

EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM

The personal safety and health of each employee, student, and visitor is a primary concern of the San Dieguito Union High School District Board of Trustees and shall always be a part of and equal to any function of work performed. The objective of the District's Injury and Illness Prevention Program is to minimize the number of injuries and illnesses that occur during any school year. The following Administrative Regulations are established to implement the Employee Injury and Illness Prevention Program:

1. PROGRAM RESPONSIBILITY

DISTRICT RESPONSIBILITY

While the District believes all employees are responsible for contributing to and maintaining a safe and healthy work environment for all staff and students, the Superintendent has designated the Director of Risk Management authority to establish and implement safety procedures and to regularly review district policies and practices to ensure their effectiveness.

SCHOOL & DEPARTMENT RESPONSIBILITIES

- Provide training to all employees on job-related safety and health issues.
- Inform employees of any hazards associated with new tasks, conditions or equipment.
- Ensure that all machinery, protective equipment, and work areas are properly functioning and in good condition.
- Ensure that all employees are working in compliance with established safety and health practices.
- Monitor the workplace for new or previously unrecognized hazards.
- Initiate corrective action when any unsafe conditions, procedures, or actions are discovered.
- Refer injured employees for proper medical treatment.
- Ensure that no reprisal is taken against any employees who report hazards, who participate in safety committees, or who are injured in the course of employment.

EMPLOYEE RESPONSIBILITY

- Follow all written and oral safety instructions provided by their supervisor.
- Participate in safety training, inspections, or committees as necessary
- Report any unsafe condition, procedure, or action to their supervisor immediately
- Report any work-related injury immediately after it happens so that it may be properly treated.

2. PROGRAM COMPLIANCE

In order to ensure employee compliance with safe and healthy work practices, the District holds employees accountable for following rules and regulations. Adherence to safety practices—whether positive or negative—is part of each employee's performance appraisal. Employees may be disciplined for safety violations in accordance with the District's disciplinary policies and negotiated employee association contracts.

3. COMMUNICATION OF HEALTH AND SAFETY MATTERS

TRAINING

All new employees shall be informed of this program upon hire.

The District, schools, and departments shall conduct safety training sessions with staff:

- When assigned new tasks for which training has not previously been received
- When new substances, processes, procedures, or equipment with hazards are introduced to the workplace.
- For supervisors to familiarize themselves with the safety and health hazards to which their employees are exposed.

All training shall be documented with the following information:

- Employee name
- Date
- Topic
- Training provider

Copies of safety training documentation should be forwarded to Risk Management for tracking and retention.

EMPLOYEE PARTICIPATION

Employees are required to report all hazardous conditions or procedures, either verbally or in writing, to their supervisors immediately upon discovery.

Employees may also be invited or required to participate in safety training, committees, or inspections, depending on their job classifications.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee.

SAFETY COMMITTEES

In addition to safety training classes or materials that are distributed throughout the year, the District uses Safety Committees to ensure that safety-related information is communicated between staff and management.

DISTRICT SAFETY COMMITTEE

The District Safety Committee is chaired by the Director of Risk Management and has representatives from:

- School Safety Committees
- California School Employees Association
- Child Nutrition
- District Office
- Instructional Services

- Maintenance & Operations
- Pupil Personnel
- Risk Management
- San Dieguito Faculty Association
- Transportation

The function of the committee is to:

- Promote staff, student & public safety district-wide
- Provide a forum for the various interests represented by each Committee member to be raised as they relate to safety
- Monitor the effectiveness of safety programs & report results
- Disseminate information or materials provided at Committee meetings to their site or department.
- Inform the District and recommend the elimination of safety hazards or unsafe practices
- Recommend and assist with development or revision of safety policies, regulations, inspection techniques, schedules and methods for coping with safety problem areas for implementation
- Establish a system to communicate safety and health issues and training of employees
- Recommend disbursement of various safety-related grants and fund
- Meet quarterly during the regular school year

SCHOOL AND DEPARTMENT SAFETY COMMITTEES

School Safety Committees are established at all schools and include representation from certificated and classified staff. School Safety Committees may also include representation from students, parents, school resource officers or others at the discretion of the chair.

Business Services Division departments may establish safety committees. Department safety committees are generally chaired by a department supervisor and include representation from classified employees. Departments without safety committees shall ensure that safety-related training and information is regularly communicated to all affected employees.

School and Department Safety Committees shall:

- Conduct quarterly meetings during the regular school year
- Document meeting minutes and submit to Risk Management
- Evaluate hazards reported by staff & recommend corrective action
- Review site staff and student incidents
- Review the results of site inspections
- Compile and distribute safety information to staff
- Implement & promote safety programs
- Monitor the effectiveness of safety programs
- Ensure employees receive appropriate safety training
- Forward safety training documentation to Risk Management
- Report issues to the District Safety Committee that cannot be resolved by School or Department Safety Committee

4. HAZARD IDENTIFICATION

Each site shall develop an inspection routine to identify workplace hazards. Any hazards discovered during the inspection process shall be evaluated and an appropriate course of action taken to remedy the situation.

Inspection reports should include:

- The name of the person conducting the inspection
- Unsafe conditions or practices noted
- Corrective action taken

Supervisors shall also determine whether any new hazards are associated with substances, processes, procedures, or equipment when they are introduced to the workplace.

5. INCIDENT INVESTIGATION

All incidents which result in or could have resulted in injuries or illnesses to staff or students are investigated by the employee's supervisor or staff member supervising the student at the time of the incident.

Employee incident investigations are documented on the JPA Employee Accident Investigation form. Student incident investigations shall be documented on the JPA Student Accident Report form.

The incident investigation is forwarded to either the assistant principal in charge of safety at a school site, or to the department director for review. Supervisors, assistant principals, or directors shall determine the cause of the incident and take appropriate follow-up action to prevent further occurrences.

6. CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

Employees shall report all unsafe conditions or procedures, either verbally or in writing, to their supervisor immediately upon discovery.

Supervisors shall investigate unsafe conditions and determine the appropriate course of action. If an imminent hazard cannot be immediately corrected the supervisor shall take steps to isolate the hazard from affected employees.

Maintenance & Operations shall give priority to repairing hazardous conditions upon receipt of safety-related work orders. Purchasing shall give priority to procurement of safety-related equipment or supplies upon receipt of safety-related requisitions.

7. RECORD RETENTION

The following records shall be maintained for a minimum of one year:

- Safety inspection reports
- Safety training documentation

The following records shall be maintained for a minimum of three years

- Employee incident investigations
- Student accident reports