



Division of Administration and Business Services  
Risk Management



# RCOE Injury and Illness Prevention Program

This plan was last reviewed/updated: June 2026

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# INJURY AND ILLNESS PREVENTION PROGRAM



## INTRODUCTION

The Riverside County Office of Education (RCOE) has developed this mandatory Injury and Illness Prevention Program (IIPP) to ensure safe and healthful working conditions for all RCOE employees. The Injury and Illness Prevention Program is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal safety regulations.

The program has been designed with the major emphasis on the health and safety of all RCOE employees while trying to remain viable and effective. The program identifies RCOE responsibilities, employee responsibilities, and supervisor responsibilities. All employees are required to adhere to the policies and procedures set forth under this program. Employees and supervisors are encouraged to provide constructive criticism of the program in the interest of periodic modifications to ensure that the program remains effective in maintaining a safe and healthy work environment for all employees.





## RCOE RESPONSIBILITY

The IIPP program administrators for the Riverside County Office of Education are: Dana Ruvalcaba, Director I, Benefits & Risk Management Services and Rhonda Nodal, Administrator, Risk Management.

The program administrators have the authority and the responsibility for implementing and maintaining this IIPP for RCOE.

**Site administrators, department managers, and supervisors are responsible for implementing the IIPP** in their work areas and for answering employee questions about the IIPP. A copy of this IIPP has been placed on the RCOE website under the Risk Management Department's webpage.



## EMPLOYEE RESPONSIBILITY

RCOE is taking action to ensure a safe and healthful workplace and to ensure compliance with State, Federal and local safety regulations. Each employee should act in a manner that protects his or her health and welfare as well as that of co-workers, other RCOE employees, students, visitors, and the general public (when job duties extend beyond an RCOE site).

Each RCOE employee's safety responsibilities include:

- Attending or participating in district-provided training and information programs.
- Following all district safety rules and regulations and applying safe work practices to all jobs.
- Reporting of safety hazards to his or her supervisor, the program coordinator or the safety committee.
- When appropriate, providing recommendations on how to eliminate or reduce a discovered safety hazard or unsafe practice.
- Report any accident or incident as soon as possible to their immediate supervisor.



## COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.



## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Training programs.
- Posted or distributed safety information.
- Regularly scheduled safety committee meetings.



## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

All School Sites and County Offices:

- Administrative offices/workstations
- Lounges/Workrooms
- Multi-purpose rooms
- Custodial closets
- Classrooms
- Kitchens
- Maintenance shops
- Storage rooms
- Inside/Outside walkways

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIPP;
2. When new substances, processes, procedures or equipment which present potential new hazards, are introduced into our workplace;
3. When new, previously unidentified hazards are recognized, including infectious diseases;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.



## INJURY AND ILLNESS INVESTIGATIONS

The following actions will take place following a work-related employee injury, illness, or exposure:

1. The supervisor will question the employee regarding how the injury/illness occurred.
2. The supervisor will determine through this investigation what corrective actions, if any, are required to prevent reoccurring incidents.
3. The supervisor will record these findings on an accident investigation form and forward a copy to the Risk Management office.
4. Risk Management will conduct a follow-up investigation if deemed appropriate, and document accordingly.





## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. Hazards observed or discovered by any means (site inspections, accident investigations, or casual observation) shall be reported to the site administrator.
2. The site administrator shall input a work order request to Maintenance for correction of hazardous conditions, identifying the work order as "safety priority".
3. Maintenance shall conduct the requested hazard abatement and notify the site administrator when completed, and records of these corrections are kept in the work order system.
4. With respects to hazardous practices or procedures, the site administrator shall communicate with the parties involved to bring about a resolution (elimination or alteration of the unsafe practice).
5. If the best method for correcting the hazardous condition or practice is not apparent or obvious, the site administrator should contact Risk Management for an appraisal and recommendation.
6. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.





## TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously been provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard, including infectious diseases;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts which tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.



## RECORDKEEPING

Regarding record keeping, the Riverside County Office of Education falls under:

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain our IIPP.