

# Bellevue Union School District Early Learning Center Injury Illness Prevention Program

(revised 2/2021)

The following Injury and Illness Prevention Program (IIPP) was designed based on the California Department of Industrial Relations IIPP. The IIPP should be completed using the following process:

The following persons have overall responsibility for ensuring that this District Site has an effective IIPP.

Tracy Whitaker, Early Learning Center Director

Roger Farrell, BUSD Director of Maintenance and Operations

Dr. David Alexander, BUSD Superintendent

A copy of the IIPP specific to the site can be provided for public viewing upon request in the front office of the site. All site copies can be found at the Bellevue Union School District Main Office, located at 3150 Education Drive, Santa Rosa, CA 95407.

## **Compliance**

Through a variety of training exercises and a clear understanding of our [Civility Policy, pages 29-31 of our BUSD Employee Handbook](#) it is our hope and expectation that our employees will learn how to best model for one another and students how to consistently perform safe and healthy work practices.

Disciplinary processes for our staff that struggle to perform consistent safe and healthy work practices shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented. Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal. All steps will be performed in accordance with BUSD Board Policies/Administrative Regulations, Collective Bargaining Agreements as well as Federal, State &/or Local Government Fair Labor Standards Act.

Regular occurring safety meetings, posting of signs, unsafe reporting mechanisms and supportive roles that Supervisors will perform are other means that will be exercised to help provide a safe and healthy work environment.

## **Communication**

Safety Meeting Schedules - See **Appendix A**

All Bellevue Union School District Employees are encouraged to make reports known by way of:

- Reporting the health or safety concern directly to their Site Principal by way of email.
- Reporting the health of safety concern directly to our District's Maintenance Help Request system which can be performed by emailing [\*\*mohelp@busd.org\*\*](mailto:mohelp@busd.org)
- If there is concern of reprisal an anonymous request can be made by calling: Internally within the BUSD Internal Phone Extension System by calling **7-2-3-3 (SAFE)**  
Or  
by calling an External Phone Number of **707-387-4203**  
The phone call will be transcribed and emailed to [\*\*mohelp@busd.org\*\*](mailto:mohelp@busd.org) , therefore, please speak clearly and in a relatively slow pace in order to properly transcribe your concerns.

In each of these options the following information must be provided:

1. *Specific Name of the site*
2. *Specific Location at the site*
3. *Specific Area within the location at the site*
4. *Detailed description of the hazard*
5. *Detailed description of why it is believed to be a hazard*

An alternate mode of communication is provided by going to the State of California Department of Industrial Relations and filing a workplace safety complaint:

### **American Canyon District Office**

3419 Broadway Street, Suite H8  
American Canyon, CA 94503



To file a complaint, call (707) 649-3700

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[\*\*www.dir.ca.gov/dosh/Complaint.htm\*\*](http://www.dir.ca.gov/dosh/Complaint.htm)

## **Hazard Assessment**

- Every Other Year Redwood Empire School Insurance Group conducts an injury and loss mitigation evaluation of each of our BUSD Sites. With the introduction of COVID-19 the physical inspections have been reduced to an evaluation of most common concerns and past concerns at specific sites for the District personnel to provide reports of the present state of conditions. Report available upon request from the Director of Maintenance & Operations by emailing [maintenance@busd.org](mailto:maintenance@busd.org) or calling 707-542-5197 ext. 9.
- Annually our Director of Maintenance and Operations and/or Maintenance Technician conducts an annual inspection of all occupied spaces at our sites to determine the condition of Natural Gas systems, Mechanical/HVAC systems, Sewer systems, Interior Surfaces, Overall Cleanliness, Pest/Vermin Infestation, Electrical systems, Restrooms, Sinks/Drinking Fountains, Fire Safety equipment/systems, Hazardous Materials, Structures, Roofs, Playgrounds/General School Grounds, Windows, Doors, Gates and Fences. The status of these is reported through the State of California Facility Inspection Tool. Report available upon request from the Director of Maintenance & Operations by emailing [maintenance@busd.org](mailto:maintenance@busd.org) or calling 707-542-5197 ext. 9.
- Every 6 months a visual inspection is performed to identify the condition of asbestos containing building materials. Report available upon request from the School Site Office or Director of Maintenance & Operations by emailing [maintenance@busd.org](mailto:maintenance@busd.org) or calling 707-542-5197 ext. 9.
- In no less than a Quarterly basis our Director of Maintenance and Operations conducts a general inspection of accessible areas throughout each BUSD Site. This inspection is similar in nature to the comprehensive inspection of the State of California Facility Inspection Tool.
- Upon completion of all work order repairs performed by our Maintenance Tech, Groundskeeper and/or Director of Maintenance it is standard practice for us to quickly survey conditions of the area we are working and record any other concerns identified with the use of our work order reporting system which is via email at [mohelp@busd.org](mailto:mohelp@busd.org) .
- As a Member District to Redwood Empire School Insurance Group (RESIG) a request can be made through your Supervisor for an ergonomic assessment to eliminate work related ergonomic risk factors or reduce workplace acquired injuries. See BUSD HR Director for a copy of the request form.

