MOUNT PLEASANT ELEMENTARY SCHOOL

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

SAFETY AND HEALTH PROGRAM

Revised 11/01/13; 9/1/15, 8/24/16, 1/8/18, 1/21/21
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POLICY STATEMENT

“The Occupational Safety and Health Act (OSHA) of 1970, clearly states the common goal of safe and healthful working conditions to be the first consideration in operating a business.”

Mount Pleasant Elementary School District’s Injury and Illness Prevention Program was first developed by the District Safety Committee in 1991. The Program has been revised (2013, 2015) to reflect and be more in line with the COSHA safety program.

The objective of the Mount Pleasant Elementary School District (MPESD) is a safety and health program that will reduce the number of injuries and illnesses to a minimum, not merely in keeping with, but surpassing, the best experience of operation similar to ours. The goal is zero accidents and injuries.

The Injury and Illness Prevention Program consists of six (6) major areas: Responsibility; Compliance; Communication; Hazard Assessment; Training and Instruction; and Recordkeeping.

RESPONSIBILITY

Tracy Huynh, Jose Gonzalez and Kevin Hutchings are the individuals with the overall responsibility for coordinating the health and safety programs for employees of the Mount Pleasant Elementary School District. They will work with each site administrator who is responsible for the overall safety at his/her location(s). Site Administrators will enforce the rules fairly and uniformly per the bargaining agreement between California School Employees Association (CSEA) and Mount Pleasant Elementary Education Association (MPEA). Any defects shall be reported to the maintenance department using the work order process.

Safety Representatives
Tracy Huynh, Director, Business Services (408) 223-3720
Jose Gonzalez, Director Human Resources (408) 223-3745
Kevin Hutchings, Director of Maintenance (408) 223-3723

Site Administrators
Ms. Dina Chung (408) 258-6451
Ms. Julie Howard (408) 258-7888
Ms. Mia Cruz (408) 223-3770
Ms. Maurissa Koide (408) 223-3770
Mr. Gilbert Rodriguez (408) 223-3750
Ms. Jessica Tejada (408) 223-3750
Ms. Mia Cruz (408) 238-3525

All managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program at their work sites and for answering employee questions about the program. A copy of the IIPP is available at each site and on the district website.
COMPLIANCE

It is the intent of MPESD to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Cooperation in detecting hazards and, in turn, controlling them, is a must. Inform a supervisor or the Director of Maintenance immediately of any situation beyond ability or authority to correct.

NO EMPLOYEE WILL BE REPRIMANDED FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe work environment.

MPESD’s system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

1. Each year, employees shall be instructed on any updates to the Injury and Illness Prevention Program (IIPP); and where the document is located;
2. Evaluating the safety performance of all workers;
3. Recognizing employees who perform safe and healthful work practices;
4. Providing training to workers whose safety performance is deficient;
5. Providing warnings to workers who do not wear safety equipment or do not comply with the safety procedures for the district; and
6. Disciplining workers for failure to comply with safe and healthful work practices.
7. Ongoing review of the IIPP and other safety issues.

COMMUNICATION

Open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- All new hires shall be given an Employee Handbook by the Human Resources which includes safety and health policies and procedures and supervisors are responsible for providing the correct training for required job duties.
- Review of current Injury and Illness Prevention Program (IIPP);
- Workplace safety and health training programs; (see below)
- Regularly scheduled safety meetings; Kevin Hutchings and Jose Gonzalez
- Posted or distributed safety information; School/Office Secretaries
- A system for workers to anonymously inform management about workplace hazards; “Health and Safety Suggestion Box”—site/office principals/managers
- Distribution and maintenance of safety equipment.—Theresa Gil
First Aid/CPR training may be offered by the district to employees during the school year. The training may be free to the employee and the classes will be voluntary. Compensation will be paid to employees, with the employee’s supervisor’s permission, taking the class for certification. It is highly recommended that health aides, office staff, Incident Management Teams and key management/director positions have this certification and keep it up to date. Documentation of training is required.

All departments interact during each shift and, at times, interdepartmental training will be necessary. Creating strong teams at each school will require knowledge and understanding of all job functions.

All administrators will keep records of all safety-related training, at schools, with copies sent to Brent Hull in the Purchasing Department. Administrators will see that his/her employees attend the applicable training. When a topic or subject needs to be addressed, it is the responsibilities of all employees to let their supervisor know. Through this type of communication, we will be able to provide the necessary training and education.

**TRAINING AND INSTRUCTION**

Mount Pleasant Elementary School District will ensure that all employees and supervisors are trained prior to working outside. Training will include the District’s written prevention procedures.

Santa Clara County Schools’ Insurance Group is a Joint Powers Authority (JPA) that assists with employee training and provides up to date safety information to districts. Administrator/Director/Principal will train on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided as well as stress the need to make visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

The Administrator/Director/Principal will assign new employees a “buddy” or experienced coworker to ensure that they understand the training and follow District procedures.

