



LA HABRA
CITY SCHOOL DISTRICT

INJURY & ILLNESS PREVENTION PROGRAM

LA HABRA CITY SCHOOL DISTRICT

July 1, 2020

TABLE OF CONTENTS

INTRODUCTION.....	1
INJURY & ILLNESS PREVENTION POLICY	2
RISK MANAGER	2
IIPP REVIEW	3
OCCUPATIONAL SAFETY & HEALTH WORK PRACTICES COMPLIANCE	4
COMMUNICATION	5
IDENTIFICATION & EVALUATION OF WORKPLACE HAZARDS	8
CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS	10
INVESTIGATIONS OF OCCUPATIONAL INJURIES AND ILLNESSES	11
EMPLOYEE TRAINING	13
RECORD KEEPING	15
CAL-OSHA COVID-19 REQUIREMENTS.....	20

INTRODUCTION

The La Habra City School District has developed this formal Injury & Illness Prevention Program (IIPP) to ensure safe and healthful working conditions for all La Habra City School District employees. The IIPP is intended to standardize various written plans and procedures into one effective, uniform IIPP and to ensure compliance with state and federal safety regulations.

This IIPP has been designed with the major emphasis on the health and safety of all La Habra City School District employees while trying to remain viable and effective. Responsibilities shall be as follows:

1. The Classified Personnel Director/Insurance Supervisor will be responsible for developing policies and procedures set forth under this IIPP.
2. The IIPP and revisions will be approved by the Board of Trustees on an annual basis.
3. All La Habra City Schools will be required to implement and adhere to policies and procedures as approved and set forth as La Habra policy and procedures.
4. All La Habra City School District Employees are required to adhere to policies and procedures and encouraged to provide constructive criticism of the IIPP in the interest that the IIPP achieves the desired goal of employee health and safety.

INJURY & ILLNESS PREVENTION POLICY

The La Habra City School District 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 the La Habra City School District will incorporate an Injury & 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. The La Habra City School District, its Board, and its management, pledges to support this IIPP to ensure that it remains a viable method of protecting all employees and all other site occupants.

The La Habra City School District Policy will be to promote an active and aggressive Risk Control IIPP with the reduction and/or control of safety and health risks, a priority in all La Habra City School District IIPPs and budgets.

RISK MANAGER

The La Habra City School District hereby assigns responsibility for implementing and maintaining its Injury & Illness Prevention Program to:

Danelle Bautista

Name

Director of Classified Personnel/District Supervisor

Title

The Director of Classified Personnel Director/Insurance Supervisor is responsible for ensuring that the La Habra City School District provides all employees with a safe and healthful workplace, and that the La Habra City School District is in compliance with all Cal-OSHA and other applicable federal, state, and local safety and health standards.

The La Habra City School District offers its full support to the Director of Classified Personnel/Insurance Supervisor and pledges to provide this person with the time and resources necessary to fulfill his or her responsibilities.

IIPP REVIEW

The La Habra City School District is aware that the work force, workplace and workplace safety regulations may change over time. It is important that the IIPP remain viable in regards to any future changes. Therefore, the IIPP Director of Classified Personnel/Insurance Supervisor will be responsible for reviewing the IIPP written plan 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 the La Habra City School District at the time of review and for any anticipated future changes. The Director of Classified Personnel/Insurance Supervisor will be required to provide written notice to the La Habra City School District superintendent (or superintendent's designee) that the review was conducted.

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

- o The IIPP was reviewed and is still appropriate for the La Habra City School District
- o The IIPP was reviewed, it appears the following changes should be made: (identify the proposed amendments)

OCCUPATIONAL SAFETY & HEALTH WORK PRACTICES COMPLIANCE

The La Habra City School District 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, the La Habra City School District, through the Classified Personnel Director/Insurance Supervisor, will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combinations of systems will include any one or combination of the following:

TRAINING AND RETRAINING. The Regulatory Compliance Schedule is contained as part of the Appendices.

EMPLOYEE RECOGNITION PLAN. An Employee Recognition Plan which recognizes outstanding employees may be developed by La Habra City School District Management Staff. Recognition Plans must be approved by the Director of Classified Personnel/Insurance Supervisor and be incorporated as part of this IIPP.

DISCIPLINARY ACTION. Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor may be subject to disciplinary action in accordance with existing La Habra City School District policy. Disciplinary action will only be taken for violations of known rules, regulations, work practices, or policies. Any action taken will not violate employee rights under Cal-OSHA regulations and will be enforced in a non-discriminatory fashion.

