

# Injury and Illness Prevention Program (IIPP)



# **TULARE JOINT UNION HIGH SCHOOL DISTRICT**

## **Injury and Illness Prevention Program (IIPP)**

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## INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. This law mandates that all employers establish and maintain a written Injury and Illness Prevention Program (IIPP). 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).

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
- Describe a system for communicating with employees on safety and health matters that assures employee participation.

## DISTRICT COMMITMENT TO SAFETY AND HEALTH

### A. SAFETY AND HEALTH POLICY

#### BOARD POLICY 4157: EMPLOYEE SAFETY

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

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 established pursuant to Labor Code 6401.7. (Labor Code 6310)

In addition, the District is required to create the following plans to ensure the safety of its employees:

The Superintendent or designee shall establish and implement a COVID-19 Prevention Plan. **See Appendix E**

The Superintendent or designee shall establish and implement a Workplace Violence Prevention Plan (WVPP). Our establishment's WVPP addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9 **See Appendix F**

The Superintendent or designee shall establish and implement a Heat Illness Prevention Plan (HIPPP). California employers must protect their workers from the hazards of excessive heat exposure. California Code of Regulations, Title 8 (CCR T8), section 3395 addresses outdoor workplaces, and section 3396 addresses indoor workplaces. Depending on the circumstances, employers must develop written worker heat illness prevention procedures that address one or both types of workplaces. **See Appendix G**

## **B. OBJECTIVES OF THE INJURY AND ILLNESS PREVENTION PROGRAM**

The District's Injury and Illness Prevention Program is designed to prevent injuries, illness, 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 Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the District's Injury and Illness Prevention Plan shall be kept by the Assistant Superintendent, Human Resources.

## **D. RESPONSIBILITY 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 the employee's jurisdiction.

## 1. Program Administrators

The persons with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Title: Assistant Superintendent, Human Resources

Phone: (559) 688-2021

Responsible for the overall implementation and maintenance of the IIPP

Title: Chief Business Officer

Phone: (559) 688-2021

Responsible for the overall implementation and maintenance of the IIPP

Title: Director Facilities

Phone: (559) 688-2021 extension 2005

Responsible for the overall implementation and maintenance of the IIPP

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 providing 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. They 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 or designee.
- 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 Administrators may assign all or some of these tasks to other individuals within the District.

## 2. Superintendents, Administrators

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 following (to the best of their knowledge and ability):

- 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 the District has an effective Hazard Communication Program in place.
- g. Ensure all accidents are immediately investigated and reported promptly to the Site Maintenance Supervisor and Principal.
- h. Hold each Principal/Supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by their employees. An excessive number is an indication that some management policies and practices need re-evaluation.

## 3. Principals and Supervisors

Each Principal/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within their school site/department. They 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 related 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 site Principal/Supervisor.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each Principal/Supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by their employees.
- i. Written documentation is available from Human Resources reflecting that each employee is familiar with the published work rules and work duties, and that they have 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; and failure to comply with safety rules is grounds for disciplinary action.
- k. Educational training programs are planned at least 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 the jurisdiction of the Principal/Supervisor are completed as scheduled.
- n. Chemical hazards are known to employees. Material safety data information can be accessed by calling the Site Maintenance Supervisor. Employees are trained on the safe use of such chemicals.

#### 4. 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. Lift and handle materials properly.
- g. Cooperate and take part in the district safety programs, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that the employee has been authorized to operate by their supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

### 5. Parents

Parents shall be encouraged to:

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

## HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

### A. INSPECTIONS

See Appendix B for the Facility Inspection Tool form.

#### 1. Purpose

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

#### 2. Scheduled Inspections

The Maintenance and Operations department will conduct an annual walk through of all facilities to inspect for hazardous conditions. Informal scheduled inspection of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
School Sites	Check daily during period of use	Principal/Maintenance Supervisors/Maintenance Staff
Science Labs	Check daily during period of use	Teacher
School Shops	Check daily during period of use	Teacher
Maintenance Shops	Check daily during period of use	Maintenance Staff

Transportation Shop	Check daily during period of use	Lead Mechanic
Gymnasiums	Check daily during period of use	Athletic Director/ Maintenance Staff/ Teacher
Athletic Fields	Check daily during period of use	Athletic Director/ Groundskeeper/Coaches

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Kitchens	Check daily during period of use	Food Service Supervisor/ Staff
Swimming Pools	Check daily during period of use	Maintenance Staff/Coaches/Teacher
Auditorium/Theater	Check immediately prior to use	Maintenance Staff/Teacher
Bleachers	Check immediately prior to use	Maintenance Staff
School Bus	Check daily by driver. Yearly report by California Highway Patrol.	Driver/Vehicle Operator

### 3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections as needed. 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
- Athletic Fields/Fitness Areas

### 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 formal inspection reports should be filed in the Injury and Illness Prevention Program binder at each site. The original should be forwarded to the Maintenance and Operations department.

