

Injury and Illness Prevention Program 2023 – 2024 School Year



NOVATO UNIFIED SCHOOL DISTRICT

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Injury and Illness Prevention Program

2023 - 2024 School Year



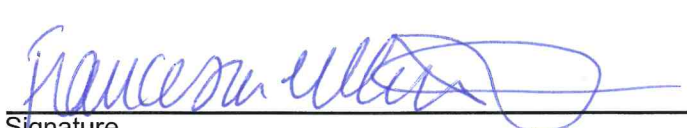
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Health and Safety Policy

It is the policy of the Novato Unified School District to provide a safe and healthy work environment for all employees in order to minimize the risk of work-related injuries and illnesses. This can be achieved through the application of proper safeguards to processes, equipment, methods and procedures, and by providing employees with the training necessary to perform their job safely.

It is also each site's policy to take all necessary and responsible steps to comply with health and safety standards set forth in Federal, State, and local laws and regulations. The passage of California Senate Bill 198 (SB 198) into law mandates that all employers establish and maintain a written Injury and Illness Prevention Program (IIPP). SB 198 also requires the Cal/OSHA Standards Board to develop regulations. These regulations can be found in Title 8 of the California Code of Regulations (CCR), Section 3203 (General Industry Safety Orders). Therefore, to comply with Title 8 of the California Code of Regulations, Section 3203, the District Office has established a written Injury and Illness Prevention Program (hereafter known as the "IIPP".)

A copy of the IIPP will be maintained on the District website. The IIPP is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the health and safety of the site's employees and to provide a safe and healthy work environment. Documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) are implemented and maintained at the site.

Faculty and staff at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

We are committed to the continued improvement of our safety performance, and will authorize the necessary resources to achieve this objective wherever feasible. We expect your participation in our safety efforts and are confident we can count on every employee to help in this important site program.



Joshua Braff
Chief Financial Officer, Business Services
IIPP Implementation Official

5-22-2024
Date



Francesca Whitcomb
Executive Director of Human Resources
IIPP Implementation Official

5-22-2024
Date

IIPP Responsibilities

In order to ensure that each site maintains an effective IIPP, all management/supervisors and employees will have, and be held accountable for, specific responsibilities where safety is concerned.

IIPP Implementation Officials: The IIPP Implementation Officials are responsible for overall implementation of IIPP elements and the provision of resources to ensure effectiveness.

- 1) Establishes annual safety objectives, including plans of action and assignment of responsibilities for ensuring their effective implementation.
- 2) Establishes safety responsibilities of site staff and management/supervisors and audits the effectiveness of their performance.
- 3) Ensures that staff and management/supervisors receive education and training in health and safety topics appropriate to their responsibilities.
- 4) Reviews accident investigation and safety inspection reports for quality and for assurance that appropriate corrective action has been taken in a timely manner.
- 5) On notification of an imminent hazard, ensures that prompt corrective action is initiated, exposed personnel are removed from the area, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.
- 6) Responds to employee safety suggestions and concerns in a timely manner.
- 7) Each school in our district has been assigned a safety coordinator. A list of the district's school site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Exhibit B. ***Updated with correct Exhibit***

Site Safety Official: Implements, maintains, monitors and audits the site's IIPP.

- 1) Maintains a safety program, which is most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- 2) Consults directly with management/supervisors and employees on loss prevention matters, providing the guidance necessary to ensure effective administration of this program.
- 3) Periodically evaluates compliance with the program which may require periodic inspections of worker compliance with Cal/OSHA standards. They have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a report directly to the designated person.
- 4) Ensures that employees are trained in workplace safety and are familiar with the health and safety hazards, as well as applicable laws, regulations, procedures and policies.
- 5) Stays abreast of Federal, State and local standards and regulations, and recommends new site programs to the site IIPP Implementation Official.
- 6) Monitors effectiveness of site means for communicating health and safety matters to employees and ensures that employee concerns and suggestions are being successfully conveyed and responded to by management without fear of reprisal. As a member of the Site Safety Committee, they ensure:
 - a) Records are maintained of all items discussed.

- b) All employees (both management and labor) are fairly represented.
 - c) Meetings are held regularly and at least quarterly.
 - d) Meeting records are made available to site employees.
- 7) Ensures site procedures for identifying and evaluating workplace hazards and inspection programs are being conducted as required, and monitors their effectiveness.
 - 8) Reviews site accident investigation reports to ensure they are completed in a thorough and timely manner.
 - 9) Monitors effectiveness of site procedures for correcting hazardous conditions and work practices, and that corrective action is completed in a timely manner.
 - 10) When an imminent hazard exists, ensures exposed personnel are removed from the area except those necessary to correct the existing condition, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.
 - 11) Audits school site safety and training programs to ensure Cal/OSHA required programs are in place, and presented to employees as required. Ensures employee training records are current and being properly maintained.
 - 12) Routinely reports any safety issues to site IIPP Implementation Official with recommended corrective action(s).
 - 13) Knowledgeable of site rules and regulations and enforces them as they apply to respective work area.
 - 14) Responds to employee safety suggestions and concerns in a timely manner.

Management/Supervisors/Principals: Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from site to site, it is expected that an unrelenting effort will be directed toward controlling liabilities.

