



Injury and Illness Prevention Program

Approved by the Board of Education
April 2023

Table of Contents

INTRODUCTION	3
GOALS	3
STATUTORY AUTHORITY	4
RESPONSIBILITY	4
COMPLIANCE	4
COMMUNICATION	5
HAZARD IDENTIFICATION	5
Scheduled Safety Inspections	5
Unscheduled Safety Inspections	5
ACCIDENT INVESTIGATIONS	6
HAZARD CORRECTION	6
TRAINING	6
General Safe Work Practices	6
Specific Safe Work Practices	6
EMPLOYEE ACCESS TO THE IIPP	7
RECORDKEEPING AND DOCUMENTATION	7
APPENDIX	8
REVISION HISTORY	14

INTRODUCTION

To maintain a safe and healthful work environment, Oceanside Unified School District has developed an Injury and Illness Prevention Program. This document describes the goals, statutory authority, and the responsibilities of employees under the program. It addresses compliance, hazard identification, accident investigation, hazard mitigation, training, hazard communication, and program documentation.

By making safety a priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all Oceanside Unified School District employees.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, accidents to determine the cause and to correct the problem so it will not happen again.

We recognize that the responsibilities for safety and health are shared:

- The District accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe working conditions.
- Site administrators, directors, and managers are responsible for developing and sustaining a proper attitude toward safety and health among those they supervise, and for ensuring that all operations and tasks are performed with regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for participation in all aspects of the safety and health program including compliance with rules and regulations and for consistently practicing safety while performing their duties.

GOALS

1. Protect the health and safety of district employees by decreasing the potential risk of disease, illness, injury, and harmful exposures.
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 hire and train replacement employees.
4. Improve morale 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, Section 3203

RESPONSIBILITY

The overall responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Associate Superintendent of Human Resources (Dr. Todd McAteer). General policies, which govern the activities and responsibilities of the Injury and Illness Prevention Program, are established under the authority of the Superintendent. The development and management of the program content will be assigned to the IIPP Review Committee, which includes:

- Associate Superintendent of Human Resources
- Director of Classified Human Resources
- Director of Certificated Human Resources
- Director of Maintenance, and Operations
- Workers' Compensation/ Return to Work Technician
- One (1) CSEA Representative

Site administrators, directors, and managers are responsible for the enforcement of this program among the employees under their direction by setting acceptable safety policies and procedures and ensuring that employees receive safety training. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for providing appropriate personal protective equipment, and for monitoring 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. Employees are also responsible for properly using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

COMPLIANCE

The District has developed this Injury and Illness Prevention Program to enhance the health and safety of its employees. Compliance with this Injury and Illness Prevention Program will be achieved in the following manner:

1. Site administrators, directors, and managers will set positive examples for working safely and will require all staff under their direction to work safely.
2. Site administrators, directors, and managers will use appropriate disciplinary action to ensure employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action may be used as needed.
3. Site administrators, directors, and managers will identify the resources necessary to provide a safe work environment for their employees and include these in budget requests.
4. Site administrators, supervisors, and managers will establish appropriate means of recognition for employees who demonstrate safe work practices.
5. Non-compliance will be addressed by an immediate discussion between the supervisor and the employee who is working in an unsafe manner and may include appropriate disciplinary action.

COMMUNICATION

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

- Safety bulletins focusing on a specific loss driver will be created and distributed no less than twice a school year. The one-page informational sheet will highlight common hazards and injury prevention tips.
- An Employee Safety webpage has been established where safety bulletins and other relevant safety information will be posted.
- The Associate Superintendent of Human Resources will share the safety information to all staff via District e-mail as these become available. The message will include the link to the Employee Safety webpage.
- Site administrators, directors, and managers will discuss safety topics at staff meetings. Employees will be encouraged to participate and give suggestions without fear of reprisal.
- Employees should report potential health and safety hazards to their immediate supervisor.
- Site administrators, directors, and managers will participate in the follow up of all suggestions, investigate the concerns raised by employees, and provide feedback to employees.

HAZARD IDENTIFICATION

A health and safety inspection program is necessary to avoid unsafe conditions that could expose employees to personal injury or property damage. It is the responsibility of the Director of Maintenance, and Operations to ensure that safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this program all work areas will be inspected. All inspections will be documented using designated forms – Appendix B, C, D (or equivalent) – with appropriate action taken to correct any hazards.

Thereafter, safety inspections will be conducted as follows.

