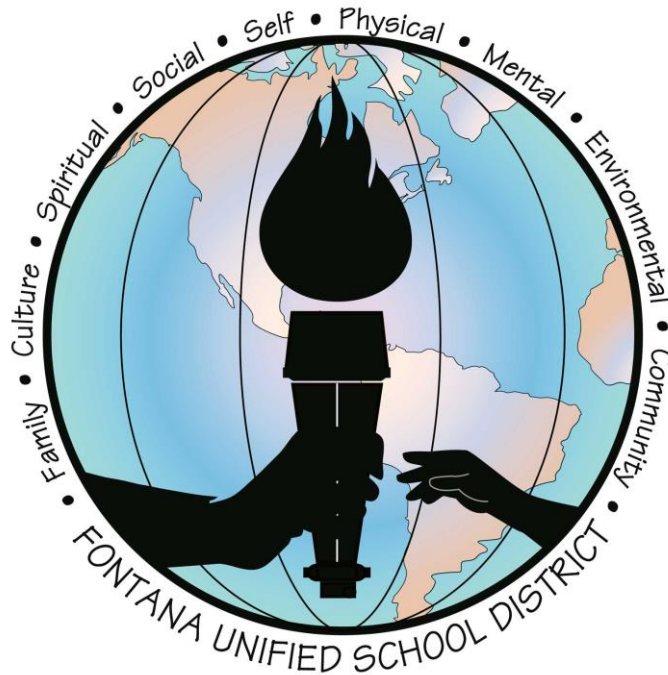


Fontana Unified School District

Injury and Illness Prevention Program (IIPP)

CCR Title 8, § 3203

2012-13



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Preface

Purpose of This Document

Fontana Unified School District (FUSD) is committed to providing a safe and healthful environment for all staff, students, and parents. In pursuit of this endeavor, the FUSD Injury Illness Prevention Program (IIPP) has been established to provide a framework for FUSD to ensure a safe and healthy work environment for all of its employees.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations (CCR), Title 8, Chapter 4, Subchapter 7, and Section 3203.

The purpose of this document is to provide information necessary to communicate the elements of the IIPP.

Intended Audience

The IIPP guidelines and procedures described in this document are designed for use by FUSD administration and staff. Administration and employees are encouraged to read this document and are required to follow the guidelines and procedures set forth in this document, unless otherwise stipulated.

What's Inside this Document

This document provides the following information:

- ▶ **Section 1, Policy Statement**
Describes the commitment of FUSD to this IIPP program and the reasons for developing this IIPP.
- ▶ **Section 2, Responsibility**
Defines the IIPP-related responsibilities of employees and specific FUSD management personnel.
- ▶ **Section 3, Compliance**
Describes FUSD's commitment to compliance and actions to be taken if employees do not comply with the IIPP program.
- ▶ **Section 4, Communication**
Discusses the means of communicating IIPP requirements between management and staff.
- ▶ **Section 5, Hazard Assessment**
Discusses the process for assessing and analyzing hazards to which FUSD staff may be exposed.
- ▶ **Section 6, Hazard Correction**
Describes the responsibilities and process related to correcting hazards in the workplace.

- ▶ **Section 7, Accident Reporting Procedures**
Explains how employees should report workplace injuries and the requirements for reporting certain injuries to Cal/OSHA.
- ▶ **Section 8, Accident Investigation**
Explains how Supervisors should perform employee accident investigations and identifies the FUSD policy for enabling investigations by external organizations.
- ▶ **Section 9, Return to Work Program**
Explains the policies and procedures regarding assignments for employees with modified work restrictions.
- ▶ **Section 10, Training and Instruction**
Discusses the methods of training employees on safety issues.
- ▶ **Section 11, Record-Keeping**
Identifies the requirements for storing safety related documentation.

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Policy Statement

The Fontana Unified School District (FUSD) is committed to providing a safe and healthful workplace for all of its employees. The personal safety of each school district employee while in performance of his or her work activity is of primary importance.

This Injury & Illness Prevention Program (IIPP) has been developed to ensure that the District takes all measures to effectively reduce the number of occupational injuries and illnesses. The success of this program is to be achieved through the continuous mutual cooperation and support of management and employees.

