

# ***INJURY AND ILLNESS PREVENTION PROGRAM***

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## **MORGAN KINCAID PREPARATORY SCHOOL**

### **ADELANTO ELEMENTARY SCHOOL DISTRICT**

#### **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) primary administrator, **Principal Kristen Cooper**, has the authority and the responsibility for implementing and maintaining this program for the Morgan Kincaid Preparatory School. In Gerald Shaw's absence, the alternate program administrator will be School Administrative Designee.

The Leadership is responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available on the **Site Safety Bulletin Board** and from each manager and supervisor.

The Leadership of the Adelanto School District and Morgan Kincaid Prep School is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for his own safety as well as the safety of the people he works with.

#### **COMPLIANCE**

All Morgan Kincaid Preparatory School employees, including leadership, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Informing employees of the provisions of our IIPP when first assigned
- Evaluating the safety performance of all employees
- Recognizing employees who perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

#### **COMMUNICATION**

All leadership is responsible for communicating with you about occupational safety and health in a form you can readily understand. Our communication system encourages all employees to inform leadership about workplace hazards without fear of reprisal.

Our communication system includes: (See examples in Glossary) IIPP Glossary.doc

- **Electronic Memos from HR, etc.**
- **Safety Matters Newsletters**
- **See Glossary of Terms \*\*\*\*\***

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## **HAZARD ASSESSMENT**

Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection;
- And at least once per year.
- Annual Williams Inspection.

## **ACCIDENT/EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Leadership interviewing injured employees and witnesses;
- Examining the workplace for contributing factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.  
For additional information refer to the SCS Risk Management Incident Investigation Reference Guide.
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## **HAZARD CORRECTION**

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

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

## **TRAINING AND INSTRUCTION**

All employees, including leadership, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established;
- To all employees with respect to hazards specific to each employee's job assignment;
- To all employees given new job assignments for which training has not been previously provided;

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- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all new employees.

**Our general workplace safety and health practices can be found in our Code of Safe Work Practices. Like general safety – lifting, etc. We use the blue safety book. See general rules in the IIPP we have now.**

## **RECORDKEEPING**

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program. **If you have department chairs, utilize them.**
- Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written documentation of training and instruction.

## **RELATED SAFETY PLANS AND PROGRAMS**

The following safety programs are part of our IIP Program and are attached at the end of this document:

1. Bloodborne Pathogens Exposure Control Plan
2. CPR/First Aid Employee Training
3. Health Assistant Training
4. Lock Out/Block Out

## **RESOURCES & GLOSSARY**

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection

[http://www.dir.ca.gov/dosh/dosh\\_publications/IIPP.html#25](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25)

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

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## **IIPP Glossary of Terms**

### Accident

The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

### Administrator:

One who is responsible for the execution of public affairs, as distinguished from policy-making.

### Implementing:

To carry out or accomplish.

To ensure fulfillment by concrete measures.

### Maintaining:

To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

*Examples should include the following:*

- Internal staff bulletins, whether distributed electronically or materially.
- Distribution of SCSRM’s “Safety Matters...” throughout the site, approximately bi-monthly.
- Staff and departmental meetings (documentation of attendance required)
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required)
- Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of minutes in public areas
- New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

### Compliance

Conformity in fulfilling a legal requirement.

### Imminent hazard:

An immediate source of danger.