

IIPP Overview Checklist

- Semester Safety Inspection (See Appendix A)**
 - Instruct an employee(s) to complete the applicable safety inspection form
 - Retain original for one year plus current year and for review during the annual JPA Safety Inspection.

- Monthly 5-Minute Safety Meeting (See Appendix G). Include a separate meeting for custodians and office staff (If Applicable).**
 - Use any of the below resources.
 - ⇒ Use the provided 5-Minute information sheets (appendix G)
 - ⇒ Use information from the Safety Net Newsletters (appendix J)
 - ⇒ Show a safety video (appendix K)
 - ⇒ Discuss any injuries that occurred recently
 - ⇒ Discuss a portion of the Job Hazard Analysis (appendix B)
 - ⇒ Discuss the District Safety Rules (appendix C)
 - ⇒ Use your own topic.
 - Complete a Training Attendance Form (appendix E) and attach the information discussed to the Training Attendance Form. Retain the original for one year plus the current year.

- Monthly Safety Committee Meeting (See Appendix F)**
 - Use the provided checklist (appendix F) as a guide to assist you.
 - Document the minutes of the meeting and post on the Union Bulletin Board(s)
 - Complete a Training Attendance Form (appendix E) and attach the minutes. Retain the original for one year plus the current year.

- Complete the Incident Report Form for all Injuries (See Appendix H)**
 - Complete and forward the report form to the Human Resources Department ASAP (24 hours)
 - Retain a copy for one year plus the current year.

- Ensure your employees have been trained in accordance with the training matrix (appendix D)**

- Ensure your employees know they are required to report injuries and unsafe conditions as soon as possible.**

- Fire evacuation drill (Elementary/Jr. High – one per month)(High School – one per semester)**

- Earthquake evacuation drill (Elementary – one per quarter)(High School/Jr. High - one per semester)**

- Lockdown drill (Drills should be performed as often as necessary to ensure staff and students know how to respond when students are inside the classroom and outside the classroom (i.e. playground/playing field and inside))**



Optional: Use the Job Hazard Analysis (appendix B) to reiterate safe work practices with employees following a work-related accident.