

Archdiocese of San Francisco

Catholic School – Parish

INJURY AND ILLNESS PREVENTION PROGRAM

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- B. Archdiocese of San Francisco Policy Statements
- C. Inspection Checklists - School Safety & Security / Safety Plant Inspection Report
- D. Hazard Report Form - Hazardous Material Response Plan (RED Binder page 40 - 46)
- E. Correcting Hazards - Job Hazard Analysis Instructions
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- G. Safety Meetings Attendance Sheet
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- I. Incident Report Form - IR (long & short versions) - Non-Health Related
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Preface

The following pages describe a model Injury and Illness Prevention Program (IIPP) which was prepared by the Safety & Security Dept. to assist ADSF DCS schools in preparing and/or improving each school campus IIPPs. An IIPP must be individually – school campus tailored to meet the needs of the ADSF.

While many of the basic concepts of an Injury and Illness Prevention Program have already been implemented in most of our catholic schools, it is important that the program be documented in writing and adopted by the ADSF Policy. It is also important to state assigned responsibilities for implementation of the program. This should include Safety Committee Members. Finally, it is important to document in writing how your school campus will implement the specific elements of this IIPP, such as safety training, safety meetings, hazard identification, and accident investigation.

Safety Committee (policy) statements, safety training rosters, inspection checklists, and job hazard analysis forms included in the Appendix are examples which can be modified to fit your school campus.

* Note *

Items contained within brackets – [] – in this IIPP are either informational or must be modified by your school campus. Be sure to omit or modify these items. After doing so, a final authorized IIPP copy MUST be forwarded back to the ADSF Safety Department.

Introduction

On October 2, 1989, a signed Senate Bill 198 became 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.

Having an IIPP established in the workplace became necessary - mandatory, because SB198 and the detailed requirement for formal documented safety programs became the result of two largely unrelated developments. One was the budget cuts leading to the highly controversial disengagement of CAL/OSHA from enforcing workplace safety standards in the private sector.

Every employer shall have - provide established, implementation of an school campus specific IIPP program and shall continue to maintain an effective (Injury and Illness Prevention Program) in accordance with the **California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, and Section 3203** of the **General Industry Safety Orders**. Every employer shall have adopted a written Code of Safe Practices which relates to the employer's operation. **The Code of Safe Practices** is to be posted at a conspicuous location or be provided to each principal - supervisory employee and safety committee member who shall have it readily available, in the case of review and/or inspection - audits.

The Injury and Illness Prevention Program must:

- Be in writing - legible and with clear instructions to help support processes and safe practices.
- Identify the person - principal or persons - safety committee members with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections - **School Safety & Security + Safety Plant Inspection Report** and corrective steps taken to eliminate any hazards discovered.
- Document all training of new and current staff/faculty members (including principal/supervisors) in general safe work practices and specific hazards related to their job assignment on school campus.
- Provide a method for assuring compliance with safety requirements, best practices - procedures including disciplinary action.
- Describe a system for communicating with staff/faculty members on safety and health matters that assures employee participation. A Safety Captain/Safety Committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. ADSF COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Archdiocese of San Francisco is committed to maintaining a safe environment for all of its students, staff/faculty members, parents, visitors, and members of the general public. The ADSF will continue to help promote comprehensive injury and illness prevention, as well as hazardous materials and environmental Principal - Supervisor programs in an atmosphere that encourages staff/faculty members, students, and other school campus members - facilities to communicate about occupational and environmental health and safety matters without fear of reprisal. It is the policy of The Archdiocese of San Francisco to conduct its operations in conformance with California - applicable laws, organizational policies and regulations. It is the intent of the ADSF to commit and promote safer practices for health, safety, and environmental protection throughout each school and Parish operation.

B. Objectives of the Injury and Illness Prevention Program.

The ADSF's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the school - workplace. The primary purpose of the program is to ensure the safety and health of the ADSF's school staff/faculty members- students and to provide an overall safe and healthful work environment.

