



**Escuela Popular**

Educates to transform **lives.**



# **INJURY AND ILLNESS PREVENTION PROGRAM**

(Rev 1/19/2024)

**Title 8 California Code of Regulations §3203(a)(1)**

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for Escuela Popular

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, Cindy Cortes, has the authority and responsibility for implementing the provisions of this program for Escuela Popular.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering employee questions about the IIP Program.

## COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices include one or more of the following checked practices:

- Informing employees of the provisions of our IIP Program.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

## COMMUNICATION

All managers and supervisors 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:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.

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- Regularly scheduled safety meetings.
- Posted or distributed safety information.

### HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by one or more of the following individuals:

- Business and Operations Manager
- Facilities and Technology Specialist

Periodic inspections are performed according to the following schedule:

1. When we initially establish our IIP Program.
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.

### ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured employees and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective 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:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition.

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Employees necessary to correct the hazardous condition shall be provided with the necessary protection.

### TRAINING AND INSTRUCTION

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

1. When the IIP Program is first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.
11. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.

### 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:

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1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, 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.

The master copy of this IIPP can be found in EP Sites.

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 IIP 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

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

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection,

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the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.

## HAZARD ASSESSMENT AND CORRECTION RECORD

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Date of Inspection: [Enter date]      Person Conducting Inspection: [Enter name]

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Unsafe Condition or Work Practice: [Provide details, including root causes]

---

Corrective Action Taken: [Provide details, including solutions to root causes]

---

Date of Inspection: [Enter date]      Person Conducting Inspection: [Enter name]

---

Unsafe Condition or Work Practice: [Provide details, including root causes]

---

Corrective Action Taken: [Provide details, including solutions to root causes]

---

Date of Inspection: [Enter date]      Person Conducting Inspection: [Enter name]

---

Unsafe Condition or Work Practice: [Provide details, including root causes]

---

Corrective Action Taken: [Provide details, including solutions to root causes]

# ACCIDENT/EXPOSURE INVESTIGATION REPORT

This report is used to document any incidents for students and/or employees

## PERSONAL INFORMATION

\_\_\_\_\_  
*Name of injured person / Nombre de la persona lesionada*

\_\_\_\_\_  
*Date / Fecha*

\_\_\_\_\_  
*(Employee / Empleado) / (Student / Estudiante)*

\_\_\_\_\_  
*Grade / Grado*

\_\_\_\_\_  
*Phone Number / Numero de Telefono*

\_\_\_\_\_  
*Name of person completing the report / Nombre de la persona que hizo el reporte*

## INCIDENT INFORMATION

\_\_\_\_\_  
*Date of incident / Fecha del incidente*

\_\_\_\_\_  
*Time of incident / Tiempo del incidente*

\_\_\_\_\_  
*Incident location / Ubicación del incidente*

\_\_\_\_\_  
*Witness(s) Name / Nombre de los testigo(s)*

\_\_\_\_\_  
*Contact information / Información de contacto*

*Type of incident / Tipo de incidente:* \_\_\_\_\_

*Injury /  
Lesión*

*Fight /  
Pelea*

*Bullying /  
Acoso*

*Other /  
Otro*

*Incident description / Descripción del incidente:*

\_\_\_\_\_  
\_\_\_\_\_

*Actions Taken / Acciones tomadas:*

\_\_\_\_\_  
\_\_\_\_\_

*Additional comments / Comentarios adicionales:*

\_\_\_\_\_