

Jefferson Union High School District



Injury and Illness Prevention Plan 2024-2025

The personal safety and health of each employee of the Jefferson Union High School District is of primary importance. Injury and Illness Prevention is the policy of the Jefferson Union High School District because every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation, and Employee Security.

The Injury and Illness Prevention Program (IIPP) administrator, Dorene Basuino, Associate Superintendent of Human Resources and Student Services, has the authority and the responsibility for implementing and maintaining this IIPP for the Jefferson Union High School District (District). Administrators are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available annually to every employee and by request from supervisors.

COMPLIANCE

All employees, including administrators, are responsible for complying with safe and healthful work practices.

Our systems of ensuring that all employees comply with these practices include the following requirements:

- Inform employees of the provisions of our Injury and Illness Prevention Program (IIPP)
- Inform employees of how to access Company Nurse for work related injuries and/or illnesses
- Provide training to employees at regular intervals (at the time of hire and at least on an annual basis)
- Re-train employees whose safety performance is lacking
- Utilize progressive discipline for employees who failure to comply with safe and healthful work practices
- Evaluate the safety performance of all employees

COMMUNICATION

All administrators 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 administrator about workplace hazards without fear of reprisal.

Our communication system includes:

- New hire orientation including a discussion of safety and health policies and procedures
- Annual review of our IIPP
- Training programs
- District Labor Management and Site Labor Management
- Posted safety information
- Anonymous reporting system for District stakeholders, including employees, to anonymously inform administrators about workplace hazards

- The Incident IQ Ticketing System for employees to inform administrators about workplace hazards

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

1. Classrooms
2. Bathrooms
3. Kitchens and Cafeterias
4. Hallways, Stairwells, and Aisles
5. Offices
6. Blacktops and Playfields
7. Campus Access and Egress Points

Periodic inspections are performed according to the following schedule:

- When we initially established our Injury and Illness Prevention Program (IIPP)
- When new substances, processes, procedures, or equipment, which present potential new hazards are introduced into our school campuses and work sites
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- On a rotating daily and weekly schedule

ACCIDENT/EXPOSURE INVESTIGATIONS

Accidents will be investigated by administration and or the San Mateo County School Insurance Group as soon as feasibly possible. Procedures for investigating workplace accidents and hazardous substance exposures will include:

- Interviewing injured workers 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 that cannot be immediately abated without endangering employee(s) and/or property, the District shall remove all exposed workers from the area except those necessary to correct the existing condition;
- Employees who are required to correct hazardous conditions shall be provided with the necessary protection

TRAINING AND INSTRUCTION

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

When the Injury and Illness Prevention Program (IIPP) is first established

- To all new employees
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the District is made aware of a new or previously unrecognized hazard
- To administrators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- On an annual review basis

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

- Implementation and maintenance of the IIPP
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways, hallways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels
- Proper reporting of hazards and accidents to supervisors

RECORDKEEPING

Keep workplace safety records:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and maintained for at least for one year.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers. Records will be maintained for one year except for training records of employees who have worked for at least one year, which are provided to the employee upon termination of employment.

EMPLOYEE ACCESS TO THE IIPP

District employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. This will be accomplished by:

Unobstructed access through annual notifications and the District 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. Employees will be provided annual notice of their access to the IIPP as part of the annual notifications sent to all employees.

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)

WORKPLACE VIOLENCE PREVENTION PLAN

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Below are links to each site's specific Workplace Violence Prevention Plan:

- [Adult Programs: Edgemont](#)
- [Adult Programs: Jefferson High School](#)
- [Adult Programs: War Memorial](#)
- [Adult Programs: Westmoor](#)
- [Bus Garage](#)
- [Daly City Youth Health Center](#)
- [District Office](#)
- [Jefferson High School](#)
- [Oceana High School](#)
- [Terra Nova High School](#)
- [Thornton High School](#)
- [Westmoor High School](#)

JEFFERSON UNION HIGH SCHOOL DISTRICT

HEALTH & SAFETY CHECKLIST

School: _____

A. <u>Main Buildings:</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Windows in good condition	_____	_____
2. Floors in good condition	_____	_____
3. Doors operate properly	_____	_____
4. Stairs are clean, safe	_____	_____
5. Lights work properly	_____	_____
6. Heat, ventilation	_____	_____
7. Water system	_____	_____
8. Toilet facilities and supplies	_____	_____
9. Health supplies and first aid kits	_____	_____
10. Courtyards clean, safe	_____	_____
11. Parking lot(s) clean, safe	_____	_____

COMMENTS: _____

B. <u>Cafeteria and Snack Bar Areas</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Lunchrooms, clean and safe	_____	_____
2. Garbage cans, quantity and cleanliness	_____	_____
3. Food handling by students and employees	_____	_____

COMMENTS: _____

C. <u>Gym, Athletic Areas, Locker Rooms</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Gym floor, bleachers safe	_____	_____
2. Dressing room floors, clean, safe	_____	_____
3. Toilet, showers and dressing areas	_____	_____
4. Athletic fields, safe and clean	_____	_____
5. Pool, safe and clean	_____	_____

