



AUBURN UNION SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PLAN 2021

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I. **AUBURN UNION SCHOOL DISTRICT'S COMMITMENT TO SAFETY AND HEALTH**

The Auburn Union School District is firmly committed to maintaining a safe and healthful working environment. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District's ability to provide quality education. Every employee is expected to work safely, required to adhere to safety requirements, and immediately report accidents and/or potential workplace hazards to their supervisors.

To achieve this goal, the Auburn Union School District has implemented the comprehensive Injury and Illness Prevention Program. The program is designed to prevent work place accidents, injuries, and illnesses. A complete copy of the program is maintained at every site, at the Human Resources Department, Facilities Department and on our website, www.auburn.k12.ca.us , and is available for your review. A complete copy is also provided to all employees.

II. **GENERAL PROVISIONS**

A. District Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping his or her work area neat and orderly. Housekeeping inspections will be conducted by Custodial Personnel on a regular basis. Inspection reports will be kept on file electronically.

B. Objectives of the Injury and Illness Prevention Program

The Auburn Union School District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the work place. The primary purpose of this program is to ensure the safety and health of the District's employees, substitutes, volunteers, students, and community members and provide a safe and healthful work environment.

C. Responsibility for Safety and Health

All employees of the Auburn Union School District are responsible for working safely and maintaining a safe and healthful work environment.

III. ASSIGNMENT OF RESPONSIBILITIES

A. Senior Director Facilities, Maintenance and Operations

Justin Carrion, the Director of Maintenance and Operations and Alyssa Broddrick, the Human Resource Technician of the Auburn Union School District, are the program administrators and are responsible for the overall implementation and maintenance of the Injury and Illness Prevention Program. The Director of Maintenance and Operations and The Human Resource Technician can be reached at the District Office, 255 Epperle Ln. Auburn, CA 956903. The phone number is (530) 885-7242. The program administrator's duties include, but are not limited to:

- Ensuring that site administrators, managers, and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies;
- Ensuring that employees are trained in accordance with this Program;
- Coordinating with Human Resources Department to document all training in Public Works (see section VIII)
- Inspecting, recognizing, and evaluating work place hazards on a continuing basis;
- Developing methods for abating workplace hazards;
- Ensuring that workplace hazards are abated in a timely and effective manner.
- Coordinating quarterly District safety meetings to include but not limited to; District administrators, Principals, AUTA and CSEA staff.

The Director of Maintenance and Operations and The Human Resource Technician may assign all or some of these tasks to other individuals within the District. Nevertheless, the Director of Maintenance and Operations and The Human Resource Technician remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

B. Site Administrator

The Site Administrator has overall responsibility for ensuring that site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Administrator is responsible for:

- Implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203
 - Identify the person or persons with authority and responsibility for implementing the Program
 - Include a system for ensuring that employees comply with safe and healthy practices.
 - Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notifications by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate;
- Informing employees on procedures for reporting workplace hazards and safety concerns;
- Instructing employees on procedures for reporting accidents, injuries, and workers' compensation claims;
- Immediately reporting serious workplace injuries to the Human Resource Technician and Cal/OSHA; and
- Coordinating quarterly Site safety meetings to include but not limited to; Lead custodian and Site Safety Team.

C. Supervisors

Supervisors are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Providing new employees with an orientation of job hazards and safe work practice associated with their defined duties prior to assignment, including use of personal protective equipment (PPE);
- Investigating accidents and taking necessary action to prevent recurrence;
- Recommending disciplinary action for employees failing to comply with safety requirements;
- Ensuring employees are trained on safe work practices and any hazards unique to their duties;
- Ensuring proper reporting of work-related injuries and illnesses;
- Reporting workers' compensation claims; and

- Maintaining employee training records and providing them to the Human Resources Technician.

D. Employees

Employees are responsible for following safe practices and procedures as referenced in this document. Other responsibilities include:

- Reporting unsafe conditions, work practices, or accidents to their supervisors immediately; and
- Utilizing appropriate personal protective equipment (PPE) as instructed by their supervisors.

IV. AUSD EMPLOYER CODE OF SAFE PRACTICES

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.

- A. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- B. All employees shall be given frequent accident prevention instructions. Instructions shall be given at hire and as situations warrant, but in no event less than twice annually.
- C. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- D. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- E. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- F. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- G. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
- H. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.
- I. All injuries shall be reported promptly so that arrangements can be made for medical or first aid treatment.
- J. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

- K. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- L. When operating vehicles, drivers should obey all traffic laws, be aware of weather considerations, and drive defensively.

