

**INJURY AND ILLNESS PREVENTION PROGRAM FOR THE
SAN FRANCISCO DEPARTMENT OF EARLY CHILDHOOD****SUMMARY:**

This Injury & Illness Prevention Program (IIPP) includes guidelines, practices, and procedures to reduce the potential for occupational injuries and illnesses of the San Francisco Department of Early Childhood. This is accomplished through a comprehensive program including compliance, hazard communication, hazard identification, incident reporting and investigation, hazard control, and training.

AUTHORITY:

California Code of Regulations (CCR), Title 8, General Industry Safety Order, Section 3203 and Construction Safety Order, Section 1509.

SCOPE:

This program applies to all San Francisco Department of Early Childhood employees. This program is posted on the DEC SharePoint site: Finance & Operations > Health & Safety > [IIPP](#)

IMPLEMENTATION:

Department of Early Childhood shall fully implement this program. The target date for implementation of this program is February 1, 2023.

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Executive Director

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1.0 Policy

The San Francisco Department of Early Childhood recognizes that its employees may work in environments that could present potential hazards to their health and safety. It is the goal of the department to minimize or eliminate that risk. To achieve this goal, the department has established an Injury and Illness Prevention Program (IIPP). Implementation of the IIPP depends on management and staff clearly understanding that occupational health and safety is the responsibility of every employee.

All sections will conduct operations and maintain facilities in compliance with California Occupational Safety & Health Administration (Cal-OSHA): California Code of Regulations (CCR), Title 8, Section 3203, and other applicable health and safety regulations. All employees are required to follow departmental rules and procedures and to observe applicable state and federal safety regulations in the performance of their assigned duties.

Fulfillment of one's work responsibilities regarding employee safety and health is an important measure of performance and will be considered in evaluating the effectiveness of all employees.

1.1 Background

In October 1989, the California State Legislature enacted, as an emergency statute, Chapter 1369 (Senate Bill 198) California Code of Regulations (CCR), Title 8, General Industry Safety Order, Section 3203 and Construction Safety Order, Section 1509. This statute requires each employer to establish, implement, and maintain a written, effective IIPP. Further, the law requires Cal/OSHA to promulgate specific regulations and to evaluate IIPPs as part of their routine inspection procedures. The major requirements of the legislation are:

- **Management Commitment/Program Responsibility:** Employers must demonstrate commitment to safety and health in the workplace. Employers must have a written IIPP that designates the person(s) responsible for program implementation.
- **Employee Compliance:** Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and such a system should include disciplinary action and incentives.
- **Communication:** Employers must establish a system for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards without fear of reprisal.
- **Hazard Assessment:** Employers must establish a system for identifying and evaluating workplace hazards including periodic inspections of work conditions and practices.
- **Injury or Illness Investigation:** Employers must establish a procedure for investigating occupational injuries and illnesses.

- **Hazard Correction:** Employers must adopt methods and procedures for correcting unsafe or unhealthy work conditions and practices, and must ensure that such work conditions and practices are corrected in a timely manner, based on the severity of the hazard.
- **Health and Safety Training:** Employers must institute an occupational health and safety training program for employees and supervisors.
- **Recordkeeping and Access:** Records of scheduled and periodic inspections to identify unsafe conditions and work practices and documentation of employee safety and health training. Employees and their authorized representatives have a right to access this program.

1.2 Procedures

This document serves as the San Francisco Department of Early Childhood's written IIPP. This program was established on February 1, 2023. A copy of this IIPP is available on the DEC SharePoint site under Finance & Operations > Health & Safety > [IIPP](#). The Facilities Manager shall maintain and update this IIPP as new revisions are published.

