

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****INJURY AND ILLNESS PREVENTION PROGRAM**

It is our policy to provide safe working conditions for all employees and to promote continuing, vital safety awareness at all levels, from senior management to the individual worker. It is our belief that safety awareness is the basis on which a safety program must be founded; without this, safety is seriously compromised.

We recognize our responsibility: to furnish a safe and healthy place of employment for our employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes that will protect the life, health, safety and welfare of employees, visitors and the general public; and to maintain and enforce a program to fulfill this responsibility.

It is considered each person's responsibility, not only to assure personal safety, but also to develop a concern for safety of all coworkers. Employees shall at all times, while on our property, conduct themselves and perform work in a safe manner consistent with existing safety rules and practices.

No function is so critical as to require a compromise of safety. To fulfill our safety goal, we will strive to provide a place of employment free from recognized hazard and with the safest possible working practices.

The consideration of worker safety and the safety of the general public bears as high a priority as the decision to commit funds or complete a task. It is our desire to provide not only a safe work environment and comply with all federal, state and local safety laws and regulations, but also to create an atmosphere that promotes safety.

AUTHORITY AND RESPONSIBILITY

The persons in authority and responsible for the Kern County Superintendent of Schools Office Injury and Illness Prevention Program are:

- Kern County Superintendent of Schools – responsible for providing primary authority and support for the Injury and Illness Prevention Program.
- Assistant Superintendent of Human Resources and Special Services– serves as the coordinator of the Injury and Illness Prevention program and is responsible for development and implementation of the program.
- Director, Human Resources – responsible for the maintenance of the Injury and Illness Prevention Program.

In addition, responsibility is assigned to all employment levels, listed as follows:

1. Administrator's Responsibilities
 - a. Be familiar with the safety program and ensure its effective implementation.
 - b. Review accidents to ensure that proper reports are completed and appropriate action is taken to prevent reoccurrence.

2. Supervisor's Responsibilities
 - a. Be familiar with company safety policies, programs and procedures.
 - b. Provide complete safety training as needed or required to employees prior to the assignment of duties.
 - c. Consistently and fairly enforce all safety rules.
 - d. Investigate injuries to determine cause, then take action to prevent reoccurrence.
 - e. See that all incidents immediately receive treatment (if needed) and forward reports to the Human Resources Department.
 - f. Inspect work areas often to detect and correct unsafe conditions and work practices.

3. Employee's Responsibilities
 - a. Adhere to all safety rules and regulations.
 - b. Wear appropriate safety equipment and clothing as required.
 - c. Maintain equipment in good condition, with all safety guards in place.
 - d. Report all injuries, no matter how minor, immediately to a supervisor.
 - e. Encourage co-workers to work safely.
 - f. Report unsafe acts and conditions to the supervisor.

EMPLOYEE COMPLIANCE

Management requires safe work behavior from all employees. Noncompliance is not permitted and may result in discipline up to and including termination.

COMMUNICATION

Matters concerning occupational safety and health will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about unsafe or unhealthy conditions is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through interoffice mail. No employee will be subjected to termination or discriminated against for making complaints, instituting proceedings, testifying with regards to employee safety or health, or reporting a work-related injury or illness.

CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

Whenever an unsafe/unhealthy condition, practice, or procedure is observed, discovered or reported, your supervisors and/or human resources will take appropriate corrective measures in a timely manner, based on the severity of the hazard. Employees will be informed of the hazard and interim protective measures will be taken until the hazard is corrected. In the event of an imminent hazard, all impacted employees will be removed from the area except those assigned to correct the existing condition. Employees assigned to correct the hazardous condition will be provided necessary safeguards.

INSPECTIONS/AUDITS

All employees, including management, have the responsibility to constantly be on the lookout for safety hazards. Hazards may be identified by the following methods: routine daily vigilance; by observation when new substances, processes, procedures, or equipment are added to the work area; when new or previously unrecognized hazards are discovered; and routine accident and safety investigations. Scheduled periodic safety inspections will be conducted.

ACCIDENT/INJURY/ILLNESS INVESTIGATION

All accidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the accident/injury/illness and submit the forms to Human Resources, who will review the information provided and determine if further investigation is warranted.

TRAINING

Human Resources will provide training to supervisors on safety and health hazard recognition in their work environments and employee injury protocol.

Supervisors will ensure that employees receive training to familiarize them with the safety and health hazards that they may be exposed to, both in general and job specific hazards.

Training will be conducted upon hire, periodically, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered.

RECORD KEEPING

Records of training, audits, accident investigation, and corrections made will be maintained as required by law.

History: Policy approved 4/8/08, revised 7/26/10, 8/17/17 (SP4250), 7/25/18