



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Injury and Illness Prevention Program Requirements  
**NUMBER:** BUL-3772.1  
**ISSUER:** Yi Hwa Kim, Interim Director  
Office of Environmental Health and Safety  
**DATE:** May 19, 2009

## ROUTING

All Schools and  
Offices

**POLICY:** The California Code of Regulations and Board Rule 2351 mandate that the District maintain a safe and healthy workplace for employees. These regulations require that each work location have a written Injury and Illness Prevention Program (IIPP) with specific responsibilities and procedures assigned and implemented to prevent employee injuries and illnesses. As a result, each District site must have a written IIPP that is reviewed and revised, as appropriate, annually or whenever there is a change in the site administrator or other personnel listed in the IIPP, there is a change in operations, or when new regulations have been issued. The IIPP must be available for review by an Occupational Safety and Health Administration (OSHA) Compliance Officer during an inspection or accident investigation conducted at their facility.

**MAJOR CHANGES:** This Bulletin replaces Bulletin No. BUL-3772.0, "Illness and Injury Prevention Program," issued by the Office of Environmental Health and Safety (OEHS) and dated June 26, 2007. The title of this Bulletin has been changed to align with the California Occupational Safety and Health Administration (Cal OSHA) requirements and the contents contain updated information and procedures.

**BACKGROUND:** The Corporate Criminal Liability Act (California Penal Code Section 387) holds managers and corporations liable for concealing knowledge of a serious danger to employees. The failure to warn employees and to report it to regulatory agencies within 15 days of awareness, or immediately if there is imminent risk of great bodily harm or death, may result in assessment of personal fines up to \$25,000 and/or imprisonment for up to three years. California Labor Code Section 6423 makes it a misdemeanor for managers or supervisors to willfully violate a safety order or standard, with penalties of up to a year in jail and fines up to \$15,000, or both.

**GUIDELINES:** I. RESPONSIBILITIES OF SITE ADMINISTRATOR

1. Each site administrator must develop and implement a written IIPP specific to their site. An IIPP template has been developed to assist in compliance with this requirement. To access the template follow the link <http://www.lausd-oehs.org/injury-illness.asp> and click on the link [IIPP Template \(\\*.doc\)](#). Fill out the requested site specific information and



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print a completed copy of the IIPP to be kept in your office with other District policies.

2. Training specific to the IIPP must be conducted for all employees annually and as new employees are hired. An IIPP PowerPoint Presentation has been developed to assist with the training requirements. To access the file follow the link <http://www.lausd-oehs.org/injury-illness.asp> and click on the link [IIPP Training \(PowerPoint\)](#). Training must be documented on sign-in sheets which can be found in the IIPP Template.
3. A copy of the IIPP or a summary must be posted in the main administration building or other prominent location available to employees where notices are regularly posted regarding, rules, regulations, and procedures.
4. The IIPP must be available for review by an Occupational Safety and Health Administration (OSHA) Compliance Officer during an inspection or accident investigation conducted at their facility.
5. The IIPP must be updated annually by the site administrator if there have been changes in personnel listed in the IIPP or changes in operations.

### II. MANDATORY ELEMENTS OF AN IIPP

Each site administrator is responsible for preparing, maintaining and implementing an IIPP at their location which must include each of the eight requirements listed below:

1. The identity of the person(s) at a specific site with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthy work practices including training programs, disciplinary action, recognition, or other means.
3. A system for communicating with employees on matters relating to occupational safety and health including meetings, training programs, postings, safety committees or other means.
4. A system for identifying and evaluating workplace hazards, including written scheduled periodic inspections to identify unsafe conditions and work practices.
5. A procedure to investigate occupational injuries and illnesses.
6. A system for correcting unsafe or unhealthy conditions, work practices, or work procedures in a timely manner based on the severity of the hazard.
7. Training and instruction for new employees; when new hazards are introduced; employees given new job assignments, and for supervisors based on job specific hazards.



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8. A system for recordkeeping and documenting each of the above requirements.

### III. MONITORING

1. The OEHS representative assigned to each site will review the written IIPP during periodic visits to ensure that all required elements are included and have been implemented.
2. An OEHS representative will provide site administrators with IIPP implementation assistance if requested.
3. OEHS will issue a written Corrective Action Notice (CAN) to the site administrator for any requirement that has not been implemented.
4. Site administrators are responsible for ensuring their written IIPP is completed and on file. Failure to do so may result in fines or other legal sanctions which are payable by the facility cited and potential disciplinary action against the site administrator.

#### **AUTHORITY:**

- Board Rule 2351
- California Code of Regulations, Title 8, Section 3203

#### **RELATED RESOURCES:**

- *Accident Investigating & Reporting*, Safety Alert #04-14, issued by the Office of Environmental Health and Safety.
- *Act of Violence*, Bulletin No. BUL-1603.0, dated September 8, 2005, issued by Risk Management and Insurance Services.
- *Injury & Illness Prevention Plan*, IIPP template available on the Office of Environmental Health and Safety website, <http://www.lausd-oehs.org>, select "Injury & Prevention Plan" and click on the link [IIPP Template \(\\*.doc\)](#).
- *Safe School Inspection Guidebook*, issued by the Office of Environmental Health and Safety.
- *Safe School Plans Volume 1 - (Prevention Programs) and Volume 2 - (Emergency Procedures) – Update*, Memorandum issued annually by the Office of Environmental Health and Safety.
- *Workers' Compensation Procedures*, Reference Guide No. REF-1279.0, dated September 3, 2004, issued by Risk Management and Insurance Services.

#### **ASSISTANCE:**

For assistance or further information, contact the Office of Environmental Health and Safety at 213-241-3199 or at <http://www.lausd-oehs.org>.