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

A copy of the ADSF's written Injury and Illness Prevention Program shall be kept at each school campus along with documentation of specific elements of the program (i.e., completed **School Safety & Security Checklist - Safety/Plant Inspection** checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that school campus. A master copy of the ADSFs' written Injury and Illness Prevention Program shall be kept by each school Safety Captain or his/her designee.

D. Responsibilities for Safety and Health

[Insert your school campus assigned responsibilities here. The following language may be modified to fit your school campus needs.]

ADSF' school staff/faculty members - 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. Safety Captain – Principal/Safety Captain

[Both S.B. 198 and Sec. 3203, Title 8, CCR clearly require that the school staff/faculty members Injury and Illness Prevention Program identify a responsible person - (*Safety Captain*). The intent of the standard is to implicate a person in the school operation (*Safety Captain*) as the person responsible for managing and maintaining the Injury and Illness Prevention Program. Each school campus must consider this issue carefully and assure that whoever they designate as a responsible person - understands the program, takes appropriate action to implement it and monitors the program's effectiveness]

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

NAME: _____

TITLE: _____

PHONE NUMBER: _____

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

NAME: _____

TITLE: _____

PHONE NUMBER: _____

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

The Program Safety Captain'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 school campus equipment and material.
- b. Consulting directly with principal - safety committee on loss prevention matters, and provide guidance necessary to assure effective Principal - Supervisor - administration of this program.
- c. Periodically evaluating compliance with the program within the ADSF and its DCS school campuses. 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 principal and superintendent.
- d. Ensuring that principals and supervisors are trained in school - workplace safety and are familiar with the safety and health hazards to which staff/faculty members under their immediate direction or control may be exposed, as well as applicable laws, regulations and ADSF's safety rules and policies.
- e. Ensuring that school campus staff/faculty members are trained in accordance with this Program.
- f. Developing methods for abating school - workplace hazards.
- g. Ensuring that school - workplace hazards are abated in a timely and effective manner - with support from the ADSF's Safety Dept.

The Program Safety Captain may assign all or some of these tasks to other individuals within the safety committee.

2. Superintendents - Administrative Assistants

Management, at all levels, has the responsibility to provide staff/faculty members 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 campus to school campus, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each school campus. To meet this goal, Principal - Supervisor will do the best of their ability - knowledge 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 ADSFDCS departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff/faculty member's meetings, as necessary, to review school campus accidents and to discuss plans to reduce losses.
- d. Promote safety training and education through commitment.
- e. Establish a policy of regular safety inspections of school campus equipment, facilities and crews to ensure the safe operation and protection of school campus personnel and assets - to follow federal, state and local safety standards and regulations.
- f. Ensure that the School campus has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to [the 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 staff/faculty members. An excessive number is an indication that some Principal - Supervisor 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 campus. He/she should ensure that:

- a. All personnel are briefed and fully understand best work practices - procedures and policies - enforced for each job classification.
- b. All staff/faculty members, 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 staff/faculty members are instructed and understand the use and need for PPE (Protective Campus Equipment) relating to the job - Facilities Dept.
- d. Necessary safety campus equipment and protective devices for each facility - campus 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 school campus 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 [Safety Captain – ADSF’s Safety Dept.].
- 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 staff/faculty members.
- i. Written documentation is maintained at each school campus 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. Staff/faculty members are properly evaluated by indicating to the staff/faculty members that: Following safe work procedures is required of all school campus staff/faculty members; adherence to school campus safety policies is considered on performance evaluations; failure to comply with safety rules could be grounds for disciplinary action.
- k. In-service educational programs are planned at least [quarterly] for all staff/faculty members that documentation is maintained for all educational reasons and activities.
- l. Proper safety procedures are prepared and used for all hazardous operations throughout each school campus.
- m. All periodic inspections within his/her assigned school campus are completed as scheduled. A copy will be forwarded to the ADSF’s Safety Dept.
- n. Chemical hazards should be made known to all staff/faculty members, material safety data sheets = binder are available in three (3) campus locations and the Facility Dept. staff are trained on the safe use of such chemicals.

