**Harmony Union School District**

**Injury and Illness and Prevention Program**

**Risk Management and Employee Safety Practices**

Harmony Union School District 1935 Bohemian Hwy Occidental, CA 95465

Revised November 2023

1. **RESPONSIBILITY FOR IIPP** (Title 8 California Code of Regulations §3203(a)(1))

The district’s lead Injury and Illness Prevention Program (IIPP) administrator is:

Matthew Morgan

Superintendent

Harmony Union School District

1935 Bohemian Hwy

(707) 874-1205

The responsibilities of our IIPP Administrators include:

* Preparing and updating our workplace’s IIPP.
* Implementing the provisions in our IIPP.
* Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
* Conducting regular workplace inspections for hazard identification.
* Taking action to mitigate identified hazards.
* Providing health and safety training to employees.
* Instituting a Health and Safety Committee.
* Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

The responsibilities of our school-site safety coordinators include:

* Conducting routine safety inspection
* Participating in the mitigation of identified hazards
* Communicating with employees about safety
* Providing training for specific employees

The responsibilities of all school employees include:

* Reporting unsafe conditions, work practices or accidents to their supervisors or the the school site safety coordinator immediately.
1. **INJURY AND ILLNESS INVESTIGATIONS** (Title 8 CCR §3203(a)(5))

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

Site Safety Coordinator (Form A below) *and/or*

RESIG (Redwood Empire Schools Insurance Group)

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

* Visiting the scene as soon as possible.
* Interviewing injured employees and witnesses.
* Determining the cause(s) of the accident/exposure.
* Taking corrective action to prevent the accident/exposure from reoccurring.
* Identifying and addressing the underlying factors that may have contributed to the incident.
* Investigating “near miss” incidents when they occur.
* Recording the findings and actions taken.
1. **HAZARD ASSESSMENT / INSPECTION** (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individuals:

* School-site safety coordinators at their school sites
* Our district’s IIPP Administrators

Periodic inspections are always performed according to the following schedule:

* Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.
* 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.
1. **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, including:

* When a hazard is observed or as soon as it is discovered.
* 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.
1. **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY** (Title 8 CCR §3203(a)(3))

Administrators and Safety Coordinators are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

* We have a communication system that includes all of the following checked items:
* New employee orientation including a discussion of safety and health policies and procedures
* A system for employees to anonymously inform management about workplace hazards without fear of reprisal.
* Posted or distributed safety information.
* Worksite-specific health and safety training.
* Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
* Our workplace elects to use a labor/management health and safety committee to meet the communication requirements of the IIPP standard. As required, our committee meets regularly (at least quarterly), prepares written records of the safety and health committees’ meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.
* Other methods we use to ensure communication with and involvement of employees include emails from supervisors, directors or site principals, work orders, and direct communication with supervisors or school office.
1. **TRAINING AND INSTRUCTION** (Title 8 CCR §3203(a)(7))

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

* To all new employees.
* To all employees given new job assignments for which training has not previously been provided.
* Whenever new substances, processes, procedures, or equipment are introduced into our workplace 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, review of safety 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
* Availability of toilet, hand-washing and drinking water facilities.
* Provisions for medical services and first aid, including emergency procedures.
* Proper housekeeping, such as keeping aisles and exits clear of obstructions, 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, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

* The prevention of musculoskeletal disorders, including proper lifting techniques.
* Use of appropriate clothing, including gloves, footwear, ear protection, and other personal protective equipment.
* Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
* Proper food and beverage storage to prevent contamination.
* Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food 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 may not already be covered in other trainings.

1. **EMPLOYEE COMPLIANCE WITH** [**SAFETY PROCEDURES**](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#10)(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 of our 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.1

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

The responsibilities of all employees include the following checked practices:

* Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
* Following safe work practices.
* Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
1. **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:

Harmony Union School District

1935 Bohemian Hwy

Occidental, CA 95465

**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:

|  |  |
| --- | --- |
| Harmony Union School District | Matthew Morgan, Superintendent |
| Harmony Union School District | Stacy Kalember, Business Manager |
| Harmony Elementary School | Mathew Morgan, Principal |
| Hillcrest Middle School | Mathew Morgan, Principal |
| Maintenance and Facilities | Francisco Canela, Maintenance and Custodial |

**COVD 19 ADDENDUM TO HUSD IIPP**

Harmony Union School District has adopted the following measures in order to protect students, faculty, staff, families and visitors from potential exposure to SARS-CoV-2 the virus that causes COVID-19.

**INFECTION PREVENTION MEASURES**

* Notification to staff and community on exposures that occur.
* Providing PPE for students, staff and visitors on request.
* Instruction on proper sanitation and hygiene protocols including washing hands, coughing
* Infections students and staff are informed of CDPH guidelines for symptoms exclusion and return to school.
* Employees and students will be immediately sent home if they test positive for COVID.
* Insuring a clean and hygienic school environment including:
	+ Using disinfectants that are EPA-approved for use against COVID-19.
	+ Following the manufacturer’s instructions for all cleaning and disinfection products
	+ Ensuring there are adequate supplies to support cleaning and disinfection practices.

**EMPLOYEE TRAINING**

The District will provide employee training on the following topics using interactive methods that are easy to understand including lecture, PPT, and handouts.

* General description of COVID-19 and symptoms and when to seek medical attention,
* Procedures for preventing its spread at the workplace including asymptomatic spread
* Procedures for response masking
* Instructions on washing and sanitizing hands, cough and sneeze etiquette.
* Avoiding the touching eyes, nose, and mouth with unwashed hands.

**ENGINEERING CONTROLS**

* Provision of high-quality air filtration
* Provision of adequate ACH with HVAC units

**POST-EXPOSURE PROCEDURES**

Staff are required to report the following information immediately to their manager:

* Positive COVID-19 test.
* Close contact with COVID 19 case