

**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) FOR
GILROY UNIFIED SCHOOL DISTRICT EMPLOYEES**



Revised 09-19-2013

Gilroy Unified School District

Table of Contents

<u>Content</u>	<u>Page#</u>
Acknowledgement	3
Responsibility	3
Compliance	3
Communication	4
Hazard Assessment	4-5
Accident/Exposure Investigations	5
Near Miss Investigation Report	6
Hazard Correction	7
Training and Instruction	7
List of Training Subjects	8
Record Keeping	8
Worker Training and Instruction Record	9
General Safe Work Practices	10-12
Appendixes Information	13

INJURY AND ILLNESS PREVENTION PROGRAM

ACKNOWLEDGEMENT

The current version of the Injury and Illness Prevention Program was developed by the 2011 -2012 District Safety Sub Committee, consisting of: District Safety Officer Cheryl Galloway, and Steve Hosler, Loss Control Manager, Santa Clara County Schools Insurance Group.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator shall be the GUSD Safety Officer, Cheryl Galloway. The IIPP Administrator has the authority and responsibility for implementing the provisions of this program for Gilroy Unified School District.

Our Superintendent recognizes the importance of maintaining a safe and healthful environment for our employees, students and visitors and requires that all managers and supervisors be responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available at the main office at each site location, and on the District website (www.gusd.k12.ca.us).

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of the GUSD IIPP;
- Informing workers of District Safe Work Practices;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices; and
- Ongoing review of the IIPP and other safety issues by the District Safety Committee.

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- New worker orientation including a presentation and sign-off of the District General Safe Work Practices.
- Review of our IIPP
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to report workplace hazards.
- A District Safety Committee that meets quarterly, prepares minutes of the Safety Committee meetings, reviews inspections, accidents, and exposures as necessary with a goal and objective of maintaining a safe and healthy workplace.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards are performed by professionals from DSA, SCCSIG, Gilroy Fire Department, Santa Clara County Health Department, various consulting services contracted by GUSD for the specific required inspection, and District Maintenance and Operations staff. Inspections include, but are not limited to the following:

Asbestos Hazard Emergency Response Act (AHERA) Inspections (6 month/ 3 year)

DSA Design Reviews and Inspections by Inspector of Record for Construction

Projects

Food Service Inspections

Fire Department, Annual Inspections

Fire System Inspections and Tests (6 month)

Groundwater and Storm Drain Inspections (annual)

Handicapped Lift Inspections (6 month)

Hazardous Materials Inspection by the Fire Department (annual)

Property Liability Safety Inspections (3 to 5 year)

Playgrounds Inspections (weekly, quarterly and for new installations)

Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP Program;
- 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 occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist or any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

Processes/Actions

- Visiting the accident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for 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 corrective actions taken.

Forms

- Santa Clara County Schools' Insurance Group Report of Employee Incident/Injury
 - Use for Injury, Illness and Near Miss
- State Employer's Report of Occupational Injury or Illness
 - completed online at <http://ultraclaimsonline.insurancevisions.com/>

HAZARD CORRECTION

We use a District wide Work Order System to address any necessary corrections stemming from near misses, observed unsafe conditions or corrective action for accidents or injuries.

Unsafe or unhealthy work conditions shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered, sites & individuals are required to report necessary hazard corrections through the District Work Order System;
 - School Secretaries and D.O. Administrative Assistants are key contacts for this system.
 - Safety concerns that require immediate attention should be phoned into the Maintenance and Operations Office 408-842-8297.
 - The online Work Order System should be used for all other corrective actions that do not create an immediate danger.
- 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. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented.

