correct hazardous conditions prior to employees resuming work.

Injury and Illness Investigation

Incident investigation is an essential element of the Injury and Illness Prevention Program. The purpose of the investigation is to determine what factors, and conditions, and/or work practices contributed to the event, so that appropriate action can be taken to prevent a recurrence. Minor incidents or “near miss” incidents will be investigated because they are a warning of a potential hazard. To assure that meaningful data will be obtained, all management personnel should be familiar with injury and illness investigation techniques. In particular, each line supervisor should be well versed in injury and illness investigation procedures, as well as being the key person in the accident investigation

Injury and Illness Investigation Procedures

All accidents or near miss incidents will be investigated by Human Resources or the CBO. The investigation will be documented on the Supervisor’s Report of Injury or Exposure Form. The Employee’s Report of Injury or Exposure will be completed by the employee.

The following are the basic rules for injury and illness investigation:

- Finding the cause of injury is the purpose of an investigation and not finding fault. An unbiased approach is necessary to obtain objective findings.
- Visit the scene of the incident as soon as possible (when it is safe to do so) to get important details from witnesses while they are fresh in their minds.
- If possible interview the injured worker at the scene.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the injury and illness even if they did not actually witness it.
- Consider taking signed statements in cases where facts are unclear or there is disagreement about the facts
- Document details graphically. Use sketches, diagrams and photos as needed and take measurements when appropriate
- Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented.
- Determine what caused the incident itself, not just the injury, and the controls necessary to prevent a recurrence.
- Follow up safety training is appropriate in many cases.
- Include an action plan. How can the injury or illness be prevented in the future?
- If a third party or defective product contributed to the injury, save any evidence. It could be critical to the recovery of claims costs.

Serious injuries, illnesses, or death of an employee must be reported **within 8 hours**.

Serious injury or illness means an injury or illness which requires: Inpatient hospitalization for more than 24 hours for other than observation; a loss of any member of the body or; any serious degree of permanent disfigurement.

SAFETY AND HEALTH RECORDKEEPING

Injury and Illness Records

These records provide information to help CCDS measure and evaluate the success of our safety and health activities.

Periodic reviews of records will help monitor the success of CCDS's IIPP. Reviewing the records to identify where our injuries are occurring and in what numbers; look for patterns or repeat situations. These records can help identify hazardous areas in our workplace and pinpoint where immediate corrective action is required.

Exposure Records

Injury and illness records may not be the only records we need to maintain. Cal/ OSHA standards concerning toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination reports, employment records, and other information. Employers using any regulated carcinogens have additional reporting and recordkeeping requirements. See Title 8 of the California Code of Regulations for details.

GUIDELINES FOR RECORDKEEPING

- Records will be kept for all safety program activities, and may include:
- Training schedule for each employee
- Initial orientation training
- Job descriptions and /or job analysis
- Safety Meetings
- Safety Committee Meetings
- Vehicle inspections forms
- DMV driving records
- CPR/First Aid training
- Injury and illness Investigations
- Employee and employer claim forms
- Inspections performed, in-house, and any performed by outside agencies
- Disciplinary actions

A copy of all the above records will be maintained in the Business Office.



Notice of Safety Infraction

Safety is a priority at CCDS. To prevent accidents, it's our policy to strictly enforce our rules. The following is the progressive discipline plan. Below is your current step:

1st Infraction: Written/Verbal Warning

2nd Infraction: Written Warning

3rd Infraction: 3 Day Suspension

4th Infraction: Dismissal

Employee name: _____

Supervisor name: _____

Date & location of violation: _____

The unsafe work you were observed conducting:

Your response/input to the incident:

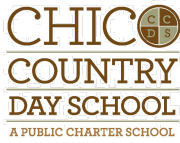
Recommendations discussed to prevent future issues:

Employee Signature

Date

Supervisor Signature

Date



EMPLOYEE SAFETY INFORMATION FORM

(Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for CCDS to take any action against an employee in reprisal for exercising their rights to participate in communications involving safety concerns)

Do you have a safety suggestion, or do you think there is an unsafe workplace condition or practice?

Employee Name (optional): _____

Date: _____

Location: _____

Date of event (if applicable): _____

Please describe the unsafe condition or practice:

Why do you feel it is unsafe:

What do you feel CCDS could do to improve safety of the matter:

Has this matter been reported to a Supervisor/Admin? Yes No

Office Use

CCDS Action/remarks:

Admin/Personnel reviewing: _____

Signature:

Date:



SAFETY COMMITTEE MEETING MINUTES

Date: _____ Time: _____

Attendees:

NAME	TITLE

The meeting was called to order at _____:_____ AM/PM by_____.

The minutes for the meeting were reviewed by_____and approved by the Committee.

Meeting Minutes will be submitted through the school's email system and a hard copy will be kept in the Business Office.



EMPLOYEE ACCIDENTS/INJURIES

Date	Position/location	# Lost work days	Incident/Condition	Preventative Action/notes

Safety Committee Topics:

Examples of topics that can be discussed by the Safety Committee are:

- Safety disciplinary action
- Employee Safety Meeting Minutes (training)
- Results of premise safety inspections
- Security issues
- Safety incentive program results
- Employee safety suggestions
- Other business discussed
- Executive Safety Committee Meeting update
- Comments from Safety Committee members and guests
- Next Committee meeting date and time
- Adjournment

