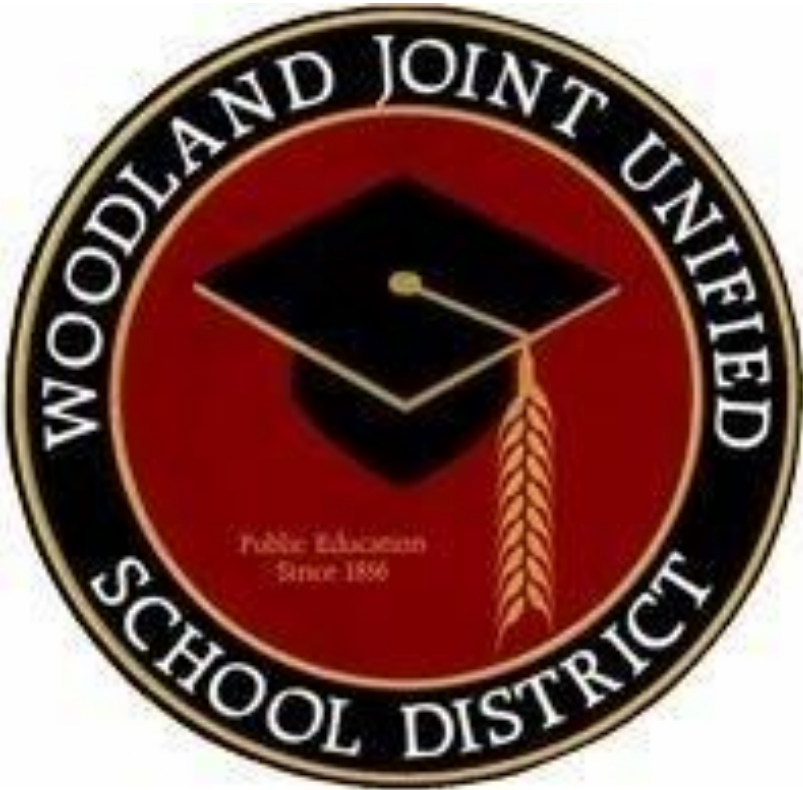


WOODLAND JOINT UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



Updated: May 2020

TABLE OF CONTENTS

TOPIC	PAGE(S)
Cover	1
Table of Contents	2
Table of Contents	3
Woodland Joint Unified School District Schools & Support Sites	4, 5
Introduction	6
District Commitment	7
Safety and Health Policy	7
Objectives of the Injury and Illness Prevention Program	7
Location of the Written Injury and Illness Prevention Program	7
Responsibilities for Safety and Health	7
Program Administrator	8
Superintendents/Administrative Assistants	8
Principals/Department Heads/Supervisors	8,9,10
Employees	11
Parents	11
Hazard Identification, Evaluation and Control	12
Inspections	12
Purpose	12
Scheduled Inspections	12
Unscheduled Inspections	12
Red Tagging of Unsafe Facilities or Equipment	13
Documentation of Inspections	13
Employee Hazard Reporting Procedure	13
Job Hazard Analysis	13
Hazard Evaluation and Control	13
Imminent Hazards	13
Safety and Health Training	14
When Training will Occur	14
Training of Supervisors	14
Areas of Training	14,15
Documentation of Training	15

TABLE OF CONTENTS (continued)

TOPIC	PAGE
Communication with Employees on Safety and Health	15
Safety Meetings	15
Anonymous Notification Procedures	15
Posters and Signs	16
Newsletter	16
Training	16
Safety Committees	16
District Safety Committee	16
School and Departmental Safety Committees	17
Responsibilities of Committee Chairperson and Secretary	17,18
Accident Investigation	18
Purpose	18
District Policy	18
Responsibility for Accident Investigation	18
Procedures for Investigation of Accidents	18,19
Emergencies	19
Emergency Action Plan	19
Earthquake Procedures	19
Fire Prevention Program	19
Compliance of Safety Program	19
Appendix	
A - Emergency Procedures	20
B – Section 3203, Title 8, CCR	23-25
C – BP 4177/4277 – Safety and Health Policy	26
D – Inspection Checklists	27, 28
E – Hazard Reporting Form	29
F – IDCP (Infectious Disease Control Plan)	30-33
END	34