## **Accident/Exposure Reporting and Investigation**

If **You** are injured on the job:

- Notify your supervisor
- Call RESIG's nurse at **707-836-7457** (the nurse is available to take your call 24 hours a day, 7 days a week)
- The nurse will direct you for the appropriate medical treatment
- Complete and return all paperwork you receive from RESIG

**Every Supervisor** is required to complete a Supervisor's Report of Injury/Illness/Exposure within 24 hours of receiving notification of a work related injury/illness/exposure. See BUSD HR Director for a copy of the report form.

**Every Employer** must immediately report any serious, work-related, injury, illness, or death of an employee to the nearest Cal/OSHA office. Immediately means as soon as possible but not longer than 8 hours after the employer has knowledge of the incident, or with "diligent inquiry" would have known.

In Sonoma County call the Cal/OSHA District Office in American Canyon:

Cal/OSHA Enforcement Unit District Office  
American Canyon District Office  
3419 Broadway Street Suite H8 American Canyon, CA 94503  
(707) 649-3700 Fax (707) 649-3712

When in doubt, report to the nearest Cal/OSHA district office, especially if the employee is sent to a hospital, treated or transported by an EMT or a Fire Department. These entities may report the injury/illness directly to Cal/OSHA, thus putting your district at risk for a significant fine for not reporting an illness or injury within 8 hours.

### **Investigations may be conducted by:**

- Cal OSHA
- Redwood Empire School Insurance Group (RESIG)
- BUSD Superintendent
- BUSD Director of Human Resources
- BUSD Director of Maintenance and Operations
- BUSD Personnel's Immediate Supervisor

Accident investigations shall be conducted by trained individuals, and with the primary focus of understanding why the accident or near miss occurred and what actions can be taken to preclude recurrence. In large organizations this responsibility may be assigned to the safety

director. In smaller organizations the responsibility may lie directly with the supervisor responsible for the affected area or employee. Questions to ask in an accident investigation include:

1. What happened?

The investigation should describe what took place that prompted the investigation: an injury to an employee, an incident that caused a production delay, damaged material or any other conditions recognized as having a potential for losses or delays.

2. Why did the incident happen?

The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3. What should be done?

The person conducting the investigation must determine which aspects of the operation or processes require additional attention. It is important to note that the purpose here is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the accident or near miss.

4. What action has been taken?

Action already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near miss, but also how it will improve the overall operation. This will assist the investigation in proposing his/her solutions to management. The solution should be a means of achieving not only accident control, but also total operation control.

If you have a safety and health committee, its members should review investigations of all accidents and near-miss incidents to assist in recommending appropriate corrective actions to prevent a similar recurrence.

Thorough investigation of all accidents and near misses will help you identify causes and needed corrections, and can help you determine why accidents occur, where they happen, and any accident trends. Such information is critical to preventing and controlling hazards and potential accidents.

## **Hazard Correction**

Cal OSHA Hazard Assessment Checklists will be routinely used as a guide to identify potential hazards within and throughout our BUSD Site.

Identified Hazards and Correction records shall be maintained in our work order system and other hazard reporting mechanisms.

