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METROPOLITAN EDUCATION DISTRICT

MetroED

Employee Safety Newsletter

WHERE AND WHAT IS THE INJURY AND ILLNESS PREVENTION PLAN (IIPP)

It is imperative that all employees know what an IIPP is and where it is located!

An IIPP is the Injury and Illness Prevention Plan (IIPP). The plan is located at each site in the front office and also on the MetroED intranet. MetroED has an Injury and Illness Prevention Plan to ensure safe and healthful working conditions for all District employees. The IIPP is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal Safety regulations. The main focus on the plan is to prevent injuries.

The program has been designed with the major emphasis on the health and safety of all District employees while trying to remain viable and effective. The program identifies District responsibilities and also defines responsibilities of the District program coordinators, site managers, supervisors and all other employees. All District employees are required to adhere to the policies and procedures set forth under this program. However, all administrators, managers and employees are encouraged to provide constructive criticism of the program in the interest of periodic modifications to ensure that the program remains one that supports injury prevention and education.

The ergonomics, heat illness prevention, workplace violence, bloodborne pathogen and COVID plans are included in the IIPP. Employees well being and safety are important to the school district.

Employees must be responsible for their own safety. If you see a safety hazard or concern, please contact the Facilities Department and follow up by submitting a work order. The concern can also be reported anonymously. The Anonymous Report form is also available on intranet. The safety and health of MetroED students and employees are our highest priority and we take the responsibility very seriously.

The primary responsibility of OSHA is to develop and enforce health and safety standards that protect workers in the workplace. It has mandatory power to audit organizations for compliance of health and safety standards. OSHA conducts workplace inspections to make certain that employers are complying with the standards and providing a safe and healthful workplace.

If an Occupational Safety and Health Administration (OSHA) officer asks an employee what an IIPP is and where it is located and the employee can not answer, MetroED could receive a fine ranging from \$10,000 to \$25,000. The officer will randomly pick any employee. Once again, the plan can be found on the MetroED webpage under the Safety tab at the top of the page.

Please remember all work related injuries must be reported within 24 hours of the injury. The procedure can be found in the IIPP plan. If you need more information on how to report an injury please contact Human Resources.

Please contact the Facilities Department if you have any OSHA concerns or if OSHA contacts you.

REPORTING EMPLOYEE WORK RELATED INJURY OR ILLNESS

If you, as an employee, have a work related injury or illness, you are **REQUIRED** to follow this procedure: (NO EXCEPTIONS)

1. Report the injury immediately to your Supervisor/Admin Assistant.
2. Fill out, sign and have your supervisor also sign the Workers' Compensation form (DWC-1). If possible, this form is to be completed during the work shift the injury occurs. Reports should not exceed the 24 hour reporting period. The supervisor/admin assistant must attach the 5020 report and the investigation form with the submitted DWC-1.
3. If advised, go to the designated Workers' Compensation Clinics—Concentra or Kaiser On The Job. If you have a pre-designated doctor on file in Human Resources you may go to him/her **AFTER** verifying you have the form on file with Human Resources.

Contact Human Resources before you return to work. Do not return to the job site until you have come to the HR office with your doctor's note and release.

The necessary forms are available in the front office at your site or on the MetroED internet web site under Facilities.

These instructions meet the guidelines of the Education Code and government regulations.

If you have an emergency and you require immediate medical attention, have someone call 911. At this point, paperwork can follow.



REPORT ALL HAZARDS

All hazards that are found in the workplace should be reported immediately to a supervisor, the safety department or management. This is a standard practice that should exist in any workplace and every employee should be made aware that this is the appropriate action to take should they encounter any hazard or potential hazard they discover. If all employees take the responsibility of reporting hazards, the information will help ensure that the workplace is safer for students and staff and will reduce costly incidents or days off work.



INDOOR AIR QUALITY CONTROL PLAN

The Indoor Air Quality Control Action procedure establishes a standard operating procedure with respect to safety and environmental precautions for MetroED. We believe that safety and health must be an integral part of every task and must be given the highest priority. No job is so urgent and no work is so important that we cannot devote adequate resources and time to ensure a safe working place.

Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. The Facilities Manager shall determine the appropriate corrective action to abate, eliminate or correct identified condition. If the problem cannot be assessed and resolved in 24 hours, the concern is then turned over to the Chief Business Officer, Dorothy Riconose, to accelerate the intervention to outside sources and experts.

ASBESTOS NOTIFICATION AND FACT SHEET

The California Asbestos Notification Bill (AB 3713) requires the District to notify employees of the presence of asbestos containing material (ACM) in the building they occupy. Like many buildings built before the 1990's MetroED has sites containing some asbestos in the building materials. The most common types of ACM which have been found at MetroED are

vinyl floor tiles, sheet vinyl floor covering, mastic (floor tile glue), parapet panels on the roof, slabs used for laboratory bench tops, and panels lining chemical storage cabinets. These asbestos containing building materials pose no risk of exposure to building occupants unless they are damaged or disturbed in a way that releases fibers into the air where they can be inhaled or ingested. As part of our ongoing effort to maintain a safe and healthy working environment, and in conjunction with scheduled facility renovations, asbestos is removed whenever feasible. Each asbestos removal project is done by certified contractors and is closely monitored and supervised. Air monitoring is conducted and wipe samples are taken to ensure the effectiveness of fiber control measures and to ensure that all work is conducted in strict accordance with Environmental Health and Safety specifications as well as federal, state and local asbestos abatement regulations. If you have any questions or concerns about asbestos related projects at MetroED please contact the Manager of Facilities.

LEAD AWARENESS

The Guidelines for Working with Lead-Containing Materials applies to any work where MetroED staff and/or contractor personnel may be exposed to lead or lead-containing materials. Activities covered by MetroED's guideline include (but are not limited to) demolition, renovation, encapsulation, maintenance operations, paint-prepping and firing range clean-up. All employees involved in the disturbance of lead-containing materials and lead based paint as part of regular work activities must have at least a lead awareness training class. MetroED will conduct necessary sampling, monitoring and inspections to ensure compliance with regulations as well as to protect employee health and safety. Facilities will provide guidance to departments regarding lead, lead exposure, and if necessary, lead abatement. Facilities will act as a liaison between sites and departments requesting services and lead abatement contractors.

Any questions concerning lead or items specified in the guideline should be directed to the Manager of Facilities.

WORK SAFELY

The safety of our employees is an integral part of the success of MetroED. No function of this District is so critical as to compromise safety. It is understood that in the past and currently, considerable effort is

being made by our employees to contribute to a safe and healthy environment and that effort is applauded.

BASIC SAFETY RULES

- When in doubt about a safety procedure or hazard in the workplace, ask your supervisor.
- Report unsafe conditions to your supervisor immediately.
- Do not run; watch your step; keep firm footing at all times.
- Horseplay is not tolerated.
- The use of alcohol or illegal drugs are not tolerated.
- When lifting heavy objects, use your legs and set your feet firmly. Bend your knees while keeping your back straight and do not twist your body. If the load is too heavy, get assistance.
- If eye hazards are present, wear appropriate eye protection.
- Look before you walk and make sure your path is clear. Remember, objects that do not belong on the floor can contribute to falls and injuries.
- If you become ill when using chemicals in the workplace, you must notify your supervisor.
- You must never remove safety guards for equipment.
- You must never stand on chairs, desks or other furniture to expand your reach.
- Treat all body fluids as infectious to reduce the risk of exposure.
- Learn locations of fire extinguishers and know how to use them.
- Learn where the fire exits are located.
- Handle sharp objects and tools carefully and store them in a safe manner.
- Personal Protective Equipment, such as gloves, safety glasses, ear protection, hard hats, etc. must be worn during certain operations.
- Employees are not expected to take chances, endanger their lives or the lives of others in the performance of their duties. When in doubt, ask your supervisor to explain any job.