COMMENTS: _____

Health and Safety Checklist

Page 2

D. <u>Science Laboratories</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Electrical devices, safe	_____	_____
2. Chemicals properly stored and marked	_____	_____
3. Poisons and corrosives properly marked	_____	_____
4. Fire extinguishers in labs where needed	_____	_____
5. Flammable materials properly stored and labeled	_____	_____

COMMENTS: _____

E. <u>Industrial Education Areas: (Shops)</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Machines properly spaced and placed	_____	_____
2. Machines in safe condition	_____	_____
3. Safety lines in danger areas	_____	_____
4. Machine power controls, safe	_____	_____
5. Electrical equipment, safe	_____	_____
6. Stored materials do not create hazard	_____	_____
7. Safety guards for machines, as required	_____	_____
8. Floors clean and safe	_____	_____
9. Lighting	_____	_____
10. Exhaust systems, where applicable	_____	_____
11. Pressure tanks inspected, safe	_____	_____
12. Machines, hand tools and portable equipment inspected periodically	_____	_____
13. Shop students use required protective equipment	_____	_____
14. Students instructed and understand shop safety	_____	_____
15. Students wear appropriate dress	_____	_____
16. Shop facilities regularly inspected by appropriate authorities	_____	_____

COMMENTS: _____

Health and Safety Checklist
Page 3

F. <u>Fire Prevention</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. Fire drills by detailed plan and regularly held	_____	_____
2. Proper number and location of alarm boxes	_____	_____
3. Fire extinguishers properly placed, sufficient quantity, properly maintained, inspected	_____	_____
4. Procedures to follow in emergency posted	_____	_____
5. Oily rags properly stored	_____	_____
6. Flammables kept in proper containers	_____	_____

COMMENTS: _____

SCHOOL SAFETY COMMITTEE MEMBERS:

<u>NAME</u>	<u>POSITION</u>
_____	_____
_____	_____
_____	_____
_____	_____

This Report Submitted By: _____

Title: _____

Date of Safety Check: _____

The vice-principal is responsible for appropriate follow-up on items marked unsatisfactory.

INSTRUCTIONS FOR COMPLETING ACCIDENT INVESTIGATIONS

Conducting a thorough accident investigation promptly after an injury occurs can be the first step toward preventing future worker injuries. The benefits that can be derived from this process are frequently overlooked by employers. Investigations can lead to safer working conditions, restore the sense of security of employees, increase productivity, and save money for the company.

The primary goal of an accident investigation is to identify the underlying cause of the injury. This underlying cause, often referred to the “root cause of injury,” is not always easily identified. An investigator may need to look at a series of causes and effects reaching back to the first event on the chain of events leading up to the injury.

The following guidelines are provided for conducting an accident investigation.

- The immediate supervisor of the injured employee should perform the investigation.
- The investigation should begin immediately after the injured employee has received onsite medical assistance or has been transported to medical facilities.
- Evidence (including tools and equipment) should be preserved so their condition can be determined.
- Witnesses should be identified and detailed documented interviews conducted.
- Photographs of equipment and conditions around the accident area should be taken.
- Training records of the injured and anyone else involved in the accident should be reviewed
- A written report should be prepared when all of the facts have been reviewed.

The investigation should ask the questions: **Who**, **What**, **Where**, and **When**, but the most important question is **Why** the injury occurred. Oftentimes the injured employee may have performed the same task repeatedly without getting injured. It is important to know why the injury occurred this time. The answer to the **Why** question may indicate something was done differently, and this can often be the “root cause” of the injury.



County Schools Insurance Group
1791 Broadway, Redwood City, CA 94063
(650) 365-9180 Fax (650) 365-9263

SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP

INCIDENT REPORT FOR NON STUDENTS

This Form is not to be used to report employee injuries.

CONFIDENTIAL REPORT

This report is confidential and is intended to be sent to SMCSIG's claims administrator and district's legal counsel for use in recovering losses and defending litigation.

School: _____ District: _____

Address: _____ Telephone: _____

Injured's Name: _____ Date of Birth: _____

Address: _____ Telephone: _____

Location of incident: _____

Date of incident: _____ Time of incident: _____

Description of Incident: _____

Why was injured at location? _____

Did incident result in bodily injury or property damage? _____

Please describe

Witnesses: (Please indicate if witness is an employee)

1. Name: _____ Address: _____

Telephone: _____

Please Print

2. Name: _____ Address: _____

Telephone: _____

Please Print

Reported completed by: _____ Telephone #: _____ Date: _____

Form should be completed by staff, not injured person.

Please Fax Immediately to District office to Report Serious Injuries



SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP

SAN MATEO COUNTY SCHOOLS INSURANCE GROUP
1791 Broadway, Redwood City, CA 94063
(650) 365-9180 Fax (650) 365-9263

PROPERTY LOSS REPORT

CONFIDENTIAL REPORT

This report is confidential and is intended to be sent to SMCSIG's claims administrator and district's legal counsel for use in recovering losses and defending litigation.

