

VENTURA COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3514.3**

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED: 05/05/08

SUBJECT: Injury and Illness Prevention Program

No function of the Ventura County Office of Education is so critical as to require a compromise in safety. Accidents and injuries can take a terrible toll on the available resources within the Ventura County Office of Education, not only monetarily, but also in the human suffering to employees, their co-workers and families.

In order for the Ventura County Office of Education to fulfill the safety goal, we will strive to provide a place of employment free from recognized hazards and with the safest possible work practices. Our safety program has the full support of the Ventura County Board of Education.

It is our desire to provide not only a safe work environment, and comply with all federal, state and local safety regulations, but also to create an atmosphere that promotes safety. We want each employee to know that every reasonable step is being taken by management to reduce the potential for an accident. We expect every employee to support and participate in this program.

1. RESPONSIBILITY FOR SAFETY

The responsibility for safety belongs to everyone, and accountability rests as follows:

Superintendent of Schools:

The Superintendent of Schools shall be ultimately responsible for the Injury and Illness Prevention Program. In order to achieve this, he/she shall:

- a. Provide direction for the Injury and Illness Prevention Program.
- b. Hold the Deputy Superintendent and each Associate Superintendent accountable¹ for the implementation of the Injury and Illness Prevention Program.

¹ Definition of Accountable: Liable to be called to account for the accomplishment or lack thereof, of an assigned function or task according to designated performance standards.

In addition, the Superintendent delegates primary responsibility for the day-to-day implementation of the Injury and Illness Prevention Program to the Associate Superintendent of Administrative Services. He/she shall:

- c. Be responsible for overseeing the Injury and Illness Prevention Program.
- d. Provide direction to the Risk Management Specialist.
- e. Evaluate the effectiveness of the Injury and Illness Prevention Program.
- f. Discuss significant losses/exposures, and approve changes to the Injury and Illness Prevention Program procedures.
- g. Review significant accident investigations and make necessary recommendations.
- h. Hold personnel accountable for the implementation of the Injury and Illness Prevention Program.

Associate Superintendents:

Associate Superintendents are responsible for administering the elements of the Injury and Illness Prevention Program for their departments. In order to do so, they shall:

- a. Provide direction to the Program Managers.
- b. Monitor the effectiveness of the Injury and Illness Prevention Program in their departments.
- c. Ensure that scheduled, periodic safety inspections are made of all work areas under their direction and control.
- d. Ensure that appropriate safety training is provided to Program Managers and their personnel.
- e. Hold Program Managers accountable for the implementation of the Injury and Illness Program.
- f. Discuss significant losses/exposures and be involved in program changes and implementation.

Program Managers:

Program Managers are responsible for administering the elements of the Injury and Illness Prevention Program for their programs. In order to do so, they shall:

- a. Provide direction to the Site Administrators, where applicable.

- b. Monitor the effectiveness of the Injury and Illness Prevention Program in all areas under their direction and control.
- c. Ensure that appropriate safety training is provided to all department personnel.
- d. Conduct or arrange for proper handling of accident reporting and investigation immediately upon notification of an injury, unless such responsibility has been delegated to a Site Administrator. This includes forwarding the appropriate paperwork to the Risk Management Specialist as well as informing the employee that all efforts will be made to ensure that he/she is cared for properly.
- e. Conduct or arrange for scheduled, periodic safety inspections of the work site(s), if assigned.
- f. Ensure that unsafe conditions and work practices are corrected.
- g. Hold all personnel under their direction and control accountable for performing their job duties in a safe manner and participating in the Injury and Illness Prevention Program.
- h. Be firm in the enforcement of safe work practices by being impartial in taking disciplinary action against those who fail to conform and by being prompt to give recognition to those who perform well.
- i. Forward documentation of all safety inspections, corrective action, training and accident investigations to the Risk Management Specialist, except where such responsibilities have been delegated to a Site Administrator.
- j. Be held accountable for the implementation of the Injury and Illness Prevention Program.
- k. Discuss significant losses/exposures and be involved in policy changes and implementation.

Site Administrators:

Site Administrators are responsible for the safety of all personnel under their direction and control and shall:

- a. Ensure that appropriate safety orientation and training is provided to all employees under their direction and control.
- b. Conduct or arrange for scheduled, periodic safety inspections of the work site(s), if assigned.

