











Fullerton Joint Union High School District



Injury and Illness Prevention Plan (IIPP)

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1. About the IIPP

Instructions

This is the Injury and Illness Prevention Plan (IIPP) for the Fullerton Joint Union High School District. In California, every organization with 10 or more employees is required to have a written IIPP in place, and FJUHSD is committed to maintaining a safe and healthy work environment.

The Policy

FJUHSD is committed to maintaining a safe and healthy work environment for each employee and ensures full compliance with all applicable occupational safety and health regulations. In conjunction with FJUHSD's Injury and Illness Prevention Plan (IIPP) complies with the Cal/OSHA requirement to develop a written IIPP ([CCR Title 8, Section 3203](#)) and includes all required elements.

Compliance

We are all responsible for using safe work practices, following applicable policies and procedures, and taking ownership of our roles as listed in the next section. Our system of ensuring that we comply with the rules and maintain a safe work environment includes:

- Keeping staff protected through the implementation and updating of the IIPP;
- Evaluating safety performance;
- Recognizing safe work practices (via performance evaluations or incentive programs);
- Providing training to employees whose safety performance is deficient; and
- Taking corrective action against those who do not comply with safe work practices.



2. Responsibilities

We all serve an important role in preventing injuries/illness and maintaining a safe, hazard free work environment. Therefore, this IIPP is most effective when we all take ownership of our responsibilities and we implement all the elements properly.

Everyone fits into one of the categories of roles in this section. Please review your category so you fully understand your duties and can take an active role in keeping yourself and the FJUHSD community safe.

Senior Administration and Leadership

FJUHSD's senior administration and leadership (referred to as **senior leadership [Cabinet]** in the IIPP) is responsible for exemplifying their commitment to keeping all sites safe and healthful by providing the support and guidance needed to keep injury and illness prevention a priority.

Site Principals and District Directors

Site Principals and District Directors (referred to as **department heads** in the IIPP) have the primary responsibility for ensuring the IIPP is in place to serve its purpose of keeping their staff safe. To accomplish this, department heads will:

- Communicate the IIPP to employees and visitors and implement the requirements of the IIPP.
- Direct individuals under their supervision to obtain training required by the IIPP.
- Develop a process to maintain injury prevention and safety programs.
- Include health and safety performance when evaluating suppliers and contractors as applicable.
- Maintain site Safety Plans providing clear responsibilities for all personnel to coordinate effectively with emergency responders.

Managers, Supervisors and Assistant Principals

Employees look to their managers, supervisors and assistant principals (referred to as **supervisors** in the IIPP) to exemplify safe and healthful practices encouraged by the IIPP. To maintain and fulfill the elements of the IIPP, supervisors will:

- Partner with District administration and site safety committees to implement the IIPP and relevant procedures.
- Provide appropriate safety training to employees.
- Ensure employees are equipped with personal protective equipment and implement safety and health improvements as practicable.
- Develop and implement safe work procedures and practices.
- Investigate accidents and incidents, implement corrective actions as needed.
- Coordinate safety inspections.
- Immediately stop work that poses an imminent hazard.
- Ensure employees report work-related injuries and any safety issues.
- Immediately report all injuries that occur at each District site.
- Participate in Safety Committee activities as required.
- Model and enforce safe and healthy work practices.
- Take corrective action when employees do not comply with safe work practices.
- Maintain documentation of training, safety activities, inspections and incident investigations.

