



**SHASTA**  
COUNTY OFFICE OF  
EDUCATION

## **INJURY & ILLNESS PREVENTION PROGRAM**

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## **Safety And Wellness Policy Statement**

The primary function of schools is to educate the children of our community. However, it is very important for all employees to enjoy a safe work environment. The personal safety of each employee while in the performance of his or her work activity is a top priority of the Shasta County Office of Education (SCOE).

SCOE is committed to providing funds for risk management programs of safety activities, employee training, environmental testing, and purchase of safety equipment. These funds ensure that all employees have the opportunity to be informed and trained in the highest standard of safe work practices and practices that will lead to improved wellness and safety away from the job. This is a shared responsibility for all employees working for SCOE.

The Safety and Wellness Awareness Group will assist Supervisors, Site Administrators, and employees in creating a culture of safety and wellness. This requires open lines of communication where employees have the opportunity and are eager to participate in safety and wellness programs. Employees are encouraged to voice concerns about hazards or potential hazards without fear of reprisal.

### **Overview**

The California Code of Regulations (CCR), Title 8, Section 3203, require employers to maintain a safe and healthful workplace for employees. These regulations are enforced by the California Occupational Safety and Health Administration (Cal/OSHA). The regulations require a written Injury and Illness Prevention Program (IIPP) to specify responsibilities and general procedures to protect employees and reduce losses resulting from injuries and illnesses. This IIPP has been developed to provide organizational structure and procedures to assure there are effective programs in place to identify and mitigate actual and potential hazards to the safety and health of SCOE staff, volunteers, and visitors.

It is the position of the Shasta County Office of Education (SCOE) that most accidents are preventable and it is our goal to anticipate and reduce accident producing behaviors and conditions at our facilities. SCOE, through its administration and management, is committed to the safety of all employees and recognizes the need to identify hazards and prevent employee injuries, accidents to promote employee safety. All employees, including Supervisors and Site Administrators share responsibility for providing a safe & healthy working environment. All departments and their staff should actively identify and manage risk exposure related to each individual's job environment. This requires that SCOE facilities be maintained and operated in strict compliance with all applicable health and safety regulations.

This document is intended to assure compliance with Title 8 CCR Section 3203, and defines

general and specific workplace safety responsibilities and procedures for all employees.

## **Responsibilities**

Safety and health are the responsibility of every individual working for SCOE. Knowledge and use of safe work practices, and reporting and correcting unsafe conditions and unsafe behaviors, are the most effective ways to prevent injuries. All employees are responsible for reporting all injuries and newly identified hazards to their supervisors. All employees are expected to correct unsafe conditions when observed, if they can do so without risk to themselves or others.

### **Program Administration:**

The ultimate responsibility for implementation and oversight of the Shasta County Office of Education (SCOE) IIPP rests with the Associate Superintendent, Administrative Services. The Associate Superintendent will meet this responsibility by providing the necessary support for the execution and administration of the SCOE IIPP. The actual administration of this program is designated to the Program Administrator(s).

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### Responsibilities Include:

- Advising Administrative Council and the County Superintendent of Schools on safety and health issues.
- Working with the Administrative Council to develop safety and health guidelines and policies.
- Preparing and distributing SCOE's guidelines, policies and procedures on safety and health issues.
- Interpreting and maintaining current information on local, state and federal safety and health regulations.
- Serving as liaison to governmental agencies.

- Planning, organizing and coordinating safety training.
- Arranging for safety and health inspections, and follow-up to ensure necessary corrective action is completed.
- Establishing, conducting and maintaining an accident reporting and investigation procedure.
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate.
- Coordinating with the Human Resources department to maintain injury and illness records.
- Reviewing injury and illness trends.
- Establishing and overseeing the actions of the Safety and Wellness Awareness Group (SWAG).
- Periodically reviewing the IIPP for effectiveness and relevance.
- Establishing a system for maintaining the records of inspection, hazard abatement, and training.

