



Injury and Illness Prevention Program (IIPP)

Lutheran High School La Verne

2020-2021 School Year

The Lutheran High School, La Verne, CA IIP Program uses the following eight elements per Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203).

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Recordkeeping

INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The Injury and Illness Prevention Program (IIP) Program Administrator, Executive Director or Designee

All administrators are responsible for implementing and maintaining the IIP Program in the workspace and for answering employee questions about the IIP Program. A copy of this IIP Program is available to all employees.

COMPLIANCE

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

All administration is responsible for implementing and maintaining the IIP Program in the workspace and for answering employee questions about the IIP Program. A copy of this IIP Program is available to all employees.

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

Lutheran High School La Verne uses the following system to ensure that all employees comply with the rules, and maintain a safe work environment:

- Informing employees of the provisions of our IIP Program
- Evaluating the safety performance of all employees
- Recognizing employees who perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

COMMUNICATION

Lutheran High School recognizes that open, two-way communication between administration and faculty on health and safety issues is essential to an injury free, productive workplace. The

following system of communication is designed to facilitate a continuous flow of safety and health information between administration and faculty in a form that is readily understandable and consists of one or more of the following check items:

- New employee orientation includes a discussion of safety and health policies and procedures
- Review of our IP program
- Workplace safety and health training programs
- Effective communication of safety and health concerns between administration and employees
- Posted or distributed safety information
- A system for employees to anonymously inform administration about workplace hazards
- Our establishment communicates and instructs employees about general safe work practices and with respect to hazards unique to each employee’s job assignment

HAZARD ASSESSMENT

Lutheran High School will conduct periodic inspections to identify and evaluate workplace hazards, which are performed by the following component observers in the following areas of the workplace:

Competent Observer	Area
Office Manager	Classrooms #7-#11-Kitchen
Academic Counselor	Classrooms #1-#6
Athletic Director	Gymnasium, Locker Rooms, Wt. Room, Field
Executive Director	Campus Security—Fence, Locks, Storage

The periodic inspections are performed according to the following schedule: **weekly and monthly**

- When the IP program was initially established
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace
- When new, previously and identified hazards are recognized
- When occupational injuries and illnesses occur
- When newly hired and/or reassigned permanent or intermittent employees join the organization
- Whenever workplace conditions warrant an inspection
- Explanation of the employers IP program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed

- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Availability of toilet, handwashing, sanitation materials and drinking water facilities
- Provisions for medical services and first aid including emergency procedures

In addition, Lutheran High School provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

RECORDKEEPING

Lutheran High School is designated as a secondary educational facility. We have taken the following steps to implement and maintain our IP program.

- Records of hazard assessment inspections, including the person or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form
- Documentation of safety and health training for each employee including the employees name or other identifier, training dates, types of training, and training providers are recorded on an employee training and instruction form. Inspection records and training documentation will be maintained according to the following check schedule:
 - For one year, except for training records of employees who have worked less than one year which are provided to the worker upon termination of employment.

LIST OF TRAINING SUBJECTS

Lutheran high school employees are trained on the following training subjects:

- The Employee Handbook: Additional Safety Rules including the Opening and Operations Plan for 2020-2021 and Reporting Accidents and Near Misses
- Vehicle operation
- Fire preventing and reporting
- Protection from falls
- Ergonomically hazards, including proper lifting technique's and working on ladders or in a stooped posture for prolonged periods at one time
- Personal protective equipment
- Hazard Communication
- Laboratory safety
- Blood-borne pathogens and other biological hazards