

**PLACER COUNTY OFFICE OF EDUCATION  
INJURY AND ILLNESS PREVENTION PROGRAM  
(IIPP)**



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## INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee are suggested as a means of meeting this element of the standard.

## INJURY AND ILLNESS PREVENTION PROGRAM

### I. COUNTY OFFICE COMMITMENT TO SAFETY AND HEALTH

#### A. Safety and Health Policy

It is the policy of the Placer County Office of Education to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded. The Placer County Office of Education recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public, and to maintain and enforce a program to fulfill this responsibility. Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her. Employees shall at all times, while on County Office property, conduct themselves and perform work in a safe manner consistent with existing safety rules. Further Board & Superintendent Policy can be found in Board Docs linked [here](#) (including Comprehensive Safety Plan, Emergency Preparedness Plans, etc....

#### B. Objectives of the Injury and Illness Prevention Program.

The County Office Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the County Office's employees and to provide a safe and healthy work environment.

#### C. Location of the Written Injury and Illness Prevention Program.

A physical copy of the County Office's written Injury and Illness Prevention Program (& Safety Committee Meeting Minutes, training rosters, etc...) is kept in the Human Resources Department at 1400 West Stanford Ranch Road, Rocklin as well as on the PCOE Main Website on the HR Page under "Quick Links". Additional Inspection documents can be found with the Coordinator of Maintenance, Operations and Transportation (MOT) in the PCOE Annex Building at 365 Nevada St, Auburn. A master copy of the County Office written Injury and Illness Prevention Program shall be kept with the Director of Human Resources. Electronic copies of the IIPP will be accessible to all staff via the website.

#### D. Responsibilities for Safety and Health

County Office employees at every level have a special obligation to work safely and maintain a safe and healthy work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator (Title 8 California Code of Regulations, Sec. 3203(a)(1))

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

<b>NAME:</b>	Mark Williams
<b>TITLE:</b>	Director of Human Resources
<b>PHONE NUMBER:</b>	530-889-5916
<b>DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:</b>	Designee for maintaining, updating & promoting the IIPP

<b>NAME:</b>	Brian Swank
<b>TITLE:</b>	Executive Director, Human Resources
<b>PHONE NUMBER:</b>	530-889-5952
<b>DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:</b>	Backup Designee for maintaining, updating & promoting the IIPP

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the County Office and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and County Office safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the County Office.

## 2. Superintendents, Assistant Superintendents

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of County Office personnel and assets and to follow federal, state, and local safety standards and regulations.
- f. Ensure that the County Office has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to their supervisor (who will then include the necessary staff in a variety of areas such as MOT, Cabinet Superintendents, Safety Committee Members, etc... to make the necessary changes to ensure safety moving forward.
- h. Hold each manager/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

## 3. Coordinators, Directors, Management, Supervisors

Each Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.

- b. All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed to understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect County Office loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded, and promptly reported to their supervisor and/or directly to Human Resources Director who would initiate the workers compensation protocol if injury occurred. MOT and other departments are notified on a need to know basis as well.
- h. Prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all County Office employees; adherence to County Office safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, safety data sheets are available, and employees are trained in the safe use of such chemicals.

#### 4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work, to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the County Office Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

## II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4))

### A. Inspections

#### 1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

#### 2. Scheduled Inspections

All sites related to the Placer County Office of Education are inspected by the assigned custodian on a weekly basis. This includes all classrooms as well as office buildings where PCOE staff work. School Site locations (other than PCOE classrooms) that are shared with the home district are inspected by the home district custodial staff and administration.

### **Inspections of County Office facilities will be conducted as follows:**

#### 3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials



- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

#### 4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

#### 5. Documentation of Inspections

All inspections that require repairs are initiated through a program titled: “School Dude” in which all work orders are submitted and kept in the database. This program can be accessed by all PCOE staff to submit a MOT work order (including MOT staff who observe repairs needed through inspections). This database is accessed and reviewed consistently by the Coordinator of MOT.

#### B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also contact the Director of Human Resources directly or the Coordinator of Maintenance & Operations to report any hazards

#### C. Job Hazard Analysis

Each supervisor will periodically assess their job classifications that they oversee to identify any potential hazards that may come about. During this analysis, if changes are needed to be made, the supervisor will work with HR to begin the negotiated process of updating job descriptions as needed.