Hazard Correction and prioritization may be directed and/or conducted by:

- Cal OSHA
- Redwood Empire School Insurance Group (RESIG)
- BUSD Superintendent
- BUSD Director of Human Resources
- BUSD Director of Maintenance and Operations
- BUSD Personnel's Immediate Supervisor
- BUSD Site Custodian(s) or other Maintenance Staff
- BUSD Approved Contractors

## **Training and Instruction**

Below is a list of training that is provided by Bellevue Union School District and is to be completed no less than an annual basis by all BUSD Personnel as specified by their immediate work assignment(s):

- Anti-Harassment (Prevention of Sexual Harassment training for staff and supervisors)
- Child Abuse Mandated Reporter
- Safe Cleaning and Disinfection Practices
- Bloodborne Pathogens Awareness
- Fire Extinguisher Maintenance and Use
- Ladder Safety
- Safe Lifting Practices
- Electrical Safe Work Practices
- Personal Protective Equipment use and management
- Safety Data Sheet Management and Understanding
- Asbestos and Lead Safe Work Practices
- Safe Pressure Washing Practices
- AED use and Maintenance
- Hands Only CPR and First Aid
- Maintenance Staff: Knowing your Role in Safety Plan
- Natural Gas Leak Detection Investigation and Response

Safety Meeting Schedules - See **Appendix A**



## **COVID-19 Prevention**

- Physical barriers (plexi or plastic partitions) were acquired and are installed for use in the District site offices, food service points of sale and other areas deemed necessary where public interfaced.
- As a preventive measure the BUSD sites implemented a health screening protocol as recommended by the Centers for Disease Control and Prevention (CDC). All staff and vendors complete a health screening questionnaire <http://bit.ly/busdcovid> . If individuals are symptomatic in any areas and/or answer is YES to any of these questions, the person cannot proceed to any BUSD campus and is encouraged to self-quarantine and seek medical counsel. All employees will complete a temperature check when entering campus and complete the above mentioned questionnaire. Employees will maintain face coverings during temperature checks and temperature checks will be conducted with non-contact thermometers.
- An effective cleaning and disinfectant solution known as Buckeye International E23 Neutral Disinfectant - EPA REG. NO. 47371-129-559 was identified and widely made available for all staff throughout our BUSD sites to encourage and expedite cleaning and disinfecting practices.
- Auto-Dilution dispensing systems with quick coupling systems were installed in all of our custodial closets to minimize our staff's exposure to the solution in concentrate form. A sufficient inventory has been maintained and made readily available for our maintenance staff.
- Safe cleaning and disinfection practices as recommended by CDC (Centers for Disease Control and Prevention) have been taught and modeled for our BUSD Maintenance Staff and will continue to be taught regularly. Handouts with this instruction and information have been distributed to our BUSD Maintenance staff and their Supervisors.
- HEPA filtered vacuum cleaners have been provided for our custodial staff to help eliminate dust and redistribution of dust through the vacuum cleaning process.
- Victory VP300 Electrostatic backpack sprayers have been secured to help expedite and make the disinfection process easier and more efficient for our custodial/maintenance staff.
- Proper Personal Protective Equipment and a sufficient inventory is being maintained for our staff and students and is made readily available.
- Signage to encourage proper hand washing has been distributed and posted in every student and staff restroom.

- Foam dispensing Hand Sanitizer and Hand Soap dispensers have been installed in every restroom and adjacent to every sink to expedite the emulsification of the hand soap/sanitizer to make hand washing more effective.
- Paper towels dispensers are readily available at every hand wash station to assist with the removal of residual foreign bodies that may have not rinsed off during the handwashing process.
- MERV 13 filters have been installed in every HVAC equipped space to improve the air purification within the occupied spaces throughout our BUSD sites and are routinely replaced.
- Alen i75 HEPA filtered air purifying systems have been acquired and set up to operate 24 hours a day 7 days a week within staff and student occupied spaces.