SUPERVISORY OBSERVATIONS. Supervisors may 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 and between employees and the La Habra City School District, on matters relating to Occupational Safety and Health is an important aspect of assuring the success of the La Habra City School District's IIPP. Therefore, through the Director of Classified Personnel, the La Habra City School District will implement a system or combination of systems intended to accomplish the following:

- ∪ Provide a means for the La Habra City School District to readily communicate to employees, in a readily understandable form, or matters relating Occupational Safety and Health; and,
- ∪ Provide encouragement for employees to inform the La Habra City School District of workplace hazards without fear of reprisal.

The communication portion of this IIPP will consist of any one or combination of the following:

TRAINING AND RETRAINING. Training plans are considered a key component of the communication system. The schedule for training is fully addressed within the Regulatory Training Compliance Schedule contained in the appendices.

MEETINGS. Meetings will be a part of department safety functions. Each administrator or manager should inform the Director of Classified Personnel/Insurance Supervisor of the type and frequency of manager/supervisor and employee safety meetings. These meetings will be intended as a brief session to discuss one or more safety items and encourage open discussions between employees and management.

Documentation will be kept of each meeting. This documentation will include a minimum, of the following:

- ∪ meeting topic(s)
- ∪ any recommendations agreed upon during the meeting which may improve workplace safety
- ∪ list of attendees
- ∪ date of meeting
- ∪ time and length of meeting

Each manager/supervisor conducting meetings will maintain a file of the meeting's documentation and also submit a copy to the Risk Manager.

SAFETY COMMITTEE. The La Habra City School District Safety Committee is considered an important part of the overall system of communication. The committee will include at all times representation from management, classified personnel, and certificated personnel. The recommended committee make-up may include representatives from the following:

- υ Classified and Certificated from each school site
- υ District Office
- υ Maintenance
- υ Transportation

Each area represented will also name an alternate member to ensure that all areas are fairly represented at each meeting and to ensure an adequate number of attendees at each meeting. The committee will be responsible for determining the minimum number of attendees to have a quorum.

Safety committee members, who willfully neglect their duties or repeatedly fail to attend meetings, may be subject to dismissal from the committee. The committee shall determine the number of unexcused absences from meetings which can result in dismissal from the committee.

The Safety Committee will do all things necessary to ensure that at least the following are met:

- υ The committee meets regularly, at least quarterly, but not less than twice a year.
- υ Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees through the use of postings, newsletters, or other appropriate written materials. Records of the meetings will be kept on file with the Director of Classified Personnel/Insurance Supervisor for at least 3 years.
- υ Minutes or records of Safety Committee meetings will be made available to the California Division of Industrial Safety should they be requested.
- υ Review the results of all periodic scheduled workplace inspections.
- υ Review reports of investigations of occupational accidents and causes of any incident resulting in injury, illness, or exposure to hazardous substances. Where necessary or appropriate, the committee will submit suggestions to management for the prevention of future incidents.
- υ Review investigations of alleged hazardous conditions brought to the attention of any committee member.
- υ The Safety Committee will conduct its own site inspection and/or investigation, when deemed necessary to assist in remedial solutions for hazardous conditions made known to any committee member.
- υ Submit recommendations to assist in the evaluation of employee safety suggestions.

- o Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the La Habra City School District pursuant to Division citations.
- o Employees selected for membership on the Safety Committee shall be informed that they or the committee will not be held liable for any act or omission in connection with the Safety Committee.

ANONYMOUS NOTIFICATIONS. To further encourage employees to report unsafe conditions, the La Habra City School District will implement a system which promotes anonymous notifications. The Risk Manager and each Site Administrator will develop an appropriate method for each site. Site Administrators will be responsible for documenting the number of anonymous notifications collected or received at regular periodic intervals with not more than one month between collection of the written notifications. Site Administrators will submit all anonymous notifications to the Safety Committee.

MISCELLANEOUS. When appropriate, the La Habra City School District may use written communications such as inter-La Habra City School District memos, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health.

IDENTIFICATION & EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the IIPP depends on the ability to properly identify and evaluate workplace hazards. The main system for identifying and evaluating workplace hazards will be scheduled periodic inspections of the workplace. The purpose of these inspections will be to identify unsafe conditions and work practices in accordance with city, state, and Cal-OSHA regulatory requirements. The following exposures have been identified at the La Habra City School District; therefore, the following written plans have been developed with specific requirements to ensure regulatory compliance. For more information on these plans, please contact the Risk Manager in the District Office.

