

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Facilities & Operations
INJURY & ILLNESS PREVENTION PROGRAM (IIPP)**

The County Superintendent is committed to the safety of all employees and recognizes the need to identify and prevent employee injuries, accidents, and promote employee safety. The County Superintendent has determined that this commitment to keeping employees safe can best be served by the establishment of an Injury and Illness Prevention Program ("IIPP").

QUICK LINKS

[Appendix A: Safety Concern/Suggestion Form](#)
[Appendix B: Hazard Checklist/Inspection Forms](#)
[Appendix C: Safety Training Sign-In Sheet](#)
[Appendix D: Heat Stress Fact Sheet](#)
[Appendix E: Heat Index Chart](#)
[Appendix F: COVID-19 Safety Plan Toolkit](#)
[Appendix G: Workplace Violence Prevention Plan](#)

Certificated Employees:

Refer to Article 12: Safety, of the Certificated Bargaining Unit ("CTA") Agreement for additional information

Classified Employees:

Refer to Article 13: Safety, of the Classified Bargaining Unit ("CSEA") Agreement for additional information

PROGRAM OBJECTIVES

The primary objective of the IIPP is to reduce job-related employee injuries and accidents by:

- Implementing and maintaining an effective Injury and Illness Prevention Program.
- Providing a safe working environment.
- Establishing safety policies, committees, training, and communications to improve accident and injury prevention.
- Making available written records of safety issues discussed at the Safety Committee meetings for employees, union representatives, and governmental agencies, as requested.

RESPONSIBLE PERSONS

The County Superintendent, through his/her designees, the Assistant Superintendent of Human Resources and the Executive Director of Facilities & Operations, has the authority and responsibility for implementing and maintaining this program. Coordination of the IIPP shall be assigned to the Safety and Risk Manager.

Site administrators, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. The IIPP will be maintained on the internal SharePoint website. Click here to access fcoe.sharepoint.com.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**COMMUNICATION**

All managers and supervisors are responsible for communicating with all employees assigned to their area of responsibility about occupational safety and health in a form readily understandable by all employees. The County Superintendent encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

The communication system may include, but is not limited to, the following:

1. New employee training which includes a discussion of safety and health policies and procedures.
2. Review of the IIPP Program.
3. Training programs.
4. Regularly scheduled site or department staff safety meetings.
5. Posted or distributed safety information.
6. Newsletters and memorandums.
7. A system for employees to anonymously inform the Safety Committee and/or management about workplace hazards.

Safety Committee

Ongoing communication is important in relaying information about the hazards of the workplace. The Safety Committee, whose members shall be determined by the Safety and Risk Manager, shall meet at least quarterly. In addition, departments and/or sites are encouraged to discuss safety at regularly scheduled staff meetings.

Dissemination of Safety Information

These departmental and site staff meetings shall be the primary means by which safety and health information is relayed to employees. The information shall be presented in a language or manner understandable to each employee.

All meetings shall be documented. Documentation shall include, but not be limited to, signed attendance rosters, agenda of items discussed, and minutes of the meetings. Information from all safety committee meetings shall be posted on the SharePoint site for internal access and review.

Any relevant safety information shall be posted as needed in employee breakrooms. This may include general safety or specific information related to a designated area of operation. Other written materials shall be given to employees as needed.

Reporting of Safety Concerns

Communication is encouraged and safety suggestions or information about hazards at the worksite may be submitted to any supervisor or administrator without fear of reprisal. The Safety Concern/Suggestion Form (see Appendix A) is available, which employees may use to submit safety suggestions or information about hazards. Reports may be filed anonymously. Reports may be delivered orally or in writing to:

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Fresno County Superintendent of Schools
Facilities & Operations Department
Attention: Safety and Risk Manager
1111 Van Ness
Fresno, CA 93721
Phone: (559) 497-3705
Email: safety@fcoe.org

All suggestions and concerns shall be reviewed by the IIPP Coordinator and discussed at the next Safety Committee meeting. Should an immediate safety or hazardous condition be reported to the IIPP Coordinator, he/she will immediately relay the information to the Assistant Superintendent of Human Resources and Executive Director of Facilities & Operations.