Woodland Joint Unified Schools and Sites

Elementary Schools:

Beamer Park Elementary School
525 Beamer St. Woodland, Ca. 95695

Dingle Elementary School
625 Elm St. Woodland, Ca. 95695

Freeman Elementary School
126 N West St. Woodland, Ca. 95695

Gibson Elementary School
312 Gibson Road Woodland, Ca. 95695

Maxwell Elementary School
50 Ashley Avenue Woodland, Ca. 95695

Plainfield Elementary School
20450 County Road 97 Woodland, Ca. 95695

Spring Lake Elementary School
2209 Mickle Avenue Woodland, Ca. 95776

Tafoya Elementary School
720 Homestead Way Woodland, Ca. 95776

Whitehead Elementary School
624 W Southwood Woodland, Ca. 95695

Woodland Prairie Elementary School
1444 Stetson St. Woodland, Ca. 95695

Zamora Elementary School
1716 Cottonwood St. Woodland, Ca. 95695

Sci Tech Charter School
9544 Mills St. Knight Landing, Ca. 95645

Middle Schools:

Douglass Middle School
525 Granada Drive Woodland, Ca. 95695

Lee Middle School
520 West St. Woodland, Ca. 95695

High Schools:

Cache Creek High School
14320 Second St. Yolo, Ca. 95697

Woodland High School
21 N. West St. Woodland, Ca. 95695

Pioneer High School
1400 Pioneer Avenue Woodland, Ca. 95776

Miscellaneous / Support Sites:

Community Day School
526 Marshall Ave. Woodland, Ca. 95695

Adult Education
575 Hays St. Woodland, Ca. 95695

Transportation, Bus Yard
25 Matmor Road Woodland, Ca. 95776

District Office
435 Sixth St. Woodland, Ca. 95695

Maintenance & Operations
910 College Sr. Woodland, Ca. 95965

Food Services
902 College St. Woodland, Ca. 9569

INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy – BP 4177/4277

The Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. Supervisors shall promote safety and correct any unsafe work practice through education, training and enforcement.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety or wellbeing.

Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

B. Objectives of the Injury and Illness Prevention Program.

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the Districts' written Injury and Illness Prevention Program shall be kept by the Program Administrator at the District Office (Business Services Department).

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

PROGRAM ADMINISTRATOR:

Primary Contact:
Nicholas Baral
Director, Maintenance, Operations, and Facilities
910 College St.
Woodland CA. 95695
530.406.5930

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

Secondary Contact:
Thomas Flanagan II
Supervisor Maintenance and Operations
910 College St. Woodland CA. 95695
530.406.5930

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

Tertiary Contact:
Hector Molina
Child Welfare & Attendance
575 Hays Street
Woodland, CA 95695
Office (530-406-5945) Fax (530-669-3212)

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters, and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.

- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

2. Superintendents, Administrative Assistants

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the Site Safety Coordinator.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.

- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Site Safety Coordinator AND the Program Administrator.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least quarterly for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.

- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

5. Parents

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections.

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
SCHOOL SITES (Use SIA Monthly Property Checklist)	Monthly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian Principal/Custodian
SPECIAL HAZARD AREAS	Check Daily	
Science Labs	Monthly Report	Science Teacher/ Principal
School Shops	Check Daily	Shop Teacher/Principal
Maintenance Shop	Check Daily	M & O Supervisor
Transportation Shop	Check Daily	Shop Foreman
Home Economics	Check Daily	Teacher/Principal
Gymnasium	Check Daily	Athletics Director/Principal
Athletic Field	Check Daily	Athletics Director/ Principal
Cafeteria	Check Daily	Food Service Staff
Print Shop	Check Daily	Print Shop Supervisor
Auditorium	Check Daily	Custodian
	prior to use. Monthly written report.	
Bleachers	Check immediately prior to use. Monthly written report.	Custodian Custodian
	Yearly Inspection	Vendor
Automotive Equipment	Check daily by operator. Monthly Inspection	Vehicle Operator Vehicle Operator
	Yearly report by California Highway Patrol for School Bus	

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. **Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. **Documentation of Inspections**

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be forwarded to Maintenance and Operations with the appropriate work orders.

Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to Maintenance and Operations.

Job Hazard Analysis. (JHA)

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within his/her jurisdiction. The Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

Hazard Evaluation and Control

All Inspection Reports should be forwarded to Maintenance and Operations with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to Maintenance and Operations where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk

of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, Program Administrator, or Department Manager believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques

7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained in the Injury and Illness Prevention Program binder at the site and the original forwarded to the Program Administrator.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by department managers at least monthly. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented using the Safety Meeting Report Form.

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's *Wellness & Safety* newsletter to all employees in a timely manner. Sample issues will be maintained in the Injury and Illness Prevention Program binder at the District Office and at each site.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

F. Safety Committees

1. District Safety Committee

The District Safety Committee shall be appointed by the Program Administrator. It should include representatives from school sites, maintenance and management to meet the district's needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist the Program Administrator in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid the Program Administrator in the review and analysis of accident reports.
- c. Make recommendations to the Program Administrator with regard to the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the Program Administrator in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist the Program Administrator in developing a budget for the implementation of the Injury and Illness Prevention Program.

The Safety Committee should meet monthly to develop safety programs and consider district safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, videos, pamphlets, accident data, and other safety and health information.

2. School and Departmental Safety Committees

School Safety Committees shall be chaired by the principal or an assistant principal of the school and should include representatives from each department (i.e., teachers, cafeteria, transportation, custodial/maintenance, etc.).

Service Department Safety Committees shall be chaired by the department director or supervisor and shall

include at least three classified employees of that department.

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Title 8, California Code of Regulations.
- b. Conduct safety inspections utilizing school or department employees, as required.
- c. Assist in the accomplishment of inspections in coordination with the District Safety Committee or Program Administrator in response to an accident or unsafe condition complaint.
- d. Submit to the Program Administrator all reports relative to accidents or safety problems.
- e. Post and distribute safety materials provided by the Program Administrator.
- f. Provide safety in-service training and orientation to employees and pupils.

The School and/or Departmental Safety Committee should meet monthly to develop safety programs and consider school/departmental safety needs.

3. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary.

It should be the responsibility of the chairperson to:

- * Schedule all meetings
- * Prepare an agenda for all meetings
- * Conduct all meetings
- * Follow up on committee recommendations

It should be the responsibility of the secretary to:

- * Notify all members of meetings and transmit agendas
- * Keep minutes of all meetings
- * Convey a copy of meeting minutes to the Safety Coordinator

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious

accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Accident Investigation Report Form.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. EMERGENCIES

A. Emergency Action Plan

See Appendix A

B. Earthquake Procedures

See Appendix A

C. Fire Prevention Program

See Appendix A.

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

VII. COMPLIANCE TO THE SAFETY PROGRAM

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. District policies to ensure that all workers comply with these practices include, but are not limited to:

- A. Informing workers of the provisions of District's IIP Program.
- B. Providing training to workers whose safety performance is deficient.

