

INJURY & ILLNESS PREVENTION PROGRAM

Including

WORKPLACE VIOLENCE PREVENTION PROGRAM

And

HEAT ILLNESS PREVENTION PLAN



(Revised October 16, 2024)

STATUTORY AUTHORITY

- California Labor Code Section 6401.7.
- California Code of Regulations Title 8, 3203.

RESPONSIBILITY

The District Office is responsible for implementing this Injury & Illness Prevention Program (IIPP) and has been given the appropriate authority to do so.

It is the responsibility of the **Site Administrator, Supervisors, and Managers** to ensure that their employees receive job specific safety training, and that they fulfill the other responsibilities assigned to them in this IIPP. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Individual employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will distribute to their employees codes of safe practices that specifically address control of the hazards involved in their job duties.
2. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
3. Site Administrators, Supervisors, and Managers will use all disciplinary methods available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary methods are available.
4. The District may implement an appropriate means of recognition for employees and/or groups of employees who demonstrate safe work practices.

COMMUNICATION

The District will communicate with employees on safety issues in the following ways:

- The District Office will periodically distribute to all sites information on safety issues. The information is to be posted in a location accessible to all employees at that site. Items distributed might include changes in protocols, safety bulletins, accident statistics, training announcements and other relevant information, as it becomes available.
- Site Administrators, Supervisors, and Managers will provide time at periodic staff meetings to discuss safety topics, listen to any employee safety concerns and discuss appropriate methods of controlling hazards identified during site inspections, accident investigations or employee reports of unsafe conditions. Documentation of such meetings will be shared with the employees and copies maintained by the District Office.
- Employees are encouraged to notify their supervisor of hazards or safety concerns in their area by using the 'Employee Report of Unsafe Condition' form, attached in Addendum A. (To ensure that the employee concern is properly understood and appropriately addressed, it is important that employees utilize the form). Employees may submit this form anonymously to the District Office.

HAZARD IDENTIFICATION

The District's inspection program will consist of:

- Semi-annual inspections of non-clerical work areas by Site Administrators, Supervisors, Managers or their designees. Site specific checklists will be developed and utilized. To ensure appropriate objectivity, a rotation system among the inspectors will be used.
- Annual inspections of all office areas by the Site Administrator, Supervisor, Manager or their designee.
- Every two years, a detailed inspection of work areas will be conducted.

In addition:

- Additional safety inspections will be conducted whenever new equipment is introduced, or changes in procedures are introduced into the workplace that may present new hazards.
- As part of the accident investigation procedures, inspections may be completed of areas where accidents have occurred to recognize causal factors and implement measures to prevent recurrence.

ACCIDENT INVESTIGATIONS

Site Secretaries (or other administratively designated employee) will distribute DWC1 form, Supervisor's Report form, and other information detailing workers compensation information to an injured worker after an accident has occurred. Those responsible for distribution of these forms will be trained on the proper procedures and timelines for completion of these forms. The Supervisor of Maintenance and Operations, or other designated employee, will be trained in basic accident investigation techniques and will attempt in all cases to identify the root cause of the accident.

The District Office will review all DWC1 forms and if it is determined that additional investigation is required, will ask that the Supervisor of Maintenance and Operations complete an additional accident investigation form, which is attached in Addendum B. Input from the injured worker will be sought while completing this form.

HAZARD CORRECTION

All hazards identified through the following: Employee Report of Unsafe Condition, Inspection Checklists, or Accident Investigation Forms. This form will be forwarded on to the Director of Maintenance and Operations or designee where an assessment of the potential for a reoccurrence of injury and a consideration of the cost effectiveness of corrective measures will be determined.

These findings, with possible corrective action plan, will be shared with the affected Site Administrator, Supervisor, and Manager as well as the District Office. If an employee raised the issue, the findings will also be shared with that employee.

