



# Illness and Injury Prevention Plan

## 2024-2025

**Program Elements: 8 CCR § 3203**

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## **INJURY AND ILLNESS PREVENTION**

### **BACKGROUND:**

In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written, effective Injury and Illness Prevention Program (IIPP) is required for every California employer.



## **West Contra Costa Unified School District General Information:**

The West Contra Costa Unified School District is comprised of (58) schools and offices with approximately 4,000 employees. The schools and offices are at strategic points throughout Contra Costa County.

### **2.) RESPONSIBILITIES:**

#### **Superintendent:**

Responsible for the safety program design and implementation, the safety of all employees, managing school Principals, assistant principals, and managers accountable for Supervisory and lead personnel's day to day safety and incident investigations.

#### **Human Resources Department, Maintenance and Operations Department and Risk Manager:**

Responsible for coordinating the implementation of the IIPP elements throughout the district, for monitoring compliance with IIPP elements, and for recommending IIPP revisions to ensure program effectiveness.

#### **Employee Health, Safety, and Training Manager:**

Responsible for conducting an annual evaluation of the IIPP to ensure program effectiveness in reducing/preventing employee injuries and illnesses.

#### **Administrators, Directors, Managers, Principals, and Supervisors Responsibilities:**

Administrators, Directors, Managers, Principals, and Supervisory staff, are fully responsible and accountable to the Superintendent for compliance with the provision of the programs within their area of responsibility. Their duties include but are not limited to:

- A.) Promoting a safety-first mentality by setting a good example.
- B.) Providing job-specific and general safety and hazard training to employees, including safety orientation.
- C.) Providing safe and healthful working conditions for all employees.
- D.) Conducting periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures, and/or attitudes that adversely affect the health and safety of all employees.



E.)



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

1.) School Principals to become aware of the provisions of the IIPP. Implement a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.

2.) **Managers and supervisors are expected to become aware of the provision of the IIPP:**

A.) Evaluate employee's safety performance.

B.) Provide training to all employees on the provisions of the IIPP.

C.) Implement methods geared toward promoting positive acknowledgment of safe behaviors.

D.) Enforce safety policies and procedures fairly and uniformly.

3.) Employees who fail to follow safe work practices or procedures or who violate any West Contra Costa Unified School District safety rules or directives may be subject to disciplinary action up to and including immediate termination. Disciplinary measures may also be progressive, depending upon the infraction's severity and frequency (s).

4.) The above-referenced system of progressive discipline applies to all employees who violate safety rules and regulations. Disciplinary actions are conducted in accordance with applicable West Contra Costa Unified School District personnel policies and procedures and applicable MOU's.

4.) **Communication:**

The West Contra Costa Unified School District established programs for providing employees with readily understandable occupational safety and health information and provides several methods to encourage open, two-way communication between management and staff on health and safety issues. These methods may include but are not limited to:

A.) A new employee orientation to review safety and health policy and procedures.

B.) Review IIPP periodically.

C.) Training program to comply with specific Cal-OSHA regulations and safety policies.

D.) Safety Committee meetings.

E.) Staff meetings.

F.) Newsletter.

G.) Periodic posting and distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcements.

H.) Safety suggestions for improvement and recommendations.













- Emergency Procedures/Spills.
- D.) Reporting Workplace injuries and illnesses.
- E.) Safety Committee - Purpose and Responsibilities.
- F.) Communicable and Infectious Diseases/Universal Precautions.
- G.) Fire and Life Safety Requirements.
- H.) Asbestos Awareness.

**Job-Specific Safety and Health Training and Information (including but not limited to)**



## **WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT IIPP**

Records of scheduled and periodic inspections and investigations of employee injuries and illnesses along with the corrective actions taken are recorded on the Hazard Assessment Checklist (attached), the Identified Hazards and Correction Record (attached), and the Employee Accident Investigation Form (for Supervisors). This documentation is maintained for at least one (1) year.

Documentation of safety and health training records (including the employee's name, training dates, type(s) of training, and training providers) for each employee are maintained for the term of employ/F2 12 TflT If employee nihoniork or the tdst ieti



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**Illness & Injury Prevention Plan In-Depth Acknowledgement:**

**SAFETY RULES & PROCEDURES:**

**1.: General Safety Rules:**

WCCUSD for the protection and safety of all employees, the district has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

**1.1.1:** All accidents and injuries shall be reported to the supervisor at the time of their occurrence

**1.1.2:** Machines or equipment shall not be operated until proper instructions on its operation have been received.

**1.1.3:** Horseplay Throwing things, running in aisles and stairways, distracting other employees at work and unnecessary shouting are forbidden.