Appendix A

Woodland Joint Unified School District

EMERGENCY PROCEDURES

Remain Calm- Follow Procedures and Directions



EMERGENCY PHONE RESOURCES

Police, Fire, Sheriff: 9-1-1

Police, non-emergency: 530-666-2411	Sheriff, non-emergency: 530-666-8282	Fire, non-emergency: 888-400-0022	PG&E: 530-661-5860	800-743-5000
CDC (Center for Disease Control): 800-232-4636	Child Protective Services: 530-666-8775	Animal Services: 530-668-5287		
Public Works:				

WJUSD EMERGENCY PHONE RESOURCES

Superintendent's Office: 530-406-3202	Human Resources: 530-406-3206	Business Office: 530-406-3218
Educational Services: 530-406-3241	Transportation: 530-406-5980	Maintenance & Operations: 530-406-5930
Food Services: 530-406-5955	Student Services: 530-406-3153	Technology: 530-406-3100

LOCKDOWN

Intruder / Weapon / Hostage / Shooter / Hostile Individual / Dangerous Animal

- If outside, go to your classroom or nearest building **OR** immediately leave campus for an offsite staging area.
- Lock door, barricade doors, turn off lights and cover windows.
- Get down and behind an interior barricade, away from door.
- If serious injuries or other serious situation, place a red card in the window.
- Take roll, account for all students/staff.
- Stay quiet; use anxiety reducing activities (deep breathing, simple games).
- Do not respond to fire alarms.
- Call 9-1-1 if you know identity, location, or description of suspect.
- Do Not Leave** until released by law enforcement or designee.

EVACUATION

Not Safe To Stay

- Exit according to route on map or in a safe manner.
- Assist others who are mentally, physically or emotionally impaired.
- Assemble in the designated area or as directed.
- Close all doors behind you. **Lock Doors.**
- Take roll: Account for students and staff.
- All students to remain under control of the teacher or designee.
- Do Not Re-Enter** building and **Do Not Leave** until directed by the Incident Commander.
- Use red/green card at designated area.

BOMB THREAT

School will be given specific direction from 1st Responders (law enforcement and/or fire)

- This may involve the need to **Evacuate** involved areas.
- Look for suspicious objects while exiting, but **Do Not Handle**; tell emergency personnel of location.
- Leave doors and windows open.
- Do Not** use cell phones.
- Do Not** go to cars as the device may be hidden in or under a vehicle.
- Do Not** use light switches or open drawers or cabinets.

MEDICAL EMERGENCY

- Check victim.
- Report serious injury or illness to office and office will call nurse/9-1-1 **OR** call 9-1-1 immediately.
- Support victim until help arrives.
- Do Not** move non-ambulatory victims unless physical dangers are present.

SHELTER-IN-PLACE

Not Safe Outside

- Get inside; lock doors and cover windows.
- Continue normal activities inside.
- Do Not Leave** until released by Incident Commander.
- Turn HVAC system off.
- If serious injuries or other serious situation, place a red card in the window.

FIRE

- Pull fire alarm.
- Evacuate.** Keep low, cover face. Test exit doors for heat. If hot, **Do Not Open**; use alternative route.
- Use red/green card at designated area.

VIOLENT VISITOR

- If confronted by violent person; speak calmly and attempt to get intruder to leave. **Get help.**
- Call office **OR** 9-1-1 immediately.
- If aware of violent person: initiate Lockdown as appropriate.

EARTHQUAKE

- If inside, **Drop, Cover, and Hold.**
 - Make body small as possible.


HAZARDOUS MATERIALS

- Contact office immediately.
- Handle medical emergencies; isolate person(s) from others.

<ul style="list-style-type: none"> ○ Eyes closed, ears covered. ○ Face in arms, protect back of neck. ○ Evacuate once it is safe. ● If outside, Lie flat. ○ Cover head, face and as much skin as possible. Eyes closed, ears covered. 	<ul style="list-style-type: none"> ● External Hazard (outside of building): <ul style="list-style-type: none"> ○ Shelter-in-Place. ○ Remain inside until released by emergency personnel. ● Internal Hazard (inside of building): <ul style="list-style-type: none"> ○ Evacuate. Upwind and uphill if possible. ○ Seal off contaminated area if possible.
<p style="text-align: center;">POWER OUTAGE School Wide</p> <ul style="list-style-type: none"> ● Principal will notify Superintendent's Office. ● Students remain in class. ● Outages over 2 hours may result in school closure- Superintendent's decision. ● Use emergency kit in classroom for necessities. 	<p style="text-align: center;">AFTER MAJOR DISASTER</p> <ul style="list-style-type: none"> ● Implement Incident Command System. ● Parent/guardian must present proper ID to claim students. ● Staff is required to stay at school until dismissed by Incident Commander.