- 1) Assists employees in receiving adequate safety training to meet their responsibilities.
- 2) Monitors safety performance of subordinates and sees that they are held accountable for their safety responsibilities.
- 3) When necessary, ensures that accident reports are completed with/by subordinates to ensure proper actions have been taken; reporting to Site Safety Official for further action.
- 4) Working in conjunction with IIPP Implementation Official and Site Safety Official, ensures prompt corrective action is initiated to correct unsafe conditions and/or unsafe acts in a timely manner based on the severity of the hazard, when feasible.
- 5) When made aware of an imminent hazard, ensures exposed personnel are removed from the area except those necessary to correct the existing condition, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.

- 6) Working in conjunction with IIPP Implementation Official and Site Safety Coordinators, instructs each new and/or transferred employee on the hazards of the job or task that the employee will be assigned. Properly utilizes established safety orientation checklist (New Employee Safety Orientation Checklist page 21). Ensures that employees understand and properly follow work procedures that are established for their safety.
- 7) Routinely makes safety observations and ensures prompt corrective actions are initiated to eliminate unsafe conditions and acts.
- 8) Knowledgeable of site rules and regulations and enforces them as they apply to respective work area.
- 9) Responds to employee safety suggestions and concerns in a timely manner.

Faculty/Staff/Volunteer(s): While working on District property, faculty, staff, and volunteers shall do the following to promote a safe environment.

- 1) Adheres to school site safety rules and practices.
- 2) Takes responsibility for work area by:
 - a) Wearing any required personal protective equipment (PPE).
 - b) Performing work assignment(s) in a safe manner.
 - c) Correcting unsafe conditions and practices over which they have control.
 - d) Maintaining cleanliness and good housekeeping.
- 3) Immediately reports all accidents and injuries as well as symptoms of chemical exposure to management/supervisor.
- 4) Immediately reports unsafe conditions or practices to management/supervisor.
- 5) Knows emergency procedures and role in an emergency.

Compliance with Safety Rules & Practices

Positive recognition and incentives are valuable in establishing good safety practices and procedures. However, coaching, training/retraining, and disciplinary action are occasionally needed. This policy is to provide a procedure for encouraging and enforcing compliance with safety rules and practices, and to comply with Title 8 of California Code of Regulations, Section 3203.

Responsibilities

Supervisors/Principals:

- 1) Each supervisor/principal is responsible for monitoring the safety performance of their employees and to respond immediately when a concern about safety performance exists.
- 2) Each manager/supervisor is responsible for:
 - a) Being a role model for their employee(s).
 - b) Using positive reinforcement to recognize employee safe practices.
 - c) Immediately correcting observed unsafe behavior/practices.

Site Safety Official:

- 1) The Site Safety Official and/or Lead M & O Custodian is responsible for recommending safety incentive and recognition programs to the IIPP Official for special training or retraining programs, where indicated, to help ensure compliance with new or existing safety practices/procedures.
- 2) The following additional safety-related situations may be cause for coaching or corrective action:
 - Accidents occurring when an employee was noted to be breaking a safety practice or was not following the proper procedure due to a fault of their own.
 - An employee having three or more accidents in a calendar year.
 - An employee causes an injury to another employee due to an unsafe practice or rule violation.

Procedure

- 1) A supervisor/principal observing an employee in an unsafe practice/behavior, safety rule infraction, or displaying a general poor safety attitude should coach the employee and attempt to determine the reason for the behavior. If the cause/reason is due to lack of training, the employee is to be trained/retrained as appropriate.
- 2) If problems persist, and the supervisor/principal believes that disciplinary action is indicated, they will communicate with Human Resources Services to determine appropriate action according to the District personnel policy for disciplinary action applicable bargaining unit agreement with the discipline being appropriate to the seriousness and frequency of the offense.

District/Site Safety Rules/Code of Safe Practices

The District makes every effort to provide safe facilities and adequate equipment for the protection of its employees. It is the employee's responsibility to take every precaution to ensure that their action(s) or the action(s) of others will not lead to an injury or damage of District property.

The following safety rules have been formulated as a general guide to all employees for prevention of accidents and injuries. It should be made clear that these rules do not constitute all safety requirements at the site. All established safety rules, regulations, and procedures will be uniformly applied and enforced by management.

In the best interest of all concerned, disciplinary action may be taken when any of these safety rules or specific safety guidelines are disregarded.

- 1) **NO SMOKING**: Smoking is prohibited on District property.
- 2) **INJURIOUS OBJECTS**: Firearms, weapons, illegal drugs and alcoholic beverages are not permitted on school property.
- 3) **DRUGS & ALCOHOL**: The use or presence of any substance which may impair an employee's ability or alertness will not be tolerated on District property. No person shall be knowingly permitted to work while the employee's ability or alertness is impaired.
- 4) **PERSONAL PROTECTIVE EQUIPMENT**: Personal protective equipment (PPE) is required for the personal safety of employees performing specific duties and must be worn when specified.