1. Periodic and documented inspections of school district facilities will be conducted to detect and eliminate any hazardous conditions. These inspections will be conducted by members of the Maintenance and Operations Staff as well as designated district staff.
2. Findings and recommendations resulting from regularly scheduled inspections conducted by the District's insurance representatives are reviewed and considered.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that present new hazards.
2. The Director of Maintenance and Operations (or designee) may conduct periodic unscheduled safety inspections of all potentially hazardous areas to help ensure a safe and healthful workplace.
3. Safety reviews may be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Site administrators, directors, and managers will investigate accidents, injuries, occupational illnesses, and near-miss incidents to identify the cause. Appropriate repairs or procedural changes will be implemented promptly to correct identified hazards.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Incident Report forms (Appendix A) available at the district office, school site, and Employee Safety webpage.

HAZARD CORRECTION

All hazards identified will be promptly corrected or alternate procedures implemented. Requests for repairs are submitted and tracked through the Facilitron Work Order system.

The 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 responsibility of the site administrator or supervisor.

TRAINING

Effective dissemination of safety information lies at the heart of a successful Injury and Illness Prevention Program. All employees shall be trained in general safe work practices during the new employee orientation.

General Safe Work Practices

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

1. Injury and Illness Prevention Program, which includes the District's Code of Safe Work Practices (Appendix E)
2. Overview of simple strategies to avoid common workplace injury hazards. Primary themes include back injury prevention, slip, trip and fall prevention, ergonomic injury avoidance, and safety during incidents of workplace violence.
3. Specific instruction will be provided with respect to hazards unique to each employee's job assignment.

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 shall be completed before beginning work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

Site administrators, directors, and managers shall be provided the training necessary to familiarize themselves with the safety and health hazards to which their employees are exposed.

It is the responsibility of each site administrator, director, and manager to know the hazards related to his/her employee's job tasks, and to ensure they receive appropriate training.

1. Supervisors will ensure that employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace that may create new hazards. Training will also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. Trainings will be documented

EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through the Employee Safety webpage on the District's intranet site, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP Program.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING AND DOCUMENTATION

Cal/OSHA has requirements for the retention of records related to the effective implementation and maintenance of our IIPP. While OUSD is partially exempt from reporting requirements under Cal/OSHA § 14300.2 the following records will be kept on file at the district office, Maintenance and Operations department, or school site for the length of time indicated below in the event that a "Notice of Record Keeping Requirements" is received from the U.S. Department of Labor Statistics.

1. Safety Inspection Forms: *5 years*
2. Accident and Injury Investigation Forms: *5 years*
3. Employee-related Trainings: *Duration of individual's employment*

APPENDIX

- A. Incident Report: Supervisor Statement
- B. Safety Inspection Checklist – Grades K-8 (Including Base Schools)
- C. Safety Inspection Checklist – Grades 6-12 (Non-Base Schools)
- D. Maintenance and Operations Safety Inspection Checklist
- E. Code of Safe Work Practices



Incident Report FOR REPORTING WORK-RELATED INJURIES & ILLNESSES Supervisor Statement

EMPLOYEE NAME: _____	DATE OF INCIDENT/ INJURY/ ILLNESS: ____/____/____
-----------------------------	--

SUPERVISOR REVIEW	DESCRIPTION BY SUPERVISOR. HOW DID THE INCIDENT OCCUR ACCORDING TO YOUR FINDINGS? WHAT WAS THE ACTIVITY AND ANY TOOLS, EQUIPMENT, OR MATERIALS EMPLOYEE WAS USING? (Example: Employee was opening a box of paper using a razor blade. Employee was distracted and the razor blade slipped on the surface of the box, cutting the employee's right index finger)
	TYPE OF INJURY (OR DIRECT CAUSE) <input type="checkbox"/> Absorption/ Ingestion <input type="checkbox"/> Cut/ Puncture/ Scrape/ Bite <input type="checkbox"/> OPIM (Other Potentially Infectious Materials) or Body fluid exposure <input type="checkbox"/> Burn/ Scald <input type="checkbox"/> Fall / Slip / Trip <input type="checkbox"/> Repetitive motion (Ergonomic) <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Lifting, pushing, pulling, or other material handling activities <input type="checkbox"/> Struck by or against object/ Collision <input type="checkbox"/> Caught in / under / between <input type="checkbox"/> Other (please describe): _____
	DID THE EMPLOYEE LOSE TIME FROM WORK? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHAT WAS THE FIRST DAY OF LOST TIME? _____
	WAS ANY EQUIPMENT INVOLVED? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHAT WAS THE EQUIPMENT? _____