FUSD is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites. FUSD is also committed to ensuring that all health and safety regulations are adhered to by all affected employers and employees.

Responsibility

Overview

This section of the FUSD IIPP defines the responsibilities of the Director of Risk Management, FUSD managers and supervisors, Maintenance & Operations, and employees. Employee rights are also listed.

Director of Safety/Risk Management

The Director of Safety/Risk Management will serve as the IIPP Coordinator for FUSD. The IIPP Coordinator is responsible for implementing and maintaining the following aspects of the safety program:

- ▶ Coordinating all risk control activities.
- ▶ Maintaining, evaluating, and revising the IIPP and conducting investigation of disabling injuries.
- ▶ Providing advice and guidance to District Directors, Management, and Supervisors.
- ▶ Communicating safety objectives.
- ▶ Developing and/or assisting in the development of employee training programs.
- ▶ Presiding over the District Safety Committee.
- ▶ Reviewing all accident reports and investigations.
- ▶ Ensuring the District is adhering to federal, state, and local safety codes.
- ▶ Serving as liaison between management and outside safety agencies.

Management Responsibilities

FUSD establishes responsibility for the implementation of this IIPP. The Superintendent is responsible for ensuring that the operations of the District are conducted in accordance with these provisions of the IIPP. The Director of Risk Management has the full authority and responsibility for implementing and maintaining this program.

District employees with management responsibilities include the Superintendent, Directors, Principals, and any other employee charged with a management role. Management is responsible, where appropriate, for specific elements of the IIPP as follows:

- ▶ Managing the injury prevention efforts in their area of responsibility.
- ▶ Providing the necessary means of ensuring a safe and healthy work environment for their staff.
- ▶ Providing supervisors and employees with safety training and job instruction.

- ▶ Managing a planned safety meeting or “safety talk” program.
- ▶ Managing safety discipline.
- ▶ Ensuring compliance with federal, state, and local safety codes. Cal/OSHA safety regulations can be found in CCR Title 8. These regulations can be accessed via the Internet at: www.ccr.oal.ca.gov or www.dir.ca.gov.
- ▶ Participating in the investigation of disabling injuries.
- ▶ **Food Service Management, check with your Director or Assistant Director regarding your responsibilities.**

Supervisor Responsibilities

Supervisors have an integral role within the IIPP. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that Supervisors set the example for employees in regards to safety responsibilities. There are several specific responsibilities for Supervisors, as follows:

- ▶ Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
- ▶ Taking responsibility for safety of all employees under their supervision and for any employee not under their supervision but in the supervisor’s work area.
- ▶ Taking responsibility for safety of all employees that may be in the work area.
- ▶ Providing and maintaining a clean and hazard-free work area.
- ▶ Providing safety orientation and job instruction of supervised employees.
- ▶ Planning, conducting, and documenting safety evaluations in assigned areas of responsibility.
- ▶ Conducting planned safety meetings with employees.
- ▶ Conducting safety observations of employee safe work practices.
- ▶ Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline

Maintenance & Operations Responsibilities

The FUSD Maintenance & Operations Department has a critical role in maintaining all sites and facilities in proper and safe condition. The IIPP-related responsibilities of the Maintenance & Operations Department are as follows:

- ▶ Responding immediately to maintenance work requests concerning safety related issues. These maintenance requests must be given the highest priority.
- ▶ Procedures in accordance with Cal/OSHA lockout/block out and tag out regulations will be strictly adhered to for locking, blocking, and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment is in need of repair or is no longer in use.
- ▶ All equipment shall be used in a safe manner for which the equipment is intended and in accordance with manufacturers’ instructions and recommended rules for safe operation.

Responsibility

- ▶ Contracting with outside vendors as necessary to complete repairs that the Maintenance & Operations Department is not trained, equipped, or qualified to conduct.
- ▶ Posting required safety related signs as requested by District Management and Site Administrators.

