



INJURY & ILLNESS PREVENTION PROGRAM

FOR

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

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INTRODUCTION

In order to maintain a safe and healthful work environment Dunsmuir Joint Union High School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Dunsmuir Joint Union High School District.

GOALS

Diligent implementation of this program will reap many benefits for Dunsmuir Joint Union High School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

ANNUAL REVIEW SCHEDULE: (signatures on file)

Reviewed by: Ray Kellar Date: 2/16/16

Reviewed by: Kim Vardanega Date: 2/16/16

Reviewed by: Jeff Ogden Date: 2/16/16

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Superintendent's general policies. These policies govern the activities and the responsibilities of the Injury & Illness Prevention Program and therefore are established under the Superintendent's final authority.

It is the responsibility of Site Administrators, Supervisors, and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors, and Managers are responsible for the enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. The Superintendent of Dunsmuir Joint Union High School District must ensure that appropriate job specific safety training is provided to each Site Administrator, Supervisor, and Manager. Further, all employees are to be assigned and complete safety training as a means of 1) ensuring safe work practices, 2) awareness of hidden/plausible dangers within their respected work environments, and 3) to prevent work-related injuries. The Superintendent is also responsible to list the necessary safety responsibilities of each job position via employee job descriptions. Moreover, supervising others also carries the responsibility of knowing how to safely accomplish the tasks assigned, purchasing appropriate personal protective equipment for employees, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

Superintendent is responsible for developing and managing this Injury & Illness Prevention Program.

2015-2016 Reference for Current Employee Contact

Superintendent Ray Kellar
CBO/Adm. Asst. Kim Vardanega
Human Resource Department Ray Kellar and Kim Vardanega
Lead Maintenance Jeff Ogden

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Which include but are not limited to performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action as warranted.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Dunsmuir Joint Union High School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions. Unsafe conditions often expose employees to misfortunate factors that could result in personal injuries or property damage. It is the responsibility of the Human Resource Director, the Lead Maintenance Employee, and Superintendent to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Injury & Illness Prevent Program, inspections of all work areas will be conducted. All inspections will be documented using the proper forms (Appendixes E-F) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Site Administrators, Supervisors, and Managers will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

The Superintendent will investigate, document (via Appendix C), date, and submit all accidents, injuries, occupational illnesses, and near-miss mishaps to the Human Resource Department of Dunsmuir Joint Union High School District as a means of quickly identifying the root cause of the incident. Appropriate repairs or procedural changes will be implemented promptly via Lead Maintenance Employee to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and Accident Investigation Form contained within this document and available at Dunsmuir Joint Union High School District Office.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. Dunsmuir Joint Union High School District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the initial responsibility of the Superintendent by notifying the Human Resource Department and the Lead Maintenance Employee.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures (*Annual training required*)
2. Hazard Communication: Right to Understand Globally Harmonizing System (GHS) and Safety Data Sheets (SDS) - (*Training required once during employment and again if new chemical hazards are introduced into specific job duties*)
3. Blood Borne Pathogens (*Full training required upon hire along with an annual refresher course*)
4. Injury & Illness Prevention Program (*Training required once during employment, and again if the plan changes*)
5. Sexual Harassment – (*Training required once every two years for Directors, Managers, Supervisors*)
6. Mandated Reporter Training – (*Training required annually*)

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards that their employees might be exposed to and/or encounter.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks. It is the responsibility of the Superintendent to ensure all employees receive appropriate training to work safely in their respected work environments.

1. Superintendent and Human Resource Director/Department will ensure that all employees receive general and job-specific training prior to their initial or new job assignments.
2. Lead Maintenance Employee will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may

create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in the Superintendent's Office. The Employee Training Checklist Form will be used for this purpose.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

Each site will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

Posters and notices from Keenan PC Bridge will be sent periodically via email to all staff and posted in the faculty rooms. Safety issues will be discussed at Faculty and Staff meetings and Teacher Work days. Manuals will be updated and available on the Dunsmuir High School Web Page. All Warning Labels will be kept current and visible.