Santa Clara County Schools’ Insurance Group, a Joint Powers Authority (JPA), will assist our district, upon request, with employee training and provides up to date safety information to:

- All new employees or district approved volunteers;
- All employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the District is made aware of new or previously unrecognized hazards; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
Training Programs are available, but not limited to, as follows:

**Annual Training for District Employees—(Tool #4—Employee Training Record)**

1. Injury and Illness Prevention Program with Heat Illness component (for those exposed to heat)
2. First Aid / CPR – if requested (L. Gutierrez)
3. General Safe Work Practices, as need or assigned by supervisor (K. Hutchings)
4. Hazard Communications and Globally Harmonizing System guidelines (based on job duties)
5. Bloodborne Pathogens for those job positions with exposure (L. Gutierrez)
6. Mandated Reporting—(J. Gonzalez)
7. Accident Reporting procedures within District (safety committee review)
8. Workplace Injury – Workers’ Compensation reporting (M. VanHorne)
9. Back injury prevention; slips, trips and falls prevention (safety committee review)
10. Correcting and reporting of safety concerns (safety committee review)
11. Emergency Training and Disaster Drills (fire drills per Ed Code, intruder drills, bomb threats, etc.) (L. Breton)
12. Custodian Training (K. Hutchings)
13. Paraprofessionals, Secretaries, and Teachers—TCI
14. Safety Inspection (Chief of Maintenance, Supt., Principal)

**Additional Training recommended for Custodians and Maintenance**

1. Forklift (every 3 yrs.), golf cart and scissor-lift (as needed)
2. Lockout/Tagout
3. Chemical storage and disposal/Hazardous materials
4. Hazard Communications / Safety Data Sheets
5. Asbestos and Lead Awareness – 4 hr. AHERA or 25 min. refresher
6. Personal Protective Equipment (PPE) specific to job positions
7. Equipment handling and maintenance

**Additional Training recommended for Child Nutrition / Food Service Workers—M. Osika**

1. Emergency situations – choking and first aid/CPR for Food Service Workers
2. Handling of sharp instruments
3. Working around hot surfaces
4. Slips and falls in the kitchen or lunchroom areas’
5. Chemical storage and disposal
6. Personal Protective Equipment (PPE) specific to job positions

**MONITORING SAFETY ACTIVITIES**

Mount Pleasant Elementary School District strives to maintain a safe and healthy workplace for all employees, students and volunteers. Our experience shows that the effort taken to recognize and correct safety violations is cost effective and helps to improve the quality of educational services.

We expect every employee and volunteer to participate in our safety program. Overall job
Performance evaluations will include an aspect of safety involvement. Principals, Directors, Managers, and Supervisors will be responsible for recognizing constructive safety efforts in all employees and volunteers. They will encourage employees to make safety recommendations that can be implemented.

Principals, Directors, Managers, and Supervisors will also recognize those employees not working safely and following the safe work practices that have been explained to employees. Disciplinary action will begin for these employees and volunteers, according to district procedures.

Even while doing our best at controlling job exposures, employees, students and volunteers may be injured or property damaged. When this happens, the following must take place:

**Work Related Employee Injuries and Occupational Illnesses**

If an employee is injured or becomes ill due to workplace conditions or practices or while performing their job, the employee must report this event to the secretary/supervisor immediately at their site/office. The Payroll Tech, Marianne Vanhorn, is responsible for the District’s Workers’ Compensation and will generate an online report for the records and give the employee a copy.

If an employee requires medical evaluation, they must be sent to US Health Works or Kaiser Permanente Occupational Medicine (for Kaiser Members) *unless* they have a designated physician on file (this can be checked by calling Marianne Vanhorn).

A copy of these reports should be kept for a minimum of 3 years, even if a claim has not been activated.

The site or department will report all incidents, injuries and illnesses to Jose Gonzalez in the Human Resources Department within 24 hours.

**Employee Notifications**

Any of the following methods shall be used to effectively communicate with employees and to ensure they receive all pertinent information:

1. Notifications included with payroll checks
2. Memos sent via email or hard copy
3. Bring information to mandatory meeting

**HAZARD ASSESSMENT**

The following procedures for identifying and evaluating workplace hazards shall include periodic inspections to identify unsafe conditions and workplace practices. Inspections shall be made to identify and evaluate hazards.

- Site staff or other district officials conducting inspections shall use the district’s Safety Inspection Form. (Tool 2)
- Once the safety inspection is completed, a copy is sent to the Maintenance Injury and Illness Prevention Program
Department and the site administrator. Site administrator's have the responsibility to submit work orders or to make sure actions are taken to correct defects or unsafe conditions. (Tool 3/Help Desk—Work Orders)

Other inspections to identify and evaluate workplace hazards are performed by professionals from Santa Clara County Schools Insurance Group, the Fire Department, and the District Maintenance & Operations staff. Inspections include, but are not limited to the following:

- Asbestos Hazard Emergency Response Act (AHERA) – Biannual and Triennial
- Fire Department – Annual (Fire Drill Log should also be kept at each site)
- Handicapped Lift – Biannual—N/A
- Property & Liability - 3 – 5 years
- Playground Inspections – Daily, Weekly, Quarterly, New Installations
- Williams Act - Annual
- Facilities Inspection for School Annual Report Card (SARC) - Annual

Review suggestions from the staff on safety issues and recommend to management action on those that are deemed productive and beneficial to Mount Pleasant Elementary School District. Each safety suggestion should be recognized and the action to be taken should be provided to the employee submitting it, in writing. Suggestions Boxes are a good tool for anonymously reporting of unsafe conditions.