ROOT CAUSES ANALYSIS	1. EMPLOYEE PERFORMANCE	<input type="checkbox"/> Lack of practice <input type="checkbox"/> Rush <input type="checkbox"/> Fatigue	<input type="checkbox"/> Physically not capable <input type="checkbox"/> Improper risk taken and/or poor judgment <input type="checkbox"/> Lack of skill, knowledge, or hazard awareness	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (please describe): _____
	2. ENVIRONMENT and Work Area	<input type="checkbox"/> Uneven surface <input type="checkbox"/> Slippery surface <input type="checkbox"/> Noisy environment	<input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Improper work area setup <input type="checkbox"/> Insufficient lighting	<input type="checkbox"/> Student-related <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (please describe): _____
	3. EQUIPMENT AND TOOLS (including Personal Protective Equipment)	<input type="checkbox"/> Failure or Malfunction <input type="checkbox"/> Improper use of equipment/ (i.e., wrong type selected for job)	<input type="checkbox"/> Not available <input type="checkbox"/> Insufficient equipment/tool (example: not enough machine guarding)	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (please describe): _____
	4. MANAGEMENT Systems and Processes	<input type="checkbox"/> Lack of policies/procedures <input type="checkbox"/> No enforcement <input type="checkbox"/> Lack of communication <input type="checkbox"/> Training was not provided	<input type="checkbox"/> Training was insufficient / inadequate <input type="checkbox"/> Safety was not considered during equipment purchasing, work setup, or project development	<input type="checkbox"/> Inadequate manpower (not enough staff) <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (please describe): _____

Instructions: List the root cause(s), or reason(s) why the incident occurred. For each root cause, make sure to identify a preventive action (things that supervisor or employee will do to prevent the incident from occurring again).

	ROOT CAUSES <i>identified from Analysis section above</i>	PREVENTIVE ACTION <i>To be taken for each root cause</i>	INDIVIDUAL <i>Assigned To</i>	TARGET DATE
PREVENTIVE ACTION PLAN	1.			
	2.			
	3.			
	4.			
	5.			

Supervisor Certification. By signing this form the supervisor (or designee) certifies that the information provided is true and correct to the best of the supervisor's (or designee's) knowledge.	SUPERVISOR (OR DESIGNEE) NAME: _____ SIGNATURE _____	DATE: _____
---	---	-------------

Send the completed forms within 72 hours to: Workers' Compensation Dept.
 Fax to: (760)967-7178
 Mail to: 2111 Mission Ave. Oceanside, CA 92058-2326
 Email to: wctech@oside.us

OCEANSIDE UNIFIED SCHOOL DISTRICT
Safety Inspection Checklist Grades K-8 (including Base Schools)
 (**Must Be Performed Monthly**)

School Name: _____

Date: ____/____/20____

****Custodians are to correct issues immediately. If repair requires M&O, Custodians are to submit Work Orders & note the Work Order #'s below.****

	S	U	W.O.#		S	U	W.O.#
<u>PLAYGROUND / ATHLETIC EQUIPMENT</u>				<u>MULTIPURPOSE ROOM / GYMNASIUM</u>			
1 Swing sets securely anchored.				1 Stairs, ramps, floors & aisles clean & dry.			
2 Swing set seats, chains, hooks in safe condition.				2 Floors free of trip hazards.			
3 Backstops securely anchored.				3 Seating free of splinters, torn upholstery, or loose hardware			
4 Backstop fencing in safe condition.				4 Bleacher seats & steps in good condition.			
5 Wood equipment free of splinters and dry rot.				5 Stage rigging, robes, blocks & tackles in good repair.			
6 Metal equipment slides free of cracks and sharp edges.				6 Stairs equipped w/treads & handrails.			
7 Slides securely anchored; ladders secure; treads in good condition.				7 Exits properly marked; exit lights working.			
8 Climbing apparatus securely anchored.				8 Emergency lighting systems operating properly			
9 Climbing apparatus free of sharp edges.				<u>MISCELLANEOUS</u>			
10 Bolts, fasteners, & pivotal connectors present and free of wear on all equipment.				1 All fire extinguishers properly maintained/charged, & access unobstructed.			
11 Cushioning material under all equipment.				2 Hallway exits properly marked.			
<u>GROUND & FIELDS</u>				3 Access to electrical, gas, water shut-offs unobstructed.			
1 Blacktop, play courts & sidewalks free of holes or cracks.				4 IDF/MDF, electrical, & roof stair access have 3-ft. clearance. No stored items.			
2 No dirt or water flowing on sidewalk.				5 Ladders in safe & working condition.			
3 Areas free of debris and broken glass.							
4 Shrubs & tree branches not hanging over walkways.							
5 Fencing free of sharp corners and edges.							
6 Fields level & free of holes & foreign objects.							
7 Sprinklers in proper repair & not protruding.							