Employees

Employees include full and part-time staff, student workers, volunteers and contractors, and are responsible for knowing safety and health regulations for their duties, and being an active participant in safe practices. Employees will:

- Use appropriate PPE as necessary.
- Learn about the potential hazards of assigned tasks and request more information as needed.
- Actively participate in all required safety and health training.
- Comply with health and safety policy, signage, warnings and directions.
- Report all unsafe conditions and accidents promptly to supervisors.
- Report defective equipment and other hazards.
- Participate in incident investigations and workplace safety inspections as required.
- Participate in Safety Committee activities as required
- Participate in site drills and safety plan assignments

Site Safety Liaison

The Site Safety Liaison supports the District's IIPP to keep a focus on safety in their daily duties and will:

- Plan and coordinate or assist in the running site safety meetings, maintain and update all site Safety Plans annually. As an example, APSA's will be assigned this function at each comprehensive school site.
- Assist management with documentation, accident investigations, safety inspections and reporting hazard correction processes to facility maintenance or District as needed.
- Assist in the development of District and site safety plans.
- Report unsafe conditions with which they need assistance to supervisors.

Safety Committees

Site safety committees should be composed of various staff classifications who represent the employees at a site; certificated, classified, administrative etc... Law enforcement assigned to the campus as a School Resource Officer (SRO) should also be a member. The site safety committee should monitor and update site safety plans, develop solutions to safety concerns, and implement responses or notifications based upon training or incident needs. Safety meetings offer an opportunity for employees and supervisors to discuss health and safety issues in a supportive environment.

Site Safety Committees:

- Support in the development and maintenance of the IIPP.
- Assess compliance with applicable regulations, District and site policies or procedures.
- Review safety suggestions and reports of unsafe conditions (that cannot be immediately corrected by employee or supervisor) to ensure hazards are identified and corrected.
- Participate in hazard assessments and develop suggestions for employee training.
- Maintain meeting records and update Site Safety Plans

IIPP Administrator

Site IIPP administrators may be a director, manager, supervisor, or a member of the safety committee. This person has the overall responsibility of monitoring and providing input to update the IIPP to meet the needs and structure of the District or sites while ensuring it is implemented.

District Safety

Each District division department head will collaborate with sites to assist in developing or updating the IIPP and will maintain/update the IIPP structure as necessary. District Division department heads will collaborate with sites and serve as a consultant in every aspect of keeping sites safe and a healthful place to work. To accomplish this Department Heads will:

- Provide guidance and technical assistance in identifying, evaluating and correcting safety and health hazards.
- Access training and outreach materials.
- Arrange for training and provide training assistance for staff from supervisors or contract experts to provide specific information.
- Conduct/assist with inspections and accident/incident investigations as needed.
- Participate in safety meetings as needed.
- Ensure written policies are followed.
- Participate in emergency response as required.
- Analyze injury and illness data, monitor trends and make recommendations.
- Monitor compliance with regulatory requirements.



3. IIPP Information

The IIPP supports the entire District; there is recognition that there are various departments, divisions, sub-units in general work areas. The term “unit” is used in the IIPP to refer to the group of staff classified to perform work in support of the IIPP. No matter how small or large a unit your IIPP covers, there will be specific people serving in key roles. This is a sample format that can be used to identify staff in a unit as shown in the table below.

Unit Name			
Unit Head/Title		Email	
IIPP Administrator		Email	
Safety Coordinator		Email	

Buildings Occupied by this Unit

List all buildings occupied by your unit. For site buildings, the building name is enough, but for off-site buildings or structures, please write the physical address. Do not include buildings used only for storage.

Building Name & Address (if off-campus)	Department/Unit	Building/Facility Coordinator	B/FC Phone #

Add additional rows or include a separate sheet as needed.

Safety Committee

Site Safety Committees provide further support and governance in ensuring the health and safety of their individual site. See Section 2: Responsibilities – Safety Committees for additional information.

If your area has a safety committee, complete the information below. The below form can be used to track members and meetings if you have any questions.

Committee Name	Meeting Schedule

Chair	Section/Sub-unit

Member	Section/Sub-unit

Add additional rows or include a separate sheet as needed.



4. Communication

Supervisors must communicate occupational hazards and appropriate protective measures in a manner readily understood by all employees ([CCR Title 8, Section 3203](#)), and all employees can inform their supervisors about workplace hazards without fear of reprisal.

This gives supervisors an opportunity to provide leadership, set the standard, and remain directly involved in regular safety interactions. This section provides examples of several effective ways for communicating safety topics.