- 5) **SAFETY NOTICES AND TAGS:** Safety signs and danger tags are used to warn employees and visitors of accident hazards. A lock-out/tag-out system identifies equipment that is **NOT** to be operated, energized or used. All lock-out/tag-out notices and procedures must be observed and obeyed. Notify other individuals in your area who might be endangered by the work you are doing.
- 6) **SAFETY DEVICES AND GUARDS:** Employees are required to use the safety devices and guards installed on machines and equipment they operate. The employee is responsible for ensuring all safeguards are operable and in place. If they are not, **STOP** and notify the supervisor.
- 7) **DO NOT OPERATE UNLESS AUTHORIZED:** Only authorized persons are permitted to operate, repair, or adjust machinery and equipment. Do not operate equipment that you are not trained on and familiar with.
- 8) **POWERED INDUSTRIAL EQUIPMENT:** Only authorized persons are permitted to operate powered industrial equipment and must follow applicable safety rules and guidelines associated with its operation.
- 9) **SEEK HELP:** If you are unsure of the safe method to do your job, **STOP** and ask your supervisor.
- 10) **REPORTING OF INJURIES:** Every injury, no matter how minor, must be reported to your supervisor promptly.
- 11) **REPORTING OF HAZARDS:** Any unsafe condition(s) or unsafe practice(s) must be reported immediately to a supervisor. Every employee is expected to take safety seriously.
- 12) **HOUSEKEEPING:** Employees are required to keep their work areas clean at all times. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or fire lanes. Spills are to be cleaned-up immediately.
- 13) **PROPER LIFTING TECHNIQUES:** Always use the proper lifting technique(s). **Never** attempt to lift, carry, push or pull an object which is too heavy. Contact a supervisor when help is needed.
- 14) **CHEMICALS & HAZARDOUS SUBSTANCES:** Safety Data Sheets (SDS) are part of the District's Hazardous Communications Program and are kept in several locations on site, which include the front office, the main custodial office and online at <http://hq.msdsonline.com/wsgjpas> – *MSDSonline*. Do not use any new chemical without reading the label or consulting the SDS to see if there are health, and/or physical safety hazards, and/or personal protective equipment recommendations/requirements. If unsure, employee should contact his/her supervisor prior to use of chemical.

Employee Safety Communication

Communication between management and employees on matters of safety is of primary importance in order to have an effective IIPP. In addition, Title 8 of the California Code of Regulations, Section 3202 requires every employer to have a means of communicating with employees without fear of reprisal. The primary means of communicating with employees may include: safety committee; personal safety contacts; group safety meetings; written communications; bulletin boards and posted notices; and a safety suggestion system.

Procedures

General Group Safety Meetings:

- 1) Safety meetings with employees are another effective training tool and should be held, on a quarterly basis. These safety meetings may take place in the course of a general staff meeting.
 - a) Topics should be chosen that are pertinent to the job-related safety or health of the group and include open discussion of the topic to insure employee understanding.
 - b) It is also important to solicit suggestions from employees on means for improving their job safety.
- 2) All group safety meetings are to be documented with the date, safety topic presented, employees' names/signatures, name of the supervisor, and name of the presenter if other than the supervisor. Documentation is important for purposes of Cal/OSHA compliance and will be maintained by site.

Personal Safety Contacts:

- 1) Personal contacts between the supervisor and employee to instruct or discuss safety topic(s) related to the employee's work are powerful tools for developing favorable employee behavior toward safety and accident prevention.
- 2) Document personal contacts with employees on matters of health and safety. Record will contain a history of what was discussed with an employee and date(s) of conversations.

Written Communications:

- 1) Dated written communication of health and safety topics, practices or matters of interest will be used in certain situations, particularly to convey important new or revised policies and procedures.

Bulletin Boards and Posted Notices:

- 1) At least one bulletin board should be available for posting of required government notices such as the required Cal/OSHA and Workers' Compensation notices. It may also be used to post safety rules and important policies, procedures, safety committee minutes, meeting notices, and safety topic posters.
- 2) Bulletin boards will be located at major employee congregating points.
 - a) The boards are to be properly maintained in a neat and orderly manner and items posted are to be timely and latest revision.
 - b) The Director of Human Resources, in conjunction with site designee, will be responsible for maintaining the bulletin board and controlling the notices placed thereon.

Safety Suggestion System:

- 1) As required by Title 8 of the California Code of Regulations, Section 3202 the District/site safety suggestion system can be used for submitting safety suggestions or concerns without fear of reprisal. Employees may submit suggestions either by name or anonymously.
- 2) Suggestions will be reviewed by the Safety Committee and recommendations will be made to District and/or site management as appropriate. Written responses will be sent to employee or posted, if sent anonymously.

Safety Committee

The District Safety Committee, in conjunction with the School Site Councils, is established as a means of communication between employees and management on matters of health and safety. Its main objective is to involve employees and management in a common effort for the continuous execution of the IIPP.

Procedures

Organization and Administration:

- 1) The District Safety Committee and School Site Councils will be comprised of, but not limited to, representatives of management, supervisors and employees of the site/facility/district. Members will serve on a rotational basis.
- 2) Management representatives will be appointed by the IIPP Implementation Officials. Employee representatives will be seated according to guidelines of bargaining unit agreements and site representation.
- 3) The Safety Committee shall meet on a regular basis and no less than quarterly.
- 4) The meetings are to follow an established agenda and include, but not be limited to, the specific items included in the "Responsibilities" Section.
- 5) A Coordinator will be selected to serve for a minimum one-year period. Duties of the Coordinator will be to establish meeting agendas, coordinate committee activities, and assign committee member responsibilities.
- 6) A written record of each meeting covering the meeting date, persons in attendance, and the health and safety issues discussed (at a minimum) will be made available to all employees. The written record will be retained for as long as required by district policy.