4. Staff/Faculty Members

Staff/faculty members 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, staff/faculty members **MUST**:

- a. Adhere to all safety policies and procedures surrounding the entire school campus.
- b. Report potential unsafe conditions to a Safety Committee member - principal.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety campus equipment in each classroom and throughout the entire school campus.
- d. Wear safety PPE as necessary (or when instructed to do so) - facilities.
- e. Report all injuries immediately and seek immediate medical attention when required. This should be done through the Administration Office.
- f. Learn to lift and handle parcel - packages, campus equipment and materials properly.
- g. Cooperate and take part in the school campus safety programs, workshops, training, and safety meetings as appropriate.
- h. Operate campus machinery or campus equipment that he/she has been trained and authorized to operate by the principal and/or his/her supervisor.
- i. Use only the prescribed campus equipment for the assigned job and utilize it properly and professionally.

5. Parents

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support school campus safety requirements for staff/faculty members and students.
- c. Help the school in its hazard correction activities - only if part of the Safety Committee.
- d. Serve on School Safety Committee when appointed - nominated.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections.

[See Appendix D for Annual Safety/Plant Checklist and for other Sample Inspection Checklists. The following is suggested wording for a school campus inspection program. It should be modified to fit your campus and the ADSF's needs.]

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action by working with the school campus Safety Committee.

2. Scheduled Inspections

Inspections of School campus facilities will be conducted as follows:

<u>School campus Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
SCHOOL CAMPUS Property Checklist)	Annually Report	Principal/Custodian
PLAYGROUNDS Principal/Custodian	Check Daily	Facility Personnel
SPECIAL HAZARD AREAS Science Labs School Shops Maintenance Shop Transportation Shop Home Economics	Check Daily Monthly Report	Safety Committee Science Teacher Shop Teacher Shop Foreman Facility Personnel Teacher
<u>School Campus Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
Gymnasium Athletic Field Cafeteria Library		Athletics Director Athletics Director Food Manager Librarian
Swimming pool	Check daily during use Monthly written report	Coach/Custodian
Auditorium	Check immediately prior to use Monthly written report	Custodian - Teacher
Bleachers	Check immediately prior to use Monthly written report	Custodian
Automotive Equipment	Check daily by operator Yearly written report by CHP - school buses	Vehicle Operator - Driver

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review - reports, the IIPP program *Safety Captain* will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Classroom Safety
- Storage and handling of hazardous materials
- Use of Personal Protective Campus equipment- (PPE)
- Proper guarding of campus related campus equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

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

Facilities and campus equipment noted to be unsafe for use should be immediately **RED** tagged on the spot by the person performing the inspection. Personnel who continue to use any item that has been so **RED** 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 school campus and at the school campus office. The original should be forwarded to the ADSF - not to exclude campus [Maintenance Dept. and Operations] with the appropriate work orders.

B. Employee Hazard Reporting Procedure.

[Insert your ADSF's policy here or use the following. See Appendix E for sample Employee Hazard Reporting Form.]

Staff/faculty members should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the *Safety Captain* - principal - employee's supervisor. Staff/faculty members may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the ADSF Safety Dept. - and to campus [Maintenance and Operations].

C. Job Hazard Analysis. (JHA)

[See Appendix E for instructions on completing a JHA and for sample *Job Hazard Analyses* of job classifications common in school campus. ADSF's JHA instructions are also in Appendix E.]

Each principal - campus supervisor shall maintain and periodically update a Job Hazard Analysis [or Code of Safe Work Practices] for the job classifications within his/her jurisdiction. The Job Hazard Analysis [or Code of Safe Work Practices] will be used to train new staff/faculty members and provide on-going training for existing staff/faculty members. The applicable JHA [or Code of Safe Work Practices] shall be maintained in the Injury and Illness Prevention Program binder at each school campus.

D. Hazard Evaluation and Control

[Insert your ADSF's policy here or use the following.]

All Inspection Reports should be forwarded to ADSF Safety Dept. - school campus [Maintenance and Operations] with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to ADSF Safety Dept. - school campus [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.

E. Imminent Hazards

Whenever possible, it is the ADSF's Buildings Department intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the affected school campus cannot abate immediately without endangering staff/faculty members and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All staff/faculty - Safety Committee Members involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and PPE (Personal Protective Equipment).