### **Supervisors / Site Administrators**

Supervisors and Site Administrators have overall responsibility to ensure site conditions and operations are in strict compliance with applicable health and safety requirements. In addition, they are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Providing new employees with an orientation regarding job hazards and safe work practices associated with their defined duties prior to assignment, including the use of personal protective equipment.
- Implementing the IIPP at each site and answering workers' questions.
- Investigating and documenting accidents and taking necessary action to prevent recurrence.
- Discussing recent accidents and/or injuries.
- Recommending disciplinary action for employees failing to comply with safety requirements.
- Ensuring employees are trained on safe work practices, how to use equipment that is provided, and any hazards unique to their work areas or duties.
- Consistently enforcing all safe work practices.
- Instructing and ensuring proper reporting of work-related injuries and illnesses.
- Informing employees on procedures for reporting workplace hazards and safety concerns.
- Responding to all reports of unsafe conditions or unsafe acts reported by employees
- Conducting safety meetings.

- Notifying the program administrator(s) of new operations, equipment, and safety-related exposures.
- Allocating time for health and safety training.
- Reporting potential workers' compensation claims and continuing contact with injured employees.
- Documenting safety meetings, training, and maintaining employee training records for a period of not less than 3 years.

## **Employees**

Employees are responsible for following safe work practices and procedures as referenced in this document and by their respective department or Supervisor. All employees should adhere to the following safe practices:

- Understand and comply with all applicable job safety procedures.
- Understand that no employee is expected to undertake a task until the employee has received instructions or training on how to perform the task properly and safely, and has been authorized to perform the job.
- Understand that no employee should use chemicals they are unfamiliar with and that are not authorized on SDS.
- Understand that mechanical safeguards must always be in place during operations.
- Report unsafe conditions, work practices and accidents to a supervisor immediately.
- Utilize appropriate personal protective equipment as instructed by a supervisor.
- Report and correct workplace hazards as they are discovered.
- Attend and participate in safety meetings.
- Promote safety in the workplace.

## **SWAG Group**

The Safety and Wellness Awareness Group is responsible for reviewing accident reports, workplace safety concerns, and wellness issues; promoting safety awareness; and providing safety communications throughout the county office. Other functions:

- Awareness of work-related injury and illness reports and statistics.
- Overseeing SCOE safety and wellness incentive program.
- Making recommendations to the Program Administrator(s), Supervisor, or Site Administrator on necessary corrective actions.

## **Program Administrator(s)**

The Program Administrator(s) are responsible for advising Supervisors and Site Administrators on regulatory requirements, and for conducting periodic informal site inspections to assess compliance with applicable standards. Other responsibilities include:

- Developing policies and procedures for workplace safety and wellness.
- Assisting Supervisors in preparation, implementation, and maintenance of the IIPP.
- Conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical and biological agents.
- Compiling and disseminating injury and illness statistics.
- Evaluating factors contributing to workers' compensation claims and preparing corrective action plans to reduce loss potential.
- Recommend corrective action following site inspections.
- Preparing health and safety training materials and providing training as requested.

### **Communication**

The IIPP will be effective in preventing injury and illness only if there is clear and open communication on safety matters. Supervisors and Managers are responsible for communicating with all employees assigned to their areas of responsibility about safety and health in a form readily understandable by everyone on a consistent basis. Ongoing communication about safety and health topics, workplace hazards, and recent injuries or incidents is important because it keeps safety in the minds of everyone. Communication occurs in a variety of ways. Our system allows employees to inform their supervisors about workplace hazards or concerns without fear of reprisal.

1. Each site Supervisor or department Manager will ensure the location of the IIPP is known and accessible to all employees. New employees must be oriented on the contents of the IIPP, in addition to general and specific safety topics. This new employee orientation is generally provided within 30 days of employment by Human Resources, and may include information on safety and health policies and procedures.
2. The site Supervisor/department Manager will disseminate safety-related information provided by SCOE during safety meetings. This information is disseminated during staff meetings, posted on staff bulletin boards, and via email. Additional safety training program information is conveyed as required to address actual or potential employee hazards or exposure.
3. The site Supervisor/department Manager will encourage employees to inform any Supervisor or Manager of actual or potential workplace hazards. Supervisors and Managers are expected to inform all employees on the procedures for reporting hazards and such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to their respective Associate Superintendent of Business or Instructional Services (530-225-0317 or 530-225-0211).
4. The Safety and Wellness Awareness Group meets at least four times each year to discuss such items as recent accidents and injuries, safety compliance, identified hazards, safety suggestions, safety equipment, and other issues related to safety and wellness. The

committee is composed of a broad range of SCOE staff and each site or department has at least one representative to disseminate the information to other staff. Occasional safety newsletters, safety and health bulletins, and hazard alerts are sent out with additional information.

