



RIVER DELTA UNIFIED SCHOOL DISTRICT
445 Montezuma Street
Rio Vista, California 94571-1651
www.rdusd.org

2024/2025

INJURY AND ILLNESS PREVENTION

PROGRAM

TABLE OF CONTENTS

TOPIC	PAGE
RDUSD Injury and Illness Prevention Program	
Introduction	4
District Commitment	5
Safety and Health Policy	
Objectives of the Injury and Illness Prevention Program	5
Location of the Written Injury and Illness Prevention Program	5
Responsibilities for Safety and Health	5
Program Administrator	6
Superintendents/Assistant Superintendents	7
Principals/Department Heads/Supervisors	8
Employees	10
Parents	10
Hazard Identification, Evaluation and Control	11
Inspections	11
Purpose	11
Scheduled Inspections	11
Unscheduled Inspections	12
Red Tagging of Unsafe Facilities or Equipment	12
Documentation of Inspections	12
Employee Hazard Reporting Procedure	12
Job Hazard Analysis	12
Hazard Evaluation and Control	13
Imminent Hazards	13
Safety and Health Training	13
When Training will Occur	13
Training of Supervisors	14
Areas of Training	14
Documentation of Training	14

TOPIC	PAGE
Communication with Employees on Safety and Health	15
Safety Meetings	15
Anonymous Notification Procedures	15
Posters and Signs	15
Newsletter	15
Training	15
Safety Committees	16
District Safety Committee	16
School and Departmental Safety Committees	17
Responsibilities of Committee Chairperson and Secretary	17
Accident Investigation	18
Purpose	18
District Policy	18
Responsibility for Accident Investigation	18
Procedures for Investigation of Accidents	18
Emergencies	19
Emergency Action Plan	19
Earthquake Procedures	19
Fire Prevention Program	19
Appendix	
A - Accident Investigations	
B – Hazard Alert Form	
C – Safety and Health Policy Statement	
D – Safety Meetings	
E – Section 3203, Title 8, CCR	
F – Safety Trainings	
G – Inspections	
H – S.B. 198	
I – Safety Rules	

Introduction

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

Board Policy BP 4157, 4257, 4357

The Governing Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practices through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

The Superintendent or designee shall establish a written Injury and Illness Prevention Program in accordance with law. The program shall include training in safe and healthful work practices for all employees. (Labor Code 6401.7)

B. Objectives of the Injury and Illness Prevention Program.

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site or posted online along with documentation of specific elements of the program. A master copy of the Districts' written Injury and Illness Prevention Program shall be posted online under Risk Management.

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

Program Administrator (Title 8 California Code of Regulations, Sec. 3203(a)(1))

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

NAME: Tammy Busch

TITLE: Assistant Superintendent of Business Services

PHONE NUMBER: (707) 374-1700

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

- Maintain the District IIPP
- Chair the District Employee Safety / IIPP Committee
- Provide direction and assistance to IIPP Site Coordinators at each workplace
- Maintain a safety program which incorporates the current practices and policies adopted by the safety profession, Federal Occupational Safety and Health Administration (Fed/OSHA), and the California Occupational Safety and Health Administration (Cal/OSHA).
- Consult directly with management personnel and employees on loss prevention matters, and provide guidance necessary to assure effective administration of the IIPP.
- Ensure site administrators and program managers are trained in workplace safety and are familiar with safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- Ensure all elements of the IIPP are implemented throughout the District
- Stop jobs (i.e. work processes) when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent or designee

Site Coordinator

NAME: Ken Gaston

TITLE: Director of Maintenance, Operations and Transportation

PHONE NUMBER: (707) 374-1707

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

- Maintain the District IIPP
- Chair the District Employee Safety / IIPP Committee
- Serve as liaison between employees, the Committee, supervisors and management.
- Maintain a safety program which incorporates the current practices and policies adopted by the safety profession, Federal Occupational Safety and Health Administration (Fed/OSHA), and the California Occupational Safety and Health Administration (Cal/OSHA).
- Recordkeeping
- Ensure site administrators and program managers are trained in workplace safety and are familiar with safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- Ensure all elements of the IIPP are implemented throughout the District
- Stop jobs (i.e. work processes) when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent or designee

Objectives of the Injury and Illness Prevention Program

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

Superintendents, Assistant Superintendents

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the Safety Coordinator.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.

- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Safety Coordinator.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least bi-annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, safety data sheets are available, and employees are trained on the safe use of such chemicals.

Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.

- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

Parents

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4))

A. Inspections.

1. **Purpose**

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. **Scheduled Inspections**

Annually

Inspections of District facilities will be conducted as follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
SCHOOL SITES	Quarterly	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian Principal/Custodian
SPECIAL HAZARD AREAS Science Labs School Shops Maintenance Shop Transportation Shop Home Economics Gymnasium Athletic Field Cafeteria	Check Daily Monthly Report	Science Teacher Shop Teacher Shop Foreman Shop Foreman Teacher Athletics Director Athletics Director Supervisor Food Service
Auditorium	Check immediately prior to use. Monthly written report.	Custodian
Bleachers	Check immediately prior to use. Quarterly written report.	Custodian
Automotive Equipment	Check daily by operator. Yearly report by California	Vehicle Operator

Highway Patrol for School Bus

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. **Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. **Documentation of Inspections**

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be forwarded to Risk Management, Maintenance and Operations with the appropriate work orders.

B. Employee Hazard Reporting Procedure. (Appendix B)

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to Risk Management and Maintenance and Operations].

C. Job Hazard Analysis

Each supervisor shall maintain and periodically update a Job Hazard Analysis or Code of Safe Work Practices for the job classifications within his/her jurisdiction. A JHA will focus on the job tasks as a way to identify hazards before they occur. The JHA or Code of Safe Work Practices will be used to train new employees and provide on-going training for existing employees. The applicable JHA or Code of Safe Work Practices shall be maintained in the Injury and Illness Prevention

Program binder at each site.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to Risk Management, Maintenance and Operations] with appropriate work orders, if needed. Employee Hazard issues should be forwarded to Risk Management, Maintenance and Operations] where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee regarding general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring.
2. Whenever an employee is given a new job assignment for which training has not previously been provided.
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace.
4. Whenever the District is made aware of a new or previously unrecognized hazard; and

5. Whenever the District believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training may include:

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary

D. Documentation of Training

Documentation of training shall be maintained in the Injury and Illness Prevention Program binder.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by principals, supervisors, managers, etc. as needed or required. During these meetings, each safety meeting leader shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace.
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented and placed in the site binder

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Risk Management, Maintenance and Operations using the Employee Hazard Report Form. The Risk Management, Maintenance and Operations team shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's *Wellness & Safety* newsletter to all employees in a timely manner.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

1. **District Safety Committee**

The District Safety Committee shall include representatives from school sites, district departments and management to meet the district's needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid in the review and analysis of accident reports.
- c. Make recommendations regarding the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist in developing a budget for the implementation of the Injury and Illness Prevention Program.

The Safety Committee should meet annually to develop safety programs and consider district safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, videos, pamphlets, accident data, and other safety and health information.

2. School and Departmental Safety Committees

School Safety Committees shall be chaired by the principal or an assistant principal of the school and should include representatives from each department (i.e., teachers, cafeteria, transportation, custodial/maintenance, etc.).

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Title 8, California Code of Regulations.
- b. Conduct safety inspections utilizing school or department employees, as required.
- c. Assist in the accomplishment of inspections in coordination with the District Safety Committee or Program Administrator in response to an accident or unsafe condition complaint.
- d. Submit to the Site Administrator all reports relative to accidents or safety problems.
- e. Post and distribute safety materials provided.
- f. Provide safety in-service training and orientation to employees and pupils.

The School and/or Departmental Safety Committee should meet annually to develop safety programs and consider school/departmental safety needs.

3. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary.

It should be the responsibility of the chairperson to:

- * Schedule all meetings
- * Prepare an agenda for all meetings
- * Conduct all meetings
- * Follow up on committee recommendations

It should be the responsibility of the secretary to:

- * Notify all members of meetings and transmit agendas
- * Keep minutes of all meetings
- * Convey a copy of meeting minutes to the Site Coordinator

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Accident Investigation Report Form.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment

involved?

6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. EMERGENCIES

A. Emergency Action Plan

Please refer to District Emergency Response Plan

B. Earthquake Procedures

Please refer to District Emergency Response Plan

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

Disciplinary System

The Site Administrator will discipline staff members found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies will result in appropriate administrative action, including a notice of unsatisfactory service, suspension, termination and/or the satisfactory completion of an employee safety awareness program.

Appendix A-

**River Delta Unified School District
Accident / Exposure Investigation Report**

Date and Time of Accident: _____

Location: _____

Accident Description: _____

Employees Involved: _____

Preventive Action Recommendations: _____

Corrective Actions Taken: _____

Manager Responsible: _____ Date Completed: _____

Appendix B-

**River Delta Unified School District
Hazard Alert Form**

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: _____
Name

Department Extension

Date of report: _____

Location of Hazard: _____
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

Description of Incident:

Recommendations to Correct the Condition or Hazard:

Follow-up:

Appendix C-

**River Delta Unified School District
Safety Committee Meeting Minutes**

Meeting Date: _____

Time: _____

Committee Members Present:

Name:

Position:

Review and Status of Old Business:

Recent accidents:

Safety Concerns:

Safety Education for Staff:

New Business:

Supervisor: _____ Date: _____

Next meeting and Location: _____