

Cotati-Rohnert Park Unified School District

**Injury and Illness Prevention Program**



Risk Management and Employee Safety Policies

Order 3203

Revised July 2020

# INJURY AND ILLNESS PREVENTION PROGRAM

Cotati-Rohnert Park Unified School District  
7165 Burton Avenue  
Rohnert Park, CA 94928

Josh Savage  
Executive Director of Facilities, Maintenance and Operations  
7165 Burton Avenue  
Rohnert Park, CA 94928  
(707) 588-5656

## **ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Josh Savage, Executive Director of Facilities, Maintenance and Operations  
7165 Burton Avenue  
Rohnert Park, CA 94928  
(707) 588-5656

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents at each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns
  
- Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school-site safety coordinators include (check all that apply):

- Conducting routine safety inspections
- Participating in the mitigation of identified hazards
- Communicating with employees about safety
- Provide training for specific employees

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.

- Following safe work practices.
- Using appropriate personal protective equipment as instructed by their supervisors.

This IIPP applies to all schools in our district.

In addition to the IIPP, schools in our district have school-specific employee safety plans.

#### **HAZARD ASSESSMENT / INSPECTION** (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our school sites will be performed by one or more of the following checked individuals:

- School-site safety coordinators at their school sites
- Our district's IIPP Administrator(s)

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

#### **ACCIDENT/EXPOSURE INVESTIGATIONS** (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Josh Savage, Executive Director of Facilities, Maintenance and Operations

#### **Name and Job Title**

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

#### **HAZARD CORRECTION** (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be 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 employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

## **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))**

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- A.  New employee orientation including a discussion of safety and health policies and procedures.  
 Follow-through by supervisors to ensure effectiveness.  
 Worksite-specific health and safety training.  
 Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: Quarterly, as we elect to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7).  
 Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.  
 Posted or distributed safety information.  
 A system for employees to anonymously inform administration about workplace hazards. This system involves sending a notification to the Executive Director of Facilities, Maintenance, and Operations, Josh Savage, through the intradistrict mail system.  
 Other methods we use to ensure communication with and involvement of employees include emails from supervisors, directors or site principals, a work order electronic platform at [my.crpUSD.org](http://my.crpUSD.org) at which employees may report any safety or health issues, and direct conversations with supervisors.

## **TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))**

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

- When our IIPP was first established.  
 To all new employees.  
 To all employees given new job assignments for which training has not previously provided.  
 Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.  
 Whenever anyone 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 employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Implementation and maintenance of the IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- Proper reporting of hazards and accidents to supervisors
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:

- stacking goods in an unstable manner.
- storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper food and beverage storage to prevent them from becoming contaminated.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

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

**EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a)(2))

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

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by acknowledging employees for meeting appropriate safe and healthful practices at staff and other meetings.
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Progressive discipline may be administered for employees who fail to comply with safe and healthful work practices.

**RECORDKEEPING AND DOCUMENTATION** (Title 8 CCR 3203(b))

School districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself.

The master copy of this IIPP can be found at: The District Business Office: 7165 Burton Avenue, Rohnert Park, CA 94928

Other copies of the IIPP can be found at: All main offices at every school site and on the district website under the Human Resources tab.

## Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

Rancho Cotate High School	Principal Louis Ganzler
Technology High School	Principal Dawn Mawhinney
Lawrence E. Jones Middle School	Principal Melissa Quinn
Technology Middle School	Principal Sara McKenna
Thomas Page Academy	Principal Lynzie Brodhun
John Reed Elementary	Principal Monica Fong
University Elementary	Principal Christina Lunde
Monte Vista Elementary	Principal Kathleen Olmsted
Richard Crane Elementary	Principal Teresa Ruffoni
Evergreen Elementary	Principal Jennifer Hansen
Marguerite Hahn Elementary	Principal Rachel Hankerson