

IRVINE UNIFIED SCHOOL DISTRICT



**EMPLOYEE
INJURY AND ILLNESS
PREVENTION
PROGRAM**

TABLE OF CONTENTS

INJURY AND ILLNESS PREVENTION PROGRAM	1
EXPOSURE CONTROL PLAN – BLOODBORNE PATHOGENS	12
EXPOSURE CONTROL PLAN – HAZARDOUS MATERIALS WASTE DISPOSAL	25
HEAT ILLNESS PREVENTION PLAN	27
WORKPLACE VIOLENCE PREVENTION PLAN	32
ANONYMOUS REPORT – UNSAFE WORK CONDITION	Appendix

Injury and Illness Prevention Program – Revision Dates

May 8, 2024

Adopted - Workplace Violence Prevention Plan

June 15, 2023

Language Revision – Bloodborne Pathogens

April 2, 2020

Language Revision - Anonymous Notifications/Legally Required Reporting

September 19, 2019

District Safety Committee - 5 Year Review

June 10, 2015

Adopted - Heat Illness Prevention Plan

INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

The Irvine Unified School District, through its administration and management, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

Therefore, in order to maintain a safe and healthful work environment, the Irvine Unified School District developed this Injury and Illness Prevention Program (IIPP). This document describes the goals, statutory authority, and the responsibilities for all employees under the IIPP. By making safety a high priority for every employee, Irvine Unified School District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

PROGRAM OBJECTIVE

The primary objective of the IIPP is to reduce job-related employee injuries and illnesses as well as to insure compliance with California Occupational Safety and Health Act (Cal/OSHA) Title 8, Section 3203, which requires each employer to:

- a. Establish and maintain an effective Injury & Illness Prevention Program.
- b. Provide a safe and healthy working environment for all employees.
- c. Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- d. Establish safety policies; safety committees; safety related trainings; and communication processes which will contribute to and be a part of the IIPP.

Diligent implementation of the IIPP will procure many benefits for the Irvine Unified School District. Most notably it will:

- a. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury and harmful exposures to district personnel.
- b. Reduce workers' compensation claims and costs.
- c. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
- d. Improve employee morale and efficiency as employees see that their safety is important to management.
- e. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- California Labor Code Section 6401.7
- California Code of Regulations Title 8, Sections 1509 and 3203

RELEVANT REGULATIONS AND LEGISLATION

Senate Bill 198 (1989)

This bill requires employers to identify and correct hazards existing in the workplace to protect their employees. According to the Legislative Counsel's Digest of the bill, it states that "This Bill (SB198) would require every employer to establish, implement and maintain an effective written injury prevention program including specified elements and to provide specified training of employees in general safe and healthy work practices."

Assembly Bill 2249

In addition to SB 198, Assembly Bill No. 2249 (AB 2249) established that dangerous business practices can be considered a crime and the responsible parties can be held criminally accountable. The Legislative Digest states "This bill (AB 2249) would provide that a corporation or person who is a manager with respect to a product, facility, equipment, process, place of employment or business practice, is guilty of a misdemeanor or felony if the corporation or manager has actual knowledge of a serious concealed danger that is subject to regulatory authority of an appropriate agency and is associated with that product or a component of that product or business practice and knowingly fails to inform the Division of Occupational Safety and Health and warn affected employees, as specified."

California Labor Code and Title 8 of the California Code of Regulation

In 1991, the next phase of the Occupational Safety Control took effect. Labor Code Section 6400 requires every employer to "provide a safe and healthful workplace for his/her employees." Title 8 (T8) of the California Code of Regulations (CCR) "requires every California employer to have an effective injury and illness prevention program in writing that must be in accord with T8 and CCR Section 3203 of the General Industry Safety Orders."

TITLE 8, SECTION 3202 – INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program in writing that meets the following minimum requirement:

- A. Identify the person or persons with authority and responsibility for implementing the program.
- B. Include a system for ensuring that employees comply with safe and healthy work practices.
- C. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupations, safety and health.
- D. Include procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

The inspections shall be made to identify and evaluate hazards:

1. When the program is first established.
2. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new occupational safety and health hazard.
3. Whenever the employer is made aware of a new or previously unrecognized hazard.

E. Include a procedure to investigate occupational injury or occupational illness.

F. Include methods and/or procedures for correction of unsafe or unhealthy conditions, work practices and work procedures in a timely manner based upon the severity of the hazard:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s)

G. Provide training and instruction:

- a. When the program is first established.
- b. To all new employees.
- c. To all employees given a new job assignment for which training has not yet been previously received.
- d. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- e. Whenever the employer is made aware of a new or previously unrecognized hazard.
- f. For supervisors to familiarize themselves with the safety and health hazards to which employee(s) under their immediate direction and control may be exposed.

H. Records of the steps taken to implement and maintain the Program shall include:

- a. Records of scheduled and periodic inspection.
- b. Documentation of safety and health training required for each employee.

I. Employers who elect to use a labor/management Safety and Health Committee must:

- a. Meet regularly, but not less than quarterly.
- b. Prepare and make available to the affected employees written records of the safety and health issues discussed at committee meetings.
- c. Review results of periodically scheduled workplace inspections.
- d. Review investigation of alleged hazardous conditions brought to the attention of any committee member.

- e. Submit recommendations to assist in the evaluation of employee safety suggestions.
- f. Verify abatement actions taken by the employer to abate citations issued by Cal/OSHA.

This Injury and Illness Prevention Program was reviewed, modified and approved by the Irvine Unified School District’s Safety Committee.

