

# *Cuyama Joint Unified School District*

2300 Highway 166, New Cuyama, California 93254  
(661) 766-2482 • FAX: (661) 766-2255

## **INJURY AND ILLNESS PREVENTION PROGRAM**

*Established 8/11/2022  
Revised 9/8/2022*

### 1.0 POLICY

The personal safety of each school district employee while in the performance of his or her work activity is of primary importance to the school district. The prevention of occupational induced injuries or illnesses will be accomplished through an Injury & Illness Prevention Program for the Cuyama Joint Unified School District. This program will ensure, to the greatest extent possible, compliance with both legal requirements and the highest standards of safe work practice. The success of this program is to be achieved through the continuous mutual cooperation and support of management and employees.

### 2.0 GENERAL

- 2.1 The Cuyama Joint Unified School District Injury and Illness Prevention Program will include, as a minimum, the following elements: communication, identification, and evaluation, Williams inspections; accident reporting, investigation and analysis; record keeping; routine Maintenance, Operations, and Transportation (MOT) meetings with Safety Awareness agenda item(s).
- 2.2 Management support and participation in all elements of the Injury & Illness Prevention Program are of paramount importance. The superintendent or designee is the key person to implement and enforce this program.
- 2.3 Identification and evaluation, and of safety hazards once identified. Action plans to be developed to guide recommendations based on evaluation of identified hazard. The following activities will be undertaken for personal safety of district employees:
  - 2.3.1 **Review of safety orders and other regulations:** The implementation lead, or designee will review safety work orders.
  - 2.3.2 **Review of internal records and information:** The implementation lead, or designee will review internal records of accidents, injuries, and safety violations to detect relationships between job hazards and recorded mishaps/accident.
  - 2.3.3 **Inspection:** Cuyama Joint Unified maintenance staff will conduct a general health and safety inspection on a yearly basis. The maintenance staff will document the inspection on the CJUSD General Health and

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Safety Inspection Checklist. The inspection record will be stored in the MOT building.

2.3.4 **Employee reporting:** Employees are instructed to report any and all safety hazards which they may observe or become aware of. The Cuyama Joint Unified School District has a specified hazard reporting form (work order), However, employees may report hazards by any available method. Oral reports are recorded in writing by supervisors. Reports may be submitted anonymously, at the employee's option. Cuyama Joint Unified School District advises all employees that it invites reports of hazards and pledges to take no disciplinary action against any employee as a result of the employee's submission of a hazard report. Employees may submit hazard/work order reports to their supervisor or directly to the MOT committee. Supervisors may direct hazard/work order reports to the district MOT committee/staff.

2.3.5 **Accident Investigation:** Every accident is investigated by a supervisor or manager. Accident investigation and analysis including interviews with the injured employee and, as necessary, witnesses to an accident, will be conducted on all accidents using the district provided form to identify the causes and recommend corrective measures. Accident reports should be completed within 48 hours from the time the accident was first reported. Accident investigation reports are forwarded to the district for recommendations as to corrective action. District form can be found in the attachments of this section.

2.4 Employee and management training will be offered to employees to instruct and certify workers in safe work practices and use of personal protective equipment; to advise on reporting of unsafe conditions; to inform employees of potential job hazards; and to communicate the enforcement actions which will follow violations of any safety rule or procedure.

2.4.1 Provide training and instruction on safety protocols and safety awareness:

- (A) To all new employees;
- (B) To all employees given new job assignments for which training has not previously been received;
- (C) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- (D) Whenever the employer is made aware of a new or previously unrecognized hazard; and,
- (E) For supervisors/MOT staff to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

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- 2.5 Inspections will be performed, by MOT staff (As they work in their locations) both to assure that existing safety equipment, conditions, housekeeping and work practices are in compliance with applicable laws and to identify any unsafe conditions and acts. Recommendations on correction of problems will be made by qualified MOT personnel, and a final correction date will be established.
  - 2.5.1 The district MOT staff will perform an annual safety inspection at any school sites if and as requested by administration.
- 2.6 Recordkeeping will include:
  - 2.6.1 Completion and posting of forms as required by applicable state and federal OSHA regulations.
  - 2.6.2 Completion of forms and records for insurance purposes.
  - 2.6.3 Documentation of activities relating to the implementation of the Injury & Illness Prevention Program, such as MOT and staff meetings where safety awareness is discussed, employee training, safe work procedures, issuance of personal protective equipment and accident investigations. Cuyama Joint Unified School District online training through [getsafetytrained.com](http://getsafetytrained.com) which also documents training of any module that an employee completes and offers safety training specific to jobs related to all school districts.
  - 2.6.4 District accident report form, Employee's and Supervisors Review of Industrial Injury/Illness Report may be used as the OSHA record.
- 2.7 Correction of Job Hazards once identified.
  - 2.7.1 If a hazard is identified and can be corrected by a change in practices or procedures, appropriate modifications are instituted at the earliest possible time. If other controls are required, the hazard is referred to the MOT committee for discussion at its next meeting. Interim safety measures are instituted while the matter is pending before the MOT committee. The district MOT committee recommends corrective action to management within a reasonable time, and the management reports on its progress in making the corrections.