The Safety Committee comprised of the Superintendent, Lead Maintenance Employee, and the CBO/Administrative Assistance, will meet quarterly to review safety issues of the District. Concerns of an immediate nature will be dealt with as soon as possible.

Employees are encouraged to bring to the Dunsmuir Joint Union High School District attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (Appendix D) can be used for this purpose.

Site Administrators, Supervisors or Managers will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Compliance to this Injury & Illness Prevention Program will be reinforced by: Site Administrator, Supervisor or Manager to circumvent any recognizable danger.

Appropriate comments on performance evaluations will be noted by Site Administrator, Supervisor or Manager concerning unsafe work behavior of employees.

Non-compliance will be addressed by:

- An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.
- Appropriate disciplinary action that conforms to Superintendent Policy and union contracts

Dunsmuir Joint Union High School District will ensure readily understandable health and safety communications for all affected employees.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the Human Resource Department of Dunsmuir Joint Union High School District for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

Dunsmuir Joint Union High School District will ensure that these records are kept in designated files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent/designee during routine inspections to measure compliance with the Injury & Illness Prevention Program.

A safe and healthy workplace must be the goal of everyone at Dunsmuir Joint Union High School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office @ 530-235-4835.

APPENDIX A
ACCIDENT INVESTIGATION CHECKLIST

QUICK REFERENCE GUIDE

For

INCIDENT INVESTIGATION

This quick reference guide is information for Supervisors and Managers to use while investigating work-related injuries and illnesses. Remember that prior to investigating an incident; employees should be trained to report injuries to Supervisors, no matter how minor it may be. “Near-incident” should also be reported and investigated by Supervisors and forwarded to Risk Management. Please follow these 4 easy steps when investigating work-related injuries:

- Step 1:**
- A.** Act at once. Talk with the injured employee immediately if possible (one-on-one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the incident happened. Use the Incident Investigation Checklist for a list of sample questions that you may need to ask during an investigation.
 - B.** Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as lack of properly soled shoes or safety shoes, eye, hand or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident; including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
 - C.** Review personal causes, such as dangerous practices, inability, inexperience, poor judgment, and disobeying rules.
 - D.** Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar incidents in the future. Report any defective equipment to the person responsible.
 - D.** Non-injury incidents (an incident that nearly caused an injury of any severity) should also be investigated and reported.
- Step 2:** Complete the Incident Investigation Report form within 24 hours. Describe how the incident occurred; state facts, contributing factors, site witnesses, and support evidence. Keep a copy for your records, sending the original form to the Kim Vardanega.
- Step 3:** Contact Ray Kellar at (530) 235-4299 or (530) 945-9573 or Kim Vardanega at (530) 926-3692 for additional instructions if after normal business hours.

Step 4:

Follow up with employee to find out if they are doing well. In addition, ensure contributing factors to the incident, if any fixed (work orders submitted), and all exposed employees are aware of the contributing causes of the incident.

APPENDIX B

**EMPLOYEE ACCIDENT/EXPOSURE INVESTIGATION
REPORT**

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT
EMPLOYEE ACCIDENT/EXPOSURE INVESTIGATION REPORT

Name & Title of Employee:

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

APPENDIX C

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

**DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF
INJURED: _____
JOB TITLE: _____ SEX _____ DATE _____ OF
BIRTH _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS
Y/N

DATE REPORTED: _____ HOUR: _____
ACCIDENT

LOCATION _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED _____ TIME ON SCENE _____ TIME OFF
SCENE _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT _____

Completely describe location of incident: including lighting, walking surface, weather,
measurements, and any other condition that could have contributed to or prevented the incident

Describe injuries / illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances":

Describe shoes, physical appearance or any other characteristic that would contribute to
understanding how the accident occurred:

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:_____

Steps taken to prevent similar incident:

Did employee seek medical care? (Check one) Yes_____ No_____

If yes, name of medical facility/Doctor:

_____Date/Time_____

Investigators Signature

Date / Time form completed

Print Investigators Name

APPENDIX D

EMPLOYEE SAFETY RECOMMENDATION FORM

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	DEPT:
SUPERVISOR:	DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD

DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:
Investigated by:
Action taken:
Date Action was reported to the employee:
Comments:

APPENDIX E

OFFICE SAFETY INSPECTION CHECKLIST

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemical products used in the office? (Are Safety Data Sheets (SDS) maintained?) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

GENERAL SAFETY (CONTINUED)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is lighting adequate throughout the work environment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle-ways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) |

Comments

APPENDIX F

FACILITY SAFETY INSPECTION CHECKLIST

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of Safety Data Sheets (SDS)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |

FIRE SAFETY (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|--------------------------|--------------------------|--------------------------|---|

MECHANICAL SAFETY (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are potable water, soap, and towels available for hand washing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are excessive noise levels adequately controlled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Is an approved first aid kit available and its location known to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired? |

HAZARDOUS MATERIALS/PERSONAL PROTECTION

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Are chemicals stored to prevent spills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Are carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. Are chemicals inventoried with copies provided to the Personnel Office? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. Is hearing protection suitable for the hazards warranting protection available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |

COMMENTS

APPENDIX G

EMPLOYEE SAFETY ORIENTATION CHECKLIST

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Item	Date	Employee Initials	Supervisor Initials
1. Review Employee Responsibilities from the Injury and Illness Prevention Program (IIPP) - shown below.	_____	_____	_____
<p>Immediate responsibility for workplace health and safety rests with each individual employee and/or student. Employees and students are responsible for following the established work procedures and safety guidelines in their area. Employees and students are also responsible for using the personal protective equipment issued to protect them from identified hazards, for reporting any unsafe conditions to their supervisors, and attending safety training offered by the District. The District may take disciplinary action against employees who do not follow established safety procedures.</p>			
2. Review Building Monitor, Faculty, and Employee Emergency Procedures. (In each office/classroom)	_____	_____	_____
<ul style="list-style-type: none">- Employee Responsibilities (web site)- Building Monitor List (web site)			
3. Has employee completed required safety trainings (Listed on page 6 of this IIPP)	_____	_____	_____
4. Has employee completed required safety trainings (Based on occupational exposures)	_____	_____	_____
5. Review the General Employee Safety Checklists	_____	_____	_____
<ul style="list-style-type: none">1. It is everyone’s job to spot hazards and to correct or report them to your supervisor in a timely manner. See it, fix it, barricade it and report it.2. Report all accidents or injuries immediately to your supervisor or campus police.3. Always observe safe lifting practices. If in doubt always get help lifting heavy objects.4. Operate vehicles with extreme caution on campus, avoid inner campus whenever possible. Do not park on sidewalks.5. Only operate equipment that you have been trained and authorized to use. Any individual driving District vehicle or on behalf of the District must first enrolled into the District’s Driver Clearance Program. Use seat belts and safety harness where appropriate.6. Use appropriate personal protective equipment, as required, for all work duties. Eye protection should be worn at all times for most jobs.			

7. Read all directions for the use of any power equipment or tools, before use.
8. Review Safety Data Sheet (SDS) for all chemicals and read instructions before use.
9. Check all electrical equipment, before each use. Check for frayed or cut power cords, loose plugs or missing ground prong.
10. If you have any safety concerns about the use of any equipment or chemicals contact your supervisor, before using.
11. Familiarize yourself with the location of fire extinguishers in your work area.
12. Review the evacuation plans in your area and know the route to safety.
13. Protect your eyes, ears and hands at all times.
14. Safety is your responsibility.
15. Familiarize yourself with who are your building monitors.

6. Review **Department-specific safety procedures**

- Using Equipment _____
- Using Personal Protective Equipment _____
- Hazardous Materials (Review all SDS labels used in your workspace. It is an employee responsibility to review the SDS for all chemical materials introduced into the workplace). _____
- Reporting Unsafe Conditions (web page) _____
- Read Repetitive Motion Injury Plan (web page) _____