DISTRICT SAFETY COMMITTEE

<u>NAME</u>	<u>POSITION</u>	<u>REPRESENTING</u>
Stephen Bayne, Ed.D.	Director, Risk Management	Business Services Rep
Rick Blazer	Assistant Principal, Plaza Vista K-8	K-8 School Rep
Karena Gibbs	Coordinator, Irvine Adult Transition	Irvine Adult Transition Rep
Gus Talamantes	CSEA President	Classified Personnel (CSEA)
Sonia Kearney	ITA President	Certificated Personnel (ITA)
Alex Cuevas	Foreman, Campus Safety	Campus Safety Services
Carla Dupuis	Administrator	Transportation Rep
Don Grudem	Supervisor, Campus Safety	Campus Safety Services
Jill Hartstein	Director, Nutrition Services	Nutrition Services Rep
Susan Kemp, Ed.D.	Director, Human Resources	Human Resources Rep
Chris Nguyen	Assistant Principal, Irvine HS	High School Rep
Shadlie Kensrue	Coordinator, Health Services	Health Services Rep
Jessica Oftebro	Teacher, Stonegate Elementary	Certificated Personnel (ITA)
Thomas Potwora	Principal, Santiago Hills	Elementary School Rep
Kelli Kunz	Teacher, Lakeside Middle	Certificated Personnel (ITA)
Natalie Hamilton	Director, Mental Health & Wellness	Mental Health Rep
Joe Chapin	Director, MOT	MOT Rep
Lisa Torkzadeh	Director, Elementary SPED	Special Education Rep
Allison Robbins	Director, Secondary SPED	Special Education Rep
Timothy Tatum	Director, Student Support Services	Student Support Rep
Erin Timberman	Coordinator, Student Support Services	Student Support Rep

The **IRVINE UNIFIED SCHOOL DISTRICT** hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to the Director of Risk Management, Insurance, and Safety.

Stephen Bucheli Bayne, Ed.D.

Director, Risk Management, Insurance, and Safety, hereinafter referred to as *Risk Manager*



Signature

Donald Grudem

Campus Safety Services Supervisor, hereinafter referred to as *Risk Manager Designee*

Don Grudem

Signature

June 30, 2024

Date Approved

The Risk Manager and Risk Manager Designee are responsible for ensuring that the IRVINE UNIFIED SCHOOL DISTRICT provides all employees with a safe and healthful workplace. The IRVINE UNIFIED SCHOOL DISTRICT should comply with all Cal/OSHA and other applicable federal, state and local safety and health standards.

In order for the Risk Manager and Risk Manager Designee to fulfill his or her responsibilities, the IRVINE UNIFIED SCHOOL DISTRICT grants appropriate authority to the Risk Manager and Risk Manager Designee so that all IIPP obligations are met through the use of time and resources available to fulfill his or her responsibilities.

STAFF RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Irvine Unified School District general policies. These policies govern the activities and responsibilities of the Injury and Illness Prevention Program and are established under the **Department of Business Services'** final authority.

It is the responsibility of each site and the individual employee appointed as the **Designated Personnel** to develop procedures, which ensure effective compliance with the Injury and Illness Prevention Program, as well as other health and safety policies related to operations under their control.

The **Designated Personnel** are responsible for enforcement of this program 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 general safety training. Each site administrator, supervisor and manager must also ensure that appropriate job specific training is received and 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 each employee for purchasing appropriate personal protective equipment and for evaluating employee compliance.

Immediate responsibility for workplace health 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 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:

- Designated Managers will set positive examples for working safely and require that all staff under their direction work safely.
- Designated Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures.
- Designated Managers will identify the resources necessary to provide a safe work environment for their employees.
- Designated Managers will consider appropriate means of recognition for employees who demonstrate safe work practices.

Irvine Unified School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Irvine Unified School District to ensure that appropriate systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Inspections of all work areas will be conducted upon initial implementation of this program. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected. Only authorized district personnel will conduct safety inspections. Thereafter all district facilities safety inspections will be inspected semi-annually to detect and eliminate any hazardous condition that may exist.

Unscheduled Safety Inspections

Additional safety inspections will be conducted whenever new equipment that presents a new hazard is introduced to the workplace.

The Designated Manager will conduct periodic unscheduled safety inspections of all areas to assist in the maintenance of a safe and healthful workplace.

Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Designated Managers will investigate all accidents, injuries, occupational illnesses and near-miss incidents to identify the root cause. This should include interviewing the injured worker and any witnesses and examining the workplace for factors associated with the accident or exposure. Appropriate repairs or procedural changes will be implemented promptly to correct the hazard implicated in these events and recorded using the Supervisor's Report of Accident.

To ensure timely accounting for Worker's Compensation procedures, both employee and site **Administrator or designee** must complete their respective portions on the **SUPERVISOR'S REPORT OF ACCIDENT** available on the intranet under Business Services/Risk Management.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The district recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the **Designated Manager**.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instructions with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

- Fire Safety, Evacuation and Emergency Procedures
- Hazard Communications
- Bloodborne Pathogens
- Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment and whenever new hazards or changes in procedures are implemented.

The Risk Manager and Risk Manager Designee are responsible for providing site administrators, supervisors, and managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to. This would include the location where Material Safety Data Sheets (MSDS) for particular chemicals/substances can be located.

It is the responsibility of each Designated Manager to know the hazards related to his/her employee's job tasks and ensure they receive appropriate training.

Supervisors or designee will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

Supervisors or designee will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

All records of training will be kept on file or in an electronic database.

COMMUNICATION

Communication to employees and between employees and the IRVINE UNIFIED SCHOOL DISTRICT on matters relating to Occupational Safety and Health is an important aspect of ensuring the success of the IIPP. Therefore, the District will implement a communication system through the Risk Manager and Risk Manager Designee that is intended to accomplish the following:

- Provide a means for the IRVINE UNIFIED SCHOOL DISTRICT to readily communicate to employees, in an understandable form, relating to Occupational Safety and Health.
- Provide encouragement for employees to inform the IRVINE UNIFIED SCHOOL DISTRICT of workplace hazards without the fear of reprisal.

Training and Retraining

Training and retraining are considered a key component of the communication system. Written plans and associated training are fully addressed in the subsequent portion of this manual.

Meetings

Meetings will be an integral part of both department and district safety functions. Each department head or manager will provide the Risk Manager with the type and frequency of their safety meeting on request. These meetings will be intended as a brief session to discuss one or more safety items and encourage open discussion between employees and management. These meetings may also be used to provide safety training as needed.

The District Office will develop a Safety Committee that will meet no less than quarterly. Their purpose will be to discuss safety issues and hazard mitigation.

Documentation will be kept of each meeting. This will include the following:

- Date of Meeting
- List of Attendees
- Meeting Topics
- Recommendations

The District's Safety Committee activities may include but are not limited to:

- Review results of all workplace inspections.
- Review reports of occupational injuries to investigate causation.
- When necessary the committee will make decisions regarding prevention of such injuries.
- Conduct its own site inspection and/or investigation, when deemed necessary, to assist in remedial solutions for hazardous conditions made known to any committee member.
- Communicate with the California State Division of Industrial Safety, when requested by the Division, to verify abatement actions taken by the IRVINE UNIFIED SCHOOL DISTRICT pursuant to Division citation.
- Employees selected for membership on the Safety Committee shall be informed that they or the committee will **not** be held liable for any act or omission in connection with the Safety Committee.