- ∪ Emergency Preparedness Plan
- ∪ Hazard Communication Plan
- ∪ Ergonomics (Repetitive Motion Plan)
- ∪ Lockout/Tagout
- ∪ Exposure Control Plan/Bloodborne Pathogens
- ∪ Playground Program
- ∪ Forklift Operations
- ∪ Confined Space Plan
- ∪ AHERA Plan
- ∪ Compliance Training Schedule

Workplace inspections will be scheduled to meet the following minimum requirements:

- ∪ An initial inspection when the plan is first established.
- ∪ An inspection of affected areas whenever new substances, processes, procedures, or equipment are introduced to the workplace and which represents a new occupational safety and/or health hazard; and
- ∪ An inspection of affected areas whenever the La Habra City School District is made aware of a new or previously unrecognized hazard.

To ensure workplace hazards are identified and evaluated on a regular basis, periodic inspections will be scheduled as follows:

LA HABRA CITY SCHOOL DISTRICT PERSONNEL

La Habra City School District assigned site personnel will conduct general inspections and/or as required by written plans of the La Habra City School District facilities and their operations.

These inspections will be conducted with the following considerations:

- ∪ Director of Classified Personnel/Insurance Supervisor and/or the Safety Committee will designate La Habra City School District personnel conducting inspections.

- ∪ Inspections will be accomplished using appropriate check-off forms as contained in the appropriate appendices.
- ∪ Copies of the completed check-off forms will be distributed as follows or as specified in the appropriate written plan:
 - original to the Director of Classified Personnel/Insurance Supervisor
 - copy to the Safety Committee
 - copy to the Site Administrator
- ∪ Personnel designated to perform workplace inspections may be subject to disciplinary procedures for not completing assigned inspections or for deliberately falsifying reporting forms.

OUTSIDE SAFETY EXPERTS

La Habra City School District personnel perform workplace inspections, but usually they are not considered safety experts. Therefore, when necessary, the La Habra City School District will use outside safety experts to supplement the La Habra City School District's in-house Inspection IIPP. If outside safety experts are used, they must meet or adhere to the following:

- ∪ Provide evidence of being a safety expert such as being a professional member of the American Society of Safety Engineers (ASSE), being a registered Professional Engineer (PE), having the Certified Safety Professional (CSP) designation or other recognized achievements.
- ∪ Provide references showing experience with educational institutions.
- ∪ Provide proof of Professional Liability Insurance.
- ∪ Submit reports to the designated La Habra City School District person.
- ∪ Agree to maintain copies of all submitted reports for at least three years as a back-up for La Habra City School District records.

OTHER

Job safety analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections. The Director of Classified Personnel/Insurance Supervisor shall be responsible for reviewing and analyzing accident reports and “loss runs” to identify 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 La Habra City School District’s Injury & Illness Prevention Program (IIPP) through the use of:

- o Employee Safety and Health training;
- o Workplace inspections; and
- o Systems of communication

is 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 Director of Classified Personnel/Insurance Supervisor, and if necessary, the Safety Committee, Site Administrator, Director of Maintenance, Operations & Facilities, and other management staff shall determine the appropriate corrective action to abate, eliminate, or correct the identified condition.

Management staff must notify Director of Classified Personnel/Insurance Supervisor as soon as possible after the discovery of a concealed hidden danger. If immediate corrective action cannot be implemented to abate, mitigate, or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct unsafe or unhealthful conditions shall be given the highest priority.

INVESTIGATIONS OF OCCUPATIONAL INJURIES AND ILLNESSES

The responsibilities for reporting will be applied as necessary depending on the nature of the accident situation. Forms may be obtained, as shown in the Appendix of this Program, from the office of the Assistant Superintendent of Business Services.

WHAT SHOULD BE REPORTED? Employees are required to report any accident or incident as soon as possible to their immediate supervisor. Reporting should be done regardless of the extent of injuries or even in the absence of injuries. “Near-accidents” may also be reported as they are an indication that something is wrong. Further investigations of occupational injuries and illnesses may be necessary to meet the legal obligations to the state or Cal-OSHA and to prevent further accidents. Information may be found, as applicable, in the following written plans:

- ∪ Emergency Preparedness
- ∪ Hazard Communication
- ∪ Ergonomics
- ∪ Hearing Conservation
- ∪ Respiratory Protection
- ∪ Lockout/Tagout
- ∪ Bloodborne Pathogens
- ∪ Hazardous Conditions
- ∪ Workers’ Compensation Record Keeping
- ∪ Playground Equipment

INITIAL INVESTIGATIONS. The immediate supervisor or designated management staff will be responsible for conducting the initial accident or incident investigation and for initiating the appropriate La Habra City School District Accident and Incident Reports.