Theft Vandalism Fire Other _____

School: _____ District: _____

School Address: _____

Principal's Name: _____ School's Telephone Number: _____

Name of employee(s) who had care or custody: _____

Name: _____ Department: _____

Name: _____ Department: _____

List items missing or property damaged (describe fully). Attach copy of Police and/or Fire Report(s):

How were items damaged or stolen? _____

Explain how building was entered: _____

Was alarm activated? _____ Were police notified? Yes No (If not, why?) _____

Rooms Entered: _____ Date & Time of Entry: _____

Time Discovered: _____ By whom: _____

Estimated cost of repair or replacement (attach inventory): \$ _____

Suggestions to prevent similar incidents in the future: _____

Reported by: _____ Title: _____

Please Print Full Name

Signature: _____ Date: _____ Phone: _____

Form should only be completed to report damage/loss to District Property



SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP

SAN MATEO COUNTY SCHOOLS INSURANCE GROUP
1791 Broadway, Redwood City, CA 94063
(650) 365-9180 Fax (650) 365-9263

VEHICLE ACCIDENT REPORT

CONFIDENTIAL REPORT

This report is confidential and is intended to be sent to SMCSIG's claims administrator and district's legal counsel for use in recovering losses and defending litigation.

Date of Accident		Time of Accident		Location of Accident			District Name	
Year		Make		Vehicle License No.		Vehicle No.		Department
Dist. Driver's Last Name		First Name		Initial	Business Phone		Driver's License No.	
For what purpose was the vehicle used?					Damage to District Vehicle			
Other Driver's Last Name		First Name		Initial	Address		Bus. Phone	
Owner's Last Name		First Name		Initial	Address		Res. Phone	
List damage, if auto: Make, Year, License No., State. <i>(Attach Police Report, if available.)</i>							Who was at fault?	
Was other car insured? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of Company & Policy No. or Insurance Broker & Phone No.					
If school employee is injured, a separate Worker's Compensation Report is required.								
Name & Address (Injured Person)			Phone No.	Age	Pedestrian	Other Vehicle	District Vehicle	Extent Of Injury
1								
2								
3								
4								
Name & Address (Witness or Passenger)			Phone No.	Age	Pedestrian	Other Vehicle	District Vehicle	
1								
2								
3								
4								
Complete description of accident, (attach separate page if necessary).								
Reported to:			Signature of District Driver or Supervisor				Date	

SAFETY TRAINING RECORD (Matricula de Entrenamiento)

Name of Company/Organization <i>Nombre de la Empresa:</i>			
Name of Trainer/Affiliation* <i>Nombre del Entrenador</i>	Location of Training <i>Ubicacion de la Formacion</i>	Date of Training Fecha	
Topic/Title of Program <i>Titulo del Tema / Programa</i>			

Training Media Used – (Circle which media apply/used)

Lecture/Demonstration	Online	Video	Webinar
Print Employee's Name / Nombre de Participante		Signature/ Firma	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Safety Orientation Checklist

1. Clothing and Attire

- Footwear: Discuss type required/permitted.
- Personal Clothing: Discuss requirements and hazards of loose fitting clothes and jewelry.
- Discuss hazard of hair length around equipment.
- Safety Equipment: Discuss and issue required personal protective equipment. Instruct on proper use.

2. Material Handling

- Lifting in general: Discuss common sense lifting tips.
- Assessing the weight before lifting.
- Check for labels giving weight information.
- Performing a test tug or lift before trying to fully lift and/or carry it.
- Use material handling equipment or ask for help.
- Demonstrate the correct way to lift, push, pull, or move every type of item that the employee will be expected to handle.
- Storage handling: Review items that are sharp, fragile, caustic, slippery, etc., or that may provide special lifting, moving, or handling problems.
- Identify items requiring gloves or other protective devices.
- Material storage: Show where materials, pallets, etc., may and may not be stored.

3. Facility Orientation

- Take employee on a tour of the facility to familiarize employee with the locations of:
 - Emergency exits
 - Fire extinguishers
 - Alarms
 - Fire hoses
 - First aid kits
 - Emergency supplies
 - Demonstrate how to use firefighting equipment

4. Hazardous Substances/Materials

- Review with the employee all hazardous substances or materials used or stored throughout the facilities.

- Review personal protection equipment required to handle hazardous materials.
- Review proper handling and storage of chemicals.
- Review proper handling and storage of flammable liquids.
- Review proper handling and storage of hazardous waste materials.

5. Equipment

- Review the proper use and operation of all equipment to be used by the employee.
 - Forklift
 - Other material moving equipment
 - Ladders
 - Knives
 - Power tools
 - Hand tools

List other equipment discussed:

6. Accidents and Unsafe Conditions

- Discuss the importance of accident prevention and reporting.
- Review company policies and procedures on reporting and investigating injuries.
- Review how to report unsafe conditions.
- Review responsibilities for correcting unsafe housekeeping conditions.

7. Review Safety Rules

- Review safety rules and enforcement policy.
- Review disciplinary procedures.

Trainer _____ Trainee _____ Training Date _____