Responsibilities:

The Site Safety Committee shall have the following specific responsibilities:

- 1) Reviews results of periodic scheduled worksite inspections.
- 2) Reviews investigations of occupational accidents and cause(s) of incidents resulting in injuries, illnesses or exposure(s) to hazardous substance(s). Where/when appropriate, submits suggestions to site IIPP Implementation Official for the prevention of future incidents.
- 3) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, conducts its own inspections or investigations to determine remedial solutions.
- 4) Reviews employee safety suggestions. Submits recommendations to assist management in the evaluation of suggestions.
- 5) In event of a Cal/OSHA citation, can verify (to the California Division of Occupational Safety and Health) that the action(s) taken by site management to abate the citation(s) are as required.
- 6) Conducts an inspection of the site, as described in the **Safety Inspections** Section of this Program.
- 7) Recommends new safety policies or procedures to designated site IIPP Implementation Official and/or Site Safety Official.

Hazard Evaluations & Safety Inspections

Hazard evaluations and scheduled inspections are essential to an effective IIPP in order to identify and eliminate hazards, and unsafe conditions and work practices.

Procedure

- 1) Supervisors should, as a general practice, make a daily informal inspection of the areas under their supervision for the purpose of detecting unsafe work practices and conditions.
- 2) An operations staff member or designee will make a daily formal inspection of the facility including the exterior of buildings and grounds. A copy of the "Daily Site Inspection Checklist" (Inspection Checklists starting on page 22) will be submitted at the end of the month and kept with the IIPP and the Maintenance and Operations office and will be maintained for no less than five (5) calendar years.
- 3) A special hazard evaluation inspection will be made by management and/or designee when made aware of a new or unrecognized hazard.
- 4) All formal safety inspections will be documented. Informal daily inspections will be documented and maintained at the site and at the Maintenance and Operations office for a period of no less than three (3) calendar years. When hazards are noted that cannot immediately be corrected, a work order will be prepared and tracked until such time as the hazard has been corrected.
- 5) Copies of the inspection checklist will be submitted to the Site Safety Official.
- 6) The formal annual inspection report will be submitted to the site Principal, Superintendent, Chief Financial Officer and Director of Human Resources for corrective action.
- 7) Tagging of Unsafe Facilities or Equipment: Facilities and equipment noted to be unsafe for use should be immediately tagged. If a facility or piece of equipment is unsafe or reflects an imminent danger, a written report is to be submitted to IIPP Implementation Official and/or Site Safety Official immediately.

Correction of Unsafe Conditions or Work Practices

A procedure to assure that timely corrective action is taken whenever unsafe conditions, work practices, procedures or behaviors are observed or discovered is an essential element of an effective IIPP. In addition, a system for correcting hazards is required to comply with Title 8 of California Code of Regulations, Section 3203 when feasible.

Procedure

- 1) Unsafe conditions and/or acts will be corrected as soon as possible. When a hazard exists that cannot be immediately corrected without endangering employees and/or property or, if funds are unavailable, IIPP Implementation Official or their designee will see that:
 - a) all exposed personnel are removed from the area except those necessary to correct the hazardous condition, and
 - b) the employees involved in correcting the hazardous condition(s) are provided the necessary safeguards.

- 2) Hazardous conditions or procedures for which no corrective action can be determined will be brought to the attention of the Site IIPP Implementation Official for assistance in resolution.
- 3) A hazard corrective action log will be kept by Transportation through their work order system. This log will be kept to track corrective action taken on any hazards or tangible safety concerns reported in inspections, and accident investigations.
- 4) Time specified for corrective action is to be appropriate to the severity of the hazard using the guidelines in Table I below.

TABLE I

SEVERITY CLASSIFICATION	CORRECTION SCHEDULE
<p style="text-align: center;"><i>IMMINENT</i></p> <p>A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, or material.</p>	Isolate (barricade) or remove from service.
<p style="text-align: center;"><i>SERIOUS</i></p> <p>A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive.</p>	Complete corrections within specific time period (Completion date should be 30 days or less, when feasible).
<p style="text-align: center;"><i>MINOR</i></p> <p>A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage.</p>	Schedule corrections into routine maintenance program (when feasible).

Accident Investigation and Reporting

Investigation of accidents is a requirement of Title 8 of California Code of Regulations, Section 3203. Accident investigation is important to determine cause and to implement corrective action to prevent further occurrences.

Scope

- 1) Investigations should be conducted for all incidents.
 - a) The California Division of Workers' Compensation requires every employer to file "Employer's First Report of Injury" and a "Workers' Compensation Claim Form (DWC 1)" on each injury involving medical attention beyond that of first aid.
 - b) Cal/OSHA regulations require that the nearest Cal/OSHA District Office be notified within 24 hours of any fatality or serious injury. A serious injury is defined as hospitalization for more than 24 hours (for reasons other than observation), loss of any member of the body, or any serious degree of permanent impairment.
 - c) The District requires all staff to follow instructions for work related injuries. Steps are included under the heading of District/Site Specific Injury Reporting.

Employee Safety Orientation and Training

Employee safety awareness is needed to instill and maintain safety education and awareness and to ensure that employees have been advised of general safety practices and the hazards associated with their job assignments. Employee safety training is required by Title 8 of California Code of Regulations, Section 3203.