Employee Responsibilities

Employees are charged with adhering to the IIPP as directed by management. Employees are responsible for:

- ▶ Adhering to all safety rules and operating procedures established by the District.
- ▶ Wearing appropriate personal protective equipment (PPE) as required and provided by the District.
- ▶ Inspecting and maintaining equipment for proper and safe operation.
- ▶ Reporting all injuries immediately.
- ▶ Encouraging other workers to work in a safe manner.
- ▶ Reporting all observed unsafe acts and conditions to their Supervisor.
- ▶ Reporting to work in an acceptable condition and not under the influence of alcohol or drugs.

Employee Rights

Employees have several rights with respect to occupational safety. Employees have the right to:

- ▶ Safe and healthful working conditions.
- ▶ Receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
- ▶ Refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.

Compliance

Overview

This section of the FUSD IIPP describes the District's commitment to compliance, expectations regarding employee compliance, and action to be taken if employees do not comply with their responsibilities under the IIPP program.

District Commitment

FUSD is committed to the following:

- ▶ Providing all employees a safe and healthy work environment.
- ▶ Providing all necessary PPE(Personal Protective equipment) and safety training to employees at no cost to the employees.
- ▶ Maintaining an open door policy allowing all employees to communicate any safety concerns.
- ▶ Adhering to all federal, state, and local safety regulations.
- ▶ Providing full cooperation with any outside safety agency during the course of any inspection or audit.

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace. Employees that violate any safety policy, procedures, rules, and/or regulations may be subject to disciplinary action.

Disciplinary Action

FUSD utilizes progressive disciplinary action as the preferred method of discipline for employees who violate District policies, rules, and procedures. The objective of progressive discipline is to correct unacceptable behavior or performance of an employee. In the event an employee violates any safety rules or requires any counseling as a result of unsafe work practices, the District will use progressive disciplinary procedures. In most instances these steps apply. However, if the performance or behavior has been sufficiently serious or frequent, it may be appropriate to modify the disciplinary procedures.

Please refer to the District's disciplinary procedures or with the Human Resources Department for further information regarding discipline.

Communication

Overview

This section of the FUSD IIPP discusses the requirements for communicating IIPP compliance between management and staff. Information is provided regarding communication mechanisms such as employee training, program reviews, District Safety Committee meetings, and printed and posted literature.

General Information

FUSD recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

- ▶ Managers, Supervisors, Principals, Directors, and School Administrators are responsible for communicating with all employees about occupational safety and health issues in a manner or form readily understandable by all employees.
- ▶ Employees are encouraged to inform their Managers and Supervisors about workplace hazards without fear of reprisal.

The system of communication regarding safety and health at FUSD consists of several facets of delivery designed to facilitate a continuous flow of safety and health information between management and staff. Such delivery methods include New Employee Orientation training sessions, ongoing safety training, minutes of District Safety Committee meetings, and posted or distributed information.

New Employee Orientation

All new FUSD employees are required to attend a new-hire orientation. Safety information to be communicated to each employee at this orientation will include, but not be limited to, fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

Documentation of all new employees attending new-hire orientation will be maintained in the Safety/Risk Management Office.

Training Programs

FUSD is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the District to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, hands-on example, on-the-job training, seminars, and workshops. Communication during training sessions should be two-way to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

The Director of Safety/Risk Management will review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

District Safety Committee

The District Safety Committee has two primary functions:

- ▶ Facilitate communication between employees and management.
- ▶ Monitor the effectiveness of the District's IIPP.

The District Safety Committee is District-wide and is comprised of both management and staff. Each school should be represented with employees of various classifications on a volunteer basis. The Director of Maintenance & Operations should be in attendance.

The District Safety Committee will meet regularly (at least quarterly). The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

Employees on the District Safety Committee are to provide feedback to senior management regarding organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

Management is to provide employees with information and training regarding occupational safety.

Posted/Distributed Information

FUSD is committed to providing its employees with accurate and timely safety information. Safety literature, policies/procedures, concerns, and other safety information will be posted in an area accessible to all employees and posted on the District's web site.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.

Review of Injury & Illness Prevention Program

This IIPP is to be used as a reference source for safety information pertaining to FUSD. All employees are entitled to review the contents of this IIPP. Each site should have a copy of the program, which must be kept at a location readily accessible to all employees.

All new employees will be informed of the program during orientation.

All employees will be notified of any revisions to the program as the revisions are made.

