



**Communicate • Collaborate • Operate • Educate**

# Injury and Illness Prevention Program

## INTRODUCTION

It is the intention of the Colusa County Office of Education to provide a safe and healthy work environment for all employees and to establish safe practices to be followed by all employees. To achieve this goal the Colusa County Office of Education (CCOE) has implemented this Injury and Illness Prevention Program (IIPP). The program consists of eight elements listed below:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

This program will strive to prevent and/or minimize the probability of injuries and illness to employees and to comply with all applicable state, federal and local health and safety codes.

Employees will have access to all CCOE Reports & Plans at [www.ccoe.net](http://www.ccoe.net).

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Aaron Heinz, Deputy Superintendent of Administrative Services, has the authority and the responsibility for implementing and maintaining this IIPP for the Colusa County Office of Education (CCOE).

Assistant Superintendents and Directors are responsible for implementing and maintaining the IIPP for their respective departments. A copy of this IIPP is available from each Assistant Superintendent, Director, manager and supervisor and is posted at the County Office Administrative Services office.

Immediate responsibility for workplace safety and health 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 using personal protective equipment and for reporting any unsafe conditions to their supervisors.

## COMPLIANCE

All employees, including administrators, are responsible for complying with safe work practices. Compliance with these practices will be achieved in the following manner:

- Employees will be informed of the provisions of our IIPP
- Program administrators, supervisors and managers will set positive examples for working safely and require that all staff under their direction work safely
- Training will be provided to employees whose safety performance is deficient

## COMMUNICATION

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

Our communication system includes the following items:

- New employee orientation including a discussion of safety and health policies and procedures

- Review of our IIPP
- Regularly scheduled safety meetings
- Posted or distributed safety information

## HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually, and additionally, when the following take place:

- Establishment of our IIPP
- New substances, processes, procedures, or equipment which presents potential new hazards are introduced into our workplace
- New previously unidentified hazards are recognized
- Occurrence of occupational injuries and illnesses
- Workplace conditions warrant an inspection

## ACCIDENT/ EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property-  
*All exposed employees will be removed from the area except those necessary to correct the existing conditions. Employees who are required to correct the*

*hazardous condition shall be provided with the necessary protection.*

## TRAINING AND INSTRUCTION

All employees, including administrators, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established
- To all new employees
- To all employees given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To all employees with respect to hazards specific to each employee's job assignment

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

- The IIPP
- Company Nurse
- Bloodborne Pathogens
- Fire Extinguisher Safety, fire safety, evacuation, and emergency procedures
- Mandated Reporter: Child Abuse and Neglect
- Sexual Harassment Prevention
- Slips, Trips, and Falls
- Back Injury and Lifting
- Safety Data Sheets
- Spread of virus prevention

## RECORDKEEPING

To comply with regulations and to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file at the CCOE

Administrative Services office:

- Records of hazard assessment inspections
- Documentation of safety and health trainings
- Copies of accident investigation reports

## **General Guidelines for Safe Practices:**

*Work Safety* - Safety is everyone's business. Practice safe work methods to avoid accidents.

*When Lifting* - Hold your back straight, bend knees, get a firm grip on the object and hold close to your body, space your feet for good balance; now lift, exerting the lifting force with your strong leg muscles, not the weaker back muscles.

*Material Handling* - Do not throw objects. Always carry or pass them. Use hand trucks or other equipment when possible. Get help with heavy or awkward objects.

*Trash Disposal* - Keep sharp objects and dangerous substances out of the trash can. Dispose of them in approved containers. Remove refuse promptly to prevent slips and tripping.

*Prevent Falls* - Keep aisles, workplaces and stairways clean, clear and well lighted. Report slippery or faulty floor surfaces. Walk - don't run. Watch your step. Wear safe shoes.

*Tools* - Handle and store knives and other tools carefully. Do not use burred, defective or greasy tools. Use the right tool.

*Falling Objects* - Handle objects and tools carefully. Store them where they won't fall.

*Work Area Conditions* - Protruding nails and sharp corners can cause serious cuts and bruises. Remove or pad them. Close all drawers.

*Ladders* - Use a safe ladder, not a box, chair, table, or any makeshift device. Ensure ladders are placed securely before using.

*Machine Guards* - Keep guards in place at all times. Don't clean machinery while it is running. Lock all disconnect switches while doing repairs or cleaning.

*Electrical Hazards* - Do not stand on wet floors while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

*If Injured* - Report all injuries no matter how slight to your supervisor and Company Nurse at (877) 518-6702. Prevent infection by receiving first aid for punctures, cuts and scratches.

*Horseplay* - Scuffling, practical jokes and tricks are not allowed.

Report unsafe conditions to Aaron Heinz, Deputy Superintendent, at (530) 458-0350 Ext. 10357, or [aheinz@ccoe.net](mailto:aheinz@ccoe.net).