

SIRMA I

AUGUST, 2015

**Injury and Illness Prevention Program
(IIPP)**

**Antelope Valley
Schools
Transportation Agency
(AVSTA)**

Version 4.0

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INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

I. PURPOSE

Antelope Valley Schools Transportation Agency has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and instruction
- Record Keeping

II. RESPONSIBILITY AND AUTHORITY

Susan Murphy, the Safety and Training Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee's questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

A copy of our IIPP is available from the Safety and Training Manager, as well as each manager and supervisor.

III. COMPLIANCE

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient. Additional training, or retraining, may be required for those who fail to follow safe and healthful work practices and/or those discovered to have multiple injuries or claims.
- Disciplining employees for failure to comply with safe and healthful work practices. Article 18 of the union contract outlines our progressive discipline procedures.

IV. COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisor about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously to the Safety and Training Manager and/or any manager/supervisor. This can be accomplished via:

1. Telephone call to the Safety and Training Manager or your manager/supervisor.
2. Placing a written communication into the mail box of the Safety and Training Manager or your manager/supervisor.
3. Placing a written communication into the suggestion box located in the employee break room.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- An agency safety committee

V. HAZARD ASSESSMENT

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department of IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

VI. HAZARD CORRECTION

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employee(s) will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

VII. ACCIDENT/INCIDENT INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Employees shall report all accidents, incidents, and exposures with the potential for injury or damage to their supervisors as soon as possible. Employees must call Company Nurse at (877) 223-9307, use group code SIRMA to report the injury.

VIII. PROCEDURES FOR REPORTING A WORK RELATED INJURY

Every injury must be reported on an Employee Report of Injury Form (Appendix A) and give to your supervisor. However, this does not mean that you must see a doctor. The Agency will keep your Employee Report of Injury form on file should you seek treatment at a later date.

1. Report your injury to your supervisor and complete an Employee Report of Injury Form.
2. Call Company Nurse at (877) 223-9307, use group code SIRMA to report your injury. Do not see a doctor before reporting your injury to Company Nurse. They are available 24 hours/7 days per week.
3. If you see a doctor, please do not report back to work until you have provided your supervisor with a copy of your doctor's note and completed the additional time sensitive paperwork given to you by AVSTA.
4. A pre-designation form must be on file with AVSTA should you wish to see your own physician. For guidelines on how to pre-designate, contact Administration Personnel.
5. The supervisor will immediately contact Administration Personnel to report deaths or serious injuries or illnesses (see Eight Hour Reporting Requirement for the definition of a serious injury or illness).
6. Administration Personnel will report any death or serious injury or illness to Cal/OSHA notification to Cal/OSHA means as soon as practically possible but no longer than eight hours from the Agency's receipt of knowledge of the serious injury or illness — see Eight Hour Reporting Requirement below).

IX. EIGHT (8) HOUR REPORTING REQUIREMENT

Per Title 8, California Code of Regulations, Section 342, of the General Industry Safety Orders, "Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident."

"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation

or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

X. TRAINING AND INSTRUCTION

All employees will participate in safety on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established;
- New employees are hired;
- Employees are re-assigned to a new area or task with no prior training.

XI. RECORD KEEPING

All of the following IIPP documentation will be maintained for one year:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers;
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow-up;
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken;
- Safety committee meeting minutes; and
- Annual program reviews.

Revision Record

1.0	Program Development – hard copy only	April, 1996
2.0	New format in digital format	May, 2011
3.0	Revision	September, 2014
4.0	Revision	August, 2015

Annual Review

DATE	Changes Made
1.	
2.	
3.	