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- 2.7.2 With regard to hazards that are reported by employees, or discovered as a result of an accident, the person receiving initial notice of the hazard, is required to record the name of the person assigned responsibility for correction on the form on which the hazard is recorded and to forward copies of any such recommendations- dates to all persons so named. All recommendations are followed up within a time limit established by the MOT committee or the supervisor. Any failure of the person assigned the responsibility for correction to take corrective action within the established time limit is reported immediately to the responsible person's supervisor.
- 2.7.3 Completed inspection checklist, employee hazard reports, and accident investigation report remain open before the MOT committee and are not filed away until all corrective measures have been completed and documented.
- 2.7.4 In the case of imminent hazards that cannot be corrected safely without exposing employees to danger, supervisory personnel are instructed to evacuate all non-essential personnel from the area of the hazard until such corrective measures have been completed as to render the area safe.

## 3.0 RESPONSIBILITIES

### 3.1 The superintendent of Cuyama Joint Unified School District shall:

- 3.1.1 Designate Theresa King (Business Manager) for notifying the SIPE Safety Office regarding any state or federal inspection related to occupational health and safety and its outcome, and to notify workers compensation administration and CAL/OSHA of any occupational fatality or serious injury or illness immediately.
- 3.1.2 Designate representatives to serve on a school district MOT committee, which shall meet monthly or quarterly. This committee is to encourage employee participation in all aspects of safety, monitor the effectiveness of the Injury & Illness Prevention Program. District MOT committee representatives include:
  - 1. Theresa King, Business Manager
  - 2. Alfonso Gamino, Superintendent
  - 3. Eric Callaway, Maintenance/Transportation
  - 4. Mary Jo Harrington, Elementary School Secretary
  - 5. Liz Alarcon, Custodian

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6. CVHS Custodian

7. Fernando De Los Santos, Maintenance/Transportation

8. Samantha Sullivan, Maintenance/Transportation

3.1.3 As a minimum, participants in the district MOT committee should be a representative from the following departments: personnel, operations/maintenance/transportation, and custodial.

3.1.4 The MOT committee functions are:

- Identify unsafe work practices and conditions and suggest appropriate recommendations.
- Provide safety training and safety training awareness to classified staff and certificated staff at scheduled staff meetings.
- Encourage feedback from all levels of employees in all areas of the district with regard to problems, ideas and solutions related to safety.
- Engage in accident investigations and develop recommendations.
- Keep everyone in the district informed about new safety policies, training opportunities, accident causation and other safety related matters.
- Identify specific safety related problems that seem to be reoccurring and develop appropriate preventative measures.

3.2 Alfonso Gamino, Superintendent and Theresa King, Business Manager shall be responsible for the success of the Injury and Illness Prevention Program. This includes assuring compliance with all applicable safety practices and procedures by all employees, students and by any non-employee visiting or working in a district facility.

3.3 Each employee, as a condition of employment, shall comply with all applicable safety practices and procedures in accordance with instruction and training received.

3.4 The school district safety coordinator or designee (Theresa King) under the direction of the school district superintendent, shall provide all district elements with the technical assistance and information required in implementing the Injury & Illness Prevention Program.

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## 4.0 EMPLOYEE ACCESS

- 4.1 Per Cal OSHA 3203(a) (8) (B) (1) (2) requirements, IIPP programs must be communicated to all affected employees.
- 4.2 Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
- 4.3 Whenever an employee or designated representative requests a copy of the Program, the district shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
- 4.4 Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

## 5.0 DISCIPLINARY PROCEDURES

- 5.1 Verbal counseling (will be documented in the employee's personnel file).
- 5.2 Written warning (must outline nature of offense and necessary corrective action).
- 5.3 Suspension without pay (may be used in conjunction with 1 and/or 2 above, or as a separate and distinct disciplinary action resulting from a serious violation).
- 5.4 Termination (may be used in conjunction with 1 and/or 2 above, or as a separate and distinct disciplinary action resulting from a serious violation).

## 6.0 OSHA INSPECTORS PROTOCOL

- 6.1 When an OSHA inspector arrives on site, Cuyama Joint Unified School District will:
  - 6.1.1 Greet the inspector with courtesy.
  - 6.1.2 Determine the purpose of his visit.

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- 6.1.3 Contact the responsible supervisor, safety coordinator and district superintendent.
- 6.1.4 Provide the documentation requested and accompany the inspector on his walk through.
- 6.1.5 Request the inspector to conduct a post conference with appropriate site staff.

## Attachments

- I. Cuyama Joint Unified School District Employee Statement on injury, illness, or exposure
- II. Employee and Supervisor Industrial Incident Report form for CJUSD
- III. Cuyama Joint Unified School District General Health & Safety Inspection Checklist