Scope

- 1) Employee training will be provided to new employees, employees given new job assignments, when a new piece of equipment is introduced into the work environment, if and when necessary or required, on-going general safety awareness training and special skills training.
- 2) Employee training must be documented, as required by Title 8 of California Code of Regulations, Section 3203, and will include the following information, at a minimum: date(s) of training, subject/topic covered, employee's name and trainer's name. This is included as Exhibit B.

Procedure

Employee Safety Orientation and Job Safety Instruction:

- 1) All new employees will be provided a safety orientation.
- 2) The employee's immediate supervisor will be responsible for providing the safety orientation and job instruction training.
- 3) The safety orientation program will cover at a minimum:
 - a) IIPP (as it relates to Title 8 of California Code of Regulations, Section 3203) and the employee's responsibility to participate.
 - b) General facility safety rules and the means for ensuring their compliance. Focus should be on the site's desire to maintain a safe and healthy work environment.
 - c) Housekeeping and cleanup requirements for the job and area for which they will be responsible.
 - d) Personal protective equipment and clothing requirements. The reason for the equipment or clothing should be explained, along with its proper use, care, and maintenance.
 - e) Procedures for obtaining first aid and reporting injuries, and the need to complete the required forms.
 - f) Procedures for reporting hazards or safety concerns. The suggestion system that can be used to protect their anonymity must be covered. However, the employee should be strongly encouraged to report any hazards or concerns immediately to a supervisor so that it can be promptly corrected.
 - g) The specific hazards to which they may be exposed on their job assignment. Typical exposures could be overhead material handling equipment, noise, flammable or toxic chemicals, electrical hazards, manual materials handling, etc. The supervisor must explain each hazard in detail. Do not take for granted that prior to explanation the employee understands the hazards related to the subjects covered.
 - h) The fire hazards and controls to which they might be exposed.
 - i) If chemicals are involved on the job: Hazard Communication and/or Chemical Hygiene

Programs trainings.

- 4) The "Employee Safety Orientation Checklist" will be used to record the employee's safety orientation. The checklist will be initialed by the trainer as each item is covered and signed by both the trainer and the employee upon completion. The checklist will be retained in their employee file.
- 5) After completion of the safety orientation, the employee will receive job instruction training from their immediate supervisor. This training may be conducted with the help of an experienced employee skilled in the assigned job.
- 6) The job instruction training will cover the specific hazards and safety precautions to be taken as part of the job(s) or task(s) to be done. Job instruction training will be documented on the "Employee Safety Orientation Checklist" and documentation will be retained.
- 7) Supervisors should be sure employees understand safety requirements. Employees' work habits and practices should be frequently monitored to ensure they are working safely and understand their job and the hazards associated with their job. Positive reinforcement of proper and safe work practices is to be stressed. However, if improper or unsafe practices are noted, supervisors should immediately retrain and/or coach employees in the correct procedures. Repeated violations should not be permitted. Disciplinary action following appropriate procedures should be taken.

Employees Given New Job Assignments:

- 1) All employees participating in new job assignments will be provided with job instruction training.
- 2) If the employee has prior experience performing the job, any changes in the past job procedures must be communicated, particularly any additional safety measures that have been implemented since last performing the job.
- 3) The supervisor is responsible for testing the employee's level of job knowledge allowing the employee to work alone.

Special Skills Training:

- 1) The site IIPP Implementation Official and Site Safety Official will work with appropriate supervisor/department head to establish and coordinate special skills training.
- 2) Special skills training will be scheduled as needed. Special skills training may include:
 - a) CPR/First Aid
 - b) Bloodborne Pathogens
 - c) Fire Extinguisher Training
 - d) Forklift Training
 - e) Electrical Safety
- 3) The skill level of an employee, is to be closely monitored by their supervisor and, if deemed necessary, retraining/additional training provided.

Health and Safety Training

Awareness of potential health and safety hazards, including knowledge of how to control such hazards, is critical in maintaining a safe and healthy work environment and prevention of injuries, illnesses and accidents.

This district is committed to instructing all employees in safe and healthful work practices. To achieve this goal, training that involves general and specific safety procedures will be provided.

1) Training will be provided as follows:

- a) Upon hiring;
- b) When an employee is given a new job assignment;
- c) When new substances, processes, procedures or equipment are introduced into the workplace;
- d) When the District is made aware of a new or previously unrecognized hazard
- e) As deemed necessary.

2) Areas of Training

Required trainings will be dependent upon job classifications and tasks. Determinations of required trainings may be specific to the individual sites.

3) Documentation of Training

All employee training must be documented, as required by Title 8 of California Code of Regulations, Section 3203, and will include the following information, at a minimum: date(s) of training, subject/topic covered, employee's name and Trainer's name. Documentation shall be maintained.

Communication with Employees on Health and Safety Issues:

1) Safety Tips – communicated to employees at meetings, postings, and other sources.

2) Emergencies

a) Emergency Action Plan:

- i) “Emergency Procedures” are posted in every classroom and throughout the office area.
- ii) A written “Emergency Evacuation Map” is maintained, posted in classrooms, office area and reviewed annually.

3) Bloodborne Pathogen Program - The Bloodborne Pathogen On-Line Training Program is reviewed and updated annually.