### B. EMPLOYEE HAZARD REPORTING PROCEDURE

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) directly to Maintenance and Operations. See Appendix C for the Employee Hazard Reporting form.

### C. HAZARD EVALUATION AND CONTROL

All inspection reports should be kept onsite, and associated work orders should be sent to the Maintenance and Operations department. Employee Hazard Reporting forms should also be forwarded to Maintenance and Operations. Any requests dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

### D. IMMINENT HAZARDS

Whenever possible, it is the District's intent to immediately abate any hazard that 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.

## 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.

### A. WHEN WILL TRAINING OCCUR

Training will be provided as follows:

- 1) Upon hire;
- 2) Whenever an employee is given a new job assignment for which training has not been previously 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, Program Administrator, or Supervisor believes that additional training is necessary

## **B. TRAINING OF SUPERVISORS**

The District will develop and provide formal safety training in specific areas for supervisors as needed.

## **C. AREAS OF TRAINING**

The District will provide training based on an employee's job classification; below is a list of training courses that may be taken by a District employee.

- Bloodborne Pathogens
- COVID-19 Prevention
- Asbestos Hazard Awareness
- Forklift Operators Safety
- Personal Protective Equipment (PPE)
- Cardiac Pulmonary Resuscitation (CPR) and First Aid
- Accident Investigation for Supervisors
- Heat Illness Awareness
- Other programs as necessary

## **D. DOCUMENTATION OF TRAINING**

Mandated training will occur on an annual basis for all employees. Supplemental training will occur on a regularly scheduled basis (such as every other year) and/or as needed.

Documentation of training shall be maintained in the District's online safety training and compliance software. Copies of training documents by employees are available via the Human Resources Department or Supervisors.

# **COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

A copy of the District Injury and Illness Prevention Program will be provided annually to each employee. New employees will receive a copy at the time of hire. The following are additional ways the District will communicate with employees regarding health and safety issues.

## **A. EMAIL, TEXT, AND PHONE NOTIFICATIONS**

In the event of a site emergency, the District will use the Revolution Notification system to notify staff of a health or safety issue via email, text, or phone call.

## **B. SAFETY MEETINGS**

Safety meetings will be conducted by department managers and site administration as often as needed to discuss such issues as:

- 1) New hazards that have been introduced or discovered in the workplace;
- 2) Cause 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 supervisor to require reinforcement.

## **C. 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 Maintenance and Operations Department using the Employee Hazard Reporting form.

All reports will be investigated and acted on in a timely manner.

## **D. 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.

## **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.

## **F. DISTRICT SAFETY COMMITTEES REVIEW**

The Director 1 of Child Welfare & Safety will meet routinely throughout the year with district and site staff regarding the site's Comprehensive Safe School Plan (CSSP). Each December, the Executive Director will meet with staff to review the final CSSP before it is submitted to the Board of Trustees and to Tulare County Officials.

# **ACCIDENT INVESTIGATION**

All work-related accidents will be investigated by the District in a timely manner. The appropriate principal or supervisor shall conduct the initial investigation of the accident. Minor incidents and "near misses" will also be investigated. 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. Accident investigations will be documented in writing using the District Injury/Illness/Accident Report form (Appendix D).

## **SAFETY AND EMERGENCY PROCEDURES**

Each facility has a Comprehensive School Safety Plan (SB 187 Compliance Document). The plans are updated annually and are kept onsite, as well as, at the District Office.

In the event of an emergency, the District will use the Revolution Notification system. All parents and staff will be notified of the emergency via email, text, and/or phone call through our Parent Square. Next steps and instructions will be included in the emergency message.

## **ENFORCEMENT OF THE SAFETY PROGRAM**

Employees failing to follow safety rules or directions will be subject to the disciplinary procedures outlined in the District's Board Policies. Safety violations will be cause for disciplinary actions up to and including suspension without pay and/or a recommendation for dismissal.

## APPENDIX A – SECTION 3203, TITLE 8, CCR

### §3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3). (4) Include procedures for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term “access” means the right and opportunity to examine and receive a copy.