1.3 Assignment of Responsibility

The Executive Director, Facilities Manager, Principal Human Resources Analyst, Deputy Directors, and employees are tasked with specific IIPP responsibilities:

Executive Director

The Executive Director will:

- Adopt and enforce the department's IIPP
- Review and approve any changes to the IIPP
- Procure and allocate resources necessary for IIPP implementation and maintenance
- Review summaries of accident and injury statistics

Facilities Manager

The Facilities Manager will:

- Develop policies, standards, and procedures to ensure that operations are conducted safely and comply with Cal-OSHA regulations
- Perform site inspections and advise the appropriate city agencies of needed corrections
- Retain copies of inspections and corrective measures taken
- Investigate employee reports of unsafe work conditions
- Monitor hazard abatement
- Review accident investigations and assist with investigations of any serious accidents or illnesses
- Select and provide a health and safety training video for Deputy Directors to show staff at meetings
- Maintain training and accident investigation records

Principal Human Resources Analyst

The Principal Human Resources analyst will:

- Have staff maintain annual OSHA 300 Logs
- Ensure posting of the annual OSHA 300 Log Summary of Injuries and Illnesses and any other required health and safety documents in appropriate locations
- Assist the Facilities Manager with implementation of the IIPP as it pertains to employee training and accident investigations.
- Coordinate with Facilities Manager to ensure that all records required by the IIPP are retained
- Act as liaison to Cal-OSHA

Deputy Directors

Deputy Directors will:

- Implement IIPP in respective unit and enforce all applicable safety rules
- Have staff watch health and safety videos at staff meetings and submit training roster to Facilities Manager
- Budget for expenditures for health and safety
- Obtain medical care for injured employees and report injuries promptly
- Provide employees with appropriate personal protective equipment

Employees

Employees will:

- Know and observe all health and safety rules and procedures that apply to the work to be performed at their worksites
- Attend all required safety training and medical monitoring appointments as assigned
- Ask for assistance when work procedures are unclear
- Use personal protective equipment (PPE) when required
- Report any unsafe working conditions or work practices
- Report all injuries to supervisor
- Use proper safeguards when working in potentially hazardous conditions

2.0 Compliance

Management is responsible for ensuring that safety and health policies and procedures are clearly communicated and understood by employees. Directors, managers and supervisors are expected to enforce the rules fairly and uniformly. Employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment. Our system of ensuring that workers comply with the rules and maintain a safe work environment include:

- Informing workers of the provisions of our IIPP

- Evaluating the safety performance of workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

Full compliance is achieved by three methods: (1) training to ensure employees have the necessary knowledge to do a job safely; (2) positive motivation to encourage and reinforce appropriate action; and finally, (3) progressive discipline for failure to follow procedures.

3.0 Communication

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Workplace safety and health training programs
- Regularly scheduled safety meetings
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

3.1 Safety Meetings and Training Programs

Cal/OSHA regulations require “tailgate” safety meetings for field employees at least every 10 working days. Office workers should attend safety meetings periodically. Safety meetings provide an excellent forum to present a discussion of safety and health policies and procedures, review the IIPP, and provide new safety information, discuss recent incidents, request input from employees on safety hazards, and provide job-specific information. Management should include safety as an agenda item.

3.2 Safety Bulletin Boards

Work locations will designate a dedicated Safety Bulletin Board for posting safety and health information. These bulletin boards should be located where employees will see them, such as where they report for work, in lunchrooms or break areas, or in main lobbies or hallways. Posted information may include:

- ✓ Cal/OSHA poster and OSHA 300a log (February 1 – April 30).
- ✓ Workers’ Compensation Poster

- ✓ Designated Medical Treatment Facilities & Medical Provider Network
- ✓ Emergency Phone Numbers
- ✓ Access to Medical and Exposure Records Notification
- ✓ Work Injury Notification Form

3.3 Hazard Reporting

Employees are encouraged to report unsafe conditions and practices and to contribute solutions for safety problems they identify. Employees must report emergency situations immediately to their supervisor or any available management representative. (The supervisor or management representative should notify the appropriate Manager or Director.) For non-emergency situations, the problem may be reported verbally to their supervisor or Facilities Manager, or by use of a Safety Suggestion Form

4.0 Hazard Assessment

Inspections to identify and evaluate workplace hazards shall be performed initially and periodically by the Facilities Manager. (See Appendix A: Office Safety Inspection Checklist)

4.1 Initial Hazard Surveys

Initial hazard surveys to identify and evaluate workplace hazards shall be performed when:

- The IIPP is initially established
- New substances, processes, procedures, or equipment are introduced to the workplace
- Management is made aware of a new or previously unrecognized hazard
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection

Periodic inspections consist of identification and evaluation of workplace hazards. The checklists in the Supervisor Safety Handbook or any other effective methods to identify and evaluate workplace may be used. Items that cannot be corrected immediately must be listed on the Hazard Log.

