

LAUSD
INJURY AND ILLNESS
PREVENTION PROGRAM
FOR SUPERVISORS AND EMPLOYEES

**As required by California Code of Regulations, Title 8,
Section 3203**

LOS ANGELES UNIFIED SCHOOL DISTRICT

HEALTH AND SAFETY POLICY

The safety of students and staff is the highest priority for the Los Angeles Unified School District. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District's ability to provide quality education. It is the District's position that all accidents are preventable.

Site administrators have primary responsibility for providing a safe working and learning environment, and are accountable for compliance with applicable health and safety requirements. All supervisory employees, from senior managers to first line supervisors share responsibility for ensuring the safety of students and staff.

Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

INJURY AND ILLNESS PREVENTION PROGRAM

- Is required by Cal/OSHA health and safety regulations for all District schools and sites.
- Reflects the District's policy on employee safety.
- Specifies procedures to maintain a safe and healthful workplace for employees.

INJURY AND ILLNESS PREVENTION PROGRAM

Consists of 7 components:

1. Designation of a responsible individual
2. Employee compliance with safety and health regulations
3. Communication of safety and health information to employees
4. Workplace hazard assessment and correction
5. Accident investigation and reporting
6. Employee training
7. Recordkeeping

INJURY AND ILLNESS PREVENTION PROGRAM

Designation of a Responsible Individual

The site administrator:

- has the overall responsibility for program implementation.
- may delegate safety activities to other personnel.
- must established a safety committee and designate a committee chair.

INJURY AND ILLNESS PREVENTION PROGRAM

Safety Committee:

- Is responsible for reviewing accident reports, regulatory notices and workplace safety concerns.
- May also include the following responsibilities:
 - Reviewing causes of work-related injuries and illnesses
 - Recommending corrective actions
 - Conducting periodic safety inspections
 - Implementing District safety & health policies and procedures

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Employee Compliance with Safety and Health Regulations

- Supervisors are responsible for enforcing safe work practices and mitigating hazards.
- Supervisors other safety responsibilities include:
 - employee orientation to job hazards, safe work practices and training
 - accident reporting and investigations
 - disciplinary action for failing to comply with safety requirements
 - maintaining employee training records

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Employee Compliance with Safety and Health Regulations

Employee are responsible for:

- Following safe work practices and procedures.
- Reporting unsafe conditions, work practices and accidents immediately to supervisors.
- Using personal protective equipment if required or as instructed by supervisors.

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Communication of Health and Safety Information to Employees

- Safety and health information is communicated to by District bulletins, memorandum, Safety Alerts, written programs and policies.
- Site administrators must provide employees with these documents by:
 - posting on employee bulletin boards
 - in-service training and new employee orientation
 - staff development sessions
 - safety committee and department meetings
- Employees are required to review information as applies to job classification.

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Workplace Hazard Assessment and Correction

Each District site must:

- Conduct semi-annual safety inspection
- Conduct daily walk through to identify hazards
- Correct hazards immediately
- Mitigate, tag or barricade hazards not corrected immediately

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Accident Investigation and Reporting

Site administrators must take the following actions after an accident:

- Provide first aid or medical treatment to injured or ill personnel
- Report injuries other than first aid to Sedgwick CMS (*See Reference Guide 1279*)
- Investigate the accident and accident site
- Interview employees and witnesses
- Complete an accident investigation report (Attachment G)
- Implement actions to prevent accident recurrence

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Accident Investigation and Reporting

Site administrators, supervisors or designee must notify Cal/OSHA within 8 hours to report serious Injuries*, illnesses or death of an employee (refer to page 1-6, Injury and Illness Prevention Program).

**A “serious injury” is defined as a death, amputation, permanent disfigurement, hospitalization for more than 24 hours for other than observation, or multiple worker injuries requiring hospitalization.*

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Employee Training

- Supervisors must train their employees on District safety policies and procedures; safe work practices; and provide specific training on hazards unique to the employee's job.
 - All safety training must be documented on the “Health and Safety Training Form” (attachment D) and filed at each site.
 - Supervisors must retrain employees with new job assignments or whenever new substances, processes, procedures or equipment are introduced to the workplace.

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Recordkeeping

Retain the following documents on site for at least 5 years:

- Safety Inspection reports
- Regulatory citations (report all citations immediately to the Office of Environmental Health and Safety)
- Corrective Action Notices (issued by Office of Environmental Health and Safety)
- Safety Committee meeting minutes
- Cal/OSHA Form 300 “Summary of Occupational Injury and Illnesses
- Employee Injury/Accident Investigation reports
- Workers’ compensation claim reports (refer to Reference 1279)
- Employee health and safety training records

REVIEW

1. **T** or F. Every District employee has some role in site safety.
2. Name ways site administrators can communicate safety information to employees.

District bulletins, memorandum, safety alerts, policies, board resolutions, written programs.

3. What should an employee do if they notice a safety hazard?
 - *Report hazard to supervisor (attachment "C "Employee Request for Correction of Safety hazard)*
 - *Present concerns at staff meetings*
 - *Inform safety committee representative of the hazard*
 - *Inform site administrator, or call OEHS*

REVIEW

4. How often should a safety inspection be completed?

At least two times a year. Plant managers or other designated employees should conduct an informal walk through for unsafe conditions on a daily basis

5. Whom should an employee notify in the event of an occupational injury or illness?

The supervisor, site administrator or site designee.

6. Name safety and health training that you received within the last year.

Bloodborne Pathogens, Hazard Communication, Emergency Procedures, New Employee Orientation are examples of safety and health trainings employees may have received within the last year. Employees may have received other more specific training as required for the job classification.

7. How long are safety document retained?

Five years on site.

FINISHED

- Congratulations you have completed the requirement for Injury and Illness Prevention Program training!
- Make sure you sign the Health and Safety Training Sign In sheet.
- For further information on this program talk to your supervisor, or call the Office of Environmental Health and Safety at (213) 241-3199, or visit the OEHS website at <http://www.lausd-oehs.org/>.