#### D. Hazard Evaluation and Control

All Inspection Reports are kept by both “School Dude” and with the Coordinator of our Maintenance Operations and Transportation Department. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

#### E. Imminent Hazards

Whenever possible, it is the County Office’s intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which, the County Office cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

### III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The County Office is committed to instructing all employees in safe and healthy work practices. To achieve this goal, the County Office will provide training to each employee regarding general safety procedures and regarding any hazards or safety procedures specific to that employee's work assignment. This training is done through a combination of staff meetings and annual trainings conducted through Public School Works. Additional trainings are provided through Public School Works based on the job assignment and their responsibilities.

#### A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring.
2. Whenever an employee is given a new job assignment for which training has not previously been provided.
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace.
4. Whenever the County Office is made aware of a new or previously unrecognized hazard.
5. Whenever the County Office or designated Cabinet member or manager believes that additional training is necessary.

#### B. Training of Supervisors

The County Office will be responsible for providing and developing formal safety training in specific areas for supervisors. This training occurs using annual trainings in Public School Works (assigned each August 1<sup>st</sup>) as well as with multiple in person safety trainings held at both main buildings for PCOE (360 Nevada St in Auburn and 1400 W. Stanford Ranch in Rocklin. Additional training occurs when needs arise for those on a need to know basis (based on any incident that occurs).

#### C. Areas of Training

Areas of training differ based on the job responsibilities of staff in order to ensure staff are being trained in areas that they would be expected to work in per their job description. The list below states areas of training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety

4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary

#### D. Documentation of Training

Documentation of training shall be maintained in writing through the use of attendance sheets that are required for staff to sign in upon entering the training in addition to the transcripts that are found in the Public School Works Database.

### IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

Employees receive an annual training through Public School Works in addition to trainings held at their individual site (whether this be a school site or office building). These trainings are sent via email (Public School Works) and calendar invites for in person meetings (both mandatory and voluntary trainings). Attendance sheets are kept for all in person meetings as record of attendance. All safety related items can also be found on both the **Crisis Response page** and the Human Resources page of the PCOE website to include the following: (Parentheses indicates what page on website)

- California Wildfires Support (**Crisis Response**)
- COVID-19 guidance (**Crisis Response**)
- PG & E Safety Power Shutoff Guidance (**Crisis Response**)
- Severe Heat Guidance (**Crisis Response**)
- Student & Family Reunification (**Crisis Response**)
- Lockdown information (**Crisis Response**)
- Air Quality and Smoke Guidance (**Crisis Response**)
- Weather Closure for Snow Days (**Crisis Response**)
- IIPP Copy (**HR**)
- Heat Illness Prevention Plan (**HR**)
- Workplace Violence Information (**HR**)
- COVID Guidance (**HR**)

#### E. Safety Meetings

Mandatory Safety meetings are conducted on a bi-annual basis for all non-school site employees (held at both 360 Nevada Building and 1400 W. Stanford Ranch Building) put on by the Deputy Superintendent of PCOE.

School Site employees receive safety trainings at their designated site (under the guidance of the district personnel who operate each site (in other words, PCOE staff housed on a school site of a district receive school safety trainings at each individual site).

PCOE Safety Meetings are held monthly under the leadership of the Director of Human Resources and consist of members represented by both bargaining units (CSEA & PACE) as well as a variety of managers. Minutes from each PCOE Safety meetings can be accessed by request in the Human Resources Department.

During these meetings, a variety of topics are discussed including what is listed below (not a complete list)

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the County Office to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.
4. Standard Emergency/Evacuation procedures
5. Any additional issues that arise that has been determined to be listed as an agenda item.

#### **E. Anonymous Notification Procedures**

The County Office has a system of anonymous notification whereby employees who wish to inform the County Office of workplace hazards may do so anonymously by submitting a written notification (in any format they choose) in either of the 2 Anonymous drop boxes. The drop boxes are located at both 360 Nevada St (Auburn) in the staff room and at 1400 W. Stanford Ranch Road (Main Headquarters) in the mail room. Staff can also send any report to PCOE Headquarter (Attn: Director of Human Resources). Any submissions will be reviewed in the monthly safety meeting and addressed in a prompt and thorough manner.

#### **F. Posters/Signs**

The County Office will distribute in a timely manner all safety and health information and posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job. These signs/posters include the required OSHA workplace safety posters found at each work location (and distributed on an annual basis from the HR department).

