

ALPINE COUNTY UNIFIED
SCHOOL DISTRICT AND
ALPINE COUNTY OFFICE OF EDUCATION

INJURY AND
ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

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FORMS

- Accident Investigation Report
- Report of Unsafe Condition or Hazard
- Verification of Initial Training

I. DISTRICT/COUNTY COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

It is the policy of the Alpine County Unified School District/County Office of Education to provide safe working conditions for all employees and to promote continuing, vital safety awareness at all levels, from top management to the individual worker. It is our belief that safety awareness is the basis on which a safety program must be founded.

The Alpine County Unified School District/County Office of Education recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health, safety, and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness that ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall at all times, while on District/County property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

B. Objectives of the Injury and Illness Prevention Program

The Alpine County Unified School District's/County Office of Education'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 a safe and healthful work environment.

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

Documentation of specific elements of the program and a master copy of the District/County's written Injury and Illness Prevention Program shall be kept by the District/County Safety Officer in the Business Services Office. Some confidential records may be kept at the District/County office.

D. Responsibilities for Safety and Health

District/County 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 with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent, Dr. Patrick Traynor. The designated Program Administrator is:

Janis Doyal
District/County Safety Officer
530-694-2495

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/County and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He 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/County 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/County.

2. SUPERINTENDENT

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, to the best of their knowledge and ability:

- 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/County personnel and assets and to follow federal, state and local safety standards and regulations.
- f. Ensure that the District/County has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the District/County Safety Officer.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employee. An excessive number is an indication that some management policies and practices need reevaluation.

3. PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor shall be fully responsible and Accountable to the 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/County 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. These may be part of other meetings.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the District/County Safety Officer.
- 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. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District/County employees; adherence to District/County safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- j. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- k. Proper safety procedures are prepared and used for all hazardous operations.
- l. All periodic inspections within his/her jurisdiction are completed as scheduled.
- m. 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/County 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.

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 may be performed using a checklist. The completed checklists and follow up work orders will be collected and maintained by the District/County Safety Officer. These reports will be maintained for a period of three years and shall be made available upon request. Inspections of District/County facilities will be conducted as follows:

<u>District/County Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
School sites: Locker Rooms Gymnasium, Parking Lots Fire Protection, etc., Offices, Classrooms	Check Daily Report – annually	Custodian/M&O
Athletic Fields Bleachers	Check Daily Report – annually	Custodian/M&O
Science labs Art Rooms, School shops	Check Daily Report – annually	Teacher
Maintenance shop Transportation shop	Check Daily Report – annually	Maintenance Sup. Maintenance Sup.
Cafeteria	Check Daily Report – annually	Cafeteria Staff
Automotive equipment	Check daily by operator. Mandated reports to CHP.	Vehicle operator

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.

5. **Documentation of Inspections**

Copies of completed inspection reports should be filed with the Injury and Illness Prevention program in the Business Services Office by the District/County Safety Officer. Appropriate work orders should be generated to repair identified hazards.

B. **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 the District/County Safety Officer at the maintenance office. The Business Services Office with assistance by the Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner. A response detailing any District/County action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

C. **Job Hazard Analysis (JHA)**

The District/County Safety Officer shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The Job Hazard Analysis/Code of Safe Work Practices are included with this IIPP.

D. **Hazard Evaluation and Control**

All inspection reports should be forwarded to the Business Services Office with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to the District/County Safety Officer where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the hazard and completed in a timely manner.

E. **Imminent Hazards**

Whenever possible, it is the District/County's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District/County 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/County is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District/County 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/County is made aware of a new or previously unrecognized hazard; and
5. Whenever the District/County, Program Administrator or Department Manager believes that additional training is necessary.

B. Training of Supervisors

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

C. Areas of Training (as required by duties)

- | | |
|---|-----------------------|
| 1. Hazard Communication, Employee Right-to-know | 7. Fire Safety |
| 2. Personal Protective Equipment | 8. Defensive Driving |
| 3. Hand tools and Portable Power Tools | 9. Office Safety |
| 4. Machinery and Machine Guarding | 10. CPR and First Aid |
| 5. Back Injury Prevention/Proper Lifting Techniques | 11. Forklift Safety |
| 6. Accident Investigation for Supervisors | 12. Other programs |

D. Documentation of Training

Documentation of training shall be maintained in writing by completing Training Verification Forms or signup sheets. A copy of the documentation shall be maintained with the Injury and Illness Prevention Program in the Human Resources Department at the District/County Office.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Anonymous Notification Procedure

The District/County has a system of anonymous notification whereby employees who wish to inform the District/County 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. A response detailing any District/County action will be provided to the employee or site, if submitted anonymously, within five (5) working days.

B. Posters/Signs

Where appropriate signs and posters will be utilized to help maintain a high level of safety awareness on the job.

C. Newsletter

The District/County may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue will be maintained in the Injury and Illness Prevention file in the Business Services Office.

D. Training

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

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/County Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District/County in a timely manner. Minor incidents and near misses may be investigated as well as serious accidents. A near miss is an incident that, 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. For minor accidents, the Supervisor's First Report of Injury shall suffice as the accident investigation. For more in depth investigations, the form found in the appendix may be used.