## **Recordkeeping**

- Every Other Year Redwood Empire School Insurance Group conducts an injury and loss mitigation evaluation of each of our BUSD Sites. With the introduction of COVID-19 the physical inspections have been reduced to an evaluation of most common concerns and past concerns at specific sites for the District personnel to provide reports of the present state of conditions. These records are retained by the Director of Maintenance and Operations on the District server.
- Annually the Director of Maintenance and Operations and/or Maintenance Technician conducts an annual inspection of all occupied spaces at our sites to determine the condition of Natural Gas systems, Mechanical/HVAC systems, Sewer systems, Interior Surfaces, Overall Cleanliness, Pest/Vermin Infestation, Electrical systems, Restrooms, Sinks/Drinking Fountains, Fire Safety equipment/systems, Hazardous Materials, Structures, Roofs, Playgrounds/General School Grounds, Windows, Doors, Gates and Fences. The status of these is reported through the State of California Facility Inspection Tool. These records are retained by our Director of Maintenance and Operations on the District server. These records are reflected in the annual School Accountability Report Card.
- Every 6 months a visual inspection is performed to identify the condition of asbestos containing building materials. These records are reflected in the AHERA report that is available upon request at each of our BUSD Sites or at our BUSD District Office.
- In no less than a Quarterly basis our Director of Maintenance and Operations conducts a general inspection of accessible areas throughout each BUSD Site. This inspection is similar in nature to the comprehensive inspection of the State of California Facility Inspection Tool. These records are recorded within our District Work Order system software or are identified as needing to be a part of our facilities repair/renovation/modernization plan.
- Upon completion of all work order repairs performed by our Maintenance Tech, Groundskeeper and/or Director of Maintenance it is standard practice for us to quickly survey conditions of the area we are working and record any other concerns identified with the use of our work order reporting system which is via email at [mohelp@busd.org](mailto:mohelp@busd.org) . These records are recorded within our District Work Order system software.
- As a Member District to Redwood Empire School Insurance Group (RESIG) a request can be made through your Supervisor for an ergonomic assessment to eliminate work related ergonomic risk factors or reduce workplace acquired injuries. See BUSD HR Director for a copy of the request form. These records are retained in the HR Directors personnel files.

- Participation and completion of training is retained in the HR Directors files and/or in our Director of Maintenance files.
- Records of anonymous reports of potential injury, illness and/or exposure causing hazards are retained in our District Leadership IIPP reports.
- Records of reports of injury, illness and/or exposure experienced by staff are retained by our Director of HR.

# BUSD IIPP Training Schedule 2020-2021

Schedule	Hosted by	Training Topic
1/2021	Director of Maint. & Ops.	Safe Lifting Practices
2/2021	Director of Maint. & Ops.	Ladder Safety
3/2021	Director of Maint. & Ops.	Maintenance Staff: Knowing your Role in Safety Plan
3/2021	All BUSD Supervisors	Explanation of our Injury Illness Prevention Plan
4/2021	Director of Maint. & Ops.	Electrical Safe Work Practices
5/2021	Director of Maint. & Ops.	Personal Protective Equipment use and management
5/2021	Director of Maint. & Ops.	Safety Data Sheet Management and Understanding
6/2021	Director of Maint. & Ops.	Safe Pressure Washing Practices
6/2021	Director of Maint. & Ops.	Safe Lifting Practices
7/2021	Director of Maint. & Ops.	Fire Extinguisher Maintenance and Use
7/2021	Director of Maint. & Ops.	AED use and Maintenance
7/2021	Director of Maint. & Ops.	Hands Only CPR and First Aid
8/2021	HR/Target Solutions	Anti-Harassment (Prevention of Sexual Harassment training for staff and supervisors)
8/2021	HR/Target Solutions	Child Abuse Mandated Reporter
8/2021	HR/Target Solutions	Bloodborne Pathogens Awareness
9/2021	Director of Maint. & Ops.	Asbestos and Lead Safe Work Practices
10/2021	Director of Maint. & Ops.	Ladder Safety
11/2021	Director of Maint. & Ops.	Safe Cleaning and Disinfection Practices
12/2021	Director of Maint. & Ops.	Natural Gas Leak Detection Investigation and Response

**APPENDIX A**