

INJURY AND ILLNESS PREVENTION PROGRAM

Mendocino- Lake Community College District
1000 Hensley Creek Rd, Ukiah, CA. 95482

School District Name and Address

MacAdam M. Lojowsky, Director of Facilities 707-468-3081

Name and Contact Information for Individual Completing this form

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:
MacAdam M. Lojowsky, Director of Facilities, Rm 6782, 707-468-3081

IIPP Administrator's Name, Job Title, and Contact Information (address, phone numbers)

Our school district's co-administrator for our IIPP is:
Nicole Marin, VP Admin. Services Rm. 1052 707-468-3069

Co-Administrator's Name, Job Title, and Contact Information (address, phone numbers)

The responsibilities of our IIPP Administrator(s) include:

- x Preparing and updating our district's IIPP
 - x Implementing the provisions in our IIPP
 - x Making sure each site has a copy of our IIPP
 - x Making sure hazards, injuries and accidents in each site are routinely investigated
 - x Taking action to mitigate identified hazards
 - x Establishing a district wide Safety Committee and designating a chairperson
 - x Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns
- X Each school (center) in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school-site safety coordinators include (check all that apply)

- x Conducting routine safety inspections
- x Participating on the district wide Safety Committee
- x Participating in the mitigation of identified hazards
- x Communicating with employees about safety

The responsibilities of all school employees include:

- x Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- x Following safe work practices.
- x Using appropriate personal protective equipment as instructed by their supervisors

- x This IIPP applies to all schools in our district.

- x In addition to the IIPP, schools in our district have school-specific employee safety plans.

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- x School-site safety coordinators at their school sites
- x Our district's IIPP Administrator(s)
- x Other: Assigned individuals

Periodic inspections are always performed according to the following schedule:

- x When we initially established our IIPP.¹
- x Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.¹
- x Whenever new, previously unidentified hazards are recognized.¹
- x Whenever occupational injuries and illnesses occur.¹
- x Whenever workplace conditions warrant an inspection.¹
- x When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

MacAdam M. Lojowsky, Director of Facilities

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- x Visiting the scene as soon as possible.¹
- x Interviewing injured employees and witnesses.¹
- x Determining the cause of the accident/exposure.¹
- x Examining the workplace and the incident for underlying causes associated with the accident/exposure.¹
- x Taking corrective action to prevent the accident/exposure from reoccurring.¹
- x Recording the findings and actions taken.

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- x When observed or discovered;¹ and
- x When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.¹
- x Through online trainings and the District's Emergency Preparation Plan (EPP) we have trainings and plans for addressing the following hazards we have identified in our schools:
 - x Slip and fall hazards and ladder safety
 - x Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
 - x Lead paint
 - x Ergonomic hazards
 - x Infectious diseases, including bloodborne and aerosol transmissible diseases
 - x Outdoor heat
 - x Workplace Violence Prevention
 - x Indoor air quality
 - x COVID-19 Hazard Prevention
 - x Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.
 - x In addition, we have additional Keenan Safe Schools web trainings available-check with Human Resources

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- x New employee orientation including a discussion of safety and health policies and procedures.¹
- x Follow-through by supervisors to ensure effectiveness.¹
- x Worksite-specific health and safety training.¹
- x Regularly scheduled safety meetings.
- x Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.¹
- x Posted or distributed safety information.¹
- x A system for employees to anonymously inform administration about workplace hazards.¹ This system involves: A Letter/Email. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- x Other methods we use to ensure communication with and involvement of employees include: Emails and postings
- x Our district elects to use a labor/management health and safety committee to meet all the requirements of Title 8 CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- x When our IIPP was first established.¹
- x To all new employees.¹
- x To all employees given new job assignments for which training has not previously provided.¹
- x Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.¹
- x Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- x To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- x To all employees about the hazards specific to each employee's job assignment.¹

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

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

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

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

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- x Informing employees of the provisions of our IIPP.
- x Evaluating the safety performance of all employees.
- x Providing training to employees whose safety performance is deficient.
- x Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: Supervisors
- x Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Verbal warning/ written warning/
- x Other systems we have in place to ensure compliance with safety practices:
Safe Schools Website (www.<https://mend-lakeccd-keenan.safecolleges.com/login>)

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

- x Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
- x Documentation of our safety and health training.

The master copy of this IIPP can be found at: Maintenance & Operations Building 6700 and Human Resources Building 1000

Other copies of the IIPP can be found at:

IIPP

Keenan Training Portal Link:

<https://mend-lakeccd-keenan.safecolleges.com/login>

Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program and communicating with employees about our IIPP at their sites:

School Site	North County Center, Willits	Name of Coordinator	Rose Mehtlan/Amanda Xu
School Site	Lake County Center, Lakeport	Name of Coordinator	Dariela Lopez/Amanda Xu
School Site	Child Development Center, Ukiah	Name of Coordinator	Janis Wood
School Site	Little Theatre & Center Theatre, Ukiah	Name of Coordinator	Stephen Decker/Rebecca Montes
School Site	Science Building, Ukiah	Name of Coordinator	Chenfei Xu/Rebecca Montes
School Site	Auto Shop/Vocational Tech Building, Ukiah	Name of Coordinator	Michael Pratt/ Christy Smith
School Site	Physical Education & Gym Building, Ukiah	Name of Coordinator	Matt Gordon
School Site	Agriculture Buildings, Ukiah	Name of Coordinator	Kurt Voight/Christy Smith
School Site	Coast Center, Ft Bragg	Name of Coordinator	Christine Samaniego/Amanda Xu
School Site	Fine Wood Working, Ft Bragg	Name of Coordinator	Todd Sorenson/Amanda Xu
School Site	LLRC, Ukiah	Name of Coordinator	Rebecca Montes & Christy Smith
School Site	Lowery Building, Ukiah	Name of Coordinator	David Johnston
School Site	MacMillan Hall, Ukiah	Name of Coordinator	Nicole Marin
School Site	Nursing, Ukiah	Name of Coordinator	Susanne Hewitt/ Christy Smith
School Site	Culinary Arts, Ukiah	Name of Coordinator	Nicholas Petti/Christy Smith
School Site	Maintenance & Operations Building, Ukiah	Name of Coordinator	Mac Lojowsky
School Site	Pt Arena Field Station	Name of Coordinator	Rebecca Montes
School Site	Sustainable Construction	Name of Coordinator	Noel Woodhouse/Christy Smith
School Site	Covelo Classroom	Name of Coordinator	Rose Mehtlan/ Amanda Xu
School Site		Name of Coordinator	
School Site		Name of Coordinator	
School Site		Name of Coordinator	
School Site		Name of Coordinator	