Unsafe practices or procedures that are observed should be reported to immediate supervisors to be addressed by taking corrective action or providing necessary training.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIP Program is first established;
- To all new workers, training to be appropriate with employee skill level as determined by the interview process, self-reporting, and observation during the probationary period. To all workers given new job assignments for which training has not previously been provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard (job specific);
- 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 workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.
- Workplace safety and health practices are based on our Hazard Assessment list and documented in our list of training subjects.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

LIST OF TRAINING SUBJECTS

We train our workers about the following training subjects:

- ✓ General Safe Work Practices.
- ✓ Behavioral based safety
- ✓ Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- ✓ Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- ✓ Safe access to working areas.
- ✓ Heat Stress
- ✓ Protection from falls.
- ✓ Electrical hazards, including working around high voltage lines.
- ✓ Proper use of powered tools.
- ✓ Ladder safety
- ✓ Lock-out/tag-out procedures.
- ✓ Materials handling.
- ✓ Chainsaw and other power tool operation.
- ✓ Fall protection from elevated locations.
- ✓ Use of elevated platforms, including condors and scissor lifts.
- ✓ Driver safety.
- ✓ Slips, falls, and back injuries.
- ✓ Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- ✓ Personal protective equipment.
- ✓ Hazardous chemical exposures.
- ✓ Hazard communication.
- ✓ Physical hazards, such as heat/cold stress, noise.
- ✓ Blood borne pathogens and other biological hazards.
- ✓ Emergency evacuation plan.
- ✓ Provisions for medical services and first aid including emergency procedures.
- ✓ Safety is Everyone's Business

RECORDKEEPING

We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

WORKER TRAINING AND INSTRUCTION RECORD



Santa Clara County SCHOOLS* INSURANCE GROUP

3233 Union Avenue
San Jose, California 95124-2009
(408) 555-0670 « Fax: (408) 555-0504



Date:
Topic:
Trainer:

District:
Employee
Group: Contact:

	Print Name	Site	Signature
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			
11.			
12			
13			
14			
15.			

For Schools' Insurance Group use

ONLY:

Program: WC PL cc: CBO

HR

Other:

Certificates Required: Yes No Agenda Attached: Yes No Handout Attached(s): Yes No



GENERAL SAFE WORK PRACTICES

When a person is injured on the job, everyone suffers. The injured person may feel pain, embarrassment, and fear, and generally has his/her whole routine disturbed. Co-workers must fill in to try to make up for the absence, and the district loses the talent of a person who probably knows how to do that particular job better than anyone else.

Throughout the district, we have many mechanical guards, safety rails, items of personal protective equipment, etc., but the fact remains that **most accidents are caused by unsafe acts - not faulty equipment.** To help you avoid being hurt, it is important that you follow these rules:

1. Even if you are not a supervisor, **you have a duty to stop any unsafe act.** Another person's carelessness may injure you. Tell him/her what s/he is doing wrong.
2. **Take a special interest in new staff and students.** Warn them of hazards.
3. **Keep floors clean** by picking up liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.



4. **Never put yourself in a position where you must use all your body strength.**
When you push or pull too hard on anything, you are likely to slip or injure yourself in some other way.
5. **Report every injury immediately** even if you don't feel that you need to see a doctor. Let your supervisor know.
6. **Don't burn down your place of employment! This is a BIGGIE, folks. If you walk into a room and smell gas,** open a door or window and **do not** turn on lights, appliances, cell phones, etc. **Do not place combustible items near flames or in unventilated areas. Do not stack items within 18" of a ceiling - sprinklers don't do any good if they are covered up!**
7. **Know where your fire extinguisher is located and find out how to use it. Do not block fire extinguishers with furniture or cover them with paper.** Check the extinguisher once a month to make sure it is charged (look at the gauge) and in its place. **Report missing or broken extinguishers** to your site maintenance coordinator or administrative staff immediately.
8. **DO NOT TOUCH** downed utility lines even if you think they are harmless.
9. Don't run **electrical cords** across aisles, walkways, or wet floors. Have cords repaired when they become frayed, and **DON'T OVERLOAD WALL SOCKETS.**



10. Don't pull out more than one file cabinet drawer at a time. Close drawers of desks and file cabinets before you walk away.