V. HAZARD IDENTIFICATION AND ASSESSMENT

A. Hazards are identified and assessed in the following ways:

1. Periodic inspections. The Principals and supervisors inspect their sites and departments at least twice yearly utilizing checklists as documentation.
2. Unscheduled inspections. The IIPP program administrator will arrange for unannounced inspections. The location and subject of the inspections will be chosen randomly, but will emphasize transportation and maintenance operations and general housekeeping of the school site.
3. New matters. New substances, procedures, or equipment introduced into the workplace will be reviewed by the relevant supervisor and the program administrators.
4. Reports by Employees. Employees are required to report any unsafe condition to their Principal or supervisor in writing or work order on the School website system online. No employee will be disciplined or discharged for reporting a workplace hazard. Employees may make an anonymous report to the Principal or supervisor.

B. Hazard Assessment & Correction

1. The Site Administrator will ensure that safety inspections are conducted at least twice a year, or as often as necessary, by the Lead Custodian.
2. The Site Administrator or designee shall conduct a periodic service to identify any unsafe conditions or take action to ensure correction. Corrections may be made by facility staff.
3. The Site Administrator will ensure that all reported potential safety hazards are documented in a log for the purpose of facilitating corrective action.
4. If employees report a potential chemical, biological or physical exposure, the Lead Custodian will assess the situation, and determine the need for outside assistance. Additionally, employees are encouraged to contact SDS now at (866) 724-6650 to access chemical information. As appropriate, the Site Administrator may request assistance from the local police and fire.
5. The Site Administrator will ensure that identified hazards are documented and corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without

endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.

6. In determining corrective actions, the Site Administrator or designee shall evaluate whether the identified hazard can be eliminated through workplace redesign (i.e. engineering controls) or product substitution. If it is not possible to eliminate the hazard, considerations should be given to reducing the exposure duration or rotating the work assignment among employees. The use of personal protective equipment (PPE) to control the exposure should be considered as the last resort.
7. The Site Administrator or designee shall ensure that identified hazards have been corrected. This should include periodic review of prior inspections, regulatory agency reports, or Facility Inspection Checklists.

VI. ADDRESSING IDENTIFIED HAZARDS

A. General Hazards

All identified hazards will be addressed in a timely manner. Safety concerns will receive priority over other work orders. Generally, safety hazards needing repair or removal will be reported on a work order and the requested action will be assessed and prioritized.

B. Hazards Which May Cause Imminent Harm

Hazards which give rise to a risk of imminent harm will be abated promptly. When the District cannot repair, remove, or otherwise abate such a hazard immediately, all personnel will be removed from the area except those personnel necessary to correct the hazardous situation. Those personnel will receive or will have received appropriate training and will be provided with necessary safeguards and personal protective equipment, if needed.

C. Newly Discovered Hazards

Any new or newly discovered hazard or hazardous procedure will be promptly investigated and remedied.

D. Anonymous Notification Procedures

Employees may submit an anonymous report (Anonymous Reporting Icon) through the District Website (www.auburn.k12.ca.us), all school websites, or submit an anonymous memorandum to the Principal or supervisor outlining a safety hazard. Anonymous reports will be investigated and acted on in a timely manner

E. Postings

The District will post at each site and department office required safety notices.

F. Training

The District provides training designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Standard

A system should be in place to ensure employees and students comply with safe and healthy work practices. This may include the use of postings, District meetings, training or re-training, and disciplinary action.

B. Required Activities

1. To encourage safe behavior on the job, Supervisors should acknowledge their employees for performing work safely. This provides positive reinforcement of safe work practices, and encourages cooperation with the program.
2. Any employee making an exceptional contribution to the safety program should be recognized with a brief letter and other recognition as appropriate.
3. If a Supervisor observes an employee performing in an unsafe manner due to lack of knowledge, appropriate training or retraining should be immediately given.
4. Any employee who repeatedly fails to follow safe work practice and/or procedures or who willfully violates any AUSD safety rules or directives may be subject to disciplinary action up to, and including, termination. Disciplinary actions will be applied as defined in California Education Code, Board Policy, and the relevant collective bargaining agreements of the Auburn Union School District.
5. Auburn Union School District is committed to a harassment-free workplace. The mission of the District cannot be realized in an

atmosphere of fear and intimidation. To this end, any act of discrimination or harassment will not be tolerated. If you feel you are a victim of any harassment, report the incident to your supervisor, any member of the Safety Committee, or the Superintendent.