Hazard Assessment

Overview

This section of the FUSD IIPP discusses the process for assessing and analyzing hazards to which FUSD employees may be exposed.

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate Supervisor or Senior Management. Unsafe Conditions Reporting form(Found under downloadable documents under Safety and Risk) can be submitted anonymously by calling the Risk management Department.(909)357-7600 ext 29033

The District is committed to conducting complete and thorough investigation of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

Workplace Hazard Detection

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions:

- ▶ **Normal wear and tear of equipment**
Normal wear and tear is the constant process where equipment and areas of facilities deteriorate. Evaluations of equipment and areas can detect hazardous conditions before they cause injury.
- ▶ **Employee actions**
Employee actions can contribute to unsafe conditions in several ways, such as mis-using or abusing equipment, which can be dangerous. Employees may also leave their work area untidy, which creates a dangerous environment.

Hazard Correction

Overview

This section of the FUSD IIPP describes the responsibilities and process related to correcting hazards in the workplace.

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately upon detection. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

A work order needs to be generated to the Maintenance and Operations Department regarding safety hazards.

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Principals shall:

- ▶ Initiate the appropriate corrective action by way of a work order or communication with Maintenance and Operations or Risk Management.
- ▶ Handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

Note: A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm, or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for:

- ▶ Identifying and controlling access to a hazard and to prevent further danger to employees and the public.
- ▶ Notifying the necessary persons responsible for taking required action to correct the hazard.

- ▶ Investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to Senior Management.
- ▶ Taking temporary precautions until corrections can be made. Supervisors shall provide a status report to the Principal or Director when a temporary correction has been made.

Employees

All employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Maintenance & Operations Department

The Maintenance & Operations Department is responsible for all repairs to buildings, grounds, and equipment with conditions that create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Controlling Access to Areas Containing Hazards

To prevent danger to employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled.

Supervisors, Directors, and/or Principals responsible for the area of operation where such conditions exist are responsible for informing employees verbally and in writing. The notification of any serious hazard should be done as soon as practical.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Areas with such conditions should be properly secured to prevent any unauthorized access. Students should never be allowed access to such areas. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, construction sites, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

Hazard Correction Follow-Up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Once a reported hazard has been corrected, Supervisors, Directors and/or Principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been completely eliminated.

Accident Reporting Procedures

Overview

This section of the FUSD IIPP explains how employees should report and follow-up on workplace injuries and the requirements for reporting serious and fatal injuries to Cal/OSHA.

Injured Employee Procedure

The following instructions pertain to employees injured in the workplace.

- ▶ Immediately report all injuries, mishaps or near misses to your Supervisor. Dial 911 if injury requires immediate attention.
- ▶ Complete the following Worker's Compensation forms
- ▶ Employee Statement of Occupational Injury or Illness
 - Authorization for Release of Patient Health Information
 - California Workers' Compensation Claim Form (DWC 1)
- ▶ Receive medical attention at a District approved medical facility.
- ▶ If you are authorized to return to work, provide a Certificate for Return to Work or Further Treatment, provided by the physician, to the Safety/Risk Management Office and to your Supervisor. If there are any work restrictions, review modified duties with the Safety/Risk Management Office and your Supervisor.
- ▶ If you are unable to return to work, notify your Supervisor and provide a copy of an off-work statement from the Physician to the Safety/Risk Management Office and to your Supervisor.

Reports to Cal-OSHA

Serious and fatal injuries are to be immediately reported to Cal-OSHA by the Director of Risk Management or designee. Immediately means as soon as practically possible but not longer than 8 hours after the District knows.

Serious injuries warranting Cal/OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code (high voltage accident in excess of 750 volts), or an accident on a public street or highway.

If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than eight (8) hours after the incident.

When making such report, whether by telephone or fax, the Director of Risk Management or designee shall include the following information, if available:

- ▶ Time and date of accident.
- ▶ School's name, address, and telephone number.
- ▶ Name and job title of person reporting the accident.
- ▶ Address of site of accident or event.
- ▶ Name of person to contact at site of accident.
- ▶ Name and address of injured employee(s).
- ▶ Nature of injury.
- ▶ Location where injured employee(s) was (were) moved to.
- ▶ List and identity of other law enforcement agencies present at the site of accident.
- ▶ Description of accident and whether the accident scene or instrumentality has been altered.