4) Hazardous Materials and Chemical Safety - Hazardous Communication and Chemical Hygiene programs are maintained and reviewed annually.

District/Site Specific Injury Reporting:

Employees who are injured at work must report the injury immediately to their supervisor. Students who are injured or involved in an accident should report the incident to their teacher. If emergency medical treatment is needed, call 911.

Work-Related Injury Steps for Employees:

- 1) Call the 24-hour Injury Care Line (877-247-7710).
- 2) Always notify the Office Manager or Supervisor of your site/department of a work-related injury immediately. Request DWC-1 from District Benefits Team.
- 3) Complete and sign the EMPLOYEE SECTION of the DWC-1 form (given to you by the District Benefits Team) and return it to the Office Manager or Supervisor of your site/department immediately. The Office Manager will have your supervisor review and sign EMPLOYER SECTION and send it to the District Benefits Team.
- 4) Time to attend doctor appointments for work-related injuries is not covered by workers' comp/industrial leave; you must use sick or vacation time to cover appointments that occur during work hours.
- 5) Each time you see your workers' comp doctor; they will provide you with a work status report. If they don't automatically provide you with this report each time, request it before leaving.

It is your responsibility to provide a copy of this report to the Office Manager or Supervisory of your site/department immediately following your appointment (same or following day) - the Office Manager/Supervisor will forward the report to the District Benefits Team.

- 6) Industrial leave applies only if your work status report specifically states "off work". If restrictions are listed, the District will determine if the restrictions can be accommodated; if they cannot be accommodated by the District, your time will also be covered by industrial leave.

If you cannot perform your regular duties within your restrictions, the District may place you in a temporary assignment where your restrictions can be accommodated.

- 7) The District's workers' comp administrator is InterCare – you will receive documentation from an InterCare representative, who will assist you via phone and correspondence with your claim.

Fire Prevention

District employees should observe the following guidelines for fire prevention:

- 1) Always take precautions to prevent fires.
- 2) Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
- 3) Access to fire pull stations and fire extinguishers must be kept clear at all times. Make note of the location of fire pull stations and firefighting equipment in your work area.

- 4) Never use gasoline or flammable solvents for cleaning purposes.
- 5) Smoking is prohibited on all District property.
- 6) In case of fire, employees and students shall consider the safety of themselves and other individuals before saving property.
- 7) Classroom decorations, combustible artwork and teaching materials shall not exceed 50% of the total wall space in a classroom which is protected by an automatic fire sprinkler system. Classrooms which are not protected by an automatic fire sprinkler system shall not exceed 20% of the total wall space with decorations, combustible artwork and teaching materials.
- 8) Artwork and decorations should not be hung from/or near fire sprinklers.
- 9) Keep materials, equipment, and tools out of walkways and stairways at all times.

Employee Hazard/Safety Concern Form

The “Notice of Hazard/Safety Concern” form (Exhibit A) is for use by employees who wish to report an unsafe workplace condition, practice or behavior, and/or provide a safety suggestion. Employees are advised that reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety. Employees may submit anonymous reports. Reports filed anonymously will have the results posted on the employee safety bulletin board.

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard (Title 8 of California Code of Regulations, Section 3203) and advise the employee who provided the information or the workers in the area of the employer's response.

Submitted forms shall be investigated promptly, as required by the Injury and Illness Prevention Program (Title 8 of California Code of Regulations, Section 3203). All resulting information shall be communicated to the employee who submitted the report, as well as any other employee(s) affected by the reported hazard or safety concern.

Hazard Communication. Material & Chemical Safety

District employees who routinely utilize hazardous materials or chemicals must always:

- 1) Read all warning labels and Safety Data Sheets (SDS) before using any chemicals. SDS contain personal protective equipment information and safety information and are available in the office, main custodial room and online at msdsonline.com.
- 2) Hazardous materials shall be handled in accordance with the SDS and warning labels. If protective equipment is required, use it.
- 3) Appropriate eye and/or face protection must be worn when working with hazardous materials or chemicals.
- 4) Mixing of chemicals is prohibited unless required by the label. BEFORE YOU MIX CHEMICALS YOU MUST REVIEW THE SDS.
- 5) Always wash your hands thoroughly after handling chemicals even if you were wearing

protective gloves.

- 6) Never use solvents for hand cleaning.
- 7) Store all hazardous materials properly in suitable containers that are properly labeled.
- 8) Use chemicals only in well-ventilated areas.
- 9) When using secondary containers, ensure that they are labeled as to their contents and hazards.
- 10) Do not disturb any suspected asbestos-containing materials. STOP what you are doing and notify your supervisor. If you are not sure, STOP and ask.
- 11) Hazardous wastes shall be disposed of in the appropriate waste streams and hazardous wastes shall only be disposed of in approved waste accumulation areas.

COVID-19 Supplement

Policy

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA [Interim General Guidelines on Protecting Workers from COVID-19](#) and the Injury & Illness Prevention Program ([Title 8 Section 3203](#)) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID- 19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Responsibilities

SUPERINTENDENT/DIRECTORS/PRINCIPALS have the authority and responsibility for:

- 1) Implementing the infection control measures as outlined in this supplement.
- 2) Ensuring the outlined sanitation and disinfection efforts are conducted.
- 3) Conducting regular inventories to ensure all needed supplies and personal protective equipment (PPE) are available.
- 4) Making certain COVID-19 training (as outlined in the training section) is conducted and documented for all employees.