District Safety Committee

The IRVINE UNIFIED SCHOOL DISTRICT Safety Committee is considered an important part of the overall system of communication. The committee will include at all times representation from management, classified personnel and certificated personnel. The committee may include, but not limited to, representatives from the following classifications:

- Risk Management or Designee
- CSEA Representative
- Human Resources
- ITA Representative
- Nutrition Services
- Health Services
- Principal or Assistant Principal
 - Elementary School
 - Middle School
 - High School
- Campus Safety Services
- Transportation

Each area represented will also name an alternate member to ensure that all areas are fairly represented at each meeting. The committee will be responsible for determining the minimum number of attendees to have a quorum.

The Safety Committee will do all things necessary to ensure that the following are met:

- The committee meets quarterly or as requested by the Risk Manager or Risk Manager Designee.
- Minutes are prepared for each meeting showing the safety issues discussed.
- These records shall be made available to all affected employees through the use of the intranet, newsletters or other appropriate written materials.

- Records of the meetings will be kept on file with Risk Management for 5 years.
- Minutes of these meetings will be made available to the California Division of Industrial Safety should they be requested

Anonymous Notifications

To further encourage employees to report unsafe work conditions or matters involving the Workplace Violence Prevention Plan, the IRVINE UNIFIED SCHOOL DISTRICT will implement a system which promotes anonymous notifications. The Risk Manager or the Risk Manager Designee will develop an appropriate written method for reporting unsafe work conditions.

The Risk Manager or the Risk Manager Designee will be the point of contact to receive the anonymous report (Unsafe Work Condition) and will immediately be responsible to investigate and mitigate the complaint. All unsafe work notifications, anonymously or not, will be reviewed by the District Safety Committee to ensure the unsafe condition was addressed appropriately.

The anonymous report form can be found in the back of this manual. It can also be located electronically on the IUSD intranet > Risk Management & Insurance.

Miscellaneous

When appropriate, the IRVINE UNIFIED SCHOOL DISTRICT may use written communications such as email, intranet postings, memorandums, newsletters and workplace postings to supplement the previously described systems and further communication to employees on matters relating to workplace safety and health.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

- **Copies of all IIPP Safety Inspection Forms – Retain 5 years**
- **Copies of all Accident Investigation Forms – Retain 5 years**
- **Copies of all Safety Meeting Agendas – Retain 5 years**
- **Copies of all Employee Training Checklists and related training documents—
RETAIN FOR DURATION OF INDIVIDUAL’S EMPLOYMENT**

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives, if requested. A safe and healthy workplace must be the goal of everyone at Irvine Unified School District, with responsibility shared by management and staff alike. Questions regarding the Injury & Illness Prevention Program may be referred to the ***Department of Business Services – Risk Management.***

LEGALLY REQUIRED REPORTING

All serious injuries MUST be reported to the local office of the Division of Occupational Safety and Health (OSHA) within 8 (eight) hours as required by Title 8 Section 342.

**Cal/OSHA Office
2 MacArthur Place, Suite 720
Santa Ana, CA 92707
(714) 558-4451**

A serious injury or illness means any injury or illness occurring in the place of employment or in connection with any employment which meets one of the following criteria:

- Death
- Loss of a body part
- Requires hospitalization
- Suffers a serious degree of permanent disfigurement

This does not include any injury or illness or death caused by the commission of a Penal Code violation except the violation of Sections 385 of the Penal Code or an accident on a public street or highway.

All work-related needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material MUST be recorded.

The Risk Manager or designee will complete the Employers Report of Occupational Injury or Illness Form 5020 within five (5) days after the occurrence has been reported to the IRVINE UNIFIED SCHOOL DISTRICT. This completed form will be submitted to the District's Third Party Administrator who will report it to the Division of Labor and Statistics and Research, Department of Industrial Relations.

The Risk Manager or designee shall also ensure that if medical treatment is provided for pesticide or suspected pesticide poisoning they will also submit the Doctor's First Report of Occupational Injury to the Division.

EXPOSURE CONTROL PLAN

BLOODBORNE PATHOGENS

COMPLIANCE

Title 29 Code of Federal Regulations Section 1910.1030

Title 8 California Code of Regulations Section 5193

DEFINITIONS

Blood means human blood, human blood components and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on the surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Designated first aid providers means those persons who render first aid only as a collateral duty solely responding to injuries.

Exposure Incident means “a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.” (Title 8, Section 5192 (b))

Occupational Exposure means “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.” (Title 8, Section 5192 (b))

Other potentially infectious materials mean the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Parenteral contact means “piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.” (Title 8, Section 5192 (b))

Regulated waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; and contaminated sharps.

Serological testing means testing of the blood. In this exposure control plan, serological testing refers to testing for the presence of Hepatitis B and/or HIV.

Sharps refers to lancets, needles, razor blades or anything sharp that has penetrated the skin.

Source individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal precautions means those actions or precautions taken to prevent the spread of disease.

EXPOSURE CONTROL PLAN

The Irvine Unified School District establishes this written exposure control plan to eliminate or minimize occupational exposure to bloodborne pathogens and to meet the requirement of Title 8, California Code of Regulations Section 5193 and Title 29, Code of Federal Regulations (CFR), Part 1910.1030. This plan will be reviewed and updated each school year, when new information becomes available and when new or modified tasks and procedures that affect occupational exposure are implemented in the district.

A copy of this plan is available to all employees in a place determined by the site administrator or department supervisor.

EXPOSURE DETERMINATION

Employees in the following job classifications are identified as at risk for occupational exposure because of *primary* job duties, which include rendering first aid and/or related health care and the resulting frequency of contact with blood or other potentially infectious materials. The individuals in the following job classifications meet the criteria for receipt of Hepatitis B vaccine as a prevention of Hepatitis B through reasonably anticipated bloodborne exposure. If other employees self-determine that their job duties include similar potential for occupational exposure, they may petition to be included in the training and to receive a Hepatitis B vaccination at no cost.

