

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

**Office of Education, Southeastern California Conference of Seventh-day Adventists (OE-SECC)
11330 Pierce Street, Riverside, CA 92513**

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))
OE-SECC's lead Injury and Illness Prevention Program (IIPP) administrator is:
Steve Zurek, Associate Superintendent, 11330 Pierce Street, Riverside, CA 92513; Phone: 951-509-2315

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district's IIPP.
- Implementing the provisions in our IIPP.
- Making sure each site has a copy of our IIPP.
- Making sure hazards, injuries and accidents in each site are routinely investigated.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns.

Each school in our Conference has selected a safety coordinator. A list of safety coordinators is maintained at the OE-SECC. School-site safety coordinators are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP.

The responsibilities of our school-site safety coordinators include:

- Conducting routine safety inspections.
- Participating in the mitigation of identified hazards.
- Communicating with employees about safety.
- Completing and submitting all required safety reports to OE-SECC.

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices.
- Using appropriate personal protective equipment as instructed by their supervisors.

This IIPP applies to all schools in the Southeastern California Conference.

HAZARD ASSESSMENT/INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- School-site safety coordinators at their school sites
- Our district's IIPP Administrator(s)
- Adventist Risk Management

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- 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.
- Quarterly.

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

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

Steve Zurek, Associate Superintendent
Tim Rawson, SECC Assoc. Treasurer, Director Risk Management

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

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. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- 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.

We have a plan/policy for addressing the following hazards we have identified in our schools:

- Slip and fall hazards and ladder safety
- Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
- Lead paint
- Asbestos
- Ergonomic hazards
- Infectious diseases, including bloodborne and aerosol transmissible diseases
- Outdoor heat
- Violence
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Follow-through by supervisors to ensure effectiveness.
- Worksite-specific health and safety training.

- Regularly scheduled safety meetings. Our safety meetings are required to be held at least quarterly at each school.
- Each school site has its own Health and Safety Committee.
- Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform administration about workplace hazards. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Other methods we use to ensure communication with and involvement of employees include: emails sent to each employee regarding safety issues.

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

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

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the school 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):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The 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 aisles clear, 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, or extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The 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.
- On any other topics that would augment the safety of our employees.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (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 OE-SECC 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 the following practices:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, OE-SECC maintains the following records to help us more efficiently and effectively implement our IIPP:

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
- Documentation of our safety and health training.

The master copy of this IIPP can be found at:

Office of Education, Southeastern California Conference of Seventh-day Adventists
11330 Pierce Street, Riverside, CA 92513

Other copies of the IIPP can be found at:

- Calexico Mission School, 601 First St., Calexico 92231
- Desert Adventist School, 74-200 Country Club Drive, Palm Desert, CA 92260
- El Cajon SDA Christian School, 1640 E. Madison, El Cajon, CA 92019
- Escondido Adventist Academy, 1301 Deodar Road, Escondido, CA 92026
- Hemet Adventist Christian School, 26312 Hemet St., Hemet, CA 92544
- Laguna Niguel Junior Academy, 29702 Kensington Drive, Laguna Niguel, CA 92677
- La Sierra Academy, 4900 Golden Ave., Riverside, CA 92505
- Loma Linda Academy, 10656 Anderson St., Loma Linda, CA 92354
- Mentone Adventist Team School, 1230 Olivine Ave., Mentone, CA 92359
- Mesa Grande Academy, 975 Fremont, Calimesa, CA 92320
- Needles SDA School, 1405 Lillyhill Rd., Needles, CA 92363
- Oceanside Adventist Elementary School, 1943 California St., Oceanside, CA 92054
- Orangewood Academy, 13732 Clinton St., Garden Grove, CA 92843
- Redlands Adventist Academy, 130 Tennessee St., Redlands, CA 92373
- San Antonio Christian School, 1722 8th St., Ontario, CA 91764
- San Diego Academy, 2800 E. 4th St., National City, CA 91950
- Valley Adventist Christian School, 12649 Indian Ave., Moreno Valley, CA 92553
- Victor Valley SDA School, 17137 Crestview, Victorville, CA 92392
- Azure Hills Children's Center, 22633 Barton Road, Grand Terrace, CA 92313
- Children's Discovery Center, 4850 Jurupa Ave., Riverside, CA 92504
- Loma Linda Children's Center, 25228 Shepardson Dr., Loma Linda, CA 92354
- Sunrise Christian Pre-School, 13732 Clinton St., Garden Grove, CA 92843