## **Compliance**

All employees of SCOE are responsible for complying with established safe work practices. Supervisors and Site Administrators are responsible for ensuring employees are aware and understand all applicable practices and procedures, and enforce them fairly and uniformly in their areas of responsibility. Our system of ensuring that all workers comply with applicable procedures and practices includes:

- Safety Incentive Programs – rewarding and recognizing employees that participate in the safety program, and use safe procedures to complete their work. Various Incentive programs may be operated throughout the calendar year.
- Disciplinary Action – Willful or negligent non-compliance with SCOE IIPP will result in written reprimands and/or verbal counseling, and will be documented by Supervisors/Site Administrators. All disciplinary action will be pursuant to SCOE personnel policy. Repeated written reprimands for serious offenses may result in discipline up to or including termination.
- Knowledge that unsafe conditions or practices can be reported without fear of reprisal to the immediate Supervisor.
- Training and Retraining Programs.
- Awareness of, and adherence to the provisions set forth in the SCOE IIPP.

## **Hazard Assessment**

Hazard identification and assessment is an ongoing process and fundamental to the effectiveness of the IIPP. SCOE conducts scheduled formal and unscheduled informal inspections on the interior and exterior of all of its facilities. These inspections form the basis for the identification of new or previously unrecognized hazards around the County Office and program sites. Procedures are in place to assess and control hazards when identified. SCOE conducts at least two self-inspections each year on the interior and exterior of each site or facility. Inspections are documented on a Site Premise Inspection Form and these findings are processed by the Site Administrators into work orders so that appropriate action can be taken to correct each hazard or finding in a timely manner.

If a hazardous condition or activity presents an immediate danger of injury or accident, the situation should be reported to a supervisor as soon as possible and the area secured to prevent entry or access. The Program Administrator(s) should be contacted immediately to discuss the

situation and decide how to make the situation safe.

1. Supervisors, Site Administrators, or designees are expected to conduct a brief daily survey of their area of responsibility to identify any new unsafe conditions and take action to ensure correction. Corrective action may be taken by facility staff or if necessary, the Facilities, Maintenance and Operations Department should be contacted for assistance.
2. The Site Administrator will ensure that all reported potential safety hazards left unabated are documented using the SCOE work order system for the purpose of facilitating necessary corrective action.
3. Employees are encouraged to continually assess their work environment for hazards, inspect their tools and equipment before use, be aware of other safety issues and report any problems in writing to their supervisor.
4. Supervisors and Site Administrators are responsible for ensuring that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, all nonessential personnel will be removed from the affected area and the area secured to prevent re-entry except for designated workers.
5. Additional inspections are conducted when:
  - New substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
  - When new, previously unidentified hazards are recognized.
  - When injuries or illnesses occur.
  - Anytime workplace conditions warrant an inspection.

Key areas of exposure to potential injury and illness for employees include:

- Repetitive motion or cumulative trauma related to office environmental duties.
- Driving school buses, SCOE vehicles and personal vehicles while on duty.
- Vehicle or machine fueling operations.
- Student encounters.
- Uneven walking surfaces or elevation changes in walking surfaces.
- Ladder use.
- Power and hand tool use.
- Forklift operation.
- Aerial lift operation.
- Chemical use.
- Pesticide application.
- Material handling and usage.
- Lifting/transferring students.
- Noise-producing equipment or machines.
- Blood borne pathogens/medical waste.

- General office area hazards.
- Kitchen-related activities.
- Tree work – maintenance and removal.
- Environmental – wild animals and insects.