TRAINING

Effective dissemination of safety information lies at the very heart of the successful Injury & Illness Prevention Program. In order to ensure that those charged with responsibility in the IIPP are properly trained in those responsibilities, the following training will be provided:

To ALL Employees:

- All existing employees will be trained on the contents of this IIPP – and the responsibilities assigned to them – when it is first introduced.
- The IIPP will be included in new employee packets and those employees will be asked to sign a form that they have received it and understood that they need to assume a certain responsibility for their own safety.
- All employees will be trained on appropriate safety measures associated with their job duties using the job-specific codes of safe practices.
- Retraining on a revised or new code of safe practices will be provided whenever:
 - The Employee is given a new job assignment
 - A new substance, process, procedure or piece of equipment is introduced
 - The Site Administrator, Supervisor, or Manager is made aware of a new or previously unrecognized hazard.

The training required of other safety programs is spelled out in those written programs.

To all Site Administrators, Supervisors, and Managers:

- All Site Administrators, Supervisors, and Managers will be trained on the contents of this IIPP – and the responsibilities assigned to them – when it is first introduced.
- All new Site Administrators, Supervisors, and Managers will be trained on the contents of this IIPP – and the responsibilities assigned to them – as part of their new job duty training.
- All Site Administrators, Supervisors, and Managers will be trained in the hazards associated with the duties performed by their employees and the codes of safe practices associated with those hazards.
- The Supervisor of Maintenance and Operations will be trained on accident investigation procedures and techniques.

DOCUMENTATION

1. Copies of all Safety Inspection Forms will be retained for one year.
2. Copies of all Employee Training Documents will be retained for three (3) years.

EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD FORM	
NOTE TO EMPLOYEES: This section is optional. Employees may submit this form anonymously.	
Name	Job Title
Signature	Date
Location Information for Condition(s) believed to be UNSAFE or HAZARDOUS	
Site/Location	Wing/Room
Date/Time Observed	Other Location
Description of Unsafe Condition or Hazard	
Recommendation Corrective Measures	
DISTRICT REVIEW	
Results of review (What was found? Was condition unsafe or a hazard?)	
Corrective Action/Explanation	
Reviewer's Name	Reviewer's Signature
Reviewer's Title	Date of Review

NOTE: TURN IN TO THE DISTRICT OFFICE

ACCIDENT INVESTIGATION FORM

This form IS NOT to be completed by the injured employee

Injured Employee: _____ Date Reported: ____/____/____

Date of Injury: ____/____/____ Location: _____

Time of Injury: ____ AM ____ PM Job Title: _____

DESCRIBE INJURY AND HOW ACCIDENT OCCURRED:

CAUSE OF ACCIDENT:

DESCRIBE CORRECTIVE ACTION:

Witnesses Names: 1. _____ 2. _____
3. _____ 4. _____

☐ Check here if statements were obtained.

Investigation completed by:

Job Title: _____ Date: ____/____/____

WORKPLACE VIOLENCE PREVENTION PROGRAM

Our organization's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last
Review: _____

Date of Last
Revision: _____

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - ***Type 1 violence*** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - ***Type 2 violence*** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, the Coordinator of Human Resources, has the authority and responsibility for implementing the provisions of this plan for **Corning Union Elementary School District (CUESD)**. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Tiffany Dietz	Superintendent	Overall responsibility for the plan; approves the final plan and any major changes.	530-824-7700	tdietz@cuesd.net
Ann Messmer	Coordinator, Human Resources	Responsible for employee involvement and training; organizes safety meetings, updates training materials, and handles any reports of workplace violence.	530-824-7700	amessmer@cuesd.net
John Hayburn	Supervisor of Maintenance and Operations	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	530-824-7725	jhayburn@cuesd.net