You or someone else could walk into them or trip over them. Put heavy items in bottom drawers.

11. Don't try to catch heavy or sharp falling objects. Step back and let them hit the ground. Your well-being is much more important than any object.

12. Don't place yourself off balance in order to reach something. Ask for assistance, get a ladder or step stool, or put down what you are already holding in order to maintain proper balance.

13. Climb on proper ladders or stepstools only, not on chairs or shelves.

14. Stacked materials must be stable. Keep in mind the constant possibility of earthquakes. **Keep heavy items on lower shelves.**

15. When you must lift, get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight and lift with bent knees. When possible, use a cart, dolly, or helper to move heavy items.

16. When working with a helper, tell him/her how the operation is supposed to go before you start to **do** it so you both have the same idea in mind. If you are the helper, don't be afraid to ask questions before beginning the task. **If anyone else in the area is going to be affected by your work,** tell him or her you are going to do so that adjustments can be made if necessary.

17. Don't lock or block building exits. The law requires that exits are easily accessible in the event of an emergency.

18. Respect and keep your distance from compressed gas cylinders and air tanks. They can cause serious injury if damaged or used improperly.

19. **Unplug power equipment** before making adjustments or when not in use. It only takes a little more time and guarantees safety.
20. **When operating power equipment on school grounds**, make sure people are kept away from the area of operation. If necessary, have a co-worker walk outside the vehicle to ensure others stay clear. If the equipment has a locking device use it and always remove the key if it is necessary to leave the equipment unattended.
21. **Don't get caught between a piece of moving equipment and a stationary object.** Be especially careful in parking lots and when crossing driveways.
22. **Wear appropriate safety equipment/clothing when necessary.** This is important for science and art teachers and students as well as for grounds, maintenance, and custodial staff.

EVERYONE, STAY SAFE OUT THERE!!

Complies with CalOSHA Title 8. Section 3203. Injury and Illness Prevention Program General Safety Training requirements. For more information, contact the Santa Clara County Schools* Insurance Group (408) 558-0600

APPENDIXES INFORMATION

HAZARD ASSESSMENT CHECKLIST (Appendix A)

See Appendix A for sample of current Hazard Assessment Checklist

HAZARD ASSESSMENT AND CORRECTION RECORD (Appendix B)

See Appendix B for a sample of current Hazard assessment online tracking system.

HEAT STRESS PROGRAM (Appendix C)

Our District's Heat Stress Program can be found in Appendix C.

Appendix A



REGULATORY COMPLIANCE PROGRAMS, POLICIES, AND PERMITS REVIEW DISCLAIMER

Certain laws and regulations governing public educational institutions and workplaces in California mandate that specific programs and documents be developed, implemented, and made readily available to regulatory agency representatives when requested. This section of your Loss Control & Safety Audit addresses some of these mandated programs or documents. If "No" is checked next to a listed program or policy, this means that the required policy or program either did not exist, was not available, or was deficient in some way, and that a corresponding recommendation will be made in the narrative text that follows.

The list below addresses a number of common compliance policies and programs and is not intended to represent every requirement for every audited organization or facility.

REGULATORY COMPLIANCE PROGRAMS, POLICIES, AND PERMITS REVIEW

Occupational Safety and Health Programs and Training		Yes	No	NA	Priority	Recommendations
1	Asbestos and Lead Awareness					
2	Blood borne Pathogens Exposure Control					
3	Chemical Hygiene (Laboratory Safety) Plan					
4	Confined Space Entry					
5	Emergency Action Plan					
6	Excavation/Trenching / Shoring					
7	Fire Extinguisher Use					
8	Fire Prevention					
9	Forklift and/or Utility Cart Usage					
10	Hazard Communication					
11	Hazardous Waste Operations and Emergency Response (HAZWOPER)/ Hazardous Waste Handler					
12	Hearing Conservation					
13	Heat Illness Prevention					