### **Accident/Exposure Investigation**

Supervisors and employees are required to follow SCOE's *Injury and Illness Reporting Procedures* when an incident occurs. Reports of occupational injury or illness will be investigated by the Supervisor or Site Administrator and documented using the appropriate form. Incidents resulting in serious injuries or those that had the potential for serious injury will be referred to the Program Administrator(s) for immediate investigation. Depending on the severity or potential severity, a third-party investigator may provide assistance in the investigation.

The primary reason for conducting an accident investigation is to determine the root cause of the incident and thus prevent future similar incidents through the use of knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility. Supervisors are required to accurately complete the *Supervisor's Report of Employee Accident/Injury/Illness* and employees will need to complete a *Special Incident Report* as soon as possible after the incident. Upon completion, the report is forwarded to the appropriate SCOE personnel for further review.

In addition to the above investigation and documentation of the findings, the safety committee will review the basic information for each incident and make additional recommendations for corrective action when appropriate.

### **Hazard Correction**

Correcting and controlling hazards discovered in the workplace is everyone's responsibility and is the cornerstone of an effective IIPP. Upon completion of an accident investigation or discovery of a workplace hazard, corrective action will be taken by the appropriate party to eliminate or control the hazard if one exists. The action taken can be completed and documented at the time of the investigation or discovery or a SCOE *Work Order* can be filed for action by the proper personnel. For conditions where appropriate corrective action cannot be determined, Supervisors and Site Administrators will consult the Program Administrators to review and identify corrective action if applicable. If an imminent hazard is found, Supervisors will remove all personnel from the area and contact the Safety Director for further guidance. For identified hazards that are not considered to be an imminent danger, a priority list of corrective action items will be determined.

Documentation of corrective action is maintained in the work order system or the written

accident investigation forms.

SCOE uses an online database to manage work orders. Contact your supervisor for who within a department has access to submit online work orders. Hazards or other safety issues documented on the SCOE work order system will specify the problem and indicate the type of corrective action needed. "Emergency" denotes a situation in which property damage, injury or loss of life may result without immediate action.

## **Training and Instruction**

Proper employee safety training and instruction is crucial for maintaining a safe and healthy workplace. It is the intent of SCOE to fully train and inform all employees in their respective areas of employment, including general and job-specific safety and healthy work practices. All Supervisors and Site Administrators are responsible for ensuring the appropriate training of his or her employees takes place. The training provided should be appropriate for each position based on the job description and expected exposures. It should address the specific hazards associated with their tasks and the proper precautions necessary to protect them from potential hazards. Training will also include the contents of the IIPP and their responsibilities for safety under the program. All training should be documented including the subject, training provider and date. This documentation is kept for a minimum of three years.

Training will be provided when:

- An employee is first hired.
- Changes in policies and procedures occur.
- An employee is given a new job assignment for which training has not previously been given.
- SCOE is made aware of a new or previously unrecognized hazard.
- A new substance, process, procedure, or equipment is introduced into the workplace and represents a new or potential hazard.
- Required by a local, state or federal regulatory agency.

Supervisors should be familiarized with the safety and health hazards to which employees under their immediate direction and control may be exposed. The Program Administrator(s) will ensure that all Supervisors and Site Administrators are knowledgeable of those hazards and ensure they receive additional training as required. Safety training is accomplished through formal in-person training, monthly staff meetings, on-line safety training and informal safety briefings.

## **Record Keeping**

Actions taken to implement and maintain the IIPP are documented and maintained by the Human Resources department, Supervisors and Site Administrators. Records are kept for a

minimum of three years and specifically include:

- Site safety inspections
- Safety training sign in sheets
- Keenan online training database documents
- New hire orientation documents
- Safety concern/hazard reports
- Corrective actions
- Injury/accident investigations
- Safety committee notes and agendas

## **Addendums**

The IIPP has three addendums:

- The Work Place Violence Prevention Program
- The Heat Illness Prevention Program

These plans are reviewed annually by the committee, shared with Administrative Council and employees as posted on the intranet.