Managers & Supervisors

Managers and supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Employees

All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Compliance

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- 1) Informing employees of these requirements in a readily understandable language.
- 2) Training all employees on the infection control measures.

Communication

All employees will be trained on the infection control measures in a form readily understandable by all. Our communication system encourages all employees to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards anonymously.

Hazard Assessment & Infection Control Measures

The IIPP regulation requires us to conduct a hazard assessment to identify, evaluate, and implement control measures whenever we are made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

The District will follow the most stringent prescribed Hazard Assessment and Infection Control Measures from the CDC, California State Department of Public Health, and the Marin County Department of Public Health.

Infection Control Measures

Administrative Controls

All sick employees will be actively encouraged to stay home.

- 1) Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- 2) Employees who return to work following an illness are required to report any recurrence of symptoms.

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces are cleaned with soap and water prior to disinfection. These procedures should include:

- 1) Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID- 19.
- 2) Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- 3) Ensuring there are adequate supplies to support cleaning and disinfection practices

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing. Use the AB685 letter that is part of the [Updated Protocol for Positive Cases.docx \(sharepoint.com\)](#)

CDPH Protocols (as of 1/19/24) for persons testing positive are as follows:

- 1) Students/staff should isolate until symptoms until they are fever free for 24 hours without using medication.
- 2) **For students: Mask** when you are around other people indoors for the 10 days* after you become sick or test positive (if no symptoms).
 - a. You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
- 3) **For staff (as per Cal/OSHA):** Staff are **required to mask** for 10 days from symptom onset or positive test date (if no symptoms) upon return to work.
- 4) If 3 or more employees within a school or workplace become infected, this must be reported to the Marin County Public Health office through SPOT Tracking.
- 5) If 5% or more of students become infected within a school, this must be reported to the Marin County Public Health office through SPOT Tracking.

Rebound of COVID-19 symptoms

Students/staff should isolate until symptoms until they are fever free for 24 hours without using medication.

Hazard Correction

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at

<https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>.

Cal/OSHA's Q&A on Executive Order N-62-20 is available at

<https://www.dir.ca.gov/dwc/Covid-19/FAQs.html>

Exhibit A – Notice of Hazard/Safety Concern

STOP! Do not use this form to report an emergency.
You may remain anonymous if you wish.

Name of reporter (**not required**): _____

Date of report: _____ Time of report: _____

Site: _____

Contact information (phone, e-mail – **optional**): _____

TYPE OF HAZARD/SAFETY CONCERN

Check only one.

☐ GENERAL HEALTH & SAFETY

☐ ENVIRONMENTAL

☐ SECURITY

☐ OTHER

☐ FIRE CODE

☐ WORKPLACE VIOLENCE

DESCRIPTION OF HAZARD/SAFETY CONCERN

Location/Building: _____ **Room #** _____

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it, and any action(s) you have taken to address it:

(2) Please ***describe any suggestions*** regarding how a process or duty you perform in your work environment can be performed more safely.

Send completed form to IIPP Implementation Official or Site Safety Official
(back of form)

IIPP Implementation Official or Site Safety Official Action

Reviewed on: _____(date) **Assigned to:** _____(name)

Signature

Date

Reporter advised of resolution:

Signature

On This Date

Exhibit B – Site Safety Coordinators (principal/lead M & O custodian)

School/Business Site	Safety Coordinator Name
Hamilton	Bryan Clement, Principal
Loma Verde	Tehniat Cheema, Principal
Lu Sutton	Karen Freemantle, Principal
Lynwood	Lauren Menchavez, Principal
Olive	Lori Nuno, Principal
Pleasant Valley	Tony Quan, Principal
Rancho	Catherine Nam, Principal
San Ramon	Amanda Langford, Principal
San Jose Middle	Whitney McEachern, Principal
Sinaloa Middle	Eleanor Marsh, Principal
Novato High	Liz Seabury, Principal
Performing Arts Center Facilities	Steven Hess
San Marin High	Andy Boone, Principal
Hill Education Center	Kessa Early, Principal
Novato Charter School	Justin Tomola
District Office	Francesca Whitcomb
FANS (Food Services)	Cody Williams
Maintenance & Operations	Trevor Smith
Transportation	Melissa Remy

Exhibit C – General Safety Training Record Log

EMPLOYEE TRAINING RECORD

[illegible]

Exhibit D – Employee Safety Orientation Checklist

Employee:		Dept.:	
Topic Covered	Date	Supervisor Initials	
IIPP			
General Safety Rules			
Housekeeping & Clean-up			
Personal Protective Equipment/Clothing Requirements			
First-Aid & Injury Reporting			
Reporting of Safety Hazards			
Job Specific General Hazard Awareness			
Fire Hazards & Controls			
Hazard Communication Program			
Emergency Procedures			
Bloodborne Pathogens			
<div style="border-top: 1px solid black; margin-top: 5px;"></div>	<div style="border-top: 1px solid black; margin-top: 5px;"></div>		
Employee's Signature & Date	Supervisor's Signature & Date		
Job Instruction Training			
Job/Task/Operation	Date	Supervisor Initials	
1.			
2.			
3.			
4.			
<div style="border-top: 1px solid black; margin-top: 5px;"></div>	<div style="border-top: 1px solid black; margin-top: 5px;"></div>		
Employee's Signature & Date	Supervisor's Signature & Date		

