

INJURY AND ILLNESS PROGRAM
FOR THE
FALL RIVER JOINT UNIFIED SCHOOL DISTRICT

This document represents the policy and commitment of the Board of Trustees, administrators, and employees of the Fall River Joint Unified School District to work together to insure a safe environment in which to work and teach children, and to fully comply with the California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, General Industry Safety Orders , Section 3203.

INJURY AND ILLNESS PREVENTION PROGRAM

- 1.0 Employer Information:
 - 1.1.1 Organization: Fall River Joint Unified School District
 - 1.1.2 Address: 20375 Tamarack Avenue
 - 1.1.3 City, State, Zip: Burney, CA 96013
 - 1.1.4 Phone Number: (530) 335-4538
 - 1.1.5 Type of Business: Professional Services
 - 1.1.6 Main Activities: Educational Services
 - 1.1.7 Responsible Person: Maintenance Supervisor

- 2.0 Procedures for Identifying Workplace Hazards
 - 2.1 The Fall River Joint Unified School District's system for identifying, evaluating, and preventing occupational safety and health hazards includes the following:
 - 2.1.1 Review of applicable General Industry Safety Orders and other Safety Orders that apply to the school district operation.
 - 2.1.2 Review of industry and general information (including Material Safety Data Sheets) on potential occupational safety and health hazards.
 - 2.1.3 Investigation of all accidents, injuries, illnesses, and unusual events that have occurred at the school sites.
 - 2.1.4 Periodic and scheduled inspections of general work areas and specific work stations.
 - 2.1.5 Evaluation of information provided by employees.

- 3.0 Safety Management Procedures
 - 3.1 Hazard evaluations will be conducted on an ongoing basis for the following General and Specific Work Areas:
 - 3.1.1 General Office Operations
 - 3.1.2 Transportation Operations
 - 3.1.3 Maintenance Operations
 - 3.1.4 Industrial Arts Instruction Facilities
 - 3.1.5 Food Service Operations
 - 3.2 The occupational safety and health hazards identified are documented in the following manner:
 - 3.2.1 Hazard Evaluation Form for general work areas and specific Job Safety Classes.
 - 3.2.2 Location Maintained: To be posted in appropriate locations and in Responsible Person's Office.
 - 3.3 Safe working conditions, work practices, and protection equipment requirements are documented and communicated in the following manner:
 - 3.3.1 To be included in the Codes of Safe Practices developed in 3.1 for general and/or specific Job Safety Classes or work stations.
 - 3.3.1.1 Location Maintained: To be posted in appropriate locations and in Responsible Person's Office.

- 4.0 Inspections and Identification of Workplace Hazards
 - 4.1 Inspections are conducted to verify compliance with Safe Practices and other Safety Requirements and to identify any additional hazards, investigate accidents, injury or illness cases, and unusual occurrences:
 - 4.1.1 Frequency and Responsibility for Inspection:
 - 4.1.1.1 The administrator, Responsible Person, and designated school site personnel are to conduct school site inspections by utilizing appropriate safety checklists.
 - 4.1.1.2 General inspection of the entire school site shall be conducted monthly.
 - 4.1.1.3 A general inspection of the entire school shall be conducted at a minimum of every 24 months by a Certified Safety Professional.
 - 4.1.2 Documents of Inspections:
 - 4.1.2.1 30-day, 24-month, and other safety inspections will be documented in written form (safety checklists, narrative reports, etc.)
 - 4.2 Accident and Injury/Illness Investigation:
 - 4.2.1 Inspections (investigations) shall be conducted as soon as possible after an accident, occupational injury or illness, or hazardous, unusual occurrence is reported.
 - 4.2.2 Investigations are to be documented on the Accident Investigation Report form and the Supervisor's Accident Investigation Report and any other appropriate forms.
 - 4.2.3 These forms are located at the school site administrative offices or the Responsible Person's office.
- 5.0 Employee Safety and Training
 - 5.1 Employee Safety Training is provided initially or in the following circumstances:
 - 5.1.2 New employees are provided initial training upon hiring prior to assignment.
 - 5.1.3 Employees are provided training when assigned to a new task for which training has not been received.
 - 5.1.4 Supervisors are trained on hazards and safe practices in their area of responsibility.
 - 5.1.5 Training includes general area safety and specific assignment or job training, and the potential occupational safety and health hazards.
 - 5.1.6 Documentation of training is maintained on Individual Employee Training Form for individual training and/or group training sessions. This documentation is maintained under the authority of the Responsible Person.
 - 5.1.7 Refresher training is provided at the judgement of the administration, Responsible Person, supervisor, and accident patterns.
- 6.0 System for Ensuring Employee Compliance with Safe & Healthy Work Practices.
 - 6.1 Effective communications with employees have been established which include the following methods to meet the standard's requirements:
 - 6.1.1 Communication of safe working conditions, work practices, and required personal protection equipment is included in initial and all subsequent training.
 - 6.1.2 Other forms of employer-to-employee communications on safety topics include posters, letters, safety meetings, etc.
 - 6.1.3 Employees will be advised, as stated in 6.1.1 and 6.1.2, that safe work conditions, safe work practices, and required personal protective equipment are mandatory.
 - 6.1.3.1 Discipline for non-compliance will be in accordance with bargaining unit agreements.
 - 6.1.3.2 Recognition program for compliance/good safety activity or performance.
 - 6.1.4 This employer's method to solicit safety related information from employees includes submission of employee suggestions and Safety Committee suggestions to the Responsible Person and/or the supervisor. These employee communications may be anonymous.
 - 6.2 Employees have been advised there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion, or complaint about a safety-related matter.
 - 6.3 Alternatively, this school district may establish a administration/employee nonconforming Safety Committee which does not conform with the requirements of 8 CCR §3203(c). Note: According to regulation, the non-conforming Safety Committee is an option. The district may

choose various means of communication to employees.

- 7.0 Record Keeping Regulations
 - 7.1 Record keeping requirements of 8 CCR §3203(d) will be adhered to, including:
 - 7.1.1 Maintenance of all written records for 3 years.
 - 7.1.2 Maintenance of training records for employees who have worked less than 1 year may be terminated if the former employer receives a copy of such record.
- 8.0 Adoption: By Board of Trustees Resolution No. 1 on July 1, 1991.
- 9.0 Reviewed and Revised: September 7, 2005
- 10.0 Responsible Person: Signature indicates that a copy of the program has been provided and responsibility to implement the Injury and Illness Prevention Program is understood.

Signature of Responsible Person Date

Title