GENERAL CONDITIONS INSPECTION

Hazard Type

- 1 - Egress Issue
- 2- Injury Hazard
- 3 - Property Loss
- 4 - Regulatory or Legal Issue
- 5-Accepted Best Practices

Hazard Scope

- A - Facilities/Planning
- B - Custodial or Maintenance
- C - Policy and/or Procedures
- D- Employee Practices

Hazard Urgency

- I – Immediate
- H-High
- M-Medium
- L- Low

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Are the exterior premises equipped with appropriate signage that provides warnings, facilities use restrictions, and other relevant information?					
2	Are parking areas paved, striped, and signed as appropriate and free of vehicles parked in unauthorized locations?					
3	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?					
4	Is the turf in good condition, and is landscape well groomed and free of overhang, concealment, or other potentially hazardous conditions?					

Appendix A is a snapshot of the inspection criteria, a complete checklist is available upon request.

APPENDIX B - Sample of Hazard Assessment Online Tracking System.

2 -Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?

[Previous](#) [Next](#)

Recommendation Number: 2010-001

Observations

- Vehicles were parked in unauthorized parking areas and/or fire lanes.
- These practices pose property damage hazards and can delay or prevent proper emergency response.

Recommendations

- Parking locations should be marked and parking regulations should be observed at all times.
- Consideration should be given to constructing additional parking facilities or expanding the current parking facilities if necessary in order to effectively accommodate staff and visitor parking.
- An alternative solution would be to implement a site-based carpool program, which could include incentives for carpooling to reduce parking lot clutter and to conserve natural resources.

Locations

- Fire Lanes near Kitchen

Standards

California Fire Code, Section 503.4, Obstruction of Fire Apparatus Access Roads

Images

Click Image(s) to Enlarge



Hazard Priorities 3,4,5 - A,C,D - L

Hazard Type	Hazard Scope	Hazard Urgency
3 - Property Loss	A - Facilities/Planning	L- Low
4 - Regulatory or Legal Issue	C - Policy and/or Procedures	
5 - Accepted Best Practices	D - Employee Practices	

Recommendation Response



Abatement Status

- Open
- Scheduled/ Assigned
- Corrected
- Deferred

Open Item

Comment

Add Comment

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Heat Illness Prevention

SAFETY AND HEALTH PROGRAM



September 2013

Gilroy Unified School District

Heat Illness Prevention

Table of Contents

Policy Statement	3
Procedures for Provision of Water	3
Procedures for Monitoring the Weather	3
Access to Shade	4
Handling a Heat Wave	4
High Heat Procedures	4
Procedures for Acclimatization	4
Procedures for Emergency Response	5
Handling a Sick Employee	
Procedures for Employee and Management Training	6
Appendix A - Heat Stress Quick Card	7

POLICY STATEMENT

The purpose of the Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to Gilroy Unified School District's Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that workers are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others.

It is the policy of the Gilroy Unified School District to prevent heat illnesses among our employees. To accomplish this objective, our district has adopted the following policies and procedures:

PROCEDURES FOR PROVISION OF WATER

The Administrator/Director/Principal (here after referred to as Manager or Management) will ensure that cool bottled water or water containers are located on the vehicles, so drinking water will be readily accessible.

The assigned driver of the vehicle will be responsible for restocking bottles or filling and cleaning the water containers and ensuring that they are kept in a sanitary condition with cleaning supplies are provided by the District.

Management will remind the workers to drink water frequently, when the temperature exceeds or is expected to exceed 90 degrees F. A notification system emphasizing the importance of drinking water, the amount of water necessary, necessary rest breaks, and the signs and symptoms of heat illness will be established. (See Appendix A - Heat Stress Quick Card)

During employee training, the importance of frequent drinking of water will be stressed and the requirement of mandatory drinking every two hours.