Exhibit E – Custodial Daily Site Inspection Checklist Cover

[illegible]

PLEASE SUBMIT TO M & O NO LATER THAN THE 10TH OF NEXT MONTH

Exhibit F – Custodial Daily Site Inspection Checklist

Site:		Date of Inspection : ____/____/ 202 ____		
	Inspection Item	Yes*	No	Comments/Date Corrected
1	Fences, Gates good repair. Secured.			
2	Pavements & Walks: Clean, free of trip hazards, cracks and holes.			
3	Grounds: playgrounds, fields and lawns free of holes, pooled water, other hazards.			
4	Trash barrels well distributed, not over half full.			
5	Trash / Recycle Dumpster Area clean, lids closed, and free of standing liquid.			
6	Play/Field Equipment Checked: Ground surface and mechanical condition good.			
7	Flammable liquids labeled, properly stored, away from heat or source of ignition, and 10 gallons or less.			
8	Custodial/Utility Rooms secured.			
9	Classroom doors unblocked, functional.			
10	Fire sprinkler system (if applicable) unblocked.			
11	Fire extinguishers must be mounted and charged. Inspector must initial back of Fire Extinguisher service tag monthly.			
12	Exit signs, parking lot lighting, outside area lighting.			
13	Utility Rooms and Electrical Panels accessible.			
14	Restroom OK, supplied, lighted, free of graffiti.			
15	Extension Cords: good condition and ground prong in place, not permanent.			
16	Electrical: covers, switch plates in place, intact. No exposed conductors,			
17	Personal Safety.			
18	Chemicals: Approved cleaning products only.			
19	Flooring.			
20	Sanitation.			
<p>*YES is the desired response. NO shows a deficiency and should be cleared immediately by yourself, or a work order generated (enter date and WO #). Standards on p.2 for Bold numbers.</p>				

Signature, Inspector _____ Signature, Reviewer _____

ITEM	INSPECTION ITEMS	SECONDARY SITE CRITERIA/STANDARD OR NOTES
	This inspection focuses on conditions that change rapidly. It provides a basic review of facilities that should be checked daily throughout the site. Criteria are provided here for selected items.	
1	Fences and Gates	Graffiti removed; no hazards of loose wire, broken parts, and gates secured during school hours, no evident passage under or over fences.
2	Pavements, Walks	Cracks larger than ¼ inch or lifts greater than 3/8 inch should be filled or ground down. Holes bigger than 2 inches across should be filled level to surface. Rocks, trash, food should be removed immediately.
6	Play/ Field Equipment	<u>Play</u> : Check for proper depth of cushion material, grooves under slides and swings raked level, bolts tight, no loose, broken or hardware worn below 50%, walkways, platforms, and stairs swept as needed. Check underside for spiders. <u>Field</u> : Loose wires, broken backstop or ball wall boards, unprotected, unsecured bolts, and other hazards.
8	Custodial / Utility Rooms	Custodial / Utility Rooms well organized and secured. Shut-off wrenches are stored and labeled so they can be found in an emergency. Ladders are in good repair and a fiberglass ladder is available for changing lamps. Wet floor signs are available in adequate number and are used.
9	Classroom Doors	Not obstructed, open freely and close automatically.
10	Fire Sprinklers	Where emergency sprinklers are installed there must be 18" of clear space from the fixture down, across the room. (No boxes or obstructions to the water flow).
11	Fire Extinguishers	Document monthly the observation of each portable extinguisher on the tag or a separate log. Note the extinguisher is 1) hung on its bracket near or beyond the exit, 2) marked by sign, 3) sealed, 4) charged, and 5) undamaged.
12	Emergency Lighting	Lighted exit signs are always on; emergency lighting is either pushed-to-test or observed that emergency lights are on. Parking and exterior afternoon and night lighting is functioning.
13	Utility Rooms and Electrical Panels accessible	Electrical panels have a minimum clearance of 36" in front of them. Electrical, elevator, and fire sprinkler closets and rooms are to be free and clear of any product (cannot be used as storage areas).
14	Restrooms	Well stocked, clean, trash emptied, and free of graffiti.
15	Extension Cords	Used only for temporary power supply. Cord routed or secured by tape to control tripping hazard. No breaks in outer cover. Temporary repairs or splices not allowed. An extension cord cannot supply an extension (chaining). They cannot be run under carpets although temporary placement under a mat could be used to reduce a tripping hazard.
17	Personal Safety	Appropriate personal protective gear: safety glasses, goggles, gloves, back supports, and non-skid footwear are readily available. Bloodborne Pathogen spill kits are available. All cleaning chemicals are labeled and stored in a safe manner. Secondary labels are in place. SDS books are current and in plain view.
18	Chemicals Secured/SDS	Chemicals limited in quantity and hazard in school rooms. Fewer products the better. No flammables, insecticides or poisons. SDS on file at the school for all except (warning labeled) consumer products. Instructional chemicals should be put away nightly.
19	Flooring	No tripping hazards or clutter. Carpet edges secure and free of rips and tears. Floor tiles not loose or broken.
20	Sanitation	No food residue should remain in the kitchen area on the floor, on or under counters, or appliances after the area is cleaned each day, Food area trash containers emptied daily.