



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Illness & Injury Prevention Program

NUMBER: BUL-3772.0

ISSUER: Angelo J. Bellomo, Director
Office of Environmental Health and Safety

DATE: June 26, 2007

ROUTING

All Schools and
Offices

POLICY: The California Code of Regulations requires employers to maintain a safe and healthful workplace for employees. These regulations require a written Injury and Illness Prevention Program (IIPP) with specific responsibilities and procedures assigned and implemented to prevent employee injuries and illnesses. Each District site must have a written IIPP 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 Operations and Support Services Bulletin No. J-6 (Rev.) issued September 10, 1999. This Bulletin contains updated information, procedures and telephone numbers.

BACKGROUND: California Code of Regulations Title 8, Section 3203 and Board Rule 2351 require each District site to develop and implement a written Injury and Illness Prevention Program (IIPP). In addition, 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: Section I: Each Injury & Illness Prevention Program (IIPP) must include the following elements:

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.



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

An IIPP template has been developed to assist in compliance with the above requirements. The IIPP should be updated as needed with site specific information and annually as noted below. To access the template follow the link www.lausd-oehs.org. Select “*Safe School Plans*” and then “*Injury & Illness Prevention Plan*” and click on the link [IIPP Template \(*.doc\)](#). Fill out the requested site specific information and print a completed copy of the IIPP to be kept in your office with other District policies.

Section II: The following requirements and procedures have been established to ensure that the District continues to meet requirements of this regulation:

- Each site Administrator is responsible for preparing, maintaining and implementing an IIPP at their location which must include each of the eight requirements listed in Section I.
- The IIPP must be updated annually by the Administrator if there have been changes in personnel listed in the IIPP, changes in operations, or new regulations that must be implemented.
- The Office of Environmental Health & Safety (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.
- An OEHS representative will provide site Administrators with IIPP implementation assistance if requested.
- OEHS will issue a written Corrective Action Notice (CAN) to the site Administrator for any Section I requirement that has not been implemented.
- 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.



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AUTHORITY: Title 8 California Code of Regulations, Section 3203 (Injury and Illness Prevention Program); Board Rule 2351.

RELATED RESOURCES: *REF. 1279 Workers' Compensation Procedures; BUL. S-11 (rev) Act of Violence; REF. 1242 Safe School Plans; Safe School Inspection Guidebook; Safety Alert 04-14 Accident Investigating & Reporting.*

ASSISTANCE: For assistance or further information, contact the Office of Environmental Health and Safety (OEHS) at 213-241-3199 or www.lausd-oehs.org.