S = Satisfactory. U = Unsatisfactory.

**Email or send hardcopy to Custodial Lead. Keep a copy at school site.

PRINT NAME: _____
 SIGNATURE: _____

FORM REVISED 4/11/2022

OCEANSIDE UNIFIED SCHOOL DISTRICT
Safety Inspection Checklist Grades 6-12 (Non-Base Schools)
(Must Be Performed Monthly**)**

School Name: _____

Date: ____/____/20____

****Custodians are to correct issues immediately. If repair requires M&O, Custodians are to submit Work Orders & note the Work Order #'s below.****

	S	U	W.O.#		S	U	W.O.#
<u>ATHLETIC FACILITIES</u>				<u>SPECIAL EQUIPMENT AREAS THROUGHOUT CAMPUS</u>			
1 Weights & equipment properly racked/stored.				1 Floors clean & free from trip/slip hazards.			
2 Cables on apparatus securely attached & in good condition.				2 Electrical cords & outlets in good condition.			
3 Gymnastics equipment in good condition.				3 Natural gas connections secure & in good condition.			
4 Basketball hoops free of sharp edges.				4 Dryers vented; exhausts provided for ranges.			
5 Stadium & outdoor bleacher seats & steps in good condition.				5 Fire extinguishers properly charged, properly maintained, access unobstructed.			
6 Player seating in good condition.				6 Exits unobstructed, properly marked, & exit lights working.			
<u>GROUNDS & FIELDS</u>				<u>MISCELLANEOUS</u>			
1 Blacktop, play courts & sidewalks free of holes or cracks.				1 Hallway exits properly marked.			
2 No dirt or water flowing on sidewalk.				2 Access to electrical, gas, water shut-offs unobstructed.			
3 Areas free of debris and broken glass.				3 IDF/MDF, electrical, & roof stair access have 3-ft. clearance. No stored items.			
4 Shrubs & tree branches not hanging over walkways.				4 Ladders in safe & working condition.			
5 Fencing free of sharp corners and edges.				<u>INDUSTRIAL ARTS</u>			
6 Fields level & free of holes & foreign objects.				1 All materials safely racked & stored.			
7 Sprinklers in proper repair & not protruding.				2 Floors clean & free from trip/slip hazards.			
<u>MULTIPURPOSE ROOM / GYMNASIUM / THEATER</u>				3 Extension cords & cables secured & in good condition.			
1 Stairs, ramps, floors, & aisles kept clean & dry.				4 Electrical outlets in good condition.			
2 Floors free of tripping hazards.				5 Oily rags kept in closed metal containers.			
3 Seating free of splinters, torn upholstery or loose hardware.				6 Guards provided & on all machinery.			
4 Bleacher seats & steps in good condition.				7 Power tools maintained in good condition.			
5 Stage rigging, ropes, blocks & tackles in good repair.				8 Fire extinguishers properly charged.			
6 Stairs equipped w/treads & handrails.				9 Exits unobstructed.			
7 Exits properly marked; exit lights working.							
8 Emergency lighting systems operating properly.							

S = Satisfactory. U = Unsatisfactory.