C. Responsibility for Accident Investigation

The Supervisor shall be responsible for conducting the accident investigation.

D. Documentation

Accident investigation documents will be held in the District/County office.

VI. DISTRICT/COUNTY SAFETY RULES

A. GENERAL SAFETY RULES

For the protection and safety of all employees, the Alpine County Unified School District/County Office of Education has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

B. Materials Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move an heavy object.
2. Hand trucks will be pulled when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions or loose material.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

C. Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photo-gray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by

OSHA).

D. Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited

E. Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

F. Housekeeping

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers
6. Good housekeeping practices will be exercised within each employee's work area.

G. Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

H. Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s), AEDs, and other emergency response equipment pertinent to their job duties
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "NO SMOKING" areas.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

I. Medical Emergency

All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

VII. EMERGENCIES

A. Emergency Action Plan

The Alpine County Unified School District has a Comprehensive School Safety Plan.

B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Comprehensive School Safety Plan.

C. Fire Prevention Program

The Alpine County Unified School District/County Office of Education maintains a fully automatic fire alarm system. The District/County also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

Alpine County Unified School District/County Office of Education provides incentive for employees who make safety suggestions adopted by the District/County and/or who have demonstrated safe and healthful work practices.

B. Disciplinary System

The Alpine County Unified School District/County Office of Education has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings. Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal-OSHA or Fed-OSHA regulation.

Accident Investigation Report

SECTION I. INVESTIGATION INFORMATION

Name of Injured: _____ Date of Injury: _____
Accident Number (or claim number): _____ Date of Investigation: _____
Accident Investigator: _____ Title: _____
Accident Investigator: _____ Title: _____

SECTION II. DESCRIPTION OF ACCIDENT

(Describe sequence of events and the injuries. Include who, what, where, when, why, and any witnesses)

SECTION III. FINDINGS (Attach separate page if necessary)

Surface Cause: Unsafe Conditions (defective materials, environmental conditions, housekeeping, maintenance, situations)

1. _____

2. _____

3. _____

Surface Cause: Unsafe Acts: (knowledge, motivation, ability, attitudes, attention, physical deficiencies)

1. _____

2. _____

3. _____

Root Cause(s) (Policies, procedures, supervision, training, decision-making, other factors)

- 1. _____

- 2. _____

- 3. _____

SECTION IV. RECOMMENDATIONS (Indicate if any of the corrections have been done)
(Attach separate page if necessary)

Immediate Corrections. (To reduce or eliminate unsafe acts and conditions)

- 1. _____

- 2. _____

Long Term Corrections. (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

- 1. _____

- 2. _____

Prepared by _____ **Title** _____ **Date** _____

*******FORWARD TO THE DISTRICT/COUNTY SAFETY OFFICER*******

SECTION VI. DISTRICT/COUNTY SAFETY OFFICER REVIEW

(Review report. Verify appropriate actions taken.)

Immediate: _____

LongTerm: _____

***** **SIGN ONLY AFTER ALL THE CORRECTIVE ACTIONS HAVE BEEN COMPLETED*******

Safety Officer: _____ **Date:** _____

Superintendent: _____ **Date:** _____

***** **WHEN COMPLETED, WORK ORDERS ATTACHED, AND SIGNED, FILE WITH THE MASTER IIPP*******

Report of Unsafe Condition or Hazard

Please submit this report to the District/County Safety Officer.

You will receive a response in five (5) working days.

Optional: Employees may submit this form anonymously.

Employee Name: _____ Job Title: _____

Location of Condition Believed to Be Unsafe or Hazardous: _____

Date and Time Condition or Hazard Observed: _____

Description of Unsafe Condition or Hazard:

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: _____ Job Title: _____

School District/County Response:

Name of Person Investigating Report: _____ Date Received: _____

Results of Investigation (What was found? Was condition unsafe or a hazard?) (Attach additional sheets if necessary):

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alternatively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary):

Signature of Person Investigating Report: _____

DSO REVIEW: _____ Date: _____

Date of response to employee (or posting of a copy of this form, for anonymous reports): _____

WHEN COMPLETED, WORK ORDER COPIES ATTACHED, AND REVIEWED BY THE DISTRICT/COUNTY SAFETY OFFICER, FILE WITH THE MASTER IIPP

VERIFICATION OF INITIAL TRAINING

NAME _____ Job Title _____

Please Print

Work Site _____

Please Print

Supervisor: _____

I agree to follow all Alpine County Unified School District/County Office of Education safety and health rules, policies and procedures. I have received information and written materials on the District/County's following safety policies:

General Safety and Health Issues

- The District/County's Injury and Illness Program
- District/County Safety Rules
- Applicability of Department Safety Rules
- Emergency procedures
- Housekeeping
- Personal protective equipment
- Reporting unsafe conditions
- General safe work practices
- Job Hazard Analysis

Employee signature

Date

Trainer's name

Trainer's signature

FILE THIS TRAINING FORM WITH THE IIPP.

FILE A COPY IN THE EMPLOYEE'S PERSONNEL FILE.

**SEND THE SIGN-UP SHEET TO THE DISTRICT/COUNTY SAFETY OFFICER FOR FILING WITH THE MASTER
IIPP**