Appendix B – SB 3203, Title 8

§3203. Injury and Illness Prevention Program. [ETOOL](#)

[Cal/OSHA Workplace Injury and Illness Prevention Program, with checklists for self-inspection](#) || ( [printable version](#))

[Prevention Model Program for High Hazard Employers](#) || ( [printable version](#))

[Prevention Model Program for Non-High Hazard Employers](#) || ( [printable version](#))

[Prevention Model Program for Employers with Intermittent Workers](#) || ( [printable version](#))

[Prevention Model Program for Employers with Intermittent Workers in Agriculture](#) || ( [printable version](#))

[Prevention Model Program for Workplace Security](#) || ( [printable version](#))

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7). Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other

than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).

Appendix C - Safety and Health Policy – BP 4177/4277

The Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions that may occur. Supervisors shall promote safety and correct any unsafe work practice through education, training and enforcement.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety or wellbeing.

Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

Appendix D – Inspection Checklists

Woodland Joint Unified School District MONTHLY PROPERTY CHECKLIST Loss Control Program

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: _____

Report No: _____ Date: _____
Month Day Year

Inspection made by _____

Principal's Signature _____

		Custodian's Signature		
		SATISFACTORY		
		YES	NO	N/A
1)	FIRE ALARMS			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	
	Date alarm tested:	/	/	
Zones(s) tested:				
2)	INTRUSION ALARMS			
	Operable?			
	Date alarm tested:	/	/	
	Zone(s) tested:			
3)	AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	DOORS			
	Good repair?			
5)	FENCES/GATES			
	Good repair?			
6)	ELECTRICAL (INTERIOR AND EXTERIOR)			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	FIRE EXTINGUISHERS			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	AUTOMATIC SPRINKLERS			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	
9)	HOUSEKEEPING			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
10)	LIGHTS (INTERIOR AND EXTERIOR)			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
11)	WINDOWS & SKYLIGHTS			
	Latch in good repair?			
	No broken windows/skylights			
12)	PLAYGROUND EQUIPMENT			
	Good condition?			
	Sufficient fall surfacing material?			
13)	PREMISES (INTERIOR AND EXTERIOR)			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			

	Handrails in place and secure?			
		Satisfactory		
		YES	NO	N/A
14)	CAFETERIA, AUDITORIUM, GYNNASIUM			
	In-wall tables in good condition?			
	Do portable tables close and stay closed?			
	Benches and seats in good condition?			
	Bleachers in good condition?			
	Exit lights operating?			
	Emergency lights operating?			
	Locker rooms in good condition?			
	Choking posters properly posted?			
15)	OUTSIDE/ATHLETIC FACILITIES			
	Fields in good condition?			
	Bleachers in good condition?			
	Dugouts in good condition?			
	Tennis courts in good condition?			
	Basketball courts in good condition?			
	No chain nets on baskets?			
	Football goals safely arranged?			
	Soccer goals safely arranged?			
16)	SWIMMING POOL AREA			
	Depth markings in good condition?			
	Decking in good condition?			
	Bleachers in good condition?			
	Diving boards and towers in good condition?			
	Pool handrails in good condition?			
	Emergency/rescue equipment in place?			
	Rules posted?			
	Filter covers in place?			
	REMARKS			