Employees and Safety

Ongoing supervision will be conducted by all managers to ensure all employees comply with safe and healthy work practices. All employees, including managers and supervisors, are responsible for complying with the IIPP and safe and healthful work practices.

Disregarding safety rules and/or the IIPP may jeopardize the safety of employees and/or students, or the liability of The County Superintendent. Therefore, if this occurs, a meeting will result among the employee, the employee's supervisor and the Superintendent's designee to determine whether action/discipline is warranted, up to and including dismissal.

The County Superintendent has a system for recognizing employees who follow safe and healthful work practices. All supervisors and employees are encouraged to notify their supervisor, the Safety Committee, or the IIPP Coordinator if they observe another employee following procedures and safe and healthful practices.

HAZARD ASSESSMENT AND CONTROL**Heat Illness**

All employees working in outdoor places of employment or in other areas at times when the environmental risk factors for heat illness are present, are at risk for developing heat illnesses if they do not protect themselves appropriately. The objective of this plan is to ensure the safety of our employees by informing employees about heat illness symptoms, ways to prevent illness, and what to do if symptoms occur.

- i. **Policy**
All employees who work outdoors in the heat and all individuals who supervise these employees must comply with the procedures in this program and any applicable Cal/OSHA regulations (Title 8, Section 3395).

- ii. **Scope**

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

This program applies to employees working in outdoor areas and their supervisors during those times when the environmental risk factors for heat illness are present. This includes but is not limited to the following classifications:

- Executive Director, Facilities & Operations
- Executive Director, Safe & Healthy Kids
- Director, Scout Island
- Director, Facilities & Operations
- Custodian
- Grounds/Maintenance Worker
- Senior Maintenance Specialist
- Maintenance Specialist
- Shipping & Receiving / Delivery Driver

iii. Definitions

Environmental risk factors – working conditions that create the possibility of heat illness, including air temperature, relative humidity, radiant heat from the sun or other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

Personal risk factors – personal risk factors play a major role in determining whether or not a person is more or less susceptible to heat-related problems. Some personal risk factors include: age, weight, fitness level, medical conditions and prescription medications, degree of acclimatization, metabolism, caffeine, alcohol, and drug use, prior heat-related illness, and sleep deprivation.

Heat illness – a serious medical condition resulting from the body's inability to cope with a particular heat load, including heat cramps, heat exhaustion, heat syncope, and heat stroke.

Recovery period – a period of time, at least five minutes, used to recover from the heat in order to prevent heat illness.

iv. Preparing for the Heat

One of the best ways to avoid heat stress is to minimize heat in the workplace. However, this can be especially difficult when the workplace itself is outdoors and little or no shade is available to help reduce exposure.

The best way to prepare the body for heat is through gradual adjustment, or acclimation. This adjustment usually takes from five to seven days, during which the body will undergo a series of changes that will make continued exposure to heat more endurable. Gradual exposure to heat gives the body time to become acclimatized to higher environmental temperatures. Heat-related illness is more likely to occur among workers that have not been given ample time to adjust to working in the heat.

v. Preventative Measures

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

As the heat index begins to climb to dangerous levels, precautions must be taken to avoid the possibility of a heat-related illness. Staying indoors in air-conditioned areas should be considered whenever possible. Should it be necessary to go outside for prolonged periods during peak temperatures, take the following precautions:

- Limit the amount of time spent in the heat until fully acclimatized.
- Properly hydrate your body by drinking more fluids before, during and after exposure to heat (up to 1 quart or 4 cups of water/electrolyte replacement liquid per hour)
- Don't wait until you are thirsty to drink.
- Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.
- Avoid very cold drinks – cool (50°–60°) fluid is ideal.
- Eat light meals – avoid hot and heavy meals.
- Wear lightweight, light-colored, loose-fitting clothing.
- Take frequent rest breaks in a cool shaded area.
- Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF 15 or higher.
- Avoid overexertion – slow down and avoid strenuous activity.
- Become familiar with the early warning signs and symptoms of the various heat-related illnesses.

vi. Responsibilities

Directors, managers, and supervisors are responsible for:

1. Identifying all employees who are required to work outdoors where potential heat illness could occur.
2. Being aware of the most current and accurate meteorological information (ambient temperature and relative humidity) in areas where employees will be assigned to work outdoors.
3. Assuring that adequate water and shade are available at a job site when the environmental risk factors for heat illness are present.
4. Ensuring that all affected employees receive proper initial and periodic training on heat illness prevention and maintaining a record of the trainings.
5. Alerting Emergency Medical Services (“EMS”), if required.
6. Ensuring that the requirements in this SP are followed.

Employees are responsible for:

1. Complying with the provisions as described in this section of the program and the training sessions.
2. Identifying and mitigating any risk factors that may exist prior to working in an environment where potential heat illness risks exist. This includes drinking adequate amounts of water and accessing shaded areas when recovering from heat related symptoms.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

3. Reporting symptoms of heat related illness promptly to their supervisor, including symptoms displayed by co-workers.

vii. Training

Training will be provided for all employees and their respective supervisors who work on job tasks where environmental risk factors for heat illness are present. Training shall include the following topics:

- Environmental and personal risk factors for heat illness.
- Procedures for identifying, evaluating, and controlling exposure to environmental risk factors for heat illness.
- The importance of frequent consumption of water, up to 1 quart (4 cups of water) per hour, particularly when working in extreme conditions of heat or in case of excessive sweating.
- Different types of heat illness and the common signs and symptoms of heat illness.
- The importance of immediately reporting symptoms or signs of heat illness, including symptoms displayed by co-workers, to designated personnel (see Appendix D).
- Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service.
- Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders.

In addition to the topics above, supervisors shall also receive training on the following topics prior to being assigned to supervise outdoor employees:

- Procedures supervisors are to follow to implement the provisions of this program.
- Procedures supervisors shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports to determine if dangerous conditions are present and use the heat index calculator and heat index chart (see Appendix E) to determine actual conditions.

Inspections

Facility and work area inspections shall be conducted on a periodic basis. Unsafe conditions and work practices identified during the inspections shall be documented. In general, inspections will be conducted:

1. When the program is first established.
2. Whenever new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced into the workplace.
3. Whenever a new or previously unrecognized hazard is evident.
4. Whenever there is a report of an occupational accident/incident or illness.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Inspections will be documented using the Inspection Hazard Checklist Form (See Appendix B) and in-house electronic work order system. The date and person conducting the inspection must be noted in the checklist. Any deficiencies will be documented on an in-housework order. The work order shall specify the problem and shall also indicate if it is a priority item by including the word "safety" in the description of work. Work orders shall be reviewed by the Facilities & Operations Department in order to take the appropriate actions to address each hazard.

Items will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated, or the operation suspended until corrective measures can be taken. Any employee may generate a work order if an unsafe or hazardous condition arises or becomes evident. Click here to access the [Facilities Work Order System](#).

INJURY INVESTIGATION

Reports of work-related incidents and/or accidents shall be reported and investigated in compliance with Workers' Compensation Procedures, Standard Operating Procedure #1460. The primary goal of accident/incident investigation is the prevention of similar accidents through the use of knowledge derived from the investigation.

Details of the accident/incident shall be outlined in the report including what happened, why it happened, what should be done to prevent it from happening again, and what action has been taken to reduce or eliminate future accidents/incidents.