PRINT NAME: _____
 SIGNATURE: _____

**OCEANSIDE UNIFIED SCHOOL DISTRICT
Maintenance & Operations Department
(**Must Be Performed Monthly**)**

Date: ____ / ____ /20__

	S	U	W.O.#		S	U	W.O.#
SHOPS/OFFICES				OUTSIDE AREAS - Continued			
1 Floors kept free of slip/trip/fall hazards.	<input type="checkbox"/>	<input type="checkbox"/>		7 Hazardous materials stored properly.	<input type="checkbox"/>	<input type="checkbox"/>	
2 Aisles clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>		8 Gas valves/pipes checked & in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	
3 Lighting adequate and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>		9 Check for water leaks and water damage.	<input type="checkbox"/>	<input type="checkbox"/>	
4 First Aid kits available and properly stocked.	<input type="checkbox"/>	<input type="checkbox"/>		10 Drinking fountains checked for operation/ leaks/contamination/pressure.	<input type="checkbox"/>	<input type="checkbox"/>	
5 Hazardous materials segregated/stored properly.	<input type="checkbox"/>	<input type="checkbox"/>		11 Roofs checked for clogged drains/gutters/ downspouts/puddling.	<input type="checkbox"/>	<input type="checkbox"/>	
6 Hazardous storage areas properly marked.	<input type="checkbox"/>	<input type="checkbox"/>		12 Areas clear of dry rot /peeling paint/ evidence of mold.	<input type="checkbox"/>	<input type="checkbox"/>	
7 SDS binders readily available & up to date.	<input type="checkbox"/>	<input type="checkbox"/>		13 No evidence of pests.	<input type="checkbox"/>	<input type="checkbox"/>	
8 Hazardous containers labeled properly.	<input type="checkbox"/>	<input type="checkbox"/>		14 Main walkways in front of shops are clean and free of trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
9 Electrical panels labeled properly & are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>		15 Conex boxes are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	
10 No exposed or frayed electrical cords/wiring.	<input type="checkbox"/>	<input type="checkbox"/>		16 Areas clear of trash/non-use items.	<input type="checkbox"/>	<input type="checkbox"/>	
11 Compressed gas cylinders labeled & stored properly.	<input type="checkbox"/>	<input type="checkbox"/>					
12 Stairs/ramps have adequate lighting; stair treads/handrails in good repair.	<input type="checkbox"/>	<input type="checkbox"/>					
13 Fire extinguishers accessible/in good condition.	<input type="checkbox"/>	<input type="checkbox"/>					
OUTSIDE AREAS				S = Satisfactory. U = Unsatisfactory.			
1 Deluge shower water flow remains on until shut off.	<input type="checkbox"/>	<input type="checkbox"/>					
2 Deluge shower water flow rate at least 30 gpm minimum.	<input type="checkbox"/>	<input type="checkbox"/>					
3 Eyewash water flow rate is at least 3 gpm minimum.	<input type="checkbox"/>	<input type="checkbox"/>					
4 Walkways/parking areas in good repair.	<input type="checkbox"/>	<input type="checkbox"/>					
5 Exterior lighting in good repair.	<input type="checkbox"/>	<input type="checkbox"/>					
6 Fencing/gates in good repair.	<input type="checkbox"/>	<input type="checkbox"/>					
**Return completed/signed form to Maintenance Lead.				Grounds PRINT NAME: _____ SIGNATURE: _____			
				Maintenance PRINT NAME: _____ SIGNATURE: _____			

FORM REVISED 4/11/2022



Code of Safe Work Practices

The purpose of the Code of Safe Work Practices is to assist you in making safety a regular part of your work habits. The Oceanside Unified School District has the obligation to provide all employees with a safe place to work and supervisors shall hold staff responsible for safety by enforcing these rules. This is a minimum guide to help identify your responsibility for safety. Additionally, each department may have supplemental job-specific injury prevention guidelines for you to observe.

1. Immediately report all accidents, near misses, or incidents that occur.
2. Promptly report any unsafe conditions, acts, or practices to your supervisor.
3. To prevent strains and sprains:
 - a. Do not attempt to move heavy materials, furniture, or objects weighing over your job-specific limit without mechanical assistance or help from a co-worker.
 - b. Use proper body mechanics when lifting. Turn your whole body in the direction you want to go.
 - c. Do not store heavy objects higher than your waist if possible, to avoid overreaching and overhead lifting.
4. Use the proper tools for the job. Inspect equipment before each use and ensure that proper training has been received. Read and follow the manufacturer's manuals and specifications.
5. To avoid slips, trips, or falls:
 - a. Ensure that pathways are clear and accessible. Trip and slip hazards – stacks of paper or boxes, student backpacks, recently polished and slick floors, or extension cords – are common in school sites.
 - b. Clean up spills immediately.
 - c. Select comfortable footwear that is appropriate for your job tasks and consider the weather. Close-toed shoes with good support is always a good choice and do not wear flip-flops.
 - d. Use a ladder or stepstool. DO NOT stand on chairs, desk, counters, or tables.
 - e. Always be aware of your surroundings. Avoid distractions while walking such as texting or talking on the phone.
 - f. Do not rush or take shortcuts. Use designated walkways.
6. Be aware of the location of the nearest fire extinguisher and familiarize yourself with the site's emergency procedures.
7. Do not indulge or participate in horseplay as it creates unnecessary risks.
8. If your job duties require driving on behalf of the District, you will maintain a current drivers' license, always wear a seatbelt, adhere to generally accepted safe driving practices, and obey traffic regulations.

Safety is everyone's responsibility.

REVISION HISTORY

Date	Description
8/2010	Program created
01/2019	Revised content and added forms
02/2022	Updated District Logo
05/2022	Updated appendices
08/2022	Added Code of Safe Work Practices
03/2023	Added <i>Employee Access to the IIPP</i> element; Updated Documentation section content and included <i>Recordkeeping</i> to the title