2. The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term “written authorization” means a request provided to the employer containing the following information:

a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;

b. The date of the request;

c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and

d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following: 1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,



2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include: (1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

## **HISTORY**

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.

2. Editorial correction of subsection (a)(1) (Register 77, No. 41).

3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83,

No. 16).

4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).

5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).

6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).

7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through Exception No. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).

8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).

9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).

10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).

11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).

# APPENDIX B – FACILITIES INSPECTION TOOL FORM

STATE OF CALIFORNIA  
 FACILITY INSPECTION TOOL  
 SCHOOL FACILITY CONDITIONS EVALUATION  
 (REV 04/22)

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 5 of 7

PART IIa: EVALUATION DETAIL		Date of Inspection:					School Name:									
Building / Area Name	Estimated Square Footage	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECH/MAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOW/ DOORS/ GATES/FENCES
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
		COMMENTS:														
<b>District's Plan to Address:</b>																
<b>Deficiencies Noted in Prior Year?</b>																

Use additional Building/Area Lines as necessary.

**Marks:**      OK = Good Repair  
                      D = Deficiency  
                      X = Extreme Deficiency  
                      N/A = Not Applicable

PART IIb: CLEANLINESS DETAIL Date of Inspection: School Name:

NUMBER OF CUSTODIAL STAFF ASSIGNED TO SITE:

Building / Area Name	Area Characteristics (Grade level served, events, traffic volume, public usage, etc.)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Rating
		Floors	Walls & Doors	Desks & Counters	Furniture	Baseboards /Window Sill	Light Fixtures	Sinks	Trash / Refuse	Windows	Water Fountains	Toilets	Mirrors & Hand Dryers	Bathroom Supplies	Graffiti	Landscaping	
District's Plan to Address:																	
Deficiency Noted in Prior Year?																	

Use additional Building/Area Lines as necessary.

marks: Yes = Clean  
No = Not Clean  
N/A = Not Applicable

\*This button will transfer the Rating in Excel column R from this page to FIT's column 5 on the Evaluation Detail page, for each Building / Area. It will overwrite existing data (in the Cleanliness column) for the Building Area / Name.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION

COUNTY

SCHOOL SITE

SCHOOL TYPE (GRADE LEVELS)

NUMBER OF CLASSROOMS ON SITE:

INSPECTOR'S NAME

INSPECTOR'S TITLE

NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)

TOTAL ESTIMATED BUILDING VOLUME (CUBIC FEET):

TIME OF INSPECTION

SITE ENROLLMENT

TOTAL ESTIMATED SITE SQUARE FOOTAGE / ACREAGE:

WEATHER CONDITION AT TIME OF INSPECTION

TOTAL ESTIMATED BUILDING SQUARE FOOTAGE:

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR		C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/PLUMB	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES	
0	Number of "OK"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	Number of "D"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	Number of "X"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	Number of N/As:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Percent of System in Good Repair Number of "OK"s divided by																	
Total Percent per Category																	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99%		NA		NA		NA		NA	NA		NA		NA		NA		

\*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → #DIV/0! SCHOOL RATING\*\* →

\*\*For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-99.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

INSPECTOR'S COMMENTS AND RATING EXPLANATION:

DISTRICT'S RESPONSES TO REPORT (Attach additional pages if necessary):

# APPENDIX C – EMPLOYEE HAZARD REPORTING FORM

## TULARE JOINT UNION HIGH SCHOOL DISTRICT

### Employee Hazard Reporting Form

Health and Safety legislation requires all employees to report hazards. This form allows employees and the general public to report hazardous conditions or practices as they notice them.

Hazards may be reported verbally to the Site Maintenance Supervisor, or by submitting this Google Form online. [Hazard Reporting Form](#) This Google Form will be forwarded to the TJUHSD Director of Facilities.

### Tulare Joint Union High School District

TJUHSD is committed to providing our students with a safe and supportive environment that promotes academic and emotional growth. It is our goal to maintain a safe campus environment for our students, staff, parents, and community.