**Accident/Exposure Investigations**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible;
- 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; and
- Recording the findings and corrective action taken.

The classroom teacher shall check special hazard areas, such as, science labs, shops, and home economic classes, daily. Any unsafe conditions will be reported to the Principal immediately.

Administrators should conduct accident investigations of each injury or accident that results in medical treatment or damage. This is done in order to discover the cause of the accident and find ways to avoid similar accidents or injuries. The following should be asked:

1. Any Witnesses? List them.
2. Contributing circumstances?
3. What specifically happened?
4. How can this type of accident or injury be avoided?
5. Is training needed?

*Schools’ Insurance Group may send someone to the site to investigate the accident.*
**Property Damage (including vehicular accidents/incidents)**

When property, the District's or belonging to others, is damaged or destroyed, a report of the accident must be made. Complete a Vandalism Report, Incident Report or Vehicular Accident Report (if the vehicle belongs to the district).

**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 which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

Workplace safety and health practices for all industries include, but are not limited to, the following:

- Explanation of the employer’s IIPP, emergency action Program and fire prevention Program, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

**LIABILITY AND PROPERTY DAMAGE**

If a student, visitor or volunteer is injured and requires medical attention, contact 911 if it is an emergency and the student’s parent or guardian. If a school official does not go with the student to the doctor, the school Principal must follow up with the student and his/her parent or guardian within 24 hours of the injury. The Principal will complete the Student Accident Form and forward a copy to the District Office.

**VIOLENCE IN THE WORKPLACE**

In view of the escalating violence in workplaces throughout the country, it is critical for all
District employees to be aware of the resources and guidance that relate to physical violence in the workplace.

It is important for all employees to note that Mount Pleasant Elementary School District policies forbid violent behavior and the following conditions on District premises.

1. Possession or consumption of illegal drugs or alcohol beverages on District premises.
2. Working while under the influence of alcohol or illegal drugs on district time or premises.
3. Fighting, hitting or physically harming another employee or student during work hours on District Property.
4. Harassing another employee (e.g. Sexual Harassment)
5. Threatening another employee (verbally or physically)
6. Weapons or look alike weapons on campus.

In order to build a harmonious work environment, it is important for administrators to listen to the concerns and frustrations of employees. It is also critical for administrators to respond quickly if an employee, visitor, volunteer or student makes a threatening remark or gesture. An administrator or a Human Resources representative will immediately investigate all threats to employees and report such to the Assistant Superintendent of Human Resources.
# Heat Illness Prevention Program

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POLICY STATEMENT

The purpose of the Heat Illness Prevention Program is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to Mount Pleasant Elementary School District’s Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that workers are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others.

It is the policy of Mount Pleasant Elementary School District to prevent heat illnesses among our employees. To accomplish this objective, Mount Pleasant Elementary School District has adopted the following policies and procedures:

PROCEDURES FOR PROVISION OF WATER

School sites and offices have access to drinking water and in cases where drinking water is not available, bottled water will be provided.

PROCEDURES FOR MONITORING THE WEATHER (85 DEGREES OR HIGHER)

Prior to each workday the Administrator/Director/Principal will be responsible for monitoring the weather by going on the internet (www.nws.noaa.gov) or with the aid of a simple thermometer. In order to know whether a heat wave is expected and if additional schedule modifications will be necessary such as rescheduling the work hours, working at night or during cooler hours of the day. This type of advance Programming should take place all year long.

ACCESS TO SHADE

Administrator/Director/Principal will identify the shade available per site to employees, such as a tree, the overhang of the walk ways, and buildings this will be identified by site during the training.

HANDLING A HEAT WAVE

If schedule modifications are not possible and workers have to work during a heat wave, the Administrator/Director/Principal will have a notification system established next to the time clock emphasizing the importance of drinking water, the amount of water to drink, number of rest breaks, and the signs and symptoms of heat illness, and the weather forecast for the workers. In addition, the Administrator/Director/Principal will institute alternative preventive measures such as providing workers with an increased number of rest periods if any symptoms of heat illness is encountered.
HIGH HEAT PROCEDURES

[High Heat Procedures are additional preventive measures that the District will use when the temperature equals or exceeds 95 degrees Fahrenheit].

The Administrator/Director/Principal will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. If the Administrator/Director/Principal is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee’s body hasn’t yet adjusted. Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The Administrator/Director/Principal will assign new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

PROCEDURES FOR EMERGENCY RESPONSE

When an employee is showing symptoms of possible heat illness, Administrator/Director/Principal will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Mount Pleasant Elementary School District’s training for employees and supervisors will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911.

Call 911 immediately if an employee displays signs or symptoms of heat illness (loss of
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consciousness, incoherent speech, and convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker: place in the shade, remove excess layers of clothing, place ice packs in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics).

If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 min away from a hospital, call 911, communicate the signs and symptoms of the victim.