

**LAKESIDE JOINT
SCHOOL DISTRICT**



**Lakeside Joint School District
Injury and Illness Prevention Program
2020/2021**

(Rev 20/21)

Title 8 California Code of Regulations Section 3203

Injury and Illness Prevent Program

District Office
Lakeside Joint School District

Responsibility

The Injury and Illness Prevention Program (IIPP) primary administrator, **Dr. Sean Joyce** has the authority and the responsibility for implementing and maintaining this program for the **Lakeside Joint School District**. The alternate program administrator is Ms. Shama Marshall.

The LJSD Administration is responsible for implementing and maintaining the program in the work areas and for answering questions about the program. A copy of this program is available in the **Superintendent and Principal's Offices**.

Dr. Sean Joyce, PhD
Superintendent
19621 Black Road, Los Gatos, CA 95033
408.354.2372

Ms. Shama Marshall
Principal
19621 Black Road, Los Gatos, CA 95033
408.354.2372

The Management of the **Lakeside Joint School District** is committed to the implementation and maintenance of an effective IIPP to ensure the health and safety of all students and personnel. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

The responsibilities of our IIPP Administrator include:

- √ Preparing and updating our workplace's IIPP.
- √ Implementing the provisions in our IIPP.
- √ Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- √ Conducting regular workplace inspections for hazard identification.
- √ Taking action to mitigate identified hazards.
- √ Providing health and safety training to employees.
- √ Instituting a Health and Safety Committee.
- √ Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

All employees have been informed as to whom is responsible for the health and safety in our school/district.

Injury and Illness Investigations (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by Dr. Sean Joyce, Superintendent, or his designee.

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- √ Visiting the scene as soon as possible.¹
- √ Interviewing injured employees and witnesses.¹

¹This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

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- √ Determining the cause(s) of the accident/exposure.¹
- √ Taking corrective action to prevent the accident/exposure from reoccurring.¹
- √ Identifying and addressing the underlying factors that may have contributed to the incident.
- √ Investigating “near miss” incidents when they occur.
- √ Recording the findings and actions taken.
- √ Taking photos of the accident scene and the employee(s) involved.

Hazard Assessment / Inspection (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individual(s): Mr. Cody Franks, Ms. Shama Marshall, Mr. Steven Bourque, and Dr. Sean Joyce

Periodic inspections are performed according to the following schedule:

- √ Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.¹
- √ Whenever new, previously unidentified hazards are recognized.¹
- √ Whenever occupational injuries and illnesses occur.¹
- √ Whenever workplace conditions warrant an inspection.¹
- √ When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹
- √ Other times: During the non-student instructional months of June and July.

Hazard Correction (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- √ When a hazard is observed or as soon as it is discovered.¹
- √ When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.¹

Communication With Employees About Safety (Title 8 CCR §3203(a)(3))

The Lakeside JSD and Lakeside School Administration is responsible for communicating with all employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

We have a communication system that includes all of the following items:

- √ New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.¹
- √ A system for employees to anonymously inform management about workplace hazards without fear of reprisal.¹

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- This system involves personnel to complete the hazard report and provide a copy of such to be placed inside a sealed envelope and placed in the mailbox of 1) Mr. Cody Franks, 2) Ms. Shama Marshall, and 3) Dr. Sean Joyce.

Posted or distributed safety information.¹

Training and Instruction (Title 8 CCR §3203(a)(7))

All employees, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- √ When our IIPP was first established.¹
- √ To all new employees.¹
- √ To all employees given new job assignments for which training has not previously been provided.¹
- √ Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.¹
- √ Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- √ To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- √ To all employees about the hazards specific to each employee's job assignment.¹

We provide training to employees and supervisors on topics such as but not limited to:

- √ Bloodborne Pathogen Exposure Prevention
- √ IPM for Teachers and Office Staff
- √ Mandated Reporter: Child Abuse and Neglect
- √ Coronavirus Awareness
- √ Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- √ Coronavirus: Cleaning and Disinfecting Your Workplace
- √ Coronavirus: Managing Stress and Anxiety
- √ COVID 19 Employee Safety Training
- √ Sexual Harassment: Policy and Prevention
- √ Sexual Harassment: Staff-to-Staff

Additional LJSD training topics, conducted in various settings and mediums, included

- √ Home self-screening and symptom checks as outlined in the CDC guidelines (website, posters, memos).
- √ Stay at home protocol for employees that are experiencing COVID-19 symptoms which include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat and/or recent loss of taste or smell (posters, website).
- √ Procedures when an employee has come into close contact with a family member, friend, or acquaintance that has been diagnosed with COVID-19 (website) .
- √ Protocol to seek Medical attention when symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage (website and posters).
- √ Hygiene practices to include frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines) (website, posters, memos).
- √ Proper use of face coverings, including:

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- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Employees should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each day of use.
- √ Ensure temporary or contract workers at the facility are also properly trained in COVID- 19 prevention policies and have necessary PPE.
- √ Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on employee's sick leave rights under the Families First Coronavirus Response Act (website).

The LJSD conducted employee training through an on-line series of trainings provided by Keenan Safe Schools, and *Just in Time* School/District administration created training sessions conducted during staff meetings, debriefings, internal District communications or scheduled Professional Development training dates.

Employee Compliance With Safety Procedures (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All of our employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.¹

- √ Informing employees of the provisions of our IIPP.¹
- √ Recognizing employees who perform safe and healthful work practices.¹
- √ Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.¹
- √ Evaluating the safety performance of all employees
- √ Providing training to employees whose safety performance is deficient

The responsibilities of all employees include the following checked practices:

- √ Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety Administrator(s) immediately.
- √ Following safe work practices.
- √ Using appropriate personal protective equipment (PPE) as instructed by the Lakeside Administration.

Recordkeeping and Documentation (Title 8 CCR 3203(b))

Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP:

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- √ Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.¹
- √ Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).¹

The master copy of this IIPP can be found at: www.lakesidelosgatos.org

Resources

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25

Division of Occupational Safety and Health (Cal/OSHA) <http://www.dir.ca.gov/dosh/>

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Appendix A: Health Self-Assessment Log Form – Employee Signature

Self-Screening Health Log

All employees must conduct a self-screening prior to coming to work each day. Each employee must log/sign that they have conducted the self-screening and are free of symptoms outlined below. ***It is the employee’s responsibility to immediately inform the Lakeside Administrator if they answer yes to either of the following statements at any time during their work day.**

1. I have/am experiencing any of the symptoms listed below within the last 24 hours.
2. I have been in close contact with someone who has been diagnosed with or in quarantine for COVID-19.

Signs and Symptoms	<ul style="list-style-type: none"> -Fever >100.4F -Subjective fever means the fever that someone feels, as opposed to something objectively measured with a thermometer. -Chills -Rigors -Runny nose (rhinorrhea) -Sore throat -Cough -Shortness of breath/difficulty breathing -Muscle aches (myalgia) -Headache -Loss of smell -Loss of taste -Nausea -Vomiting -Abdominal pain -Diarrhea -Dermatologic Finding <ul style="list-style-type: none"> -Rash -Thromboses (e.g. Stroke, DVT, PE) -Other
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Date	F/L Name	Temp	Questions	Symptoms

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