New staff at a site

Covering safety topics during the training process of a new staff member is a great way to get started with a focus on safety. The supervisor can do the following with new employees during orientation:

- Provide initial communication on general safety policies and procedures.
- Go over safe work practices and/or Standard Operating Procedures (SOP) and discuss the corrective action process for non-compliance.
- Walk through of site safety plans and how to report injuries and hazards.

Other Communication Methods

Other informal methods of communication help to keep safety an open topic. These are ways we can bring safety into everyday conversation:

- Include safety concerns as a topic in general staff meetings
- Periodically email reminders and health and safety tips
- Post or distribute safety information
- Communicate pertinent information electronically.



5. Hazard Identification & Assessment

Assessing and identifying hazards proactively enables us to correct the issue and provide training prior to the occurrence of injury, illness or accident. The District may accomplish this by performing a combination of hazard assessments and safety inspections.

Assessments

Depending on the type of work a site unit performs, one or more of several resources should be used to analyze and address hazards.



Job Safety Analysis

Any job duty with potential risks (anything from a paper cutter to a table saw) could have a job safety analysis.



Workstation Ergonomics

An ergonomic review for an employee's work station or area.



Hazard Assessment

For sites that may store chemicals (Comprehensive site chemistry labs, or custodial cleaning materials)



Shop Safety Assessment

A shop safety assessment is similar to the hazard assessment but also includes machinery, solvents, and physical hazards that a shop may face.

Inspections

All units should expect a workplace safety inspection, including supplemental inspections when you become aware of existing or new hazards.

Offices

Office work areas can be inspected to detect and eliminate hazardous conditions which may include the storage of materials or an abundance of items that could block egress.

Shops

Facility maintenance or vehicle mechanics can inspect and detect in an attempt to eliminate any existing hazardous conditions.

Comprehensive site lab storage

Lab areas using “chemistry” lab chemicals and other potential hazards can have inspections.

Additional Safety Inspections

Additional inspections may occur when the following occurs:

- New substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards.
- The supervisor is informed of previously unrecognized hazards.

Unannounced PPE compliance inspections in laboratories, shops, and other areas where hazardous materials are used may occur. The inspections are designed to encourage staff to wear PPE as indicated by applicable hazard assessments.



6. Hazard Reporting

We are all responsible for identifying and reporting workplace hazards. Regular assessment of work areas, tools and equipment help us develop situational awareness and allow us to identify potential hazards before an accident can occur. Additionally, if an incident does occur, knowing how to quickly report the incident and take action can save lives and minimize damage.

Hazard Reporting

Employees can report hazards to their supervisor, or directly to facility maintenance using one of the methods below. Employees who report legitimate hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously.

Ways to Report a Hazard



Call District Maintenance or site supervisor.



Complete online Maintenance request or email supervisor



Speak with the site safety liaison or committee chair.

Incident Reporting

If there is an incident or emergency such as a fire, hazardous material spill, personal threat or theft, immediately contact 911 for the appropriate emergency response agency. You should be prepared to provide the following information:

1. **Your Contact Info** (your name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (give as much detail as possible about the emergency)

Serious Injury, Death or Illness Reporting

For any injury or illness that occurs at the workplace and requires emergency response, call 911 and follow the emergency safety plan protocol. Supervisors should report to HR. Notification to Cal/OSHA must occur within statutory reporting periods and cannot exceed reporting times after learning about the death or serious injury or illness.

Non-Serious Injury or Illness Reporting

Even if an injury or illness did not meet the requirements to report to Cal/OSHA, the supervisor, and department head entities should be involved to ensure the employee gets the proper care and to learn how the incident could have been prevented.

Near Misses

A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Near miss incidents are often overlooked since no harm (injury, damage, or loss) resulted from them. However, near misses may be precursors to significant accidents/events that **can** result in serious injuries/losses. Recognizing and reporting near miss incidents to your department head or supervisor can greatly improve worker safety.