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

CUESD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - CUESD will use staff surveys soliciting feedback and input on the development and implementation of the plan.
 - Request employees to submit their ideas directly to the person responsible for the WVPP (identified above) via email or telephone or through the reporting link located on the **CUESD** website located at:
<https://www.corningelementary.org/Employment/ResourcesSupports/Safety-and-Training/index.html>
 - Make use of an anonymous electronic suggestion box for employees to share ideas. The link will be located on the **CUESD** website at:
<https://www.corningelementary.org/Employment/ResourcesSupports/Safety-and-Training/index.html>
 - CUESD will have safety meetings with employees and their representatives to discuss identification of workplace related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - Designing and implementing training
 - Employees are encouraged to participate in designing and implementing training programs through surveys, staff meetings, and safety meetings and their suggestions are incorporated into the training materials.
 - Reporting and investigating workplace violence incidents.
 - Employees are encouraged to report incidents to their supervisor, human resources, or through the reporting link located on the **CUESD** website at:
<https://www.corningelementary.org/Employment/ResourcesSupports/Safety-and-Training/index.html>
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment as outlined in Board Policy.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of **CUESD's** Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP include:
 - Ensuring employee take/attend the training(s) and refresher training(s) assigned to them.
 - Monitor employee adherence to topics and concepts covered in the training they received.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by supervisor recognition.
- Failure to comply with the WVPP per CUESD's policy BP/AR 4118/4218 (Dismissal Suspension Disciplinary Action).

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs will be developed and implemented.
- Regularly scheduled safety meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Anonymously report a violent incident, threat, or other violence concerns through the reporting link located on the **CUESD** website located at ([LINK](#)).
 - Call supervisor, human resources (530.624.9254) or 911 from any available phone.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
 - Updates on the status of investigations and corrective actions will be provided to employees

through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

CUESD will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, **CUESD** will ensure that if its employees experience workplace violence incident that **CUESD** will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

CUESD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by a phone call, verbal conversation or email. If that's not possible, employees will report incidents directly to the WVPP administrator, the Coordinator of Human Resources.
 - Employees can report incidents to their supervisor, Human Resources or anonymously through the reporting link located on the **CUESD** website located at [\(LINK\)](#).

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined, up to and including being terminated.

EMERGENCY RESPONSE PROCEDURES

CUESD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following
 - All Employee Notification System, alarm systems, PA announcements to alert employees of emergencies as appropriate.
 - **CUESD** has evacuation and/or sheltering plans. Employees should review evacuation routes and plans as posted around their particular work site. Plans will be provided to them in orientation and posted on the **CUESD** website located at [\(LINK\)](#).
 - If there is immediate danger, call for emergency assistance by dialing 9-1-1, (dial outside access number first if applicable) and then notify the WVPP Administrator, HR Coordinator.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
John Hayburn	Supervisor of Maintenance and Operations	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	530-824-7725	jhayburn@cuesd.net

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by **CUESD** to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - Make use of an anonymous electronic suggestion box for employees to share ideas. The link will be located on the **CUESD** website at (**LINK**).
 - Request employees to submit their ideas directly to the person responsible for the WVPP (identified above) via email or telephone or through the reporting link located on the **CUESD** website located at (**LINK**).
 - Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the Site Admin in collaboration with the Supervisor of Maintenance and Operations.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.

- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or emergency apps.
- The availability of employee escape routes.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. **CUESD** will implement the following effective procedures to correct workplace violence hazards that are identified:

Type I Workplace Violence

Corrective measures for Type I workplace security hazards include:

1. Making the workplace unattractive to criminal acts;
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace;
3. Procedures for the reporting of suspicious persons or activities;
4. Posting emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line;
5. Employee, supervisor, and management training on emergency action procedures

Type II Workplace Violence

Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity;
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems;
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of CUESD;
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or emergency apps;
5. Providing procedures for a "buddy" system for specified emergency events;
6. Ensuring adequate emergency evacuation routes

Type III & IV workplace violence

Corrective measures for Type III & IV workplace security hazards include:

1. Effectively communicating CUESD's anti-violence policy to all employees, supervisors, or managers;
2. Improving how well CUESD's management and employees communicate with each other;
3. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence;
4. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of CUESD's employees is having a dispute;
5. Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers;
6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat;
7. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; and
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
 - A. Well-lighted areas
 - B. Security/controlled access to the work area
 - C. Employees must visibly display employee ID badge at all times while in a CUESD facility
 - D. Visitor sign-in
 - E. Visitor badges
 - F. Well-lighted parking lots and area surrounding the building
 - G. Buddy system for walking to car or locations away from the building
 - H. Security cameras
 - I. Mounted area mirrors
 - J. Onsite security guards
 - K. Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas
 - L. Locks on restroom doors
 - M. Remove sharp objects from view that could be used as a weapon
 - N. Caller ID on phones
 - O. Field staff check-in (cell phones)

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.

- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
 - Support and resources, such as counseling services, are provided to affected employees (these resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary).

CUESD will ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

CUESD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures **CUESD** has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities **CUESD** has for interactive questions and answers with a person knowledgeable about the **CUESD** plan.

- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

CUESD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

CUESD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made

available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The **CUESD** WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of **CUESD's** WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), **CUESD** will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Tiffany Dietz, Superintendent of **CUESD**, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Tiffany Dietz, Superintendent

Signature

Date

Heat Illness Prevention Plan

SCOPE

This Heat Illness Prevention Plan and emergency regulations apply to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present.

PURPOSE

The Corning Elementary School District has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness. Employees that fall under this regulation could include, but are not limited to, maintenance, grounds workers, transportation workers, custodians, physical education teachers, and playground supervisors.

POLICY

It is the policy of Corning Elementary School District that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan.

STATUTORY AUTHORITY

- California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395

DEFINITIONS

The California Occupational Safety and Health Standards Board proposes definitions of key terminology, as they relate to the standard, as follows:

- Acclimatization means the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days. Acclimation procedures include close observation of all employees during a heat wave - defined as at least 80 degrees. New employees must be closely observed for their first two weeks on the job.

- Emergency response procedures include effective communication, response to signs and symptoms of heat illness, and procedures for contacting emergency responders to help stricken employees.
- Environmental risk factors for heat illness mean the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- Heat illness means a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke, and heat syncope (fainting).
- High-heat procedures are required for five industries when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees, and reminding all workers to drink water. The high heat procedures shall ensure "effective" observation and monitoring, including a mandatory buddy system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every two hours. The industries specified under this modification are 1) agriculture, 2) construction, 3) landscaping, 4) oil and gas extraction, 5) transportation or delivery of agricultural products, construction materials, or other heavy materials.
- Personal risk factors for heat illness include factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise affect the body's physiological response to heat. (The District shall not request any of the above personal information from an employee).
- Preventative recovery period means a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area. Employees taking a preventative cool-down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone. Employees with symptoms must be provided with appropriate first aid or emergency response.
- Shade means the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate-controlled. Access to shade shall be made available at all times.
- Shade requirements must be adequate to accommodate all employees on recovery or rest periods, and those onsite taking meal periods when temperatures reach 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee's request.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to District facilities and operations rests with the Superintendent,

General policies, which govern the activities and responsibilities of the Heat Illness Prevention Plan, are established under the Superintendent's final authority.

It is the responsibility of the Human Resources Coordinator to develop procedures which ensure effective compliance with the Heat Illness Prevention Plan and to identify all employees required to work outdoors where the environmental risk factors for heat illness are present.

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job-specific safety training is received and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for providing appropriate preventative controls (water, shade, PPE, etc.), and for evaluating employee compliance.

Supervision of new employees or new employees to the job site must take into account the importance of acclimatization. These employees must be closely monitored for the first **14** days. Acclimatization procedures include close observation of all employees during a heat wave, defined as at least 80 degrees.

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

COMPLIANCE & PROCEDURES

1. Provisions of Water

- a. At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to at least one (1) quart of potable drinking water per hour for the entire shift (at least two (2) gallons of potable water per person per eight-hour shift).
- b. Smaller quantities may be provided if the District has an effective procedure for replenishment that meets the above quantity and time requirements.
- c. Water must be fresh, pure, suitably cool and located as close as practicable to where employees are working, with exceptions made only when infeasibility can be demonstrated by the employer.
- d. The importance of frequent drinking water shall be conveyed and encouraged as described in the training section.