FOLLOW-UP INVESTIGATION. The Director of Classified Personnel/Insurance Supervisor and/or Safety Committee shall review all initial investigation reports. The Director of Classified Personnel/Insurance Supervisor and/or Safety Committee (or selected members) will conduct follow-up investigations when their review suggests that one is appropriate. Follow-up investigations will be required for any accident which requires reporting to Cal-OSHA.

COPIES OF INVESTIGATIVE REPORTS. The supervisor completing the report shall keep a copy in his or her department files. The supervisor completing the report shall also provide copies of the report to the following:

- ∪ Appropriate Department Administrator or Chairperson
- ∪ Director of Classified Personnel/Insurance Supervisor
- ∪ Safety Committee

LEGALLY REQUIRED REPORTS. 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 a La Habra City School District workplace or in connection with any La Habra City School District employment shall be reported to the nearest La Habra City School District Office of the Division of Occupational Safety and Health as soon as practically possible but not longer than 24 hours after discovery. The report shall be made by telephone or telegraph and shall include the following information:

- ∪ Time and date of accident
- ∪ Employer's name, address and telephone number
- ∪ Name and title of person reporting the accident
- ∪ Address of the accident site
- ∪ Name of person to contact at the accident site
- ∪ Name and address of the injured employee(s)
- ∪ Nature of injury
- ∪ Location where the injured employee(s) was (were) moved to
- ∪ Identity of any law enforcement agencies present at the accident site
- ∪ Description of the accident and whether the accident scene has been altered

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 Risk Manager or the Personnel 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 the La Habra City School District.

The Director of Classified Personnel/Insurance Supervisor 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.

Procedures for investigations or occupational injuries and illness are covered in the Appendices, Record Keeping, and should cover the following minimum requirements:

- ∪ what should be reported
- ∪ who does the initial investigation
- ∪ who does the follow-up investigation
- ∪ who receives copies of the report
- ∪ when legally required reports must be completed

There are a number of unique injury and illness situations which may require investigative action. Each situation may call for varying degrees of investigation procedure as shown in each appropriate appendix.

EMPLOYEE TRAINING

The La Habra City School District implements and maintains a Regulatory Compliance Training Schedule for all employees. The training is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regards to hazards specific or unique to each employee's job.

The Director of Classified Personnel/Insurance Supervisor shall ensure that all management staff is knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed. Management Staff shall be responsible for:

- ◆ identifying hazard specific or unique training
- ◆ scheduling appropriate personnel
- ◆ ensuring completion of required training

To ensure that all employees receive adequate training, the training should include the following elements:

- ◆ All employees will receive training and instruction when the IIPP and/or the written plan is first established.
- ◆ All new employees will receive appropriate training prior to assignment to jobs having hazards covered under the training.
- ◆ All employees given new job assignments will receive training applicable to new exposures for which training had not been previously provided.
- ◆ All employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace will receive training and instruction applicable to the new hazards.
- ◆ Employees will receive refresher training whenever the La Habra City School District Risk Manager or Safety Committee is made aware of new or previously unrecognized hazards and/or when the La Habra City School District feels it is appropriate.

Training and instruction will be provided in any format or media approved by the Director of Classified Personnel/Insurance Supervisor and Safety Committee and which is readily understandable to all employees. Training formats and/or media may include but not be limited to:

- ◆ Seminars
- ◆ Workshops
- ◆ Manuals
- ◆ Booklets
- ◆ Video, film, or other visual media
- ◆ Meetings

The Director of Classified Personnel/Insurance Supervisor will ensure that all training and instruction provided under is documented. Employees attending or receiving training mandated by this IIPP may be requested to sign an attendance sheet. Supervisors and employees who refuse or fail to attend or participate in La Habra City School District sponsored training may be subject to disciplinary procedures under existing La Habra City School District policy.