Procedures for investigating a workplace accident/incident include:

1. Interviewing the injured employee and any witnesses.
2. Examining the workplace for factors associated with the accident/incident.
3. Determining the cause of the accident/incident.
4. Taking corrective action to prevent the accident/incident from reoccurring.
5. Completing the Workers' Compensation Incident Packet and/or Employee Accident and/or Employer's Workers' Compensation Packet forms located on the internal SharePoint web page and submitting the form(s) to:

Fresno County Superintendent of Schools
Human Resources Department
Attention: Dee Della Maggiore, Benefits Analyst
1111 Van Ness
Fresno, CA 93721
Phone: (559) 265-3050
Fax: (559) 497-3922
Email: ddellamaggiore@fcoe.org

TRAINING

Proper employee training is crucial for maintaining safe operations. It is the intent of The County Superintendent to fully train and to inform employees about all areas of their employment, including general safety, healthy work practices, and hazards specific to their job assignment. Supervisors need to be familiar with the safety and health hazards to which their employees may be exposed. Each department manager and/or supervisor, in conjunction with Human Resources,

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

is responsible for ensuring all employees receive such training. All training must be documented by using the Safety/Training Sign-in Sheet (see Appendix C) and/or individual training certificates. Training documentation shall be placed in the employee's personnel file maintained in Human Resources.

In general, training shall be provided when:

1. The program is first established.
2. An employee is first hired.
3. An employee is given a new job assignment for which training has not been previously provided.
4. A new substance, process, procedure, or piece of equipment is introduced to the workplace that represents a new hazard.

SAFETY COMMITTEE

A Safety Committee has been formed to create and maintain an active interest in employee safety, reduction of accidents/incidents, and to address and investigate safety issues. This committee shall be under the direction of the Safety and Risk Manager, and shall work closely with administration, department managers, and program coordinators. The Safety Committee shall, at a minimum:

1. Conduct committee meetings once per quarter.
2. Prepare written records of safety and health issues discussed, make copies of the records available to all affected employees, and maintain the records on file.
3. Review investigations of occupational accidents/incidents and of causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the Assistant Superintendent of Human Resources and the Executive Director of Facilities & Operations for aiding in the prevention of future incidents.
4. Review the results of any periodic scheduled facility or site inspection.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. The committee may conduct its own inspection and investigation to assist in remedial solutions.
6. When appropriate, submit recommendations to assist in the evaluation of employee safety suggestions.
7. Assist managers/supervisors in promoting safety by providing safety and health information to each site and department, coordinating training, and developing incentive programs or other special safety programs.

RECORDKEEPING

Actions taken to implement and maintain the IIPP shall be documented and maintained by the IIPP Coordinator or designee. These records may include, but are not limited to:

1. Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
2. Any unsafe conditions and work practice identified during the inspection and the action taken to correct the problem.

All of the above mentioned documentation shall be maintained for a minimum of five (5) years.

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**COVID-19 PANDEMIC**

A COVID-19 Safety Plan Toolkit was designed by the County Superintendent to set forth standards and protocols for the safety and well-being of employees, students and any other persons accessing office and school settings. Its purpose is to communicate information to employees about COVID-19 prevention procedures, testing, symptoms and illnesses, including a system for employees to report exposures without fear of retaliation. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

Access to the COVID-19 Safety Plan Toolkit can be found on the external FCSS website and the Internal SharePoint webpage

WORKPLACE VIOLENCE PREVENTION PLAN

A Workplace Violence Prevention Plan (WVPP) (Appendix F) has been developed by the County Superintendent to comply with Labor Code sections 6401.7 through 6401.9. This WVPP addresses the hazards known to be associated with the four types of workplace violence defined by Labor Code section 6401.9. Its contents are to be implemented organization-wide and includes a system to report workplace violence or threats of workplace violence without fear of retaliation. This WVPP is incorporated into this IIPP and can be found on the internal SharePoint webpage at the link above.

Adopted: 10/18/2011

Amended: 09/24/2014; 04/17/2018; 12/17/2020; 01/06/2023, 07/01/2024