4.2 Periodic Inspections

Periodic inspections are a valuable tool to increase awareness of changes in the workplace, to emphasize safety and to identify and eliminate workplace hazards. Any potential hazards should be corrected immediately, if possible. Items that are not corrected immediately must also be listed on the Hazard Log.

5.0 Incident Reporting and Investigation

It is the policy of the San Francisco Department of Early Childhood that the employee must report workplace injuries and illnesses immediately to their supervisor. Reporting is required for any injury or illness, no matter how minor, which the employee has suffered during working hours while engaged in official business of the City. The employee shall report any injury no later than the scheduled end of the current work shift. The employee shall report any illness as soon as the employee is aware of it.

Under certain circumstances, Cal/OSHA notification of occupational injury or illness is **mandatory**. Therefore, if an employee is taken by ambulance to the hospital; is hospitalized; has any serious degree of permanent disfigurement (amputation, crushing, or severe burn); or dies:

- Call Cal/OSHA at 415-557-0100 **immediately** but no later than 8 hours after the employer learns of the incident. This notification may result in a Cal/OSHA enforcement investigation of the incident.

NOTE: Cal/OSHA notification is not required if the injury or death results from a traffic accident on a public street or highway.

For injuries sustained at work, please complete applicable forms listed on DHR's website: <https://sfdhr.org/workers-compensation>

5.1 Incident Investigations

When notified of a workplace incident, the supervisor of the injured employee must conduct an incident investigation. Procedures for investigating workplace incidents and hazardous substance exposures include:

- Visiting the incident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the incident/exposure;
- Determining the cause of the incident/exposure;
- Taking corrective action to prevent the incident/exposure from reoccurring; and
- Recording the findings and corrective actions taken

The first line supervisor must make the initial investigation as soon as possible after the incident but no later than 48 hours. Incident investigations are required for occupational injuries or illnesses and for significant incidents of "near misses" where no actual injury occurred but the potential for injury and/or damage is severe. For specific procedures of conducting Incident Investigations, refer to the Supervisor Safety Handbook.

6.0 Hazard Correction

The Facilities Manager will initiate hazard abatement for hazards identified during inspections. If

The Real Estate Department's Building Maintenance team cannot complete abatement of identified hazards, the services of the Department of Public Works can be requested through CMMS or work orders. Interim control measures, such as blocking access to a dangerous area, will be implemented if permanent solutions cannot be immediately applied. Appropriate Personal Protective Equipment (PPE) will be available before hazard abatement begins.

Not all workplace hazards can be eliminated. Abatement of such hazards means reducing the risk as much as possible. General procedures for reducing risks include:

- Limiting exposure to the hazard
- Controlling hazard at the source
- Training personnel to be aware of the hazard
- Clearly defined safe work practices to avoid specific hazards
- Providing personnel with appropriate Personal Protective Equipment (PPE)

6.1 Hazard Log

The Facilities Manager will maintain a Hazard Log that will be used to track items needing correction. The log should include any workplace hazards that have been identified from initial and periodic inspections, Safety Suggestion Forms, and emails. As items are entered on the Hazard Log, The Facilities Manager will review each item to determine the priority, and responsible trade. Management should also regularly review the log to determine the status of open items, and progress toward completion.

7.0 Training and Instruction

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To new employees
- To employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- When employee is observed performing a procedure in an unsafe manner

Worksite managers are responsible for ensuring that the required training has been received. All training must be documented. The Human Resources team will maintain employee training records. This training will be provided to all employees, regardless of status, within six months of the IIPP inception. After IIPP implementation, Deputy Directors or their designees will conduct quarterly training. Every new employee will receive IIPP orientation within the first three months of hire.