Job classifications in which all employees have occupational exposure:

- Nurses
- Health Clerks
- Health Paraprofessionals
- Secretaries/Clerks assigned to provide health office coverage
- Persons providing specialized physical health care services (SPHCS)
- Campus Supervisors

- Athletic Coaches/Trainers
- Plumbers

Job classifications in which some employees have occupational exposure:

- Special education preschool staff (certificated and classified)
- Special education assistants and/or special circumstance assistants
- Day Custodians
- Athletic Directors/Athletic Trainers
- Secondary Administrators

Tasks/procedures in which occupational exposure occurs:

- First aid
- Clean up/decontamination of body fluid spills.
- Specialized physical health care services (SPHCS), which may involve exposure to blood, body fluids visibly contaminated with blood or body fluids in which detection of blood is difficult or impossible.
- Care of drooling, toileting, diapering, feeding, etc. which, although rare, may involve exposure to body fluids visibly contaminated with blood.
- Clean up of potentially injurious objects, such as broken glass, etc.
- Intervention of assaultive behavior situations, such as fights.

Job classifications in which employees render first aid only as a collateral duty solely responding to injuries (designated first aid providers):

These employees are eligible for post-exposure Hepatitis B vaccine, if indicated. These employees may petition to receive the Hepatitis B vaccination at no cost.

- Coaches
- Teachers
- Instructional Assistants
- Playground Supervisors
- School Site Administrators
- Bus Drivers

METHODS OF COMPLIANCE

Universal Precautions are observed to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials. Universal precautions include, but are not limited to:

Handwashing

Handwashing is stressed to be done:

- Before drinking and eating
- Before handling clean equipment or utensils
- After contact with any bodily secretions
- After using the bathroom
- Immediately after coming in contact with another person's blood or other body fluid
- Before and after assisting with feeding
- After handling soiled equipment, garments or diapering
- After assisting with toileting or diapering

Handwashing technique is taught as part of the annual health issues in-service for school staff and is included in the content of the Bloodborne Pathogen Information and Training.

Hand foaming hand sanitizer dispensers are located in all classrooms and student areas at every school site.

Use of protective barriers

Disposable latex free gloves are provided for use in the health office, in the classroom and noon supervision first aid kits, in the field trip first aid kits and in the disaster preparedness supplies. These gloves are discarded in plastic-bag lined trash containers after a single use or immediately if their ability to function as a barrier is compromised.

Utility gloves are provided for custodial tasks and are decontaminated with EPA approved germicidal detergent and inspected routinely for deterioration as per procedure in the IUSD custodial handbook.

CPR barrier masks are provided for each nurse and health clerk. One additional mask is available in each school health office.

Engineering and Work Practice Controls that are in place to eliminate or minimize employee exposure include:

- Handwashing facilities are readily accessible for all employees.
- Trash containers (including sanitary napkin containers) are lined with plastic bags.
- Contaminated lancets and needles are immediately placed in an approved sharps container that is located at the site of use. This is a part of the individual student protocol for specialized physical health care services. Needles are not recapped or bent prior to being placed in the sharps container. Sharps containers are periodically replaced and contaminated sharps are disposed of through the IUSD Maintenance & Operations hazardous waste removal program.
- Eye irrigating solution is available in each health office and is included in first aid supplies at each district, non-student facility for irrigation of the eye when indicated.

- Each worksite has an employee eating/lounge area with food storage equipment separate from the areas (school health office, classroom) where blood or body fluid spills are likely to occur. A refrigerator is provided in the health office for storage of health office supplies that must be refrigerated.
- Eating, drinking, and applying cosmetics are prohibited in work areas where there is a reasonable likelihood of occupational exposure (school health office).
- Utility gloves are provided for custodial tasks which may involve blood or other potentially infectious materials or when handling or touching contaminated items or surfaces. These gloves are decontaminated and inspected as per procedure in IUSD Custodial Handbook.
- Contaminated articles that are not identified as regulated waste are double bagged, tied securely and disposed of in the site's main trash receptacle.
- Any employee who may be in doubt regarding appropriate actions to take in a situation that involves blood or other potentially infectious materials is to contact District Health Services at (949) 936-7520.

Housekeeping schedules ensure that the worksite is maintained in a clean and sanitary condition.

- Health office areas and bathrooms are cleaned daily per Maintenance and Operations cleaning schedules.
- Surfaces or items contaminated with blood or other potentially infectious materials are cleaned immediately with EPA approved (Morning Mist) disinfectant per procedure included in IUSD "Control of Infectious Disease in the School Setting", September 1987.
- Contaminated areas are cleaned with EPA approved germicidal detergent per procedure included in IUSD Custodial Handbook.
- Broken glass and other objects that could cause injury are cleaned up with brush and dustpan (IUSD Custodial Handbook).

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- When a sharps container is $\frac{3}{4}$ full, the contaminated container is replaced with a new container. The container with contaminated sharps is taped shut to avoid accidental opening and delivered in person to the District Health Services office. Health Services then transports the sharps container to IUSD Maintenance & Operations Department for proper disposal.
- Contaminated garments that satisfy the definition of regulated waste are double-bagged with the outer bag being a red bag and labeled as "Biohazard". Contaminated student clothing is given to the parent and employee clothing is returned to the owner, both with instructions on utilizing Universal Precautions in handling the garment. In

either case if the owner does not want the garment, district procedure for regulated waste is followed.

- Contaminated articles that satisfy the definition of regulated waste are double-bagged with each bag being tied securely and with the outer bag being a red Biohazard bag. This bag must be taken to the IUSD Maintenance & Operations Department for hazardous waste disposal.

Hepatitis B Vaccination:

- Employees whose job classification is identified as at risk for occupational exposure (see Exposure Determination) and who have not previously received the complete Hepatitis B vaccination series, may receive Hepatitis B vaccine free of charge after participating in the required Bloodborne Pathogens Information and Training session.
- Employees identified/approved to receive the Hepatitis B vaccine will receive the Sand Canyon Urgent Care Medical Center Authorization for Medical Services form from District Health Services.
- The employee is responsible for scheduling the appointments with:

Sand Canyon Urgent Care Medical Center
15775 Laguna Canyon Road, Suite 100
Irvine, CA 92618
(949) 417-0272

- Employees not included in the identified job classifications and who feel that they are at risk, may request the vaccination series by contacting District Health Services following attendance of a Bloodborne Pathogens training. The Health Services Coordinator will evaluate the request based on the employee's job responsibilities and determine if the individual is at risk as identified in the IUSD Exposure Control Plan and, thus, eligible for the free vaccine.