**1.1.4:** All spilled oil, grease, water and other liquids shall be cleaned up immediately.

**1.1.5:** Any defective tool or equipment shall be immediately reported to supervision.

**1.1.6:** Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.

**1.1.7:** Personal protection equipment shall be worn when and where required.

**1.1.8:** Lifting is to be done only in the approved safe manner.

**1.1.9:** All work areas are to be kept in a clean and orderly condition.

**1.2: Occupational Health.**



### **1.3: Public Protection**

WCCUSD Protection of the public while visiting or working on a District property is a major District responsibility. The following procedures and safeguards have been established.

**1.3.1:** Members of the public (i.e., visitors, contractors, and repair people) are to check in at each site. Personal protective equipment is to be issued as required. Visitors may be restricted to certain areas. It is the designated person's responsibility to work with Director of Maintenance, Operations and Facilities to see that areas such as parking lots, driveways, walkways, stairs, halls and floors are adequately lighted and maintained. All construction sites are to be posted or fenced. Periodic inspections will be made to assure adequate maintenance of public safeguards.

**1.3.2:** Safety measures, i.e., odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at District sites.

### **2.: Safety & Health Training:**

Recipients of Safety and Hazard Training Safety and Hazard Training will be provided:

**2.1.1:** To all new employees.

**2.1.2:** To employees given new job assignments for which training has not previously been received.

**2.1.3:** Whenever new substances, processes, equipment procedures or equipment are introduced



2 **2.24:** Employee "Right-To-Know" training which (R)17 (i)-4 (g)TJETQq 01611 70217 W4B C04.5E7W#T1





### **1.) Addendum-A: Workplace Violence Reporting Form:**

This form is designed to facilitate the reporting of workplace violence incidents within the WCCUSD. It provides a structured format for employees to document details of any observed or experienced violent behavior, including the nature of the incident, individuals involved, and any relevant circumstances. Prompt and accurate reporting through this form is essential for initiating appropriate responses and interventions to address workplace violence concerns.

### **2.) Addendum-B: Violent Incident Investigations Form:**

The Violent Incident Investigations Form serves as a comprehensive tool for conducting thorough investigations into reported incidents of workplace violence. It outlines a systematic approach for gathering relevant information, interviewing witnesses, collecting evidence, and documenting findings. By using this form, designated personnel can ensure that investigations are conducted in a fair, objective, and consistent manner, with the goal of determining root causes and identifying preventive measures to mitigate future risks.

### **3.) Addendum-C: Violent Incident Log and Instructions:**

Addendum-C provides a standardized format for maintaining a centralized log of all reported violent incidents within the WCCUSD. (fr (s)60 0 6 ( )TJi)-4 (nc)-5 (i)-4 (e)-5u5 (s)6 ( a)-5 (nc)-5.025 379.3 m



## HAZARD CORRECTION REPORT

Department: \_\_\_\_\_

This form should be used in conjunction with the "Report of Unsafe Condition" form (IIPP Form 1), as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard can be addressed.

Person Conducting Inspection Signature

Date of Inspection

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

# HAZARD ASSESSMENT CHECKLIST

The following checklist can be used to identify and evaluate hazards in your workplace. This checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in this checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that apply to your workplace and work activities.

## GENERAL WORK ENVIRONMENT

- D Are all worksites clean and orderly?
- D Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- D Are all spilled materials or liquids cleaned up immediately?
- D Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- D Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- D Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- D Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- D Are covered metal waste cans used for oily and paint-soaked waste?
- D Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- D Are paint spray booths, dip tanks and the like cleaned regularly?
- D Are the minimum number of toilets and washing facilities provided?
- D Are all toilets and washing facilities clean and sanitary?
- D Are all work areas adequately illuminated?
- D Are pits and floor openings covered or otherwise guarded?

## PERSONAL PROTECTIVE EQUIPMENT

- D Are protective goggles or face shields provided and worn where there is any danger of \_\_\_\_\_ and 498 0 498 0

## WALKWAYS

- D Are aisles and passageways kept clear?
- D Are aisles and walkways marked as appropriate?
- D Are wet surfaces covered with non-slip materials?
- D Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- D Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- D Are spilled materials cleaned up immediately?
- D Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- D Are changes of direction or elevations readily identifiable?
- D Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- D Is adequate headroom provided for the entire length of any aisle or walkway?
- D Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- D Are bridges provided over conveyors and similar hazards?

## FLOOR AND WALL STAIRWAYS

- D Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- D Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- D Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (150 lb/ft<sup>2</sup>).

