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**INJURY AND ILLNESS PREVENTION POLICY**

Pathways Academy Adult Education (“School”) adopts this Illness and Injury Prevention Program (“IIPP”) as the School is committed to maintaining a safe and healthful working environment. The IIPP is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at the School’s administration office. Employees will be provided a copy of the plan upon hire and upon any changes to the plan.

It is the intent of the School to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, the School requires the active participation and assistance of all employees. The policies and procedures contained in this IIPP are mandatory. Employees must be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that they know is not safe and are encouraged to inform their supervisor of any potentially hazardous situation or condition that is beyond the employee’s ability or authority to correct. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the School’s safety program and to perform in a manner that assures personal safety and the safety of others, including students and families, visitors and other trades. To be successful in this endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. Every employee must also cooperate in all safety and health matters, not only between management and employees, but also between coworkers. Only through such an effort can any safety program be successful. The School’s objective is to implement a safety program that will reduce the total number of injuries and illnesses to an absolute minimum. Employees should contact Human Resources for assistance regarding this policy.

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INJURY AND ILLNESS PREVENTION PLAN



**ADULT EDUCATION**

Injury and Illness Prevention Program

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**INJURY AND ILLNESS PREVENTION PLAN**Code of Safe PracticesGeneral Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to ensure safe school operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their supervisor.
4. If an employee is unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while their ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
7. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
8. Work shall be well-planned and supervised to prevent injuries in the handling of materials and operating equipment.
9. The work area must be kept clean and free of debris, electrical cords and other hazards.
10. Employees must immediately clean up spilled liquids.
11. Do not attempt to operate equipment until you are fully trained and authorized.
12. Employees may never bring firearms, weapons, illegal drugs or alcoholic beverages on school facilities.
13. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.

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14. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
15. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
16. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, make sure eye contact is made prior to communicating.
17. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
18. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

**Building Safety**

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.
3. All employee desks or offices should be secured at the end of the day.
4. When an employee is called away from their work area for an extended length of time, valuable or personal articles should be stowed out of sight and computer screens must be locked.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

**Fire Prevention and Housekeeping**

1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times in School offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.

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4. Smoking is prohibited within twenty (20) feet from School offices or events.
5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

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**INJURY AND ILLNESS PREVENTION PLAN**General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the School delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Management will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all staff regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the IIPP and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the administrative office and employee work spaces to identify and correct unsafe actions and conditions that could cause accidents.



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4. Act as a leader in school safety policy and set a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that first aid materials and fire extinguishers are maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving employees requiring medical attention are properly treated and promptly reported to the office.

Human Resources acts as a safety resource for the School, monitors staff training, is responsible for maintaining program records, and works with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.
6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

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Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support the School's safety efforts. Specific employee safety responsibilities include:

1. Asking a supervisor for assistance when unsure how to do any task safely.
2. Reading and abiding by all requirements of the IIPP.
3. Reporting all accidents and injuries, no matter how minor, to the supervisor immediately.
4. Reporting any safety hazards or defective equipment immediately to their supervisor.
5. Remaining clear of the possession or the influence of alcohol or controlled substances while on the premises.
6. Never engaging in horseplay or fighting.
7. Participating in, and actively supporting, the safety program.

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**INJURY AND ILLNESS PREVENTION PLAN**Office Safety

Office accidents can and do happen. To prevent them, the School has developed the following rules for the office staff. The School will also endeavor to include office employees in periodic safety meetings. If at any time an employee believes there is a safety hazard, they must notify their supervisor immediately.

1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not lean or tilt chairs back while sitting in them.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
10. Do not store heavy objects above your head that could fall on you in an earthquake.
11. Do not store flammable or combustible materials near heaters or other heat sources.
12. If you are unsure how to do any task safely, ask your supervisor.
13. Do not operate any equipment you are not trained and authorized to use.
14. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to your body.
  - Keep your back straight.

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- Lift with your legs.
- Do not lift and twist.
- Get a second person to help, or use equipment when lifting an object heavy objects.

### Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). In order to minimize the possibility of developing an RMI, employees should consider the following risk factors:

1. The force used to perform a task;
2. Posture while performing tasks;
3. The number of repetitions performed in a given time period; and
4. Mechanical stresses such as hard surfaces.

### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. Employees are encouraged to sit in a neutral position to minimize joint stress and the potential for an RMI. When sitting in a chair in neutral position, the employee’s knees should be kept at a ninety-degree angle position, hands, arms and wrists are in line and parallel to the floor, feet rest completely on the floor (unless a footrest is used), the head faces forward, elbows are kept close to the body and bent at an angle of ninety to one hundred and twenty degrees, the employee’s back is against the seat back of the chair, and thighs and hips rest comfortably on a seat parallel to the floor.

Employees are encouraged to contact Human Resources for support.

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**INJURY AND ILLNESS PREVENTION PLAN****Hazardous Materials and Chemicals Communication Plan****Hazardous Material Inventory**

Upon request, Human Resources will provide a list of any hazardous materials used in the School's operations or present in the School's offices. This list will contain the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory.

**Safety Data Sheets ("SDS")**

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in a central location at the School's office. These SDS are available to all employees, at any reasonable time, upon request. Copies of the most commonly used products will also be kept by the supervisor at the work site.

Human Resources will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Human Resources will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the School office until a SDS has been received. The staff will obtain SDS for all new materials when they are first ordered.

**Container Labeling**

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

1. The chemical name of the contents;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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Employee Information and Training

All employees will be provided information and training relative to their use of any hazardous materials.

The information and training will include:

1. The specific hazards;
2. Protective/safety measures which must be utilized; and
3. The measures the organization has taken to lessen the hazards

Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

At any reasonable time, an employee has the right, upon request, to:

1. Access the SDS folder and the Hazardous Materials and Chemicals Communication Plan;
2. Receive a copy of any environmental sampling data collected in the workplace; and
3. See their employment medical records.

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### Hazard Identification and Evaluation

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our IIPP.

#### Loss Analysis

Periodic loss analyses will be conducted by Human Resources. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management and employees through safety meetings and other appropriate means.

#### Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

#### Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of the School will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

#### Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include: safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, or Cal/OSHA Consultation.

#### Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

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Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by Human Resources.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed;
2. The name and title of person who performed the inspection;
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
4. Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.



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### Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

#### Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

#### Techniques for Correcting Hazards

1. **Engineering Controls:** Could include machine and equipment handling. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment:** These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

#### Documentation of Corrective Action

Designated staff will prepare and submit a Monthly Site Safety Checklist to document any hazards. All corrective action taken to mitigate hazards will be documented. All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

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**INJURY AND ILLNESS PREVENTION PLAN****Bloodborne Pathogen Exposure Control Plan**

Human Resources, or designee, shall establish and maintain the following Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne pathogens, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). This plan will be reviewed annually and made available to staff. The School will use work practice controls to eliminate or minimize employee exposure, and will regularly examine and update those controls.

A bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans (OSHA Regulations Standard 29 CFR).

Occupational exposure is defined as any “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” (8 CCR 5193)

Examples of school job classifications in which employees may experience occupational exposure include teachers and paraeducators. These employees are potentially occupationally exposed because they may provide first aid or may clean up spills or equipment that is contaminated.

All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure. School staff who are potentially occupationally exposed to bloodborne pathogens will be provided with training so they learn how to avoid becoming exposed, be given personal protective equipment such as gloves or masks, and offered a Hepatitis B vaccine at no cost to them. Employees having contact with blood or other bodily fluids are required to wear disposable gloves, wash their hands with soap and water, and disinfect any equipment or work areas that are affected.

**Procedure**

Clean up of bodily fluids may be performed by staff, the student, or the parent/guardian of a minor as appropriate based on the circumstances. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.) and must report any incident involving bodily fluids to their supervisor. Each staff member will be equipped with a first aid kit and will be replaced as necessary.

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party.

