

Health and Safety Incentive Program - FY2018/19

Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>1. Injury and Illness Prevention Program (IIPP)</p> <ul style="list-style-type: none"> a. Review, update (if necessary) and obtain Superintendent's or Chancellor's signature on IIPP. b. If IIPP is updated, review it with all district employees (either by uploading and assigning it to all employees using CCCSIG LMS (Oasis), emailing it to all employees (copy CCCSIG) or reviewing it at an all-staff meeting (email agenda to CCCSIG). c. After a. and b. have been completed, email or fax reviewed/updated IIPP to CCCSIG. <ul style="list-style-type: none"> ▪ Optional IIPP Checklist, which can assist in determining if updates are necessary, is available on the CCCSIG website under Publications. <p>Purpose: Cal OSHA requires employers to have an IIPP, communicate it with all new hires, review it annually; update it (if necessary); and, if updates occur, review it with all employees.</p> <p>Due date: 6/30/19</p>	10%			
<p>2. Health & Safety Summer Program</p> <ul style="list-style-type: none"> • 3.5 hour interactive program includes job-specific safety, wellness and mandated Cal OSHA trainings • Accepted Training Formats: In-Person (with CCCSIG Instructors) • Required Attendance: At least 75% attendance of full-time custodial, building and grounds maintenance, warehouse employees and supervisors (may also send subs and part-time/ hourly employees) • Program available 6/4/18 through 9/7/18 <p>Purpose: Assists districts in preventing injuries, promoting wellness and complying with Cal /OSHA.</p> <p>Due Date: 9/7/18</p>	15%			
<p>3. CCCSIG Quarterly Health and Safety (H&S) Services Email Updates to All Administrators</p> <ul style="list-style-type: none"> • Forward each quarterly CCCSIG H&S Services Email Update to all District Leadership, Campus/School Site Administrators and Department Managers • Copy CCCSIG on each of the four emails for credit <p>Purpose: Assists districts in enhancing administrator awareness of district/site incident trends and the CCCSIG health and safety services available to address trends, prevent injuries and maintain the district's safety culture through periodic email communications.</p> <p>Due dates: Q1: 8/24/18; Q2: 11/23/18; Q3: 2/22/19; Q4: 5/24/19</p>	10%	Q1 Aug 24 Q2 Nov 23 Q3 Feb 22 Q4 May 24		
<p>4. Health and Safety (H&S) Action Meetings</p> <ul style="list-style-type: none"> • At least two meetings must occur: first one by 11/30/18; second one by 4/30/19 • Meeting attendees must include at least one District H&S Coordinator and CCCSIG H&S Services Specialist • Districts may invite other district individuals to attend at their discretion • Meeting agenda must include review of incentive program requirements, district incident trends and potential actions to mitigate trends • District H&S Committee Meetings may be used to satisfy this requirement (which also counts toward the "Communication" section of the IIPP if quarterly meetings) <p>Purpose: Assists District H&S Coordinator(s) and other individuals as appointed by the District in identifying trends, preventing injuries and successful safety planning and completion of the District H&S Incentive Program.</p>	20%			

<p>5.Slip, Trip and Fall (STF) Site Inspections</p> <ul style="list-style-type: none"> • Conduct at least one STF Site Inspection at 100% of sites • May use either CCCSIG STF Site Inspection Checklist available on CCCSIG Website under Publications; or a non-CCCSIG checklist that includes at least 75% of the items listed on the CCCSIG STF Site Inspection Checklist • Each STF Inspection Checklist must be signed by each respective Site Administrator • CCCSIG H&S Services Specialist to accompany District individual responsible for conducting inspections for a certain # of schools/campuses with highest frequency of slip, trip and fall incidents in the past 2 fiscal years (identified by CCCSIG), as follows: K-12: <ul style="list-style-type: none"> • 3 schools: AUSD, SRVUSD, WCCUSD • 2 schools: AUHSD, BUSD, CCCOE, LUHSD, MUSD, OUESD, PUSD • 1 school: BYRON, CSD, JSUSD, KSD, LSD, MSD, OUSD, WCS CCCCD: 1 campus <p>Purpose: Slip Trip and Fall incidents are the #1 incident type among most occupations and districts. Conducting periodic site inspections, which include STF Site Inspections, is not only required by Cal OSHA, but also a very proactive injury prevention strategy that eliminates or reduces the risk of a hazard before it leads to an injury. CCCSIG H&S Specialist will provide training on inspection best practices.</p> <p>Due Date: 6/30/19</p>	<p>20%</p>			
<p>6. Slip, Trip and Fall Prevention Training for Employees</p> <ul style="list-style-type: none"> • At least 50% of all district permanent and part-time employees to complete the training. • Training Formats: CCCSIG In-Person Instructor or On Demand Video Training using CCCSIG LMS (Oasis) <p>Purpose: Employee training is one way to manage this risk by providing information that will increase employee awareness and learn more about how to avoid slip, trip and fall injuries.</p> <p>Due Date: 6/30/19</p>	<p>15%</p>			
<p>7. Healthy Lifestyle Program Promotion</p> <ul style="list-style-type: none"> • Forward CCCSIG’s fall and spring Healthy Lifestyle Program promotional email and/or a Crossroads newsletter that includes same information to all employees • Copy CCCSIG on both emails for credit <p>Purpose: Workplace fitness and nutrition programs promote good health and wellness and support employees in making healthy choices. Healthy employees are less likely to be injured at work, and, if they do get injured, may require less time to recover.</p> <ul style="list-style-type: none"> • Due Dates: Emails must be sent to employees at least one week prior to the start date of each program; program dates TBA 	<p>5%</p>			
<p>8. CCCSIG Countywide Health and Safety (H&S) Coordinator Meetings</p> <ul style="list-style-type: none"> • At least one district H&S representative must attend both meetings: <ul style="list-style-type: none"> • 10/24/18 • 4/29/19 <p>Purpose: Meetings are for District H&S Coordinators to enhance their knowledge of workplace health and safety through guest speakers to discuss and brainstorm solutions for high frequency/severity incident trends, to stay abreast of new H&S program updates and to learn from peers through networking opportunities.</p>	<p>5%</p>	<p>Oct 24 Apr 24</p>		