First Aid Incidents:

Each employee who renders assistance in any situation involving blood or other potentially infectious material or who has contact with blood or other potentially infectious material during a work related incident, shall:

- Record each incident involving the presence of blood or other potentially infectious material on the Employee First Aid Record (Form #BBP-A), which is maintained in a location designated by the department supervisor.
- Record his/her name, the date and time of the incident, a description of the incident and if an exposure incident did or did not occur.
- Notify the site administrator of the incident as soon as possible and before the end of the work day/shift.

The District's procedure for obtaining the Hepatitis B vaccine and Post-Exposure Evaluation will be initiated.

Post-Exposure Evaluation and Follow-up:

An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. When an employee is uncertain if an exposure incident has occurred, he/she contacts the site administrator and District Health Services Office as soon as possible (and on the same day of occurrence) for clarification.

When an employee experiences an exposure incident while fulfilling employment responsibilities, the following steps are adhered to:

- The exposed employee completes an Exposure Incident Report (Form #BBP-B) and an Employee Claim for Workers' Compensation (DWC-1) as soon as possible and on the same day of the incident. The BBP-B form should be delivered to Human Resources. The completed DWC-1 form should be delivered to the Risk Management Department. Information required includes: (a) the route of exposure (b) circumstances of exposure (c) source of exposure, if possible (d) Hepatitis B vaccine status.
- IUSD Health Services Coordinator (or designee) obtains consent for testing from the source individual as soon as possible after the exposure incident. If consent is not obtained from the source individual, the district documents that the consent cannot be legally obtained (Medical Consent-Source Form #BBP-C and Medical Consent Exposed Form #BBP-D).
- The source individual and the exposed employee shall be tested by (a) Sand Canyon Urgent Care Medical Center or (b) his/her personal physician as soon as feasible after consent is obtained to determine HBV and HIV infectivity. If the source individual's Hepatitis B or HIV status is known to be positive, testing need not be done.
- The district shall provide the medical evaluator with a copy of the bloodborne pathogens regulations, the employee's Exposure Incident Report, a description of the exposed individual's duties, any available medical records relevant to the appropriate treatment of the employee including the exposed employee's Hepatitis B vaccination status and the results of the source individual's blood testing, if available.
- The medical evaluation shall include:
 - a) serological testing of exposed individual
 - b) post-exposure prophylaxis, when medically indicated
 - c) results of source individual's testing
 - d) information regarding applicable laws and regulations concerning disclosure of identity and infectious status of the source individual
 - e) counseling
 - f) evaluation of reported illness
- The exposed employee blood sample is collected as soon as possible after consent is obtained. The baseline blood sample can be saved for up to 90 days for initial HIV serologic testing if employee did not previously give consent.
- The medical evaluator's report is provided to the district within 15 days of the completion of the evaluation and consists of the healthcare professional's written opinion regarding:

- a) If Hepatitis B vaccination is indicated or if the employee has received the vaccination.
- b) The post-exposure evaluation and follow-up which includes only:
 - The fact that the employee has been informed of the results of the evaluation.
 - The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- The district provides the employee with a copy of the healthcare professional's written evaluation.
- Post-exposure incident medical records are confidential records and are maintained by the District Human Resources Department for the duration of employment plus 3 years. These records include a copy of the employee's:
 - a) Report of Occupational Injury
 - b) Hepatitis B vaccination status
 - c) Medical reports contraindicating Hepatitis B vaccination.
 - d) Results of the medical testing, examination, and follow-up procedures related to the exposure incident.
 - e) The healthcare professional's written opinion regarding vaccine and/or treatment.
 - f) Information provided by district to the healthcare professional.

ADDITIONAL BLOODBORNE PATHOGENS TRAINING

Employees can access the Keenan (Vector Solutions) Bloodborne Pathogens training video by logging into the online platform at <https://iusd-keenan.safeschools.com/login>. Once logged into the system, employees should navigate to the **Extra Training** tab; locate and click the **Health** icon; and then click the **Bloodborne Pathogen Exposure Prevention** training module to start the program.

Employees whose job classification is identified as having potential occupational exposure and "designated first aid providers" (see Exposure Determination) should participate annually in this additional Bloodborne Pathogens training, at the time of initial assignment, and whenever a change of tasks or procedures affect the employee's exposure.

Training program content - Keenan (Vector Solutions) SafeSchools BBP Online Program:

- Video presentation: "Keenan Bloodborne Pathogens for School Personnel"
- Information regarding:
 1. Bloodborne diseases
 2. Transmission of bloodborne pathogens
 3. Universal precautions (handwashing, gloving, protective barriers)
 4. Cleaning up spills
 5. Waste disposal/Biohazard bags
 6. Maintaining classroom/worksite cleanliness
 7. Documenting incidents involving blood and body fluids
 8. Explanation and accessibility of IUSD Exposure Control Plan

9. Post exposure incident procedure
 10. Test
- Records of participation are maintained by the District Human Resources Office for a minimum of 3 years.



Bloodborne Pathogens Exposure Control Plan

EXPOSURE INCIDENT REPORT

To be completed by Employee

Name: _____ SSN: _____

Site where incident occurred: _____ Date: _____ Time: _____

CHECK PERSONAL PROTECTIVE EQUIPMENT USED:

- Gloves
- Resuscitation Device
- Other (explain)

CHECK ROUTE OF EXPOSURE:

- Blood splash to eyes Blood splash to mouth Blood to non-intact skin
- Needle Stick Mouth to mouth
- Other (explain)

CIRCUMSTANCES UNDER WHICH INCIDENT OCCURRED (Explain)

Source individual: _____

Consent obtained: Yes No (explain) _____

To be completed by site supervisor (Contact Human Resources immediately once an exposure incident has occurred. Give the Employee a copy of this form immediately as a receipt.)