Accident Investigation

Overview

This section of the FUSD IIPP explains how Supervisors should perform an employee accident investigation and identifies the FUSD policy for enabling investigations by organizations outside the District.

Supervisor's Accident Investigation

Understanding the root cause of an accident will allow management to measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

Procedures for investigating employee injuries include:

- ▶ Visiting the accident scene as soon as possible. This allows the Supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the Supervisor to be visible and available to employees in the area.
- ▶ Interviewing injured workers and witnesses.
- ▶ Examining the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
- ▶ Determining the cause of the accident.
- ▶ Taking corrective action to prevent the accident from reoccurring. Initiating appropriate work orders when the incident reveals a maintenance or repair issue that could mitigate any future incidents of the same nature. Immediate and complete corrective action is essential.
- ▶ Documenting the findings and corrective actions taken by completing Supervisor's Accident Investigation Report.

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District. Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during the course of these investigations.

Training and Instruction

Overview

This section of the FUSD IIPP discusses the methods of training and instructing employees on safety issues. Information is presented about formal training, initial job instruction, and safety talks.

New Employee Orientation

New Employees are required to attend an orientation that includes safety as a major topic.

The Director of Risk Management or designee is responsible for conducting the New Employee Safety Orientation training.

Safety training at the new Employee orientation shall include but not be limited to:

- ▶ Injury Illness Prevention Plan
- ▶ Bloodborne Pathogens
- ▶ Hazard Communication and Integrated Pest Management Plan (IPM)
- ▶ Slips, Trips, and Falls /Strains/Ladder Safety

Employee completion of this training shall be documented and such documentation shall be maintained in the employee's personnel file.

Initial Job Instruction

When employees move to new occupations they are confronted with an entirely new environment and may be subjected to a new set of hazards. Safety training is essential for every employee, regardless as to whether they are a new hire or if they have been transferred from another area.

Initial Job Instruction (or Job Position Safety Orientation) refers to the on-the-job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely. This type of training shall include topics such as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions, which include a specific orientation to the employee for a specific hazardous operation.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job safety instructions. During this orientation, the Supervisor will cover specific hazards and precautions necessary for the job.

Information to be included during this type of training should include but not be limited to:

- ▶ Safety equipment and personal protective equipment requirements.
- ▶ Potential exposure to toxic materials.
- ▶ Emergency procedures.
- ▶ Physical hazards associated with the work area.

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures, and critical safety rules.

Essentially, such talks are short five to ten minute instructional talks between the first line Supervisor and one or more employees.

The subject of the talk is a specific topic like a safety rule or a particular hazard that is in need of emphasis.

Planned safety talks should be used whenever a new substance, process, procedure, or piece of equipment presenting a new hazard is introduced and whenever a Supervisor becomes aware of a new or previously unrecognized hazard.

Supervisors may schedule regular Safety Talks regarding other topics at a frequency that best suits the operations of the Department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the Supervisor to correct the employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

Record-Keeping

Overview

This section of the FUSD IIPP describes the requirements for keeping records about safety evaluations, safety training, employee injuries and Supervisor investigations, and environmental/employee medical monitoring.

Safety Evaluation Documentation

Safety evaluation documents shall:

- ▶ Be maintained by the Safety/Risk Management Office.
- ▶ Include the name of the person(s) conducting the evaluation.
- ▶ Include any unsafe conditions or work practices.
- ▶ Include corrective actions.
- ▶ Be maintained for no less than five years.

Employee Injury Reports and Supervisor Accident Investigation Reports

The following pertains to documents related to employee injuries.

- ▶ The Director of Risk Management or designee shall maintain employee injury reports and supervisor accident investigation reports.
- ▶ Copies of Employee injury reports and Supervisor accident investigation reports will be maintained by the Safety/Risk Management Office.

Environmental/Employee Medical Monitoring

The Director of Risk Management or designee will maintain environmental and/or employee medical monitoring documentation for a period of no less than thirty years when special monitoring is required through the pre-determined job description and associated risk assessment as well as when required through incident exposure.