

# Delano Joint Union High School District



## Injury and Illness Prevention Program

Board Approved: March 14, 2023

## I. Employer Information

Delano Joint Union High School District  
1720 Norwalk Street  
Delano, CA 93215  
661-725-4000

Cesar E. Chavez High School  
800 Browning Road  
Delano, CA 93215  
661-725-4000

Delano Adult School  
1811 Princeton Street  
Delano, CA 93215  
661-725-4000

Delano High School  
1331 Cecil Avenue  
Delano, CA 93215  
661-725-4000

Robert F. Kennedy High School  
1401 Hiett Avenue  
Delano, CA 93215  
661-725-4000

Valley High School  
1925 Randolph Street  
Delano, CA 93215  
661-725-4000

## II. Responsible Persons

The following individuals have authority and responsibility for implementing and maintaining this program.

Overall Coordinator(s): Superintendent

Assistant Coordinator: Director of Student Services

Assistant Coordinator: Director of Maintenance Operations Transportation

### **III. District Policies**

The Governing Board of the Delano Joint Union High School District has adopted board policies and administrative regulations relating to Employee Safety and Injury and Illness Prevention. These policies and regulations include, but are not limited to:

- BP 1250 - Visitors/Outsiders
- BP/AR 3514 - Environmental Safety
- BP/AR 3514.1 - Hazardous Substances
- BP 3517 - Facilities Inspection
- BP 4020 - Drug and Alcohol-Free Workplace
- BP/AR 4119.43/4219.43/4319.43 - Universal Precautions
- BP/AR 4131/4231/4331 - Staff Development
- BP/AR 4157/4257/4357 - Employee Safety
- BP/AR 4157.1/4257.1/4357.1 - Work-Related Injuries
- BP/AR 4157.2/4257.2/4357.2 - Ergonomics
- AR 5141 Health Care and Emergencies

### **IV. Communication**

Communication is important in sharing information on the hazards in the workplace. The primary means for providing this information is through safety meetings. Employees are expected to attend these safety meetings unless prior approval from management is obtained. Safety meetings shall be documented.

Safety-related information shall be provided to all employees at the time of employment, and shall be posted in employee break rooms and mail rooms. Written safety information shall be provided in a language understandable to employees.

## **Reporting Unsafe Conditions**

All District employees are responsible for reporting unsafe working conditions to their immediate supervisor. Such reports may be made without fear of reprisal. Employees may also report unsafe working conditions anonymously by letter, using regular mail or District mail, addressed to either the Superintendent or the Assistant Superintendent of Human Resources.

Supervisors are responsible for providing the necessary supervision to ensure employees comply with safe and healthy work practices. Disciplinary action will be taken, consistent with District policy, if an employee knowingly violates established safe work procedures.

The District has a system for recognizing employees who follow safe and healthful work practices. The system includes public recognition at Board of Trustees meetings, at staff meetings, and on the District web site.

## **V. Hazard Evaluation and Control**

Facility and work area inspections shall be conducted on a regular basis. Unsafe conditions and work practices identified during the inspections shall be documented and remediated.

In general, inspections will be conducted:

- When a program is first established.
- Whenever new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced into the workplace.
- Whenever a new or previously unrecognized hazard is evident.
- Whenever there is a report of an occupational injury or illness or a near miss incident.

Inspections will be documented using standardized forms. The date and person conducting the inspections will be documented and kept at the Director of Maintenance, Operations, and Transportation office.

Any deficiencies will be documented on an in-house work order. The work order shall specify the problem and shall also indicate if it is a priority item. Work orders shall be reviewed in order to take the appropriate actions to address each problem. 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 report any unsafe or hazardous condition to their supervisor and/or to the responsible administrator/manager.

## **VI. Heat Illness Prevention**

### **Provision of water**

Employees shall have access to potable drinking water which is fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. The frequent drinking of water shall be encouraged.

### **Access to shade**

Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the District shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

Shade shall be available when the temperature does not exceed 80 degrees Fahrenheit. When the outdoor temperature in the work area does not exceed 80 degrees Fahrenheit, the District shall either provide shade as outlined above or provide timely access to shade upon an employee's request.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness; shall be encouraged to remain in the shade; and shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the District shall provide appropriate first aid or emergency response.

Exceptions to the above include:

Where the District can demonstrate that it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, the employer may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.

Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

### **High-heat procedures**

The District shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- (1) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- (2) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:
  - (A) Supervisor or designee observation of 20 or fewer employees, or
  - (B) Mandatory buddy system, or
  - (C) Regular communication with sole employee such as by radio or cellular phone, or
  - (D) Other effective means of observation.
- (3) Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- (4) Reminding employees throughout the work shift to drink plenty of water.
- (5) Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

### **Emergency Response Procedures**

The District shall implement effective emergency response procedures including:

(1) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor or emergency medical services when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. If an electronic device will not furnish reliable communication in the work area, the employer will ensure a means of summoning emergency medical services.

(2) Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.

(A) If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness.

(B) If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employer must implement emergency response procedures.

(C) An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer's procedures.

(3) Contacting emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider.

(4) Ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

### **Acclimatization**

All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

### **Employee Training**

Each supervisory and non-supervisory employee shall receive effective training in the following topics before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

(1) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and

personal protective equipment.

(2) The District's procedures for complying with the requirements of this standard, including, but not limited to, the District's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

(3) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.

(4) The concept, importance, and methods of acclimatization pursuant to the District's procedures.

(5) The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.

(6) The importance to employees of immediately reporting to the District, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.

(7) The District's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

(8) The District's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

(9) The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate. Copies of these trainings will be kept at the MOT office, and online with our Get Safety Trained web portal.

### **Supervisor Training**

Effective training on the topics listed below will be provided to all supervisors prior to supervising employees who will be performing work that should reasonably be anticipated to result in exposure to the risk of heat illness:

(1) The information required to be provided by Employee Training section included above.

(2) The procedures the supervisor is to follow to implement the applicable provisions in this section.

(3) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.

(4) How to monitor weather reports and how to respond to hot weather



advisories.

## VII. Injury Reporting and Investigation

Reports of occupational injury or illnesses shall be investigated. A brief summary shall be written outlining the results of the investigation. The summary shall be attached to the injury report and shall include information relating to the cause of the accident and any information relating to measures taken to prevent future incidents. Reports of near misses shall also be investigated.

As per regulations referenced below, all work related injuries are to be reported immediately and directly to the immediate supervisor, MOT Director, or directly to the Superintendent or designee. It is imperative that all work related injuries are reported immediately and directly in order to ensure compliance with the regulations as listed below.

### **CAC, Title 8, Regulations of the division of occupational safety and health, section 342, reporting work-connected fatalities and serious injuries**

(a) Every employer shall report immediately by telephone or email to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. Serious injury or illness is defined in section 330(h), Title 8, California Administrative Code.

(h) "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

## VIII. Training

Proper employee training is critical for maintaining safe operations. It is the intent of the District to fully train and inform our employees of areas of their employment, including hazards specific to their job assignment.

In general, training shall be provided when:

- The program is first established.
- An employee is first hired.
- An employee is given a new job assignment for which training has not been previously given.
- A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard.
- Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.
- Copies of these trainings will be kept at the MOT office, and online with our Get Safety Trained web portal.

## **IX. Recordkeeping**

Actions taken to implement and maintain the Injury and Illness Prevention Program shall be documented and maintained in the office of the supervisor of each program. These records specifically include:

- Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
- Any unsafe conditions and work practice identified during the inspections and the action taken to correct the problem.
- Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers.

All of the above mentioned documentation shall be maintained for a minimum of three years.