		Satisfactory		
		YES	NO	N/A
17)	LADDERS			
	In good repair?			
	Shock hazard warning posted on aluminum ladders?			
18)	SHOP AREAS/MACHINERY/EQUIPMENT/POWER TOOLS (Instructional & District Shop Areas)			
	Moving parts guarded?			
	Equipment properly grounded or double-insulated?			
	Tools in good condition?			
	Cords in good condition?			
	Housekeeping in shop area okay?			
	Personal protective equipment available and in good condition?			
19)	ARSON PREVENTION			
	"We-Tip" posters in place?			
20)	ASBESTOS			
	Asbestos-containing building materials in good condition?			
21)	MATERIAL SAFETY DATA SHEETS			
	Accessible to employees?			
	Updated?			
22)	INDOOR AIR QUALITY			
	Are filters clean?			
	Any signs of mold or mildew?			
23)	ELEVATORS/LIFTS			
	Are elevators/lifts working properly?			
	Are inspections current?			
24)	OTHER: Specify			

Appendix E

Employee Safety Reporting Form

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice:

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has This Matter Been Reported to your Supervisor? Yes No

Employee Name (Optional) :

Department/School:

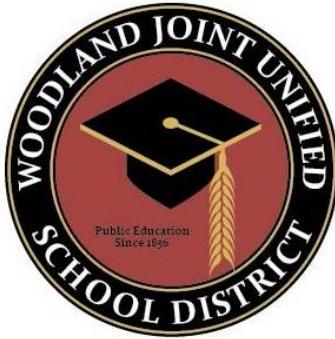
Date:

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in any communication involving safety.

Your employer will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Program Standard (GISO #3203). The employer's response will be communicated to the employee(s) involved.

Employees who wish to remain anonymous may send this form, unsigned to WJUSD Maintenance and Operations Department
910 College St. Woodland Ca. 95965

APPENDIX F



INFECTIOUS DISEASE CONTROL PLAN

May 21, 2020

Woodland Joint Unified School District (WJUSD) will take proactive steps to protect the workplace in the event of an infectious disease outbreak/pandemic. It is the goal of WJUSD during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

WJUSD is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. WJUSD follows the guidelines and recommendations of YCHD (Yolo County Health Department), CDC (Centers for Disease Control), CDPH (California Department Public Health), and the WHO (World Health Organization).

Preventing the Spread of Infection in the Workplace

Maintenance and Operations will designate a supervisor to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. The WJUSD Safety Committee will be designated to monitor and coordinate events around an infectious disease outbreak/pandemic, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide as available

alcohol-based hand sanitizers throughout the workplace and in common areas. Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak/pandemic should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel will not be authorized until further notice. Employees should avoid crowded public transportation when possible.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak/pandemic it is critical that employees do not report to work while they are ill and/or experiencing symptoms relevant to the outbreak/pandemic as outlined by the local health department. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as COVID-19 or the flu remain at home until at least 72 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak/pandemic, WJUSD may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, wear a face covering, minimize the meeting time, choose a large meeting room and sit at least 6 to 8 feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Follow social distancing guidelines as prescribed by local health officials when eating lunch. Try to avoid crowded lunchrooms and restaurants.
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
7. Encourage members to observe respiratory etiquette, cover their cough/sneeze with a tissue, then dispose of the tissue and wash hands for 20 seconds with soap and water. This is extremely important when dealing with **Aerosol Transmissible Disease (ATD)** A **disease** or pathogen that spreads through the air (such as chickenpox, measles, and TB) or through droplets (such as COVID-19, influenza, meningitis, and whooping cough)

Meal Distribution Guidelines during Workplace Infectious Disease Outbreaks

1. Maintain social distancing of at least 6 feet apart.
2. Wear face covering over nose and mouth during work.
3. Avoid touching your face at all. If you do touch your face, immediately remove gloves, wash hands thoroughly with soap and water for at least 20 seconds (Hand sanitizer can be used if that is the only option). Reapply a new pair of gloves.
4. Employees should ideally replace their gloves every 1-2 hours at minimum to guard against possible unseen punctures. Always change gloves if the gloves are ripped, torn, contaminated, or if you are changing to a different food task.

Gloves should be changed immediately (and hands washed between changing gloves) if you contaminate the gloves by touching someone or something other than the item you are working with, touching your face, coughing/sneezing.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

5/21/2020

END OF DOCUMENT