## ELEVATED SURFACES

- D Are signs posted, when appropriate, showing the elevated surface load capacity?
- D Are

## PORTABLE LADDERS

- D Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- D Are non-slip safety feet provided on each ladder?
- D Are non-slip safety feet provided on each metal or rung ladder?
- D Are ladder rungs and steps free of grease and oil?
- D Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- D Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- D Are employees instructed to face the ladder when ascending or descending?
- D Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- D Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- D When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?
- D Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- D Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- D Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- D Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- D Are metal ladders inspected for damage?
- D Are the rungs of ladders uniformly spaced at 12 inches, ~~FAST JRC02Tj Me~~

D Are all cord-connected, electrically operated tools and equipment effectively grounded or of the



- D Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- D Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling?
- D Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- D Are all emergency stop buttons colored red?
- D Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- D Are all moving chains and gears properly guarded?
- D Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?
- D Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- D Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- D If special hand tools are used for placing and removing material, do they protect the operator's hands?
- D Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
- D Do arbors and mandrels have firm and secure bearings and are they free from play?
- D Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- D Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- D If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- D Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- D Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- D Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

#### LOCKOUT BLOCKOUT PROCEDURES

- D Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- D Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- D Are all equipment control valve handles provided with a means for locking-out?
- D Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
- D Are appropriate employees provided with individually keyed personal safety locks?
- D Are employees required to keep personal control of their key(s) while they have safety locks in use?
- D Is it required that employees check the safety of the lock out by attempt 0.00g9g a]TJ 0 Tc 0 Tw 5.3 0 Td ( )Tj 0.06 0 Td [(s)

D Are only approved apparatus (torches, regulators, pressure-reducing valves) To use

D Are

HOIST & AUXILIARY EQUIPMENT

- D Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- D Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- D Is the rated load of each hoist legibly marked and visible to the operator?
- D Are stops provided at the safe limits of travel for trolley hoist?
- D Are the controls of hoists plainly marked to indicate the direction of travel or motion?
- D Are the controls of hoists equipped with a stop button?

- D Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- D Is the spray area kept clean of combustible residue?
- D Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- D Are spray booth floors and baffles noncombustible and easily cleaned?
- D Is infrared drying apparatus kept out of the spray area during spraying operations?
- D Is the spray booth completely ventilated before using the drying apparatus?
- D Is the electric drying apparatus properly grounded?
- D Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- D Are the electric motors for exhaust fans placed outside booths or ducts?
- D Are belts and pulleys inside the booth fully enclosed?
- D Do ducts have access doors to allow cleaning?
- D Do all drying spaces have adequate ventilation?

#### ENTERING CONFINED SPACES

- D Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- D Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
- D Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- D Is either natural or mechanical ventilation provided prior to confined space entry?
- D Before entry, are appropriate atmospheric tests performed to check for oxygen, flammable, and toxic gases before entry?

D If

- D Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- D Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- D Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- D Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- D Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- D Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- D Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- D Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- D Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- D Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- D Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- D Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
- D Class A: Ordinary combustible material fires.
- D Class B: Flammable liquid, gas or grease fires.
- D Class C: Energized-electrical equipment fires.
- D If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- D Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- D Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- D Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- D Are employees trained in the use of fire extinguishers?
- D Are extinguishers free from obstructions or blockage?
- D Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- D Are all extinguishers fully charged and in their designated places?
- D Is a record maintained of required monthly checks of extinguishers?
- D Where sprinkler system is installed, are they maintained and tested in accordance with manufacturer's instructions?

- D If you have a fire alarm system, is it certified as required?
- D If you have interior standpipes and valves, are they inspected regularly?
- D If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- D Are fire doors and shutters in good operating condition?
- D Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- D Are fire door and shutter fusible links in place?
- D Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- D Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- D Are sprinkler heads protected by metal guards, when exposed to physical damage?
- D Is proper clearance maintained below sprinkler heads?
- D Are portable fire extinguishers provided in adequate number and type?
- D Are fire extinguishers mounted in readily accessible locations?
- D Are fire extinguishers recharged regularly and noted on the inspection tag?

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- D Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?
- D Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- D Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?
- D Have you considered the use of an industrial hygienist or environmental

- D Are flexible cords and cables free of splices or taps?
- D Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?
- D Are all cord, cable and raceway connections intact and secure?
- D In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- D Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or a | | Desud e] ee 2 66 (.00jTJ he c0, Tr0j 8m9 Tdls(c -00

- D Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- D If you use ear protectors,

- D Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- D Are hand trucks maintained in safe operating condition?
- D Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- D Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- D At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.
  
- D Are pallets usually inspected before being loaded or moved?
- D Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- D Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- D When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- D Are Material Safety Data Sheets available to employees handling hazardous substances?

#### TRANSPORTING EMPLOYEES & MATERIALS

- D Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- D When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- D Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
  
- D When employees are transported by truck, are provision provided to prevent their falling from the vehicle?
- D Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- D Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- D Are employee transport vehicles equipped at all times with at least two reflective type flares?
- D Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- D When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
- D Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

#### CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- D Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, fumes, vapors, and odors (e.g., fuel, oil, etc.)?

D Is personal protective clothing or equipment, that employees are required to employees

D