

# **INJURY AND ILLNESS PREVENTION PROGRAM**

## **Junction City Elementary School District**

### **Reviewed/Revised February 2024**

#### **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) administrator, Christine Camara, Superintendent has the authority and responsibility for implementing the provisions of this program for Junction City Elementary School District. Contact Christine Camara at 530-623-6381 or [ccamara@jcesd.org](mailto:ccamara@jcesd.org).

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available at [www.jcesd.org](http://www.jcesd.org) and at Junction City School 430 Red Hill Road Junction City, Ca 96048.

#### **COMPLIANCE**

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

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. We recognize our employees that consistently perform safe and healthful work practices by informal recognition of safety practice and formal recognition of individuals or groups for safety performance;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: When it becomes necessary, our company reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include, but are not limited to verbal warning (documented) for minor offenses, written warning for more severe or repeated violations, and suspension without pay, if verbal and written warnings do not prove to be sufficient.
- Other means that we use to ensure employee compliance with safe and healthful work practices include: Administration is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Administration is 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 include: 1. Informing workers of the

provisions of our IIP Program; 2. Evaluating the safety performance of all workers; 3. Recognizing superintendents who perform safe and healthful work practices; 4. Providing training to workers whose safety performance is deficient; 5. Disciplining workers for failure to comply with safe and healthful work practices.

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings will be conducted on a monthly basis at Junction City School. These meetings will be short (5-10 minutes), and will cover 1-2 specific subjects. Safety meetings are required by CAL/OSHA in order to successfully communicate important information to employees, as well as promote safety awareness. These meetings will be documented and will occur more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. Managers, supervisors, and employees will report any hazardous conditions or activities noted as a result of the formal monthly or quarterly inspections, and during daily routine operations. Hazards can be reported to their supervisors anonymously. There will be a safety suggestion box on site where notices can be deposited.
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include:  
It is this school's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the company safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing on the Safety Hazard Notice. All safety suggestions will be given serious consideration and each will receive a response. In turn, the school will provide current safety news and activities, safety reading materials, signs, posters and a bulletin board for easy access to information. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by Hutch Cavin, Plant Manager, and Christine Camara, Superintendent, according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- Identification of workplace hazards will be accomplished through a cooperative effort between management, supervisors, employees and safety consultants. Responsibility and accountability for effective hazard identification will be placed on all employees, at all levels. The methods employed will include: 1. Monthly company location inspections of the classrooms, shops, yards, storage areas, equipment, and office areas. These inspections will be performed by the Safety Director and/or the Safety Consultant. 2. Weekly job site inspections; performed by the Safety Director, Safety Supervisors and/or the Safety Consultant. Each location will perform at least one job site inspection each week. Inspections shall be made to identify and evaluate hazards: 1. when this program is first established, 2. whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and health hazard, and 3. whenever we are made aware of a new or previously unrecognized hazard prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- 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\*, and any other effective methods to identify and evaluate workplace hazards.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Hutch Cavin, Plant Manager; Christine Camara, Superintendent; Caroline Crockett, HR, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- 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 on the attached Identified Hazards and Correction Record\*.

## TRAINING AND INSTRUCTION

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

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become 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.

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

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- 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 isles clear, 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 good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.

- Proper food and beverage storage to prevent them from becoming contaminated.
- 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.**

## **RECORDKEEPING**

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist\* and the Identified Hazards and Correction Record\* and the Investigation/Corrective Action Report\*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record\*. This documentation is maintained for at least one (1) year.

IIPP Plan Reviewed/Revised: February 2024



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Christine Camara, Superintendent  
Junction City Elementary School District