

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **INJURY AND ILLNESS PREVENTION
PROGRAM**

Section: **3.1**

A. RESPONSIBILITY FOR IMPEMENTING THE PROGRAM

1. The Board of Directors delegates the authority and responsibility for implementation of the injury and illness prevention program to the Executive Director of BSSP.
2. The Executive Director will monitor the effectiveness of the program and report to the Board of Directors as appropriate.

B. PROGRAM COMMUNICATION

1. Injury and illness prevention has a high priority in the operation of the BSSP program.
2. Employees are expected to carry out their work tasks in a safe manner and to avoid risks which may compromise their safety or their well being in the accomplishment of their work.
3. Hazards identified in the office should be reported to the Executive Director. Corrective action should be taken as appropriate to mitigate the hazard as soon as possible. Follow-up action will be instituted, including contact with the building manager if indicated, to affect a permanent solution. Discussion of safety issues will be encouraged at weekly staff meetings.

C. EQUIPMENT

1. Employees are to carefully review the safety information contained in the manuals supplied on all equipment they operate. They are to review this information before first operation of any new equipment.
2. Malfunctioning equipment will be disconnected from power source and appropriate service representatives contacted.
3. In the case of an equipment fire, an attempt to obtain control will be made by using the fire extinguisher in the building. If this is not successful, call 911 at once.

D. EMERGENCIES

1. A first aid kit is maintained in the kitchen area.
2. The Butte County Office of Education Emergency Response Manual is incorporated herein by reference and should be reviewed annually by all employees for the duration of BSSP's tenancy in a BCOE location.

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3. All emergency situations are handled by calling 911.

E. FIRE AND EARTHQUAKE

1. Report fires by calling 911.
2. In the event an evacuation is necessary, the BSSP office shall be exited consistent with the building evacuation plan posted in the office.
3. In the event of an earthquake, seek shelter under desks or tables until the shocks dissipate. In a severe earthquake, if the office building remains intact, it would be best not to attempt to evacuate until there is more information on the extent of damage exterior to the building.

F. RECORDS

1. The administrative assistant will maintain files on all equipment manuals.
2. A record will be kept on all safety problems and corrective action. These records will be maintained for three years.

G. TRAINING

1. New and existing employees will receive periodic training on safety issues relating to their positions.
2. New employee orientation records and records of safety training will also be maintained for three years.