VIII. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthy work practices. To achieve the goal, the District (or department) will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

- Upon hiring;
- Whenever an employee is given a new job assignment for which training has not previously been provided;
- Whenever new substances, processes, procedures, or equipment which represent a new hazard are introduced into the workplace;
- Whenever the District is made aware of a new or previously unrecognized hazard; and
- Whenever the District, program administrators, Principal, or supervisor believes that additional training is necessary.
- Supervisors will familiarize employees under their control with safety & health hazards to which they may be exposed.

B. Areas of Training

Employees will be trained in general safe work practices and will be provided specific instructions with respect to hazards unique to their job assignments. Training should include the following:

- New employee safety orientation;
- Emergency procedures;
- Hazard Communication;
- Bloodborne Pathogen;
- Heat Illness;
- Wildfire smoke protocol
- COVID 19 addendum

IX. DOCUMENTATION OF TRAINING

Documentation of training will be recorded on Public School Works and department records (agendas and sign in sheets).

X. INVESTIGATION OF WORK RELATED ACCIDENTS

All work related accidents will be investigated by the District in a timely manner. The appropriate Principal or supervisor shall conduct the initial investigation of accident.

Any accident deemed preventable or caused by an existing unsafe condition practice will be recorded on an Occupational Accident Investigation Report. This report shall be filed with the Human Resources Department.

XI. RECORD KEEPING

A. The following records shall be kept on file in the District Office:

- Facilities: Safety inspection reports;
- Facilities: Regulatory citations and correction action notices;
- Facilities: Current year Cal/OSHA “Summary of Occupational Injuries and Illnesses”;
- Human Resources: Employee accident investigation reports;
- Human Resources: Workers’ compensation claims/report forms;
- Human Resources: Employee training records.

B. The following records shall be kept on file at each school site and department:

- Minutes of district level safety committee meetings;
- Occupational accident investigation reports; and
- Site or department safety committee minutes.

XII. INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

A. Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread;
- Signs and symptoms of COVID-19;
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick;
- Physical distancing guidelines;
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available;
 - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose and mouth;
- Coughing and sneezing etiquette; and
- Safely using cleansers and disinfectants.
 - Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

B. Procedures to Help Prevent the Spread of COVID-19

- Employees who are not feeling well-anyone with a cough, fever, shortness of breath or has been exposed to anyone with a positive diagnosis should stay home;
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the District will do the following:
 - Provide resources including how to seek medical care information
 - Send the employee home and have the District Contact Tracer provide guidance based upon the facts of the employee's scenario.
 - Require a doctor's note attesting that the employee is fit for duty and able to return to work.
- If informed that an employee tests positive for COVID-19, AUSD will provide notice to health officials in the county/city in which they are working to thus provide AUSD with further guidance. Information includes but is not limited to:
 - The employee's work location, work hours, general and specific work duties, if the employee has traveled

to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked for by the health officials.

- All employees are obligated to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- If informed that an employee requires in-patient hospitalization or has died due to COVID-19, AUSD will report to Cal/OSHA at 916-263-2800 within eight hours of receiving the information, regardless of when or how the employee contracted COVID-19.
- District will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, along with review of manufacturer instructions for proper use.

C. Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

D. Good Sanitation Practices

- Check restroom facilities frequently and make sure they are clean and sanitary;
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary;
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing. Use daily cleaning logs to indicate frequency of sanitation;
- Make sure handwashing supplies are re-stocked regularly;
- District will be providing cloth masks to all staff, and face shields to all Special Education staff and aides. These face coverings are required in common work areas;
- Sanitize water receptacles and spigots daily.

E. Limit Non-Essential Visits and Travel

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved before arriving; employees should maintain social distancing from visitors. Signs and visuals have been placed around campus to direct visitors.
- Limit any unnecessary travel from one campus to another in vehicles, this includes personal employee vehicles and company provided vehicles, with multiple passengers.
- Eliminate all non-essential and non-related services, such as entertainment activities.

F. Work Related Injuries and Illnesses

- The District will continue to provide timely attention to those individuals not exhibiting signs of COVID-19, but who experience a work-related injury or illness.

