



**INJURY and ILLNESS PREVENTION PROGRAM  
2020-2021**

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## **Introduction**

North Orange County Regional Occupational Program has developed a formal Injury and Illness Prevention Plan (IIPP) to ensure safe and healthful working conditions for all North Orange County ROP employees. The IIPP is intended to standardize various safety written plans and procedures into one effective, uniform IIPP and to ensure compliance with state and federal safety regulations. The IIPP has been designed with the major emphasis on the health and safety of all North Orange County ROP employees while trying to remain viable and effective. Responsibilities shall be as follows:

1. The Assistant Superintendent, Business Services or designee will be responsible for developing policies and procedures set forth under this IIPP.
2. The IIPP will be approved by the Board of Trustees on an annual basis.
3. ROP management will be required to implement and adhere to policies and procedures of the IIPP.
4. Employees are required to adhere to the policies and procedures of the IIPP.

## **Injury and Illness Prevention Policy**

North Orange County ROP is committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for students and school site visitors. To fulfill its obligation, North Orange County ROP will incorporate an Injury and Illness Prevention Program (IIPP). The intent of this IIPP will be to prevent and/or minimize the probability of injuries and illness to workers, students and visitors, and to comply with applicable state, federal and local health and safety codes, standards and regulations. North Orange County ROP, its Board and its management pledge to support this IIPP to ensure that it remains a viable method of protecting all employees and all other site occupants. North Orange County ROP policy will be to promote an active and aggressive risk control IIPP with the reduction and/or control of safety and health risks.

## **Injury and Illness Prevention Program Coordinator**

North Orange County ROP hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to: The Assistant Superintendent, Business Services or designee. The IIPP coordinator is responsible for ensuring that North Orange County ROP provides all employees with a safe and healthful workplace and that North Orange County ROP is in compliance with all CAL/OSHA and other applicable federal, state and local safety and health standards. In order that the IIPP coordinator may fulfill his or her responsibilities, North Orange County ROP grants appropriate authority to the coordinator so that all North Orange County ROP and IIPP obligations are met.

## **Injury and Illness Prevention Program Review**

The IIPP coordinator will be responsible for reviewing the written IIPP at least once during the first year after implementation and then at least annually thereafter. The review will be to ensure that the written IIPP is appropriate for North Orange County ROP at the time of review and for any anticipated future changes. The IIPP coordinator will provide written notice to the Superintendent or designee of the review.

The written notice will indicate at least one of the following:

1. The IIPP was reviewed and is still appropriate for North Orange County ROP.
2. The IIPP was reviewed and minor changes were made.

## **Occupational Safety and Health Work Practices Compliance**

North Orange County ROP is aware that Occupational Safety and Health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them. Therefore, North Orange County

ROP, through the IIPP coordinator, will implement a system or systems to ensure that all employees comply with workplace safety and health practices. The system or combination of systems will include any one or combination of the following:

- Training is completed annually and as needed.
- Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor will be subject to disciplinary action in accordance with existing North Orange County ROP policy. Any action taken will not violate employee rights under CAL/OSHA regulations and will be enforced in a non-discriminatory fashion.
- Supervisors will conduct scheduled and unscheduled observations of work practices for employees under their direct supervision. These observations will be conducted to ensure employee compliance with safe and healthy work practices.

## **Communication**

Communication to employees regarding safety practices are through the IIPP coordinator who:

- Provides a means to readily communicate to employees matters relating to occupational safety and health; and, encouragement for employees to inform the ROP of workplace hazards.
- Conducts meetings and informs employees of those meetings via meeting minutes.

Documentation (agenda and meeting minutes) will be kept of each meeting.

## **Health and Safety Committee**

A Health and Safety Committee will be convened and include representation from management, classified and certificated personnel and will identify an alternate member. The committee will be responsible for determining the minimum number of attendees to have a quorum. The committee shall determine the number of unexcused absences from meetings, which can result in dismissal from the committee. The purpose and requirements of the Health and Safety Committee are:

- Communicate with the California State Division of Industrial Safety when requested by the division to verify abatement action taken by the ROP pursuant to division citations.
- Conduct site inspections and/or investigations to assist in remedial solutions for hazardous conditions made known to any committee member and submit recommendations.
- Meet regularly, but not less than quarterly.
- Record the meeting minutes and make available to employees. Keep the minutes on file for three years and upon request, make available to the California Division of Industrial Safety.
- To review reports of incidents and make suggestions for prevention of future incidents.

## **Identification and Evaluation of Workplace Hazards**

The purpose of these inspections will be to identify unsafe conditions and work practices in accordance with city, state and CAL/OSHA regulatory requirements. Workplace inspections will be scheduled to meet the following minimum requirements:

- An initial inspection when the IIPP is first established.
- An inspection of affected areas when new substances, processes, procedures or equipment are introduced and which represents a new occupational safety and/or health hazard.
- An inspection of affected areas when made aware of a new or unrecognized hazard.