Explain how the exposure incident occurred, including date, time and location of the incident:

Verification of the route and circumstances of the blood exposure:

Witness(es) to the exposure incident: _____

Supervisor's Signature: _____ Date: _____

BBP-B

4/2014

Original: Human Resources

Copy: Employee; District Health Services; Site of incident

BBP-B



**IRVINE UNIFIED SCHOOL DISTRICT
MEDICAL CONSENT – SOURCE**

A. I consent to have both a baseline blood sample collection and testing for Hepatitis B and HIV status of the sample.

Name: _____
(please print)

Signature: _____

Date: _____

B. I do not consent to either a baseline blood sample collection or testing for HBV or HIV serological status.

Name: _____

Signature: _____

Date: _____

Verified by:

Name: _____
(please print)

Signature: _____

Date: _____

BBP-C



**IRVINE UNIFIED SCHOOL DISTRICT
MEDICAL CONSENT – EXPOSED**

A. I consent to have both a baseline blood sample collection and testing for Hepatitis B and HIV status of the sample.

Name: _____
(please print)

Signature: _____

Date: _____

B. I consent to a blood sample collection and testing for Hepatitis B status of the sample.

Name: _____
(please print)

Signature: _____

Date: _____

C. I consent to allowing a baseline blood sample collection, but NOT for testing of HIV status at this time. I understand the blood sample will be preserved for at least 90 days. I can request a test for HIV status of the blood sample at any time within the 90 day period, but understand I must give an additional blood sample to document seroconversion.

Name: _____
(please print)

Signature: _____

Date: _____

D. I do not consent to either a baseline blood sample collection or testing for HBV or HIV serological status.

Name: _____
(please print)

Signature: _____

Date: _____

SOURCE INDIVIDUAL TESTING

Circle one of the following:

- A. Source has agreed to testing.
- B. Source has refused to be tested.
- C. Source cannot be found or identified.

Verified by:

Name: _____
(please print)

Signature: _____

Date: _____

BBP-D

EXPOSURE CONTROL PLAN

HAZARDOUS MATERIALS WASTE DISPOSAL

UNIVERSAL WASTE

Fluorescent Tubes: All sizes and shapes

Store old tubes in original cases. When several cases are accumulated, a work order must be submitted for the items to be picked up.

If there is a broken tube, the broken tube should be swept into a bag and boxed separately. Wear gloves! Do not throw broken tube in the trash.

Batteries: Flashlight, electronic devices, etc.

Store used batteries in a small box approximately 12" x 12" and submit a work order for the items to be picked up.

ELECTRONIC WASTE

E-Waste: Computers, monitors, televisions, telephones, tape recorders, electrical appliances, refrigerators, etc.

E-Waste items must be inventoried and a work order generated for pick up. Inventory forms are available on the District's Intranet. Do not call-in for a pick up. E-Waste will be picked up after generation of a work order.

SCIENCE LABORATORY WASTE

Call District extension 5300 and provide the following information:

- What science waste do you have?
- How much science waste do you have?
- Where is the science waste?

Chemicals

Double bag contents and label the bag. If chemicals, separate chemicals by family, place the chemicals inside a glass or plastic container and store inside a box. For the safety of employees, IUSD will not pick up any unknown or unlabeled bags, containers, or boxes.

Bio-Waste (Dissections)

For the safety of employees, waste must be double bagged and not to exceed 15 pounds. Bags must not be leaking any type of liquid. Do not fill large bags with petri dishes.

AB 2260 – HEALTHY SCHOOL ACT

Pesticide notices are generated and sent to parents and staff at least 72 hours prior to application by Maintenance & Operations. Staff responsible for the chemical application will post the site 24 hours prior to the pesticide application. Copies of the notices are sent to the school site. These notices must be retained for three years. No employee, besides licensed technicians, may apply pesticides while on any IUSD property.

THIS SPACE INTENTIONALLY LEFT BLANK

HEAT ILLNESS PREVENTION PLAN

Adopted June 10, 2015

Objective

This Heat Illness Prevention Plan outlines procedures to minimize and control heat illness hazards and comply with Cal/OSHA regulations (8 CCR 3395). This Heat Illness Prevention Plan adds to the Irvine Unified School District's Injury and Illness Prevention Program (IIPP). This plan is available at all work sites in writing (paper or electronic).

Supervisors have primary responsibility for the implementation of the Heat Illness Prevention Plan in their work area. Supervisors are responsible for the safety of their employees. Supervisors must understand and be able to communicate all elements of this Heat Illness Prevention Plan.

Employee Training

- Make sure all employees have received Heat Illness Prevention Training before working in hot weather.
- Make sure all employees understand and comprehend safety training.

Weather Conditions

Check weather conditions on radio, television or the internet. Adjust the work schedule to avoid high heat and minimize working during mid-day heat. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed in the event of a heat wave.

Water Procedures

Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. Water is suitably cool if it is cooler than the air temperature but not too cold that it will cause discomfort or discourage drinking of water. Plumbed water (e.g. city or municipal water source) provides a sufficient supply of water. Do not drink from a garden hose. Do not drink from unapproved sources like untested wells.

Where water is not plumbed or continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour (about a cup every 15 min) for drinking for the entire shift.

The water shall be located as close as practical to where employees are working. For remote outdoor work locations, provide a water cooler or container that employees can take with them to the work location. Containers must be kept clean. Do not share cups; use only disposable cups or individual water containers. Refill containers as needed to allow employees to drink one quart or more per hour (1 cup every 15 minutes).

Number of Employees	Water Amount per 8 Hours Gallons	Water Amount per 8 Hours Pints	Water Amount per 8 Hours Cups
1	2	16	32
2	4	32	64
10	20	160	320

Access to Shade

Employees shall be allowed and encouraged to take a cool-down rest in the shade when they feel the need to protect themselves from overheating. Access to shade shall be permitted at all times.

The supervisor will monitor an individual employee who takes a preventative cool-down rest and ask if they are experiencing symptoms of heat illness. The supervisor will encourage the employee to remain in the shade. The employee shall not be ordered back to work until any signs or symptoms of heat illness go away, but in no event less than 5 minutes in addition to the time needed to get to the shade.

If an employee shows signs or reports symptoms of heat illness during a preventative cool-down rest period, appropriate first aid or emergency response shall be provided.

Shade Procedures

"Shade" means blockage of direct sunlight. Structures that block the sun such canopies, umbrellas, trailers, buildings may be used to provide shade. Sun blockage is sufficient when objects do not cast a shadow in the area of blocked sunlight.

Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

Shade - 80 Degrees Fahrenheit

Shade present: When the temperature does not exceed 80° F, shade can be provided on request or set up before work starts. When the outdoor temperature in the work area does not exceed 80° F employees shall have access to shade upon request.

