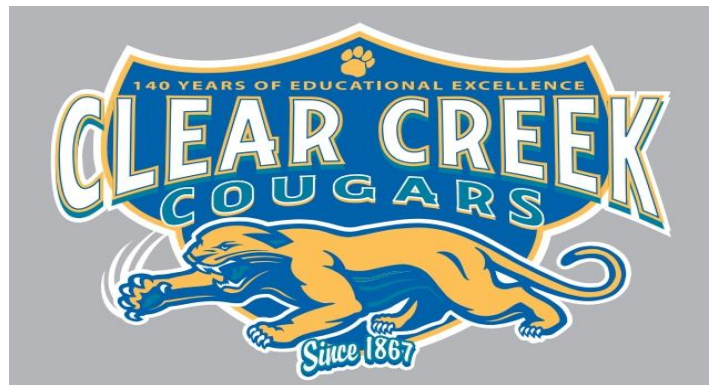


Injury & Illness Prevention Program (IIPP)

Clear Creek Elementary School District



*Adapted from Cal/OSHA Workplace Injury & Illness Prevention
Model Program for Non-High Hazard Employers, Publications Unit
Rev. November 2020*

INTRODUCTION

The Clear Creek Elementary School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Clear Creek Elementary School District office has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes.

This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, Publications Unit Rev. April 2018.

https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.pdf

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Superintendent, and Business Official have the authority and the responsibility for implementing and maintaining this IIPP for Clear Creek Elementary School District employees and facilities.

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

Name: Kindell Tygart

Title: Business Official

Phone Number: (530) 273-3664 ext. 202

Name: Carolyn Cramer

Title: Superintendent

Phone Number: (530) 273-3664 ext. 203

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the IIPP. A copy of this IIPP is available at the District/School Office.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP
- Providing training to workers whose safety performance is deficient

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually and, in addition, when the following occurs:

1. Establishment of our IIPP
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace
3. New, previously unidentified hazards are recognized
4. Occupational injuries and illnesses
5. Workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses
2. Examining the workplace for factors associated with the accident/exposure
3. Determining the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and actions taken

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIPP is first established
2. To all new workers
3. To all workers given new job assignments for which training has not been previously provided
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
7. To all workers with respect to hazards specific to each employee's job assignment

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (county, city, district, or/and any public or quasi-public corporation or public agency), and we are not required to keep written records of the steps taken to implement and maintain our IIPP. While written records are not required, we will endeavor to maintain the following records:

1. Records of hazard assessment inspections
2. Documentation of safety and health training

REPORT OF UNSAFE CONDITION OR HAZARD

EMPLOYEE REPORT: Employees may submit this form anonymously to the Superintendent or the Business Official. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Person to whom this report is being sent: _____

Date report was sent: _____

How was report delivered to responsible person: _____

If employee desires a response from the supervisor, the report must be signed.

Signature of Employee

Date

EMPLOYER RESPONSE:

Date report received: _____ How received: _____

Name of Person Investigating Report: _____

Results of Investigation (what was found/was condition unsafe or hazardous?). Attach additional pages if necessary: _____

Action taken to correct hazard or unsafe condition, if appropriate, or information provided as to why condition was not unsafe or hazardous. Attach additional pages if necessary:

Signature of Person Investigating _____ Date _____

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Signature: _____ Date: _____

Injury and Illness Prevention Program COVID-19 Addendum

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread from person to person and on surfaces and high touch areas
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well or experiencing symptoms of COVID-19
- Prevention of the spread of COVID-19 if you are sick or have had exposure to any individual who tests positive
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing
- Methods to avoid touching eyes, nose and mouth. Particularly after touching surfaces and before washing or using hand sanitizer
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- Employees will take temperatures and screen for symptoms on a daily basis. Monthly logs will be turned in to the business official and kept confidential. If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee will be sent home. If they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis, they will also be sent home.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms, persistent cough, chills or a fever, Clear Creek School will do the following:
 - Provide resources including how to seek medical care information.
 - An employee will be sent home to until
 - A) 10 days have passed
 - B) A doctor's note of explanation is received and they are cleared to come back to work
 - C) A negative COVID test is received
- If informed that an employee tests positive for COVID-19, Clear Creek will provide notice to health officials in the county/city in which they are working to thus provide Clear Creek with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The

- employee's name will not be disclosed unless asked for by the health officials.
- All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- Employees who are out with fever or acute respiratory symptoms are prohibited from reporting to work until both of the following occur:
 1. They are free of all symptoms for at least 72 hours, without the use of fever reducing or other symptom altering medicines. (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies.)
 2. At least 10 days have passed since the symptoms first appeared.
- Clear Creek will establish routine schedule to clean and disinfect common surface and objects in the workplace.
- This includes but is not limited to:
 - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

Procedures to Increase Physical Distancing and Consistently Enforce Physical Distancing Protocols

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing including, but not limited to the following:

- When working indoors or outdoor areas
- Coming and going from vehicles
- Limit or restrict riding in the same vehicle
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools and shared equipment
- When using a shared restroom

Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings.
- Sanitize frequently

Limit Non-Essential Visits and Travel

- Transition into on-line meetings.
- Limit unnecessary travel, this includes personal employee vehicles and district provided vehicles, with multiple passengers.
- Discourage or eliminate all non-essential and non-related services, such as entertainment activities.

Work Related Injuries and Illnesses

If an employee feels he/she has contracted COVID at work, the employee should report it to their supervisor and AMC CallConnect, who will triage for appropriate care including referral for treatment.

AMC CallConnect phone number: (844) 691-4111