If any area of the campus does not meet expectations or creates a safety concern, please complete this form. This information will be forwarded to the Tulare Joint Union High School District Director of Facilities.

tammy.aldaco@tulare.k12.ca.us [Switch account](#)

Not shared

\* Indicates required question

**Name**

Your answer

**Phone**

Your answer

**Email**

Your answer

**Please describe in detail the area of concern. \***

Your answer

**May the Director of Facilities contact you? \***

Yes

No

**Submit** [Clear form](#)

# APPENDIX D –DISTRICT INJURY/ILLNESS/ACCIDENT REPORT

## TULARE JOINT UNION HIGH SCHOOL DISTRICT Injury/Illness/Accident Report

### SCHOOLS OF TULARE COUNTY SUPERVISOR'S FIRST REPORT OF INJURY/ILLNESS/ACCIDENT (Note: Box Numbers Correspond with 5020 Report)

EMPLOYER/SCHOOL DISTRICT			
1. SCHOOL/SITE NAME & ADDRESS (Number, Street, City, Zip)			1A. SITE PHONE NUMBER
7. EMPLOYEE NAME		8. SOCIAL SECURITY NUMBER	9. DATE OF BIRTH (MM/DD/YY)
10. HOME ADDRESS (Number, Street, City, Zip)		10A. PHONE NUMBER	
11. SEX <input type="checkbox"/> M <input type="checkbox"/> F	12. Assigned Job Title - (NO Initials, abbreviations or numbers)		
17. DATE OF INJURY OR ONSET OF ILLNESS (MM/DD/YY)	18. TIME INJURY/ILLNESS OCCURRED _____ A.M. _____ P.M.	19. TIME EMPLOYEE BEGAN WORK _____ A.M. _____ P.M.	21. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO
22. DATE LAST WORKED (MM/DD/YY)	23. DATE RETURNED TO WORK (MM/DD/YY)	27. DATE OF SUPERVISORS KNOWLEDGE OF INJURY (MM/DD/YY)	24. IF STILL OFF WORK, MARK SPACE WITH CHECK MARK <input type="checkbox"/>
29. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS IF AVAILABLE, e.g. second degree burns on right arm, tendonitis of left elbow, lead poisoning			
30. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (No., Street, City)			30B. ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO
31. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g. shipping dpt., playground, lunchroom, classroom, restroom, etc.		32. OTHER WORKERS' INJURED/ILL IN THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ PERSON	
33. EQUIPMENT, MATERIALS AND/OR CHEMICAL THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g. Kitchen utensils, welding torch, scaffold			
34. SPECIFIC ACTIVITY EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED e.g., mopping floors, loading food onto truck			
35. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS, SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS e.g. custodian went to inspect overflowing sinks and toilets in the restrooms. He/she slipped on wet floors. As he/she fell, he hit his head on the floor and cut head. (USE SEPARATE SHEET IF NECESSARY).			
DID EMPLOYEE GO TO DOCTOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	36. IF YES, NAME AND ADDRESS OF PHYSICIAN/HOSPITAL		36A. PHONE #

<b>SUPERVISOR'S COMMENTS/REQUEST FOR INQUIRY</b>				
1. WERE THERE ANY WITNESSES TO INCIDENT? (Names)		1A. PHONE #	2. DATE DWC-1 GIVEN TO EMPLOYEE (MM/DD/YY)	
3. WAS FIRST AID ADEQUATE TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	4. DID AN UNSAFE CONDITION CONTRIBUTE TO THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	4A. DID AN UNSAFE ACTION CONTRIBUTE TO THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	5. IF YES TO 4 OR 4A, PLEASE EXPLAIN:	
6. WHAT CORRECTIVE ACTION HAS BEEN TAKEN TO AVOID SIMILAR INCIDENTS?			7. DOES EMPLOYEE HAVE ANY PRE-EXISTING INJURIES OR CONDITIONS? If yes, Explain:	
8. DOES EMPLOYEE HAVE ANY OTHER EMPLOYMENT? (Name & Address of other employer)				
9. COMMENTS				
SIGNATURES REQUIRED				
1. EMPLOYEE SIGNATURE/DATE		2. SUPERVISOR'S SIGNATURE/DATE		
<b>COMPLETE SAME DAY OF INCIDENT</b>		3. PRINT SUPERVISOR'S NAME		

**Site Location:** Complete Supervisor's Report of Injury, Injury Incident Investigation Report, Fax & forward hard copy to District Office  
**District Office:** Complete 5020 Report Online  
 MAIL TO KEENAN & ASSOCIATES, P.O. BOX 2707, TORRANCE, CA 90509



## **APPENDIX E – COVID-19 PREVENTION PLAN**

### **COVID - 19 Prevention Plan**

## **APPENDIX F – WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)**

### **Workplace Violence Prevention Plan (WVPP)**

## **APPENDIX G – HEAT ILLNESS PREVENTION PLAN (HIPP)**

### **Heat Illness Prevention Plan (HIPP)**