

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4012: INJURY AND ILLNESS PREVENTION PROGRAM

A. The District's Injury and Illness Prevention Program (IPP)

This comprehensive health and safety program is designed to identify and abate hazards in the workplace by preventing workplace accidents, injuries and illnesses in order to provide a safe and healthful place in which to work. This policy, along with other applicable District rules and regulations and practices, form the District's Injury and Illness Prevention Program. In order to be effective, this program will require the cooperation and support of all District employees.

B. Responsibility For Safety and Health

All employees of the District are responsible for working safely and maintaining a safe and healthful working environment.

C. Program Administrator

The District's Program Administrator is the Superintendent or designee. The Program Administrator is responsible for the overall implementation and maintenance of the District's Injury and Illness Prevention Program. The Program Administrator will:

1. Ensure that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate supervision or control may be exposed, as well as applicable laws, regulations and District safety rules, policies, practices and procedures;
2. Ensure that employees are trained in accordance with this program;
3. Cause the periodic inspection of all District workplaces in order to identify, evaluate and abate workplace hazards;
4. Develop methods for abating workplace hazards;
5. Ensure that workplace hazards are abated in a timely and effective manner;
6. Ensure that reported workplace hazards, accidents, illnesses or injuries are investigated; and
7. Supervise the delegation of specific tasks required to be performed by the Program.

D. Hazard Assessment Control

1. Identification of Workplace Hazards

a. Periodic Scheduled Inspections

Work areas should be kept neat and orderly. Managers, supervisors, and employees are responsible for conducting daily, ongoing monitoring and inspection of their specific work areas. Additionally, the Program Administrator shall provide for specific inspections of workplace hazards in accordance with current applicable requirements and regulations.

b. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, surprise inspections. The list of subjects for these inspections will be chosen randomly but with particular emphasis placed on maintenance, operations, warehouse, print shop, child nutrition, transportation and science and industrial arts and general housekeeping.

c. New Potential Hazards

The Program Administrator will arrange for an inspection and investigation of any new substance, process, procedure or equipment introduced into the workplace. The Program Administrator also will arrange for an inspection and investigation whenever the District is made aware of a new or previously unrecognized hazard.

d. Employee Reporting of Hazards

Employees are required to report immediately to their supervisors or the Program Administrator any unsafe condition or hazard which they discover in the workplace. Forms for reporting such hazards may be obtained in each work area or from the Program Administrator. The employment of any employee making a *bona fide* report of an unsafe condition or hazard in the workplace will not be adversely affected for making such a report. Employees who wish to remain anonymous may submit the required reporting form to the Program Administrator without signature.

2. Monitoring and Correcting Identified Potential Safety and Health Hazards

a. Identified Safety and Health Hazards

The Program Administrator shall keep a list of identified hazards and a written procedure for dealing with each hazard.

b. Newly Discovered Safety and Health Hazards

The Program Administrator shall develop a written procedure for identifying and correcting in a timely manner hazards newly identified through inspections or employee reports.

E. Emergencies

The Program Administrator shall prepare procedures to handle emergencies in the event of earthquakes, fires and other disasters.

F. District Safety Rules

District-wide safety rules as well as specific safety rules appropriate for each work area and position will be posted in each work area and on or near appropriate equipment. These rules will be communicated to employees by the methods prescribed in paragraph G.

G. Communicating With Employees On Safety And Health Issues

1. Safety Meetings

Safety meetings will be conducted and documented by supervisors periodically on a monthly basis with additional special meetings whenever necessary. During each meeting, supervisors will discuss the District's IPP as well as the following issues:

- a. New hazards that have been introduced or discovered in the workplace;
- b. Causes of recent accidents or injuries and the methods by which similar accidents or injuries can be prevented in the future; and
- c. Any safety issue deemed by supervisors to require enforcement.

2. Postings

This Board Policy will be posted in appropriate work areas along with general and specific safety rules.

H. 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 with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

1. Training of employees

Health and safety training will be provided at the following times:

- a. Upon hiring;
- b. Whenever an employee is given a new job assignment for which training has not previously been provided;

- c. Whenever the District becomes aware that new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- d. Whenever the District becomes aware of a new or previously unrecognized hazard; and
- e. Whenever the Program Administrator or supervisor believes that additional training is necessary.

2. Training of Supervisors

Supervisors will be trained annually and on special occasions as necessary.

I. Accident Investigation

All work related accidents reported to the District will be investigated 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, could have resulted in serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. The Program Administrator or designee will be responsible for investigation of accidents.

The Program Administrator will be provided with a report of each accident investigation and will keep a record of the results of such investigation on a form prescribed by the Program Administrator.

The Program Administrator will cause each accident investigation report to be reviewed for recommendations as to how such accident or near miss can be prevented in the future and implement any preventative measures.

Legal Reference:
Labor Code section 6401.7

Date Policy Adopted By The Board: October 8, 2002