To ensure that employees receive complete training and instruction, general safety and health training will include but not necessarily be limited to the following:

- ∪ Hazard Recognition
- ∪ Hazard Communication
- ∪ Emergency Response
- ∪ Fire Prevention
- ∪ Ergonomics
- ∪ Bloodborne Pathogens

Examples of information and training which may cover hazards unique or specific to individual jobs may include but not be limited to the following:

- ∪ Standard operating procedures for specific equipment or jobs
- ∪ Servicing of single, split, and multiple rims or wheels
- ∪ Personal safety devices and safeguards
- ∪ Industrial trucks including forklifts
- ∪ Gas systems for welding and cutting
- ∪ Noise - when noise levels are at or exceed 85dB over an eight hour TWA
- ∪ Respiratory protective equipment
- ∪ Airborne contaminants
- ∪ Confined spaces
- ∪ Changing and charging storage batteries
- ∪ Occupational exposure to hazardous chemicals in laboratories
- ∪ Hazard Communication
- ∪ Asbestos
- ∪ Regulated Carcinogens
- ∪ Lead exposures
- ∪ Lockout/Tagout Procedures
- ∪ Excavation and trenching
- ∪ Self-propelled aerial work platforms or devices
- ∪ Emergency Preparedness - Hazardous Waste Operations & Emergency Response

If deemed appropriate by the Risk Manager and the Safety Committee, the La Habra City School District may develop and implement written policies or plans to cover first aid and fire brigades. If either one or both of these plans are implemented, then employees participating shall receive appropriate training.

RECORD KEEPING

Record keeping of essential data is important as it documents critical activity taking place as part of the IIPP. Record keeping will be mandatory for the following:

- υ Workplace Inspections
- υ Employee Occupational Safety and Health Training
- υ Occupational Injuries and Illnesses

The Director of Classified Personnel/Insurance Supervisor will be responsible for ensuring that all relevant records are completed and kept as required by this IIPP and/or Cal-OSHA at the La Habra City School District Main Facility. The Record Keeping Plan was developed to ensure the following:

- υ Workplace inspection records shall be kept for all scheduled and periodic inspections.
- υ Personnel records shall be kept for all Safety and Health Training provided for each employee.
- υ All recordable¹ occupational injuries and illnesses in accordance with Cal-OSHA requirements shall be maintained. In addition, records shall be maintained at the site of injury.
- υ The annual summary of the OSHA 200 log must be posted at each location during the month of February in a conspicuous location, typically a frequently viewed bulletin board.

All records by this section will be maintained by the La Habra City School District for at least five (5) years following the end of the year to which they relate. Should any employee work less than one year for the La Habra City School District, the La Habra City School District may at its option provide records of training to that employee upon termination in lieu of maintaining records within the La Habra City School District as long as the transfer is documented.

RESPONSIBILITIES

DIRECTOR OF CLASSIFIED PERSONNEL/DISTRICT SUPERVISOR

The La Habra City School District Director of Classified Personnel/District Supervisor is responsible for:

1. Implementing and maintaining the La Habra City School District's Injury & Illness Prevention Program and coordinate all risk control activities.
2. Act as liaison between management, outside safety agencies, and insurance administrators.
3. In conjunction with the Health and Safety Committee, establish minimum safety standards, rules and regulations, and ensure employees are aware of these regulations.
4. Ensure that safe practices and conditions are established.
5. In conjunction with the Health and Safety Committee, review supervisors' reports of accidents, and see that recommendations are acted upon. Use these reports for analysis of accident trends.
6. In conjunction with the Health and Safety Committee, establish training for La Habra City School District for all employees and supervisors.
7. In conjunction with supervisors, ensure that all employees comply with all identified safety and health work practices.
8. Be a member of the La Habra City School District's Health and Safety Committee comprised of management, certificated, and classified personnel.
9. Increase supervisor's knowledge in emergency phone numbers for police, fire, and medical personnel.
10. Require that bulletin boards are maintained in La Habra City School District facilities in clearly visible areas with required safety information such as Workers' Compensation, reporting of accidents, and how to get medical help.
11. In conjunction with supervisors and facility managers, develop an emergency evacuation and response plan for fire, earthquake, or other disaster for each facility.
12. In conjunction with the Health and Safety Committee, determine if first aid training is necessary and, if so, coordinate such training.
13. Assist administrators/facility managers in maintaining adequate first aid supplies in conjunction with the Health Services Department.

14. In conjunction with the facility managers and supervisors, follow up on the completion of safety recommendations of the safety committee, La Habra City School District personnel, or other safety consultants.
15. Adhere to all OSHA record keeping and accident reporting requirements.

STAFF RESPONSIBILITIES

MANAGERS AND PRINCIPALS

Managers and Principals are considered the key link between the Program Coordinator (Risk Manager), the Health and Safety Committee, and La Habra City School District employees. Their duties and actions are critical in assuring that the overall Injury & Illness Prevention Program works.