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2. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed:
  - If there is a need for a clean up in a public location, school personnel should first inquire if the site has designated an individual responsible.
  - If there is not a responsible individual at a public location, the employee must notify the most senior school employee on duty. The employee should assess the situation to determine if clean up is needed, and the steps to complete the cleaning.
  - Procedure to clean up the spilled fluids:
    - Prevent others from becoming exposed by securing the area.
    - Put on disposable gloves.
    - Wipe up the fluids with paper towels and place the soiled towels into a leak-proof plastic bag.
    - Spray surface(s) with an appropriate disinfectant cleaner and wipe the area with paper towels or use the solution provided in the Emergency First Responder pack. Follow the disinfectant product instructions for time on the surface and removal.
    - Place all potentially contaminated materials in a leak-proof plastic bag.
    - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
    - Disinfect all surfaces and equipment used in the clean-up.
    - Remove gloves from inside-out and place in the plastic bag. Do not reuse disposable gloves.
    - Secure the bag, place it in a second leak-proof plastic bag, and discard it in the trash.
    - Wash hands thoroughly in hot, soapy water for at least twenty (20) seconds.
    - Flush mucous membranes with water immediately or as soon as feasible following contact with potentially infectious materials.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to Human Resources.

**Hepatitis B Vaccination**

The hepatitis B vaccination series shall be made available at no cost to all employees who have a risk of occupational exposure. The hepatitis B vaccination shall be made available unless the employee has previously received the complete vaccination series. Employees are to use their paid medical benefit through the School to access the vaccination. If the employee does not

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qualify or does not utilize the paid medical benefits through the School, they should contact human resources for support.

Employees who decline to accept the vaccination shall sign the Hepatitis B declination statement (Appendix B).

### **Post-Exposure**

Any employee exposed to a bodily fluid while performing job responsibilities who has not received the Hepatitis B vaccine will be encouraged to receive the series within 24 hours of exposure.

## Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in serving on safety committees to review and provide feedback on the School's Injury and Illness Prevention Program and School Safety Plans and procedures. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the School.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or human resources, including memos, postings, payroll stuffers, and newsletters.

Employees will be kept advised of highlights and changes relating to the safety plan. Management shall relay changes and improvements regarding the safety plan to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the administrative assistant for distribution to the appropriate manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The School will not discriminate against any employee for raising safety issues or concerns.

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The School also has a system of anonymous notification whereby employees who wish to inform the School's of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Human Resources  
Pathways Academy Adult Education  
100 East San Marcos Blvd., Suite 350, San Marcos, CA 92069  
Phone: (760) 494-9646  
Fax: (760) 290-7022

### Employee Safety Training

The School is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, supervisors, and employees will be trained on various accident prevention topics.

Employee training will be provided at the following times:

1. All employees will receive safety trainings per board policy.
2. All new employees will be given a copy of this IIPP (which includes our Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.

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3. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the School is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Safe lifting;
- Emergency procedures; and
- Contents of safety program

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**INJURY AND ILLNESS PREVENTION PLAN****Emergency Medical Services and First Aid**

The School will ensure the availability of emergency medical services for its employees at all times.

**First-Aid Kits**

Every work site shall have access to at least one first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies will be kept in the administration office and made available to staff as needed.

**Recommended Supplies**

Adhesive dressings  
Adhesive tape rolls, 1-inch wide  
Eye dressing packet  
1-inch gauze bandage roll or compress  
2-inch gauze bandage roll or compress  
4-inch gauze bandage roll or compress  
Sterile gauze pads, 2-inch square  
Sterile gauze pads, 4-inch square  
Sterile surgical pads suitable for pressure dressings  
Triangular bandages  
Cotton-tipped applicators\*  
Appropriate record forms\*  
First-aid textbook, IIPP or equivalent\*

*\*To be available but not necessarily within the first-aid kit.*

**First Aid**

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

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1. Hospitals;
2. Ambulance services; and
3. Fire-protection services.

Prior to the commencement of work at any site, Human Resources shall locate the nearest preferred medical facility and establish transportation or communication methods in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of injury or illness through the new employee orientation program and Code of Safe Practices (see page 2).

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

- 1. For severe accidents call 911 and request the Paramedics.**
- 2. Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.



