

# INJURY & ILLNESS PREVENTION PROGRAM SUMMARY

## Shasta County Office of Education

California Code of Regulations, Title 8, Section 3203, requires each employer to develop and implement an Injury Illness Prevention Program (IIPP). The document specifies responsibilities and general procedures to protect employees and reduce accidents and injuries.

The IIPP consists of the following eight OSHA required elements:

- Responsibilities
- Communication
- Compliance
- Hazard Identification, Assessment, & Control
- Accident Investigation
- Corrective Action
- Training and Instruction
- Recordkeeping and Documentation

The following is a summary of the IIPP.

Overall **responsibility** for this program rests with the Associate Superintendent of Administrative Services. Some of his responsibilities include ensuring employee compliance, that supervisors oversee safety in their area of responsibility, and that safety continues to be a high priority.

The Safety Director and the Director of Facilities, Maintenance, & Operations are the Program Administrators and are tasked with such items as:

- Act as Safety Coordinator
- Developing safety and health guidelines
- Plan, organize, and coordinate safety training
- Ensure corrective action is taken to abate hazards
- Maintain safety records
- Oversee the safety committee
- Review the IIPP annually
- Ensure all employees comply with the program

Supervisors and Site Administrators also have responsibilities under this program. These include:

- Conducting safety meetings
- Maintaining training records
- Ensuring employees comply with safe work practices
- Disciplining employees that refuse to follow safe work practices
- Investigate accidents and injuries
- Promoting safety in the workplace

Employees also have responsibilities under this program. These include:

- Complying with safe work practices
- Attending safety meetings
- Reporting accidents, injuries and unsafe conditions or practices
- Reporting workplace hazards
- Promoting safety in the workplace

Safety and health **communication** takes place in various forms.

Supervisors and administrators must communicate safety matters to their employees through meetings, handouts, postings, and email.

New employees must receive an orientation on the contents of the IIPP. The safety committee meets at least four times each year and has a cross representation throughout the organization.

**Compliance** with the program is mandatory and achieved through safety incentive programs, recognition programs, knowing anyone can report unsafe conditions without fear of reprisal, and disciplinary actions.

An important aspect of any IIPP is to conduct a **hazard assessment** to uncover any dangerous conditions and then correct them. SCOE conducts at least two site inspections each year to help maintain a safe working environment. Supervisors and employees are encouraged to continually assess their workplace hazards.

All accidents, injuries and other incidents must be reported, investigated and documented properly. Supervisors will conduct the **investigation** with the help of the Safety Coordinator if necessary. All SCOE employees are expected to follow SCOE's *Injury and Illness Reporting Procedures* when an event occurs. The safety committee reviews all reported incidents when they meet.

**Correcting and controlling hazards** discovered in the workplace is everyone's responsibility. When hazards are discovered, some form of corrective action should be recommended to prevent an injury or accident. The organization's work order system can be utilized for this purpose or on-site personnel can fix the condition if possible. Never walk away from a hazard.

Proper employee **safety training** is crucial for maintaining a safe and healthy workplace. Each supervisor or administrator is responsible for ensuring that appropriate training takes place for all employees at their site. Training is required for many reasons at different intervals and for varying lengths of time.

**Records and documentation** of all training, inspections, and other safety efforts will be maintained by the site supervisor and by the safety coordinator for a period of not less than 3 years and shall include safety concerns, corrective action, near-misses, investigations, and safety committee meeting notes.

For more information on the IIPP, contact the Program Administrator(s).