Each supervisor is responsible for employee health and safety in his or her department or section and thereby has the authority to enforce appropriate parts of the Injury & Illness Prevention Program as delegated by the Program Coordinator.

Responsibilities of Facility Managers and Instructional Supervisors

1. Instruct employees in general safe work practices and on hazards unique to specific job assignments.
2. Supervise employees to ensure that safety policies, rules, and regulations are not violated.
3. Supervise to ensure that employees are trained in the use of appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions.
4. Ensure that unsafe acts or conditions are brought to the attention of the Program Coordinator and/or the Health and Safety Committee.
5. Attend specialized training programs when offered by the La Habra City School District.
6. Complete the accident reporting form located in the Appendices, Record Keeping.
7. Follow up accident investigations by providing their employees with a synopsis of the accident and what precautions are necessary to prevent a reoccurrence.
8. Conduct periodic inspections of the workplace when directed by the Program Coordinator and complete the appropriate inspection check-off forms.
9. Ensure that their employees know the emergency telephone numbers for police, fire, and medical personnel, as well as the nearest medical aid facility to their workplace location.
10. Ensure that there is an emergency evacuation and response plan at each site where their staff is located.
11. Determine safety training needs for personnel under their control.
12. Ensure that workplace inspection records and personnel/training records are maintained for five (5) years for all personnel under their control.

EMPLOYEE RESPONSIBILITIES

The La Habra City School District is taking action to ensure a safe and healthful work place and to ensure compliance with state, federal, and local safety regulations. To ensure that the Plan works, each employee should act in a manner which protects his or her health and welfare as well as that of co-workers, other La Habra City School District employees, students, visitors, and the general public (when job duties extend beyond a La Habra City School District site).

Responsibilities of Employees

1. Attend or participate in La Habra City School District provided training and information programs.
2. Follow all La Habra City School District safety rules and regulations and apply safe work practices to all jobs.
3. Report safety hazards to their supervisor.
4. When appropriate, provide recommendations on how to eliminate or reduce a discovered safety hazard.

COVID-19 CAL/OSHA INTERIM GUIDELINES

These COVID-19 Interim Guidelines are being adopted as part of the District's Injury and Illness Prevention Program. These measures are taken from the Cal/OSHA Interim Guidelines and may be updated and modified from time to time as needed.

1. Actively encourage sick employees to stay home. Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until at least three days pass with no fever and no respiratory illness symptoms; and at least 10 days pass since the symptoms first appeared.
2. Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
3. Provide employees with paid sick leave or expanded family and medical leave for specific reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.
4. Practice physical distancing by maintaining a distance of at least six (6) feet between persons at the workplace when possible.
5. Encourage employees to use face covers when in workplaces with other persons.
6. Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, clean and disinfect shared workspaces and work items before and after use.
7. Establish procedures to routinely clean and disinfect commonly touched objects and surfaces. Surfaces should be cleaned with soap and water prior to disinfection. These procedures should include:
 - a. Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
 - b. Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
 - c. Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
 - d. Ensuring there are adequate supplies to support cleaning and disinfection practices.
8. If an employee is confirmed to have COVID-19 infection: employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required.
 - a. Temporarily close the general area where the infected employee worked until cleaning is completed. Conduct deep cleaning of the entire general area where the infected employee worked and may have been.

- b. Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
9. Protect workers who have frequent interaction with the public with engineering controls such as Plexiglas screens or other physical barriers, or spatial barriers of at least six feet, if feasible.
10. Schedule work to allow frequent hand washing by employees handling items touched by members of the public. Notably, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed. Employee Training In addition to the adoption of protective measures, Cal/OSHA now requires employers to provide employee training on specific COVID-19 topics, including:
 - a. General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
 - b. How an infected person can spread COVID-19 to others even if they are not sick.
 - c. How to prevent the spread of COVID-19 by using cloth face covers, including:
 - d. CDC guidelines that everyone should use cloth face covers when around other persons.
 - e. How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - f. Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - g. Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
 - h. Cough and sneeze etiquette.
 - i. Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects. As noted above, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed.
11. Avoid touching eyes, nose, and mouth with unwashed hands.

12. Avoid sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
13. Provide tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
14. Safely using cleaners and disinfectants, which includes:
 - a. The hazards of the cleaners and disinfectants used at the worksite. o
 - b. Wearing PPE (such as gloves).
 - c. Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