Use the Safety Meeting / Training Record Form (See Appendix B) to document training whenever possible. If the Form is not available, an emailed record must include:

Date and time of the training

Course title

Employee name, job classification, and signature

A list of training topics can be found on: <https://www.osha.gov/topics/text-index>

7.1 General Safety and Health Orientation

This safety orientation will at minimum, include:

- Explanation of the IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Availability of toilet, hand-washing and drinking water facilities. Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Provisions for medical services and first aid including emergency procedures
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, fire extinguishing equipment and electrical panels

8.0 Recordkeeping and Access

The Facilities Manager will maintain the following records on the department's SharePoint drive:

- Hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard log; and
- Documentation of safety and health training for employees, including the employee's name or other identifier, training dates, type(s) of training, and training providers on a sign-in sheet

8.1 Access

A copy of this IIPP is available on the DEC SharePoint site under Finance & Operations folder and Health & Safety subfolder: [IIPP](#) The Facilities Manager shall maintain and update this IIPP as new revisions are published. As part of New Employee Safety Orientation training, employees shall be informed of their right to access this program and how.

Site Safety Inspection Checklist

Department:		Address:		Survey Date:	
Suites covered on this checklist:					
During the survey of the designated area, complete the checklist below. Check N/A if the item does not apply.					

BASIC LIFE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are exit signs illuminated and visible?						
2. Are corridors and exits free from obstructions and unlocked?						
3. Access to exit doesn't require travel through high hazard area?						
4. Stairways are in good repair with handrails and non-slip tread?						
5. Stairways are not being used for storage?						
6. Stairway steps are uniform in size?						
7. Is the Emergency Evacuation Route & Action Plan posted?						
8. Are exit doors closed and not propped open?						
9. Is there no obvious damage to sprinklers?						
10. Are fire extinguishers easily accessible, checked monthly, and operational?						
11. Are fire extinguishers mounted so that the travel distance from employees to any extinguisher is 75 feet or less?						

GENERAL OFFICE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are aisles, doorways and corners free of obstructions to permit visibility and movement?						
2. Lighting in work areas and walkways adequate?						
3. Are chairs in safe condition and are caster, rungs and legs sturdy?						
4. Are all equipment and supplies in their proper places?						
5. Is there adequate walking and egress clearance? a. 44" for corridors and stairways. b. 36" for aisles. c. 32" for doors.						
6. Are carts, dollies, etc. available for use in transporting heavy objects and boxes?						
7. Is housekeeping being adequately maintained?						
8. Are MSDS available for office and housekeeping chemicals?						
9. Are OSHA posters prominently displayed?						
TRIP/FALL HAZARDS	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Is the floor surface level and undamaged?						
2. The floor is not wet or slippery? a. A warning sign is available in case of spills? b. Cleanup supplies are readily available? c. Non-slip mats are in entryways if needed?						

TRIP/FALL HAZARDS (continued)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
3. Are carpeted areas clean, carpets secured to floor and free of worn or frayed seams?						
4. Is any equipment or supplies protruding into walkways?						
5. Are there cords or cables causing a trip hazard?						
6. Are permanent use cords covered by runners when crossing walkways?						
7. Is a step stool or ladder available to minimize the use of chairs for reaching high objects?						
ELECTRICAL	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are GFCI outlets within 6 feet of a water source?						
2. Is access to electrical panels or electrical room unobstruction (at least 36")?						
3. Are outlets overloaded?						
4. Extension cords are not used in lieu of fixed wiring?						
5. A maximum of one power strip per electrical receptacle is used? (no daisy chains)						
6. Electrical cords and plugs are in good condition? (i.e., not frayed, taped, spliced, or missing ground prongs)						
7. Electrical receptacles are in good working condition?						
8. All electrical equipment in good working condition?						
9. Are electrical closets free of storage?						

ELECTRICAL (continued)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
10. Are personal appliances such as space heaters or coffee makers compliant with the buildings electrical circuit system?						
11. Are space heaters equipped with a multi-directional tip-over switch?						
12. Are space heaters equipped with an overheat sensor?						
MAINTENANCE (outside and inside)	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are doors and locks in good working order?						
2. Are ceiling tiles intact, undamaged and in place?						
3. Are there no signs of weather damage or mold growth in the facility?						
4. Are all windows unbroken and free from any type of damage?						
5. Do air conditioning vents and ducts appear to be clean upon visual inspection?						
6. Are outside lights in good working order?						
7. Does the exterior of the building present no safety concern?						
8. Is the parking lot area free of any safety concern? (i.e. overgrown landscaping, uneven pavement, traffic hazards)						

Additional comments: _____

