

All Personnel

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EMPLOYEE SAFETY

The Governing 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 which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

The Superintendent or designee shall establish a written Injury and Illness Prevention Program in accordance with law. The program shall include training in safe and healthful work practices for all employees. (Labor Code 6401.7)

Legal Reference:

EDUCATION CODE

32000-32051 *Safety: public and private institutions*

32210-32224 *Safety: public institutions*

LABOR CODE

6305 *Occupational safety and health standards; special order*

6310 *Retaliation for filing complaint prohibited*

6401.7 *Injury prevention programs*

CODE OF REGULATIONS, Title 8

3203 *Injury and Illness Prevention Program*

MOUNT SHASTA UNION SCHOOL DISTRICT

Policy adopted: December 14, 1993

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The personal safety and health of students, staff and the public as well as the protection of district property and assets from accidental or incidental losses, are primary concerns of the Mount Shasta Union School District Governing Board. The Board believes it has the fundamental responsibility to protect the safety and health of children, employees and involved community members of the district, and to safeguard the property and environment against harm in its operations. The Board is further dedicated to provide the leadership and financial support necessary to develop and maintain adequate and successful safety and loss practices.

Protection of the district resources requires careful review of all areas relating to employing of staff, supervision of students, care of real property, providing public services, and the possession of liquid and other assets. The Board recognizes the need to protect the district from loss exposures through fundamental risk management activities of risk identification, measurement, mitigation and assumption or transfer of risk through purchase of insurance or pooling with other districts.

A successful loss control and safety program is essential, and the Board encourages employees to support and cooperate in this important function. Each employee is accountable for his or her responsibilities and safety practices.

The Superintendent and administrative staff are accountable for providing leadership and a continual evaluation of the district's total risk management program.

Written Injury/Illness Prevention Program

1. Persons with authority and responsibility for implementing the Mount Shasta Union School District Injury/Illness Prevention Program:

Name: District Superintendent

Authority for the Superintendent to implement the IIPP is derived from the elected Mount Shasta Union School District Board.

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The Superintendent may delegate a portion of this responsibility to the middle-management individual noted below:

Sisson Principal
MSE Principal
MSE Maintenance Supervisor
Sisson Maintenance Supervisor

2. The means used to ensure that employees comply with safe and healthful work practices include:
 - a. Training, and necessary retraining, in areas of hazards found by the District Safety Committee. It is understood that safety and health issues are not all the same for all departments and divisions of the district program. the emphasis will vary within departments and with differing sites.
 - b. A hazard assessment of all district/employee functions. Specific consideration will be given to the instructional areas of industrial arts and science, and the department of maintenance/operations, transportation and food services.
 - c. An instructional program for children in safety and health related issues.
 - d. Recognition, of employees demonstrating particular safe and healthful work practices as appropriate, by the School District and District Safety Committee.
 - e. A disciplinary procedure may be activated, if necessary, to bring about cooperation of individual employees.
3. Within the Mount Shasta Union School District the District Safety Committee shall be empowered to implement a total communications program for safety and health concerns. The membership of the Committee will be broad-based in both job assignment and job location. The following elements will be noted in the development of this Committee:
 - a. The full committee shall meet quarterly. An "investigative" committee shall be formed as necessary to coordinate the school sites and other parts of the school district operation (transportation, food services, etc.). The investigative committee will be site and job specific and

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Regulation Approved. November 12, 1991 Mt. Shasta, California

may either be permanent or temporary. It shall be formed upon any recommendation of the Superintendent or any other member of the District Safety Committee. The investigative committee will report directly to the Mount Shasta Union School District Safety Committee. Any emergency action will immediately be reported to the Superintendent.

- b. Minutes will be made of all district committee meetings, including those of any investigative committees. The minutes of the full committee will be posted at each district site where employees normally congregate.
 - c. No employee shall be discriminated against as a result of bringing some safety or health factor to the attention of the Mount Shasta Union School District Safety Committee.
 - d. The Mount Shasta Union School District Safety Committee will review all safety and health inspections, whether routine or for immediate cause. The Committee will review all investigations of occupational accidents and alleged hazardous conditions while assisting in developing remedial solutions. The Committee will further assist the school district by involvement in evaluating employee safety and health suggestions.
 - e. The Committee will verify necessary abatement action taken as specified in any CAL/OSHA citations.
4. The Mount Shasta Union School District system for identifying, evaluating and preventing Occupation Safety and Health Hazards will make use of District Safety Committee and includes, but is not limited to, the following components:
- a. Review of applicable General Industry Safety Orders and other Safety Orders that apply to the specific operation.
 - b. Review of industry and general information (including Material Safety Data Sheets for chemicals uses) on potential safety and health hazards.
 - c. Investigation of all accidents, injuries, illnesses and unusual events that have occurred within the school district for each year.

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- d. Periodic and scheduled inspections of general work areas and specific work stations. Periodic inspections will take place when the program is established whenever new conditions might represent a change in hazard, and whenever the employer is made aware of a previously unrecognized hazard.
 - e. Evaluation of information provided by employees of the district.
- 5. with the discovery of an unsafe or unhealthful condition, practice or procedure by any employee, administrator, or member of the District Safety Committee the following steps shall be taken:
 - a. The "job hazard analysis" form shall be initiated by the discovering individual. This person may request assistance from a member of the District Safety Committee, a building/district administrator or department head.
 - b. On copy of the form shall be sent to the district office and one copy shall be sent to the District Safety Committee. If this is an immediate hazard an investigation will be initiated.
 - c. A "suggestion box" will also be available at each job site for the anonymous collection of safety and health hazard identification. Any suggestions in the box will be treated as above.
- 6. Training and instruction will be provided to all employees. This will be of both a general and job specific nature. The initial training will commence with the inception of the program. All new employees will also receive training as employed. With any change in personnel, hazard awareness, or change in assignment where there is an effect on safety and health additional training will be given.
 - a. the Mount Shasta Union School District Safety Committee shall continue to oversee the training program.
 - b. The suggestion boxes can also be used by employees to provide ideas for training.

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7. Records of actions of the District Safety Committee and the S/H training will be maintained for a minimum of three years at the district office. Specific district forms will be used to ensure that required items are available for each of the records.

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