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### Accident Investigation

The supervisor or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

#### Responsibility for Accident Investigation

Immediately upon being notified of an accident, the supervisor with support from Human Resources shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

#### The Purpose of Accident Investigations

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

#### What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

#### Procedures for Investigation of Accidents

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who may have additional information regarding the incident.

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**INJURY AND ILLNESS PREVENTION PLAN**

4. Report the accident to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation will also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and prompt investigations ensure information is available, help to correct causes quickly, help identify all contributing factors, reflect management concern, and reduce the chance of recurrence.

**Investigation Tips**

The investigator should:

- Avoid placing blame or implying blame on any person involved in the incident.
- Prepare documentation such as photos and diagrams as appropriate.
- Be objective, interview witnesses and get the facts.
- Reconstruct the event without any bias.
- Use open-ended questions when interviewing witnesses.

**Questions to Ask**

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions.

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Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”**

### Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.
2. Leadership and Human Resources will review the results of all investigations, prepare communication to staff, take corrective actions, and consider safety program modifications.
3. Information obtained through accident investigations may be used to update and improve the safety plan.

## COVID-19 Prevention Plan

Pathways Academy Adult Education (“PAAE” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal-OSHA regulations. The following CPP outlines the School’s plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19).

### COMMUNICATION

The School will do all of the following in a form readily understandable by employees:

- Ask employees to report to human resources, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures and possible COVID-19 hazards at the workplace
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

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- Provide information about access to COVID-19 testing. If testing is required, the School will inform affected employees of the reason for the COVID-19 testing and the subsequent procedures in the event of a positive test.
- Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the School's workplace.

### IDENTIFICATION AND EVALUATION OF HAZARDS

Employees shall participate in the identification and evaluation of COVID-19 hazards.

#### Identification

- Employees must evaluate their own symptoms and complete the School's wellness check before reporting to in-person assignments.
- Employees with COVID-19 symptoms must contact human resources immediately and are not permitted to report to work until completing the appropriate quarantine or isolation period and receiving clearance from human resources.
- For staff with job responsibilities that must be completed in-person and cannot be performed remotely, the School will screen employees for COVID-19 symptoms prior to the start of their work day.
- In the event that there is an outbreak of three or more cases in an exposed workplace the following will apply:
  - The School will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of the outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a) as applicable. COVID-19 testing will be provided at no cost to the employees during employees' working hours.
  - After the first two COVID-19 tests, the School will provide continuous COVID-19 testing for employees who remain at the workplace at least once per week, or more frequently, if recommended by the local health department.
  - The School will provide additional testing when deemed necessary by OSHA.

#### Evaluation

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.
- The School will conduct a workplace-specific evaluation of all interactions, areas, activities, processes, equipment, and materials that could potentially expose individuals to COVID-19 hazards. Where required by State and local health departments, specific workplace plans will be posted alerting employees and visitors of the measures that are

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- needed to prevent the spread of COVID-19 within the establishment.
- When practicable, increased air circulation will be implemented by opening doors/windows.
  - Signage will be posted at the workplace entrance restricting those who have COVID-19 symptoms from entering.
  - Signage will be placed in the restroom(s) and in the kitchen/lunchroom if applicable reminding employees to wash their hands with soap and water.
  - 
  - 
  - Sanitizer will be readily available to employees throughout the workplace and provided to clean high touch areas like the copier touch screen, between uses.
  - Soap and water or hand sanitizer will be available to employees to clean their hands.
  - 
  - Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time.
  - 
  - 
  - 
  - Human Resources will monitor employee exposure and symptoms through a self-assessment system:
    - Upon learning an employee may have been exposed to COVID-19 or is experiencing symptoms, human resources will determine a course of action based upon the guidance of the CDC and local health officials.
    - If it is determined by human resources that the employee should be tested for COVID-19, the employee will be directed to a specific testing location. Employees will be encouraged to access testing through their regular health care provider if insured. PAAE will reimburse the employee for the cost of the examination should the employee have been exposed in the course of work.

**INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

The School has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- Where there has been a COVID-19 case at the place of employment, the following steps will be taken:
  - a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - b. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which

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- may have been visited by the COVID-19 case during the high-risk exposure period.
- c. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - All employees who may have had COVID-19 exposure
    - Community partners, vendors and other individuals present at the workplace during the high-risk exposure period.
  - d. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with information on available resources and benefits.
  - e. Investigate whether any workplace condition could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
    - Personal identifying information or medical services provided to COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
    - The School shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

**CORRECTION OF COVID-19 HAZARDS**

The School has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted, and implementing the controls outlined in the Evaluation section of this policy.

The School will implement procedures to reduce the transmission of COVID-19 based on the investigation and in compliance with local and state guidelines.

**TRAINING AND INSTRUCTION**

Notification shall be provided to parents advising them of health and safety requirements for students to return to in-person activities. Staff shall receive training and information on COVID-19 and preventative practices.

The School will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.

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**INJURY AND ILLNESS PREVENTION PLAN**

- A digital or printed copy of COVID-19 related benefits to which the employee may be entitled under applicable federal, state and local laws.
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  - Labor Code sections 3212.86 through 3212.88
  - Local governmental requirements
  - The School's leave policies
- Online COVID-19 training that includes the following information:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although less common.
  - An infectious person may have no symptoms.
  - 
  - The importance of frequent hand washing with soap and water for at least 20 seconds.
  - The importance of using hand sanitizer as a disinfectant when employees do not have immediate access to a sink or hand washing facility.
  - 
  - A list of COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has such symptoms.

**PHYSICAL DISTANCING**

For schools to safely reopen and allow students, teachers, and staff to reconvene in-person services, protective measures must be taken and all staff and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines. Schools shall take measures to limit in-person access and detect sources of COVID-19 or other infectious diseases as needed.

- The school may implement methods to reduce exposure such as:
  - Telework or other remote work assignments;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

**FACE COVERINGS**

As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state

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## INJURY AND ILLNESS PREVENTION PLAN

school guidelines. If face masks are required, students who do not have personal face covering shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, and laws.

Students and staff who exhibit signs or symptoms or COVID-19 shall self-quarantine for five days and are further prevented from participating in any in-person activity or meeting until it is medically safe for them to return. Students who are unable to meet with staff as a result of COVID-19 shall continue to receive instruction and support remotely.

The School shall provide face coverings where required by orders from the State Department of Public Health or local health department.

- The School will ensure face coverings are clean and undamaged. Face shields are not a replacement for face masks, although they may be worn together for additional protection.
- The School will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment, if applicable.
- The School will enforce measures to communicate to non-employees the face coverings expectations on their premises or when engaging with its employees as outlined in the Evaluation section of this policy.
- The School shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards.

## SITE-SPECIFIC ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT

### Site-Specific Engineering Controls

- At fixed work locations, the School may install or utilize cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- For the School offices with mechanical or natural ventilation, or both, the School will maximize the air quality to the extent feasible.

### Administrative Controls

The School has implemented cleaning and disinfecting procedures, which would require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and



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## INJURY AND ILLNESS PREVENTION PLAN

scope of regular cleaning and disinfection. Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.

- Areas, materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

### Personal Protective Equipment

- The School will continuously evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide personal protective equipment that relate to the job the employee performs as needed.

### REPORTING, RECORDKEEPING, AND ACCESS

- The School will report information about COVID-19 cases at the workplace to the local health department immediately, but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The School will provide to the local health department the total number of COVID-19 cases, and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The School shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- The School will report immediately to their State's OSHA Division any COVID-19 related serious illness or death, as defined under section 330(h), or an employee occurring in a place of employment or in connection with any employment.
- The School will maintain records of the steps taken to implement the written COVID-19 Safe Reopening and Operation of Schools policy.
- The written COVID-19 Safe Reopening and Operation of Schools policy will be made available at the workplace to employees and to representatives of OSHA immediately upon request.
- The School will keep a record of and track all COVID-19 cases with:
  - Employee's name

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**INJURY AND ILLNESS PREVENTION PLAN**

- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of a positive COVID-19 test
- Medical information will be kept confidential.
- The information will be made available to employees or otherwise required by law, with personal identifying information removed.