PROCEDURES FOR MONITORING THE WEATHER

Prior to each workday the manager will be responsible for monitoring the weather forecast via local weather reports, www.nws.noaa.gov or with the aid of a simple thermometer. If a heat wave is expected, schedule modifications such as rescheduling the work hours, working at night or during cooler hours of

the day will be necessary. This type of advance planning should take place all year long.

ACCESS TO SHADE

Management will identify shade available at their sites, such as trees, overhangs, walk ways, and buildings. The identified areas will be communicated to employees by site during training.

HANDLING A HEAT WAVE

If schedule modifications are not possible and workers have to work during a heat wave, the manager will initiate the districts established notification system. The system emphasizes, for workers, the importance of drinking water, amounts to drink, necessity of rest breaks, knowing the signs and symptoms of heat illness, and monitoring the weather forecast. In addition, management will institute alternative preventive measures such as providing workers with an increase number of rest periods, if any symptoms of heat illness are encountered.

HIGH HEAT PROCEDURES

High Heat Procedures are additional preventive measures that the District will implement when the temperature equals or exceeds 95 degrees Fahrenheit.

Management will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. If the manager is unable to be near the workers to observe or communicate with them, then an electronic device, such as a two-way radio, cell phone or text messaging device, may be used for this purpose, **only if reception in the area is reliable.**

PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it

easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted. Inadequate acclimatization can endanger anyone exposed to conditions of heat and physical stress significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The manager will assign new employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

PROCEDURES FOR EMERGENCY RESPONSE

When an employee is showing symptoms of possible heat illness, the manager will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called. This will help to reduce the progression to a more serious illness.

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Gilroy School District's training for employees and supervisors will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911. Make the call immediately if an employee displays signs or symptoms of heat illness. Loss of consciousness, incoherent speech, convulsions, and a red and hot face are all symptoms that require action. If the employee does not look OK or does not get better after drinking cool water and resting in the shade, while the ambulance is in route, initiate first aid and cool the worker: place in the shade, remove excess layers of clothing, place ice pack in the armpit and groin areas and fan the victim. Do not let a sick worker leave the site, as they could get lost or die before reaching a hospital! Have the employee transported by ambulance and treatment started by paramedics.

If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot

face), call an emergency service provider and communicate the signs and symptoms of the victim.

PROCEDURES FOR EMPLOYEE AND MANAGEMENT TRAINING

The district will ensure that all employees and supervisors are trained prior to working outside. Training will include the District's written Heat Illness prevention procedures.

Santa Clara County Schools' Insurance Group is a Joint Powers Authority (JPA) that assists with employee training and provides up to date safety information to districts may be contacted for assistance with training.

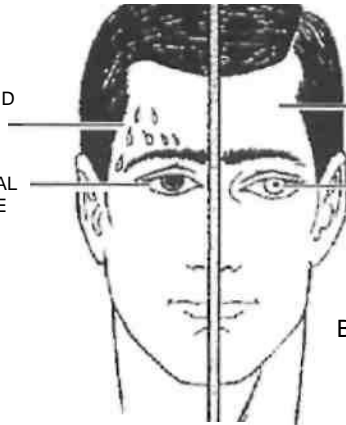
Management will train on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided as well as stress the need to make visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

The manager will assign new employees a "buddy" or experienced coworker to ensure that they understood the training and follow District procedures.

Heat Exhaustion is caused by the loss of large amounts of body fluid by sweating, sometimes with excessive loss of salt.

HEAT EXHAUSTION

1. MOIST & CLAMMY SKIN
2. PUPILS DILATED
3. NORMAL OR SUBNORMAL TEMPERATURE



HEAT STROKE

HEATSTROKE

1. DRY HOT SKIN
2. PUPILS CONSTRICTED
3. VERY HIGH BODY TEMPERATURE

BMRH416

Use a fan
to lower

Elevate feet

A
C



Give fluids

Have the person lie down