Shade Up at 80°: If the predicted temperature on the previous day is for the area to exceed 80° F, shade must be up as of the beginning of the shift and present throughout the day.

Shade shall be located as close as practical to where employees are working. Shade must be easy for employees to use. The location of shade must not deter use or discourage access. Employees should not cross roads to reach shade. Shade must not be located next to toilet facilities or on wet/muddy ground or contact branches, thorns or brush, or irritating plants (e.g. poison oak).

When the outdoor temperature in the work area exceeds 80° F, employees shall have access at all times to one or more areas with shade 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 amount of shade during meal periods shall be at least enough to accommodate the number of onsite employees on the meal period.

High Heat Procedures

Supervisors and Foremen will conduct pre-shift meetings before work starts. Topics will include:

- Review high heat procedures
- Encourage employees to drink plenty of water
- Remind employees of their right to take a cool-down rest when necessary
- Review how emergency medical services are called and directed to the work site
- Review how employees will be observed for signs and symptoms of heat illness
- Meetings will be conducted in person, by cell phone or conference call/webcast

Communication

Supervisors and Foremen will make sure they have an active means of communication, by voice, observation, or electronic means with employees at the work site. An employee must be able to 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.

Observation

Supervisors and Foremen will regularly observe employees for alertness and signs or symptoms of heat illness. Additional observers may be designated. Designated observers will be trained in their responsibilities to watch for signs and symptoms of heat illness.

If there are more than 20 employees on the site, the supervisor/foreman shall implement one or more of these observation methods:

1. Designate additional observers who are trained in their responsibilities.
2. Mandatory buddy system. A buddy system pairs employees with each other. Each employee watches their buddy for signs and symptoms of heat illness. All employees must be trained to stay in contact with their buddy, observe each other throughout the day and immediately report any signs/symptoms of heat illness.
3. Supervisors and Foremen will regularly communicate with lone employees in person, by radio or cellular phone.

Any employee is authorized to call for emergency medical services if they cannot contact a Supervisor or Foreman. Supervisors and Foremen will remind employees throughout the work shift to drink plenty of water.

Acclimatization

Acclimatization is the process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter temperatures. Employees are more likely to experience heat illness during the first two weeks of working in hot temperatures.

All employees shall be closely observed by a supervisor or designee during a heat wave. This means any day in which the predicted high temperature for the day will be at least 80° F and at least 10° F higher than the average high daily temperature in the preceding five days.

The supervisor or designee shall closely watch an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.

Emergency Response

- If any supervisor or employee observes or reports any signs or symptoms of heat illness in any employee, the supervisor/foreman shall take immediate action according to the severity of the illness.
- 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 employee, supervisor/foreman must implement emergency response procedures.
- Any 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.

Contacting EMS

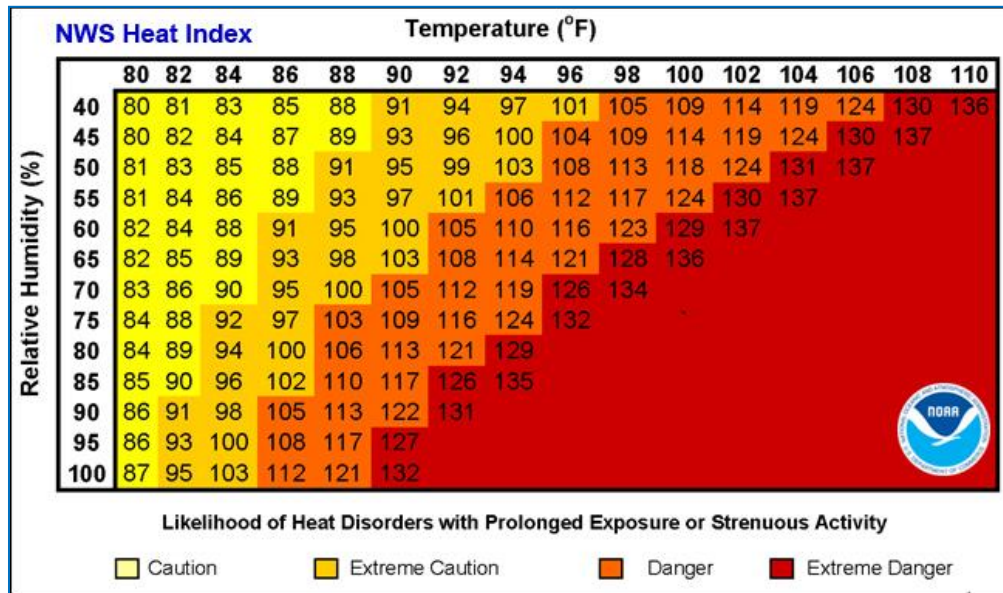
- Contact emergency medical service (EMS) by calling 911 or as directed by local EMS.
- If an employee is showing signs and symptoms of heat illness, the supervisor must make sure that the sick employee is kept cool in the shade and comfortable until EMS arrives.
- If an EMS ambulance cannot reach the worksite, the supervisor must designate another way to transport a sick employee such as another vehicle on the work site.

Work Site Location

- In an emergency, the supervisor must provide clear and precise directions to the location of the work site.
- If the work area is hard to locate by an EMS responder, send another person(s) to direct the ambulance to the proper area.
- Mobile crews must know their location with a map (paper or electronic) so EMS can find them in an emergency.

Heat Index (HI), Or Apparent (“Feels Like”) Temperature

Apparent temperature, Heat Index (HI): A measure of how hot it really feels in degrees Fahrenheit when relative humidity is factored with the actual air temperature. This chart is the National Weather Service’s Heat Index. This guideline should be followed for employees not wearing protective clothing.



Safety Trainings

Regular safety meetings will cover heat illness related topics as part of Irvine Unified School District’s IIPP. Employees must ask their supervisor if they do not understand the training.

WORKPLACE VIOLENCE PREVENTION PLAN

Adopted May 8, 2024

PURPOSE AND AUTHORITY

Senate Bill 553 (Chapter 289, Statutes of 2023) was signed into law during the 2023 legislative session. This legislation mandates employers to add to their Injury and Illness Prevention Program (IIPP) to include a Workplace Violence Prevention Plan (WVPP), effective July 1, 2024.

The WVPP is intended to establish a framework for protecting employees from workplace violence. Irvine Unified School District (District / IUSD) is committed to having a comprehensive WVPP and in that regard our WVPP includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with District employees and other non-District employers, when applicable, to ensure that everyone understands their respective roles, as provided in the plan.
4. Effective procedures for all employees to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.