#### **D. Training**

The County Office has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

## E. PCOE Staff at School Sites Procedures

PCOE staff on school sites fall under the safety procedures determined by that school's Safety Committees. For any emergency incident that occurs on a school site, PCOE staff follow the procedures in place as directed by that school's Principal or designee.

## F. Safety Committees

1. The County Office Safety Committee consists of a team of staff members including both represented groups, managers, and run by the Director of Human Resources.

The County Office Safety Committee will serve in an advisory capacity and shall:

- a. Assist in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid in the review and analysis of accident reports.
- c. Make recommendations regarding the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist in the review and selection of literature and other material suitable for distribution throughout the County Office to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist in providing input when asked to the Emergency Operations Teams in developing a budget for the implementation of the Injury and Illness Prevention Program.

The **Safety Committee** meets monthly to develop safety programs and consider County Office safety needs. It is the responsibility of the Safety Committee to share with the Emergency Operations Team any safety posters, videos, pamphlets, accident data, and other safety and health information that can be used in the annual trainings..

## G. The Emergency Operations Team & Committee

This Committee is made up of selected PCOE personnel in a variety of departments and positions (ranging from Management, Non-Represented, Labor Unions and County Office Cabinet members. The Emergency Operations Team & Committee meet regularly as needed to develop and review safety procedures and consider school/departmental safety needs. The committee is broken into the following areas:

- Incident Command Team
- First Aid Team
- Fire Suppression/Hazmat/Utilities Team

- Evacuation Assembly Area Team.
- 1. The Emergency Operations Team & Committee Members:
  - a. Establish written safety regulations for the needs of PCOE within the framework of County Office Policy, Administrative Regulations, and Title 8, California Code of Regulations.
  - b. Conduct safety inspections utilizing school or department employees, as required.
  - c. Assist in the accomplishment of inspections in coordination with the County Office Safety Committee in response to an accident or unsafe condition complaint.
  - d. Submit all reports relative to accidents or safety problems.
  - e. Post and distribute safety materials provided.
  - f. Provide safety in-service training and orientation to employees and pupils.
- 2. The Emergency Operations Team is run under the guidance of the Deputy Superintendent of PCOE with the following responsibilities.
  - Schedule all meetings
  - Prepare an agenda for all meetings
  - Conduct all meetings
  - Follow up on committee recommendations

## V. INCIDENT INVESTIGATION

### A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

### B. County Office Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the County Office in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the PCOE Accident Incident Report Form found [here](#). In addition, if an employee is injured, Human Resources reaches out immediately (and no later than 24 hours later) to provide employee with all Workers Compensation related forms to complete and instruction on how to contact Work Comp medical professionals.

### C. Responsibility for Accident Investigation

The immediate supervisor shall be responsible for conducting the accident investigation in a timely manner with assistance as needed from the designated departments such as HR/MOT, etc...).

### D. Procedures for Investigation of Accidents

The following facts are gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.
7. WHAT action has been taken to prevent similar accidents from occurring in the future?

## VI. County Office SAFETY RULES

The PCOE runs an Emergency Operations Team made up of a variety of different staff members from different classifications. This team runs safety meetings for all office staff throughout the year as well as trainings for all staff (including the creation and maintenance of all safety notifications). These notifications include the updated badge accessories that are required to be with all staff who work for PCOE (as it is attached to their identification badge). Safety rules are required to be maintained by all PCOE staff as reviewed in the PCOE Annual Notifications that is sent out at the beginning of each year. These annual notifications are loaded into our training portal (Public School Works) in which all staff are required to acknowledge that they received the notifications.

## VII. EMERGENCIES

### A. Emergency Action Plan

PCOE's emergency action plan is reviewed annually by the Emergency Operations Team and presented to all staff during meetings. All safety procedures can be found both on the website and for internal plans, in the designated Teams file.

B. Earthquake Procedures

PCOE follows current required safety procedures for all designated disasters per current state requirements.

C. Fire Prevention Program

The County Office maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The County Office also conducts fire drills in accordance with Section 32110 of the California Education Code.

## VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

PCOE participates in the Schools Insurance Group (SIG) Credit Safety Credit program. Each year, PCOE receives the contents of the Safety Credit program and communicates with SIG at the end of each year regarding which safety credits were earned.

B. Disciplinary System

All employees are required to complete required trainings each year through Public School Works. This training includes acknowledging that they received (and will abide by) the policies found in the Annual Notifications (which include safety policies).