- c. Conduct or arrange for proper handling of accident reporting and investigation immediately upon notification of an injury. This includes forwarding the appropriate paperwork to the Risk Management Specialist as well as informing the employee that all efforts will be made to ensure that he/she is cared for properly.
- d. Ensure that unsafe conditions and work practices are corrected.
- e. Hold all personnel under their direction and control accountable for performing their job duties in a safe manner and participating in the Injury and Illness Prevention Program.
- f. Be firm in the enforcement of safe work practices by being impartial in taking disciplinary action against those who fail to conform and by being prompt to give recognition to those who perform well.
- g. Forward documentation of all safety inspections, corrective action, training and accident investigations to the Risk Management Specialist.
- h. Be held accountable for the implementation of the Injury and Illness Prevention Program.
- i. Discuss significant losses/exposures and be involved in policy changes and implementation.

Risk Management Specialist:

The role of the Risk Management Specialist is to design, administer and maintain the Injury and Illness Prevention Program. To do this, he/she shall:

- a. Design and coordinate the implementation of the Injury and Illness Prevention Program to target losses, exposures to loss, and compliance with applicable governmental standards.
- b. Monitor the effectiveness of the program through site inspections, injury statistics, and review of Injury and Illness Prevention Program documentation.
- c. Conduct or arrange for safety training of all personnel.
- d. Chair the safety committee.
- e. Participate in accident investigations.
- f. Maintain documentation of safety inspections, corrective action, training, and accident investigations for a minimum of three years.
- g. Coordinate with Site Administrators and Third Party Administrators to ensure proper handling of claims.

- h. Monitor loss runs to identify safety hazards and injury trends.
- i. Provide technical assistance and resources to the Associate Superintendents, Program Managers, and Site Administrators to assist them in meeting the responsibilities specified in the Injury and Illness Prevention Program.

Employees:

Employees are responsible for following all written, verbal and common sense safe practices and will:

- a. Report all unsafe conditions and work practices to their supervisor or the Site Administrator immediately with no fear of reprisal.
- b. Accomplish their duties using safe work practices.
- c. Participate in safety training.
- d. Coach co-workers in safe work practices when appropriate.
- e. Immediately report all injuries to the supervisor and cooperate with all injury reporting procedures.

2. EMPLOYEE COMPLIANCE WITH SAFE PRACTICES

All employees will be trained in safe practices. If employees are observed utilizing unsafe practices, they will be retrained to ensure full understanding and compliance with the safe work practices. Safe work practices are determined for each job classification, and therefore are not noted here. In general, safe lifting, prevention of slip, trip and fall injuries through proper housekeeping, proper handling of hazardous materials, emergency preparedness, and the wearing of personal protective equipment when required are considered high priority safety requirements.

Violations of safe work practices are considered insubordination and therefore subject to disciplinary action. Employees who violate safe work practices or otherwise refuse to cooperate with any element of the Injury and Illness Prevention Program may be subject to the Disciplinary Action Policy as adopted by the Ventura County Board of Education.

3. COMMUNICATING SAFETY AND HEALTH

During the initial safety orientation, all workers will be given a copy of the Injury and Illness Program. Employees will be encouraged to report any unsafe conditions or work practices to their supervisor or the Risk Management Specialist, with no fear of reprisal.

Defective equipment tags will be available to all employees to identify unsafe tools or equipment. Employees are required to tag unsafe equipment and deliver it to their supervisor (hand tools) or inform the supervisor of its location (large equipment). Such receipt or notification will be considered a request to repair or replace. Such requests must be handled promptly.

Employees will be encouraged to discuss any unsafe conditions or work practices during staff meetings or safety training sessions. "Report of Unsafe Condition or Procedure" forms are available for employees who wish to report hazards in writing and/or anonymously.

All safety and health suggestions or concerns will be reviewed by the Risk Management Specialist and appropriate Site Administrators, Program Manager and Deputy/Associate Superintendent to determine if an inspection, further training, or any other action is necessary.

Responses to written reports will be given in writing. Responses to anonymous written reports of hazards will be posted on the safety bulletin board.