To ensure workplace hazards are identified and evaluated on a regular basis, periodic inspections will be scheduled according to the IIPP coordinator. The maintenance personnel will conduct general inspections of

the ROP facilities and classrooms at assigned locations annually and as needed. These inspections will be conducted and documented with appropriate forms. The IIPP coordinator will keep the documentation and review, if necessary, with the Health & Safety Committee. Personnel designated to perform workplace inspections may be subject to disciplinary procedures for not completing assigned inspections or for deliberately falsifying reporting forms. When necessary, the ROP will use an outside safety expert to supplement the ROP's in-house IIPP inspection.

When outside safety vendors are used, they must meet or adhere to the regulations as set forth by the ROP. Job safety analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections. The IIPP coordinator shall be responsible for: reviewing and analyzing accident reports and "loss runs"; identifying trends, high frequency and high severity exposures. This analysis with supporting data from safety/risk management experts shall be used to determine when job safety analysis or ergonomic studies would be appropriate to aid in identifying and evaluating workplace hazards.

### **Corrections of Unsafe or Unhealthful Conditions**

The IIPP promotes a safe and healthy work environment through the use of: employee safety and health trainings; workplace inspections and systems of communication. These methods are designed to identify unsafe or unhealthful conditions, procedures and work practices. Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. The IIPP coordinator or designee shall determine the appropriate corrective action to abate, eliminate or correct the identified condition. Management staff must notify the IIPP coordinator immediately when they discover a danger. If immediate corrective action cannot be implemented, then notification about the hazard must be given to employees having the potential for exposure to the hazard. OPRA generated work orders to correct unsafe or unhealthful conditions are given the highest priority.

### **Investigations of Occupational Injury, Illness, or Exposure to Hazardous Substances**

The responsibilities for reporting will be applied as necessary depending on the nature of the accident situation. Employees are required to report any accident or incident as soon as possible to their immediate supervisor as per the reporting procedures. Further investigations of occupational injuries and illness may be necessary to meet the legal obligations to the state or CAL/OSHA and to prevent further accidents. The immediate supervisor/manager will be responsible for conducting the initial accident or incident investigation and for initiating the appropriate North Orange County ROP Accident and Incident Reports.

The IIPP coordinator shall review all initial investigation reports. The IIPP coordinator will conduct follow-up investigations when the review suggests that one is appropriate. Follow-up investigations will be required for any accident, which requires reporting to CAL/OSHA. The supervisor/manager completing the report will provide copies of the report to the IIPP coordinator.

A serious injury or illness is any injury or illness that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement. Any serious injury or illness, or death of an employee occurring in the workplace or in connection with any North Orange County ROP employment shall be reported to the nearest California Division of Occupational Safety and Health as soon as practically possible but not longer than 8 hours after discovery, per OSHA guidelines.

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the IIPP coordinator or the Human Resources Department will complete "Employer's Report of Occupational Injury or Illness" Form 5020, latest revision. This report will be submitted to the Division of Labor Statistics and Research, Department of Industrial Relations within five (5) days after the occurrence has been reported to North Orange County ROP. The IIPP coordinator shall also ensure that for any medical treatment provided for pesticide or suspected pesticide poisoning the "Doctor's First Report of Occupational Injury or Illness" is also submitted to the Division of Labor.

## **Employee Training**

The IIPP coordinator will ensure that staff is knowledgeable about the safety and health hazards. Management staff shall be responsible for: identifying hazard specific or unique training, scheduling appropriate personnel, and ensuring completion of required training. To ensure that all employees receive adequate training, the training should include the following elements (Training will be coordinated by the IIPP coordinator):

- When the IIPP is first established.
- Employees will receive appropriate training prior to assignment to jobs having hazards covered under the training IIPP.
- Employees given new job assignments which training had not been previously provided.
- Employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace.
- Refresher training when the IIPP coordinator/designee is made aware of new or previously unrecognized hazards and/or when the ROP feels it is deemed appropriate.

## **Record Keeping**

Record keeping is mandatory for workplace inspections, Employee Occupational Safety and Health Training, and occupational Injuries and Illnesses. The IIPP coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this IIPP and/or CAL/OSHA at North Orange County ROP Education Center. All records in this section will be maintained by North Orange County ROP for at least five (5) years following the end of the year to which they relate.

## **COVID-19 Safety Plan**

The online version of the below plan can be accessed at:

[www.nocrop.org/images/documents/NOCROP-COVID-PLAN.pdf](http://www.nocrop.org/images/documents/NOCROP-COVID-PLAN.pdf)