III. SAFETY AND HEALTH TRAINING

[Insert your ADSF's safety training policy here or modify the following to meet your school campus needs]. 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 school - workplace. The school campus is committed to instructing all staff/faculty members in safe and healthful work practices. To achieve this goal, the school campus 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 workspace - work assignment.

A. When Training Occur

Training will be provided as follows:

1. Upon hiring of any staff/faculty members –school campus volunteers;
2. Whenever an employee school campus volunteer is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or campus equipment, which represent a new hazard are introduced into the school campus - workplace;
4. Whenever the school campus is made aware of a new or previously unrecognized hazard; and
5. Whenever the school campus, [Program Safety Captain], or [Principal] believes that additional training is necessary.

B. Training of Supervisors

[Describe the method by which School campus supervisors and principal will be trained and informed of safety and health hazards. The following may be modified to fit your ADSF's needs.] The School campus will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

[List all areas of training. The following list may be modified to fit school campus needs.]

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment - (PPE)
3. Fire - Emergency Preparedness Safety
4. Hand Tools and Portable Power Tools assigned to school campus
5. Campus Machinery and Machine Guarding (if necessary)
6. Back Injury Prevention - Proper Lifting Techniques - Slip Trips & Falls
7. Cardiac Pulmonary Resuscitation (CPR) and (AED) First Aid
8. Office & Classroom Safety
9. Defensive Driving in relation to school bus safety

10. Accident Investigation for Principal - Supervisors
11. Forklift Operators Safety Training (if equipment type is on campus)
12. Other programs as necessary

D. Documentation of Training

[Describe the forms that the school campus will use to document training, noting that documentation will be retained for at least three years, and preferably permanently. See Appendix G for sample forms.]

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 school campus and the original forwarded to the ADSF's Safety Dept. - Safety Captain.

IV. COMMUNICATION WITH STAFF/FACULTY MEMBERS ON SAFETY AND HEALTH ISSUES

[Generally describe the methods that the school campus will use to communicate with staff/faculty members on safety and health issues. Include the IIPP itself and the training provided to staff/faculty members. See [Appendix H for sample Safety Meeting Report Form].

A. Safety Meetings – Definition of Safety Committee *

[Safety Meetings are one method of communicating safety to staff/faculty members. **Insert the ADSF's safety meeting policy here or modify the following to meet your school campus needs.**] Safety meetings will be conducted by Principal - Safety Committee every [day, week, month, etc.]. During these meetings, the [Principal] shall discuss with the staff/faculty members under his/her direct supervision such issues as:

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

These safety meetings will be documented [using the school campus Safety Meeting Report Form.]

B. Anonymous Notification Procedures

[Cal/OSHA highly recommends an anonymous procedure to encourage staff/faculty members to report school - workplace hazards. The following language is suggested.] The school campus has a system of anonymous notification whereby staff/faculty members who wish to inform the school campus of school - workplace hazards may do so anonymously by sending a written notification to the [Maintenance and Administration Office] using the Employee Hazard Report Form. The [Maintenance and Administration Office] shall investigate all such reports in a prompt and thorough manner. The EHPF can also be forwarded to the ADSF's Safety Dept.

C. Posters/Signs

[Describe what posters/signs the school campus will use throughout the facility. The following language is suggested regarding the distribution of safety posters.]

The school campus 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

[Describe any type of safety newsletter. The following language is suggested. Insert information on any school campus safety and health publications.]

The school campus will distribute any the school *Wellness & Safety* programs - newsletter to all staff/faculty members in a timely manner. Sample issues will be maintained in the Injury and Illness Prevention Program binder at the school campus office and at each campus building.

E. Training

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

F. Safety Committees

[A Safety Committee is one method of effectively communicating with school campus staff/faculty members to meet the required standard. Safety Committees are not required if other means of effectively communicating safety are used. The following language may be used if the school campus wishes to establish additional committees and/or additional safety programs. Some campus employers may wish to use a management/labor safety and health committee to satisfy the communication requirement of the ADSF. If such a committee is used, it must meet certain minimum requirements, which are detailed in the regulation (see Appendix B). Any employer with collective bargaining obligations should obtain the advice of the union - ADSF's negotiator before attempting to establish or modify such committees.]