9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices, in addition to employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established.
 - b. After each workplace violence incident.
 - c. Whenever the District is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence.

GENERAL DISCLOSURE

The Irvine Unified School District is a California public school district serving students in grades PK through grade 12, including the adult transition program. This includes both general and special education students. It is recognized that certain classification of certificated and classified employees working with these students may be exposed to behaviors that can lead to limited forms of violence, such as hitting, kicking, biting, throwing objects, or even threats using profanity. It is also understood that certificated and classified employees may even receive instruction on classroom management and training in crisis-reduction techniques to deescalate situations involving certain student populations with higher tendencies towards physical violence. Those employees may or may not perceive those individual acts of violence, or threats of violence, as a true endangerment to their personal safety. However, it is understood that any certificated or classified employees can report acts, or threats, of physical violence against their person, regardless of the size, age, or special needs of the student.

WORKPLACE VIOLENCE DEFINED

California Labor Code § 6401.9 has established the following definitions in regards to WVPP:

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

Log - The violent incident log required by California Labor Code § 6401.9.

Plan - The workplace violence prevention plan required by California Labor Code § 6401.9.

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.

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.

It is important to recognize that violent incidents in the workplace may include acts of domestic violence. These situations have the potential to impact the workplace. If the victim has sought shelter or a restraining order, the workplace can be the place he/she can be found. In this case, it is plausible that a perpetrator could show up at the work site to carry out acts of violence against the partner or anyone trying to protect that person.

IUSD recognizes that outside service employees have the potential to initiate workplace violence. It is important to note that outside service providers, along with their employer, must adhere to the requirements specified in California Labor Code § 6409.1.

Senate Bill 553 defines four (4) specific types of workplace violence by category that must be recorded for each reported incident. These incident types are described as follows:

Workplace Violence Types	Description
Type 1	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	Workplace violence directed at employees by students, parents, contractors, consultants, or visitors.
Type 3	Workplace violence against an employee by a present or former employee, supervisor, or manager.
Type 4	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 employee.

PREVENTING WORKPLACE VIOLENCE

One component to an effective WVPP is its strategy regarding prevention. Becoming familiar with the District's WVPP is an important first step in preventing workplace violence. It is imperative that all employees understand this plan.

All District administrators and supervisors are expected to discuss the District's WVPP with their staff so they understand how to handle intimidating, threatening, or violent incidents as well as understand the consequences of such behavior.

The best prevention strategy is to maintain an environment which minimizes negative feelings, such as isolation, resentment, and hostility among employees. There are several steps that District administrators and supervisors can take to help create a professional, healthy, and caring work environment. These include, but are not limited to:

- Promoting sincere, open, and timely communication;
- Ability to access mental health services;
- Offering opportunities for professional development;
- Fostering a friendly work environment;
- Maintain mechanisms for complaints and concerns and allowing them to be expressed in a non-judgmental forum that includes timely feedback to the initiator;
- Promoting "quality of life" issues such as facilities and job satisfaction; and
- Maintain impartial and consistent discipline for employees who exhibit improper conduct and poor performance.

Maintaining a secure and physically safe workplace is essential for preventing workplace violence. The District uses a variety of security measures to help ensure safety. The measures used depend on the resources available in the area. These may include:

- The security personnel to respond to requests for assistance;
- The use of Sandy Hook Promise – Say Something Anonymous Reporting System for reporting life-safety and non-life safety tips;
- Lockdown/Atlas clock notification system;
- Employee photo identification badges and coded access cards to secure areas;
- The use of surveillance (camera) systems and visitor management systems;
- Two-way emergency radio systems to communicate with school personnel and Irvine Police School Resource Officers; and
- Additional law enforcement assistance is available through local police for emergency situations. Employees should notify Campus Control Assistants, Campus Safety Services, and/or the Irvine Police Department of suspicious or unauthorized individuals on District property.

Education and communication are also critical components of any prevention strategy. It is essential to communicate an awareness among employees, supervisors, and managers regarding all aspects of the District's WVPP. Recognizing possible problems, identifying employee and management responsibilities, establishing early intervention techniques, who to

PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Director of Risk Management, Insurance, and Safety is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Administrators and supervisors will use the following procedures to ensure employees comply with the WVPP:

- Ensure employees take/attend the necessary training(s) assigned to them;
- Monitor employee adherence to topics and concepts covered in the training;
- Review with employees the District's Emergency Preparedness Plan and Hazard Specific Guidelines at <https://intranet.iusd.org/emergency-management>; and
- Reinforce with employees the elements of the WVPP throughout the year.

EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to their immediate supervisor, to the Director of Risk Management, Insurance, and Safety, or to the Director of Human Resources. Employee should contact emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, employees shall complete the required *Report of Workplace Violence* form. The form shall contain the following information:

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (student, parents, contractors, consultants, visitors).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the employee working during a low staffing level?
 - d. Was the employee isolated/alone?
 - e. Was the employee able to get help/assistance?
 - f. Was the employee working in a community setting?
 - g. Was the employee working in an unfamiliar/new location?
 - h. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)

- c. Other area (please explain)
7. Type of incident (including but not limited to):
- a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force
 - d. Threat of use of a weapon/object
 - e. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - f. Other (please specify):

Employer’s Evaluation & Response

When responding to a report of workplace violence, the supervisor, the Director of Risk Management, Insurance, and Safety, or the Director of Human Resources will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted?
 - ii. If so, what was their response (please explain):
 - iii. If student was involved; was discipline action taken?
 - iv. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
 - b. Information about the person completing the employer’s response/log:
 - i. Name
 - ii. Title
 - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

EMPLOYEE TRAINING

Employees will be provided with initial training when the plan is first established, and annually thereafter, on all of the following:

1. The District’s WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in the further development and implementation of the plan.
2. The definitions and requirements of Senate Bill 553.

3. How to report workplace violence incidents or concerns to the District and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to an employee's job, the corrective measures implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the District's plan.

Additional training shall be provided when 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.

RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five (5) years.

Training records will be created and maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five (5) years.

Records of workplace violence incident investigations will be maintained for a minimum of five (5) years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Director of Risk Management, Insurance, and Safety shall be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this plan or upon request of the California's Division of Occupational Safety and Health.