The Safety Committee is composed of the Deputy and Associate Superintendents, representative Site Administrators, a representative from the Classified Employees Advisory Committee and the Certificated Employees Committee, the Director of Business and Personnel Services, and the Risk Management Specialist. It is chaired by the Risk Management Specialist. The Safety Committee shall:

- a. Meet at least quarterly.
- b. Document all safety issues discussed by maintaining minutes of each meeting. Minutes will be posted at each work site.
- c. Review the results of all safety inspections and accident investigations. Such information will be provided to committee members in a manner that protects the confidentiality of all employees.
- d. Review all unsafe conditions or work practices brought to the attention of any member.
- e. Conduct inspections or investigations when determined necessary to gather any additional information necessary to formulate an appropriate recommendation.
- f. Submit recommendations for improvements to the Injury and Illness Prevention Program.

4. IDENTIFICATION OF HAZARDS

Quarterly safety inspections will be conducted by the Deputy or Associate Superintendent of each branch. The Associate Superintendents may delegate this responsibility to a Program Manager. Program Managers may delegate this responsibility to a Site Administrator. The purpose of the quarterly safety inspections is to identify unsafe conditions and work practices and follow up on any safety recommendations made from prior inspections.

The initial inspection for each work site will be made by the Risk Management Specialist and the Associate Superintendent or his/her designee during the first six months (July 1st through January 1st). The purpose of this inspection is to identify potential hazards and develop checklists to be used in subsequent inspections.

Special inspections will be performed:

- a. Whenever new substances, processes, procedures or equipment are introduced which have the potential for creating a new hazard.
- b. Whenever the Ventura County Office of Education is made aware of a new or previously unrecognized hazard.
- c. When injury reports or employee concerns indicate a need to inspect.

A Safety Inspection Checklist will be developed for each division, program, or facility to be used during the quarterly safety inspections. The Safety Inspection Checklists will be amended when necessary to include new potential hazards or delete those which no longer exist. Copies of the quarterly inspections will be maintained by the Risk Management Specialist for a minimum of three years.

If safety hazards are identified at sites that are not administered by the Ventura County Office of Education, the Program Manager or Deputy/Associate Superintendent is responsible for reporting the hazard to the appropriate party.

5. ACCIDENT INVESTIGATIONS

All occupational injuries will be investigated by the injured worker's Program Manager or Site Administrator. The Supervisor's Report of Employee Injury will be used to gather information during such investigations. Particular attention will be given to ways of preventing future occurrences of incidents which caused the injury. Serious or repetitive injuries will be investigated by the Risk Management Specialist for the purpose of determining if additions or modifications to existing training, procedures, or equipment are needed. Employees, supervisors, and managers shall cooperate fully with such investigations.

6. CORRECTION OF HAZARDS

Identified hazards will be corrected in a timely manner, depending upon the severity of the hazard. Employees will be protected from imminent hazards by the use of equipment tags, lock-out devices, fences or other physical means. Employees who are utilized to correct hazardous conditions will be provided all necessary training and protective equipment.

Hazards corrected will be documented on the Safety Inspection Checklist or the Hazard Correction Log. These records will be maintained by the Risk Management Specialist for a minimum of three years.

7. **OCCUPATIONAL HEALTH AND SAFETY TRAINING**

All existing employees will attend a safety and health training session during the calendar year. This training session will be conducted or supervised by the Risk Management Specialist. To the extent possible, Deputy/Associate Superintendents, Program Managers, Site Administrators, and supervisors will be required to attend and participate in these sessions with their employees. All employees will be given a copy of the Injury and Illness Prevention Program, and the key elements will be discussed. Safety training, specific to the employees' job duties, will also be covered during these training sessions.

New employees will be provided an Initial Safety Orientation by their supervisor prior to the commencement of their job duties.

Employees given a new job assignment will be provided a safety orientation regarding any new hazards.

Employees that may be exposed to a newly identified hazard (new or different equipment, chemical or process) will be given a safety orientation prior to working with the new hazard.

As needed, all employees will be required to attend specific safety training meetings pertinent to their job duties.

Program Managers, Site Administrators, and supervisors will be trained to recognize and control the safety hazards to which their workers may be exposed. This training will be provided by the Risk Management Specialist.

Records will be kept of all training provided using the Safety Training Record or a Training Agenda and sign-in sheet. The Risk Management Specialist will maintain these records for a minimum of three years.