2. Access to Shade

- a. When the temperature does not exceed 80 degrees, provide shade or timely access to shade upon request.
- b. Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed. Employees with symptoms must be provided with appropriate first aid or emergency response.
- c. The preventative recovery period shall be at least five (5) minutes. Employees taking a preventative cool-down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone.
- d. Water shall be made available in the shade/preventative recovery period area.
- e. When temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

3. Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness

- a. To identify if environmental risk factors are present, the District shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts that are adjusted to match worksite conditions.
- b. To evaluate if an environmental risk factor is present, the District shall obtain the Heat Index (Appendix A), calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The District shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade. If workers are wearing more than "light" clothing, the risk of heat illness shall be considered significant at a lower Heat Index,
- c. To control and reduce the exposure to environmental risk factors, the District shall utilize the following control measures:
 - Provide shade for work areas
 - Schedule outdoor and/or vigorous work in the cooler hours of the day
 - Schedule more breaks during the day, if needed

4. Identifying, Evaluating, and Controlling Personal Risk Factors for Heat Illness

- a. The District shall train employees on the factors that can affect their vulnerability to heat illness. These factors include an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications that may alter the body's ability to retain water or otherwise affect its physiological response to heat. The District shall convey the importance of acclimatization and shall take steps to aid employees in becoming acclimatized. An employer shall not request any of the above personal information from an employee.

5. Reporting Symptoms or Signs of Heat Illness to the District

- a. Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their supervisor immediately,

6. Responding to Symptoms of Possible Heat Illness

- a. It shall be the responsibility of supervisors to respond to all reports and/or observations of heat illness symptoms and signs,

7. Contacting Emergency Medical Services

- a. When a sick employee is unable to communicate, it shall be the responsibility of the supervisor or designee to contact emergency services when required and to provide accurate and precise directions to the employee's location. This individual shall be immediately available to perform this function,

8. Communication

- a. The District shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift by supervisor communication. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- b. Communication between the Supervisor and their crew is of the utmost importance.

9. Training

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The District shall ensure the effectiveness of the training by one of the following methods:

- Tailgate meetings before a shift begins
 - Conduct the training on a regular basis
- a. Supervisory and non-supervisory employees shall be trained on:

- i. Environmental and personal risk factors for heat illness
- ii. District procedures for identifying, evaluating, and controlling the exposure to environmental and personal risk factors for heat illness
- iii. Importance of frequent consumption of small amounts of water under extreme conditions
- iv. Acclimatization and its importance
- v. Types of heat illness and their symptoms, signs, and differences
- vi. Procedure for immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker to their employer, and its importance
- vii. Procedures for the District to respond to symptoms of heat illness, which shall include how emergency medical services will be provided if needed
- viii. Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them
- ix. Procedures on and how to provide clear and precise directions to emergency medical services
- b. Supervisors shall be trained on:
 - i. All information included in subsection (3)(a) above
 - ii. Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan
 - iii. The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures

DOCUMENTATION

Documentation of all aspects of this Heat Illness Prevention Plan shall be managed in accordance with the District's Injury and Illness Prevention Plan.

SUPPORTING DOCUMENTS

Heat Illness Signs/Symptoms/Treatment

Heat Cramps - strong, involuntary muscle spasms usually in calves, thighs, shoulders or back

Treatment - rest in a cool place, and drink water/electrolytes.

Heat Syncope - faint or lightheaded feeling/ actual fainting spell

Treatment- rest in cool/shaded place, drink water/electrolytes

Heat Exhaustion - Dehydration, fatigue, dizziness/nausea, pale moist skin, possible temperature elevation

Treatment - Rest in cool/shaded place, drink water/electrolytes/ non-caffeinated fluids

Heat Stroke - Mental confusion, fainting, seizures, hot/dry/red skin (sweating has stopped)

Treatment - Call 911 immediately, soak clothing with cool water, move victim to cool/shaded area

<http://www.dir.ca.gov/DOSH/HeatIllnessinfo.html>

APPENDIX A - HEAT INDEX CHART



National Weather Service Heat Index Chart



Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Relative Humidity (%)

Likelihood of Heat Disorders with Prolonged Exposure and/or Strenuous Activity

 Caution
 Extreme Caution
 Danger
 Extreme Danger