RESOURCES PAGE

There are many resources to assist you with the various components of the addendum. As Districts introduce new cleaning protocols and cleaning products, it is crucial that guidelines are followed and all employees are properly trained.

Cal/OSHA Guidance on Requirement to Protect Workers from Coronavirus:

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

Centers for Disease Control and Prevention provides good overview of Coronavirus including posters:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>

For Up-To-Date Local Guidance:

Placer County: <https://www.placer.ca.gov/6367/Novel-Coronavirus-COVID-19>

CA Department of Education: <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

Public School Works has added three new Coronavirus specific related courses:

<https://go.publicschoolworks.com/l/399472/2020-04-13/9z9w2z>

Course No. 1: COVID-19: How to Protect Yourself and Others

Course No. 2: Cleaning and Disinfecting for COVID-19 for Custodians

Course No. 3: Managing Anxiety and Stress During the Coronavirus Pandemic

CA Department of Pesticide Regulation provides information regarding cleaning specific to schools and information on The Healthy Schools Act:

<https://www.cdpr.ca.gov/>

If you need further assistance, please contact Gabbi Daniel at Schools Insurance Group, ph# 530-823-9582, ext.208, email: gabbid@sigauburn.com

SAFETY INSPECTION REPORT

<p>Date:</p> <p>Name of Inspector:</p> <p>Signature of Inspector:</p> <p>Area Inspected:</p>	<p>Evaluations: S = Satisfactory U = Unsatisfactory NA = Not applicable to the area inspected</p> <p>If an unsatisfactory rating is provided for a Particular item, the Safety Action Report must be completed for the item in question.</p>																																								
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SAFETY INSPECTION REPORT

Date: Name of Inspector: Signature of Inspector: Area Inspected:	Evaluations: S = Satisfactory U = Unsatisfactory NA = Not applicable to the area inspected If an unsatisfactory rating is provided for a Particular item, the Safety Action Report must be completed for the item in question.		
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2. Fire Prevention			
2.1 Fire prevention equipment in working order (eg. extinguishers, automatic sprinklers).			
2.2 Fire extinguishers, sprinklers, fire exits, etc. unblocked.			
2.3 Fire extinguishers recharged regularly and noted on inspection tag.			
2.4 "No Smoking" procedures followed.			
2.5 Smoking prohibited near flammable materials.			
3. Emergency Response.			
3.1 Emergency telephone numbers posted.			
3.2 Exit signs posted.			
3.3 First Aid supplies stocked.			
4. Protective Equipment and Clothing			
4.1 Safety equipment provided.			
4.2 Safety clothing worn when required:			
4.2.a. safety glasses or goggles			
4.2. b. safety shoes			
4.2 .c. hard hats			
4.3 Safety equipment maintained in a sanitary condition.			
5. Machine Operators			
5.1 Machines used only by authorized, trained employees			
5.2 Machinery turned off when not in use.			

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5.3 Correct speed and feed used when operating equipment.		
5.4 Safety guards in place on all equipment.		
5.5 Machinery and equipment clean and properly maintained.		
5.6 Lock-out procedures in place and followed		
6. Hand Tools and Equipment		
6.1 Tools and equipment in good working condition		
6.2 Tool cutting edges are kept sharp.		
6.3 Hand protection utilized when using cutting tools.		
6.4 Tools stored in a dry, secure location.		
6.5 Eye and face protection used when driving hardened or tempered nails.		
6.6 Hand trucks maintained in safe operating condition.		
7. Additional Items Covered:		

OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT

Investigator's Name: _____

Person Involved in Accident, Injury or Illness: _____

Position Held: _____ Department: _____

Task being performed when accident occurred: _____

Description of Accident, Injury or Illness: _____

Date: _____ Time: _____ Location: _____

Describe the accident, injury or illness and the cause of the incident. Include the nature of any injury, illness or property damage:

Witness Name:

Telephone Number:

Investigator's Signature _____ Date: _____

Any deviation from these time requirements must be reported to the Program Administrator immediately.

SAFETY MEETING REPORT

Date: _____

Department: _____

Meeting Leader (print clearly): _____

Meeting Leader (signature): _____

TOPICS DISCUSSED
(attach or identify all documents provided & discussed)

PERSONNEL IN ATTENDANCE

Employee Name (print clearly): _____

Employee Signature: _____

Date: _____