

Injury and Illness Prevention Program (Model)

I. Employer Information

(district information, address of sites, board policy, etc.)

II. Responsible Persons

The following individuals have authority and responsibility for implementing and maintaining this program.

Overall Coordinator(s): *(Individual{s} must have authority to hire and fire employees [classified and certificated] and have authority to approve spending money).*

Assistant Coordinator: *(insert information)*

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III. Communication

Communication is important in sharing information on the hazards in the workplace. The primary means for providing this information is through safety meetings. Employees are expected to attend these safety meetings unless prior approval from management is obtained. Safety meetings shall be documented.

Safety information shall be posted in employee break rooms. Written safety information shall be provided in a language understandable to employees.

Communication of safety concerns or hazards may be submitted anonymously through a suggestion box located in each employee break room. Suggestions shall be reviewed and acted upon by the coordinator.

(District mail may also be used for anonymous notification. Employees may notify the coordinator through the district mail system. This eliminates any suggestion boxes to check.)

All district employees are encouraged to report unsafe conditions without fear of reprisal.

Supervisors are responsible for providing the necessary supervision to ensure employees comply with safe and healthy work practices. Disciplinary action consistent with district policy will be taken if an employee violates established safe work procedures.

The District has a system for recognizing employees who follow safe and healthful work practices. The system includes: (*enter whatever the district chooses—be specific*).

IV. Hazard Evaluation and Control

Facility and work area inspections shall be conducted. Unsafe conditions and work practices identified during the inspections shall be documented.

In general, inspections will be conducted:

1. When the program is first established.
2. Whenever new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced into the workplace.
3. Whenever a new or previously unrecognized hazard is evident.
4. Whenever there is a report of an occupational injury or illness or a near miss incident.

Inspections will be documented using checklists and in-house forms. The date and person conducting the inspections will be documented.

Any deficiencies will be documented on an in-house work order. The work order shall specify the problem and shall also indicate if it is a priority item. Work orders shall be reviewed in order to take the appropriate actions to address each problem. Items will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated or the operation suspended until corrective measures can be taken.

Any employee may generate a work order as an unsafe or hazardous condition arises or becomes evident. The work orders may be turned in to any area supervisor.

V. Injury Investigation

Reports of occupational injury or illnesses shall be investigated. A brief summary shall be written outlining the results of the investigation. The summary shall be attached to the injury report and shall include information relating to the cause of the accident and any information relating to measures taken to prevent future incidents. Reports of near misses shall also be investigated.

VI. Training

Proper employee training is critical for maintaining safe operations. It is the intent of this operation to fully train and inform our employees of areas of their employment, including hazards specific to their job assignment.

In general, training shall be provided when:

1. The program is first established.
2. An employee is first hired.
3. An employee is given a new job assignment for which training has not been previously given.
4. A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard.
5. Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.

VII. Labor/Management Safety and Health Committee

(The formation of a labor/management safety committee is not required; however, if a committee is established for the purpose of meeting the communication requirement, it must do all of the following)

A safety committee has been formed for this organization to address and investigate safety issues. The committee shall operate with close contact and communication with the program coordinators. Functions of the committee include:

1. Meet on a quarterly basis and shall at that time review the results of the facility inspections.
2. Prepare written records of the safety and health issues discussed, make copies available to all affected employees, and maintain the records on file.

3. Review investigations of occupational accidents and causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the program coordinator for aiding in the prevention of future incidents.
4. Where appropriate, the committee shall review a near miss incident.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
6. When appropriate, submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request from the Division, verify abatement action taken by the employer to abate citations issued by the Division.

VIII. Recordkeeping

Actions taken to implement and maintain the program shall be documented and maintained (*enter where*). These records specifically include:

1. Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
2. Any unsafe conditions and work practice identified during the inspections (*work orders*) and the action taken to correct the problem.
3. Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers.

All of the above mentioned documentation shall be maintained for a minimum of three years.