7. Hazard Correction

Once a hazard is identified and reported, Facility Maintenance will provide consultative support or direct services to determine how to correct the hazard in order to protect staff as soon as feasible.

Immediate Corrections

The person that identifies the hazard should take the following actions as appropriate:

- Stop unsafe work practices
- Tag unsafe equipment with proper signage
- Deny access to areas that have chemical spills or other hazards
- Notify supervisor or department head immediately
- [Other steps the unit could follow](#)

Supervisor Responsibilities

If the hazard is something that the supervisor can correct, it should be documented properly and corrected right away. If not, contact facility maintenance for support.

No matter who has been contacted to develop a targeted corrective action plan, the supervisor should use the following techniques to prevent unsafe practices:

- Provide re-training or take corrective action if appropriate
- Reinforce and explain the necessity for PPE (e.g., respirators, gloves) and ensure availability

Any supervisor who becomes aware of a serious danger to the health or safety of an individual must promptly report the danger to Department Head (see [Section 6: Hazard Reporting](#)) and to anyone who may be affected.

Emergency Shutdown

Anyone who identifies a hazard or activity posing an **imminent hazard** must immediately stop the activity, notify their supervisor and report it to Facility Maintenance or call 911 if needed.

Imminent hazard is the likelihood of serious injury or death if not discontinued immediately.

Facility Maintenance has the authority to stop any such university activity. If the hazard cannot be immediately corrected without endangering employees or property, then the supervisor will require all employees to evacuate from the area except for those knowledgeable, qualified, necessary, and equipped with proper safeguards, to correct the condition. In such an event the supervisor will immediately notify the appropriate administrator.



8. Training

Training is an important element of a health and safety program. Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses and accidents.

Supervisors are responsible for ensuring that their staff meet all training needs per Cal/OSHA requirements and District policies and procedures.

Identify Training Needs

Use the following tools to determine what hazard or job-specific training may be needed:

- [Hazard assessments](#)
- Job Safety Analysis (JSA)
- Job descriptions
- [Cal/OSHA Training Requirements](#)

Provide Training

Training and instruction should be provided:

- Upon hire
- When new hazards are introduced to existing duties
- When duties change
- When recertification is due
- When new or previously unrecognized hazards are identified
- As needed to reinforce past training topics or when near-misses occur
- For supervisors to familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed

Training Topics

Major topics include, but are not limited to:

- IIPP (when newly implemented or revised significantly)
- General Safety (i.e. fire safety, emergency preparedness)
- [Hazard-Specific Training](#)
- Hazard Communication

Training Documentation

Although health and safety training may be provided online, in a classroom, or a meeting setting, they should always be provided at no cost during the employee's normal working hours and be documented on a form that includes:

- Employee Name and Signature
- Site or Division
- Date
- Instructor Name
- Subject Outline



9. Recordkeeping

Good recordkeeping is essential for all committees. They have the responsibility to maintain various records in a centralized location so they are readily available for review.

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files and must be produced when requested by Cal/OSHA Compliance Officers. In addition, these records may be reviewed during routine inspections.

Recordkeeping Timelines

What	Where	How Long
Safety inspection forms	On file by department	5 years
Hazard identification forms	On file by department	5 years
Incident investigations	On file by department	5 years
Safety meeting agendas	On file by department	5 years
Employee training records	On file by department	Length of employment
Employee exposure records	On file by department	30 years (or duration of employment if greater than 30 years)
Employee medical records*	On file by department	30 years (or duration of employment if greater than 30 years)

**Access to employee medical records will be limited in accordance with University policies, state and federal guidelines.*

In our unit, the following people know where these records are kept:

Name	Contact Info

10. COVID Reponse

Refer to District or site specific Covid Safety Plans for comprehensive information. All District and site specific plans are designed to augment and provide substantive and detailed processes and procedures related to injury and illness prevention planning as it relates directly with COVID.