1. School campus Safety Committee

The school campus Safety Committee shall be appointed by the [Principal]. It should include representatives from school campus, maintenance, parents and Principal - Supervisor to meet the ADSF's needs.

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

- a. Assist the [Program Safety Captain] 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 Safety Captain] in the review and analysis of accident reports.
- c. Make recommendations to the [Program Safety Captain] with regard to the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-school campus safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the [Program Safety Captain] in the review and selection of literature and other material suitable for distribution throughout the school campus to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist the [Program Safety Captain] in developing a budget for the implementation of the Injury and Illness Prevention Program. Important to work - include the school Budget Committee.

The Safety Committee should meet [weekly, monthly, quarterly, etc.], to develop safety programs and consider school campus safety needs.

It is the responsibility of the Safety Committee to share with the school and with the maintenance department safety posters, videos, pamphlets, accident data, and other safety and health information. Most of these safety communication items can be provided by the ADSF's Safety Dept.

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 principal or campus supervisor and shall include at least three classified staff/faculty members of that school campus.

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school within the framework of its school campus - **Policy, Administrative Regulations, and Title 8, California Code of Regulations.**
- b. Conduct safety inspections utilizing school or department staff/faculty members, as required.
- c. Assist in the accomplishment of inspections in coordination with the school campus Safety Committee or Program Safety Captain in response to an accident or unsafe condition complaint.
- d. Submit to the **[Program Safety Captain]** all reports relative to accidents or safety problems. A copy of each report **MUST** be forwarded to the ADSF's Safety Dept.
- e. Post and distribute safety materials provided by the **[Program Safety Captain]** - with the assistance of the ADSF's Safety Dept.
- f. Provide safety in-service training and orientation to all staff/faculty members and volunteer parents.

The School and/or Departmental Safety Committee should meet **[weekly, monthly, quarterly, etc.]** 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 Captain]**

V. ACCIDENT INVESTIGATION

[Insert your ADSF's accident investigation policy here. The following language may be modified to meet your school campus needs. See Appendix J for Sample Accident Investigation Report Forms]

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. School campus Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the Safety Committee - Safety Captain 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 help prevent - 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

[Insert procedures for accident investigators. Who will conduct investigations? Who will he/she then report to? What documentation will be kept? The following is suggested language regarding procedures.]

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured, staff/faculty members and witnesses.
2. WHAT happened? Describe what took place and include any school campus equipment/machinery/tools, which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift and 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 school campus operating procedures followed? Was faulty campus equipment involved or the primary cause?
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. SCHOOL CAMPUS SAFETY RULES

[List all school campus safety rules or identify the ADSF's separate written safety policies. These safety rules should also be provided to all affected school campus staff/faculty members. The school campus should note in this section - that violation of safety rules will result in discipline up to and including possible termination].

VII. EMERGENCIES

- A. Emergency Action Plan - (please see - review **RED** Binder

[Identify the ADSF's separate written disaster emergency preparedness action plan]

- B. Earthquake Procedures

[Identify the ADSF's separate written earthquake procedures]

- C. Fire Prevention Program

[Identify the ADSF's separate written fire prevention program. The school campus may also wish to include the following language].

The school campus (should) maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the existing - current insurance provider. The school campus also conducts fire drills in accordance with *Section 32110 of the California Education Code*.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

[Insert all school campus incentive programs for staff/faculty members who make safety suggestions adopted by the school campus and/or who have demonstrated safe and healthful work practices (e.g., pins for bus drivers with accident-free records, etc.).

B. Disciplinary System

[Insert a description of or refer to the ADSF's DCS disciplinary policy. For employers with at-will employment relationships, a disclaimer should be added stating that the existence of disciplinary procedures does not change the at-will status of employment at the school campus. Employers with collective bargaining obligations should obtain the advice of their Union Rep. negotiator and/or from the ADSF'DCS Superintendent before modifying existing policies].