**EXCLUSION OF COVID-19 CASES**

The following describes how the School is to limit transmission of COVID-19 in the workplace.

- The School will ensure that COVID-19 cases are excluded from the workplace until the employee is safe to return, according to federal, state and local guidelines
- The School will exclude employees with COVID-19 exposure from the workplace for the necessary number of days based on current guidelines after the last known COVID-19 exposure to a positive COVID-19 case.
- For employees excluded from in-person work and otherwise able and available to work, the School will continue an employee's earnings and all other employee rights and benefits, including the employee's right to their job status. The School may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

These procedures will not apply:

- To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
- Where the employer demonstrated that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law or school policy that provides greater protections.
- At the time of exclusion from in-person work, the School will provide the employee the information on available benefits.

**RETURN TO WORK CRITERIA**

Note that the following criteria is subject to change based on the current federal, state and local guidance.

- An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:
  - At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications,

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## INJURY AND ILLNESS PREVENTION PLAN

- COVID-19 symptoms have improved, and
- At least 5 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.
- If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

It is the policy of the Board of Directors of the School that all teachers and staff shall be responsible for ensuring adherence to the policies of the School for the safe reopening and operation consistent with all laws, regulations, and policies.

### Enforcement of Safety Policies

Employee compliance with the School's IIPP is mandatory and shall be considered a condition of employment.

#### Training Programs

Both new and continuing School staff will be trained on safe work practices per board policy. This will help ensure that all employees understand and abide by the School's safety policies.

#### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. The supervisor may formally document safety concerns and the corrective action taken with the employee and include in the employee's personnel file.

#### Disciplinary Action

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**INJURY AND ILLNESS PREVENTION PLAN**

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as it occurs, is considered a serious violation of the School's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees may be disciplined for infractions of safety rules and unsafe work practices, not just those that result in an injury, if it is determined after an investigation that the employee did not act in compliance with the School's safety procedures. Disciplinary action will only be taken for safety violations. An employee will not be disciplined or retaliated against for filing a claim for Workers' Compensation.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other School policies. Discipline will be administered in a manner that is consistent with the School's Employee Handbook.

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

**ACKNOWLEDGMENT OF RECEIPT OF INJURY AND ILLNESS  
PREVENTION PLAN**

The IIPP is included in the annual notice to employees and is provided to all new hires as part of the onboarding process.

PLEASE READ THE EMPLOYEE INJURY AND ILLNESS PREVENTION PLAN THEN SIGN THE ACKNOWLEDGMENT DOCUMENT.

This is to certify that I have received a copy of the Pathways Academy Adult Education (“School”) Illness and Injury Prevention Plan. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the School.

I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material/chemical I am exposed to while working.
- I am entitled to see a copy of the Injury and Illness Prevention Plan.
- I will not be discriminated against for reporting safety concerns.

Employee Name: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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INJURY AND ILLNESS PREVENTION PLAN

**APPENDIX B**

Hepatitis B Vaccination Declination Form

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**INJURY AND ILLNESS PREVENTION PLAN****APPENDIX C****CODE OF SAFE PRACTICES GENERAL**

It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.
11. Clean up all spills promptly.

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**INJURY AND ILLNESS PREVENTION PLAN**

- 12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.
- 13. Never stack material on top of high places or store any material in an unstable manner.
- 14. Report frayed electrical cords or exposed wiring to their supervisor immediately.
- 15. Never use a metal ladder when working on or near electrical components and systems.
- 16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
- 17. Install all electrical cords so as not to block or hinder traffic areas and shall install appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
- 18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
- 19. Appropriately label and store poisonous solutions not intended for consumption

**General – Code of Safe Practices Acknowledgement**

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

Employee \_\_\_\_\_  
Signature / Printed Name Date

Supervisor \_\_\_\_\_  
Signature / Printed Name Date