



ANTIOCH CHARTER ACADEMIES INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Co-Administrators, or designee, has the authority and responsibility for implementing the provisions of this program for the Antioch Charter Academies (ACA).

All Co-Administrators, site safety coordinators, teachers and support staff are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the program. A copy of this IIPP is available in the school office and on the school website.

COMPLIANCE

Co-Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Co-Administrators are expected to enforce the rules fairly and uniformly.

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

The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of our IIPP;
- Providing training to employees whose safety performance is deficient;
- Disciplining employees for failure to comply with safe and healthful work practices. The following outline(s) our disciplinary process: Verbal discussion (documented) for minor offenses;

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation, including a discussion of site-specific safety and health policies and procedures.
- Review of our IIP Program.

- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- Employees will be responsible for reporting any unsafe act or unsafe condition to the Co-Administrators or site safety coordinator in writing. The Co-Administrators or site safety coordinator will then take appropriate action.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Site Safety Coordinator, or designee, according to the following schedule:

- When ACA's Injury and Illness Prevention Program was first established;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into the workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the CharterSafe Facilities Checklist - Sitewide Safety Hazards and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by the Site Safety Coordinator, or designee, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the linked [OSHA Form 301](#).

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;

- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. employees necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the linked [Identified Hazards and Correction Record*](#).

TRAINING AND INSTRUCTION

All personnel, including Co-Administrators, teachers, and support staff shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever ACA personnel become aware of a new or previously unrecognized hazard;
- To Co-Administrators to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices may include, but are not limited to:

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.
- Prevention of musculoskeletal disorders, including proper lifting techniques.

- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

RECORDKEEPING

Written IIPP and Documentation Requirements

- Copies of Facility Inspection Forms will be retained for one year at the site administration office and in the Charter Management Office.
- Documentation of safety and health training for each employee will be retained for one year by a site Co-Administrator and/or a Charter Management Office.

<p>charterSAFE</p> <p><u>Workers' Compensation</u> <u>Employee Accident</u></p> <p>In the event of an injury incident, the medical provider may need to contact our coverage group in order to provide services.</p>
<p>Billing: Gallagher Bassett Services, Inc. P.O. Box 22348 Tucson, AZ 85734</p> <p>Susan Diamanti, Claim Adjuster T (916) 576-4507 F (877) 748-1047</p>
<p>Sue Bedard, Claim Manager CCS JPA DBA charterSAFE T (855) 394-5939</p>

Adopted: ____/____/____