



El Monte Union High School District

Employee Safety Refresher 2005-2006

Topics covered:*

- Comprehensive School Safety Plan
- Illness and Injury Prevention Program
- Safe Lifting Techniques
- Office Safety
- Hazard Communications
- Bloodborne Pathogens
- Code of Safe Practices

* This Safety Refresher highlights different aspects of the District's above safety plans and policies, but is not a comprehensive summary. The safety plans addressed in this Refresher are available for review at the District Business Office and are in the process of being posted on the District's website.



Comprehensive School Safety Plan

What is it?

The Comprehensive School Safety Plan (CSSP) includes District policies on various issues include reporting requirements, nondiscrimination policies, campus security, campus safety, and student discipline. In addition, it also includes each school's emergency response plan.

The complete Comprehensive School Safety Plan is available for review in your school's front office or in the District Business Office.

Emergency Response Plan

Emergency Response Procedures. Each school has a Standardized Emergency Management System (SEMS), which provides the school's emergency response procedures to a wide range of emergency scenarios, such as:

- Fire
- Earthquake
- Bomb Threats
- Medical Emergency
- Biological/Chemical Weapons Assault
- Riot/Civil Disorder
- Suspicious Mail
- Suspicious Persons on Campus
- Utility Failure



Employees' Roles. School site employees are assigned emergency response roles in the event of an emergency. The types of roles are typically:

- Emergency Coordinator (usually the Principal)
- Secretary (usually the Principal's secretary)
- Search & Rescue Team

- Utilities Team
- Student/Staff Accounting Team
- Student Release Team
- First-Aid Team and Morgue
- Food/Water/Sanitation Team
- Security Team

Teaching staff should also know their teacher buddies, and teaching staff must maintain current class rosters in their emergency backpacks and should ensure that their classrooms have first-aid emergency kits.

District staff are designated as disaster services workers under California Government Code section 3100. District staff cannot leave campus without permission during an emergency situation unless they have the authorization of the Site Emergency Coordinator (school principal).



Drills

Fire Drills. After the fire alarm is sounded, students are evacuated to a designated assembly area.

Shelter-In-Place. When the principal announces shelter-in-place procedures over the PA, all students and staff remain inside the building away from outside air with windows and doors securely closed and air conditioning units turned off.

Lockdown. When the principal announces a lockdown situation over the PA, teachers are to lock classroom doors and keep all students inside until notified by an administrator or law enforcement.

Earthquake. When the principal announces an earthquake over the PA, all students and staff are advised to follow duck and cover procedures.

Injury and Illness Prevention Program

Goal

To eliminate occupational injuries and illnesses

Overview

The Injury and Illness Prevention Program covers:

- District policy
- Responsibilities of the District and employees
- Compliance requirements
- Communication of the Program
- Hazard assessment and job safety analyses
- Hazard correction responsibilities
- Hazard reporting requirements
- Accident investigation
- Training and instruction
- Recordkeeping requirements

Employees' Rights

The employees' rights are set forth in full in the Injury and Illness Prevention Program. These include but are not limited to:

- Right to request a copy of the Injury and Illness Prevention Plan.
- Right to safe and healthy working conditions
- Right to receive training in general safe work practices and specific training for any unique hazards associated with a job assignment.
- Right to refuse work that would violate health and safety standards.
- Right to information about hazardous substances in the workplace and to Material Safety Data Sheets (MSDS) for those substances.

Employees' Responsibilities

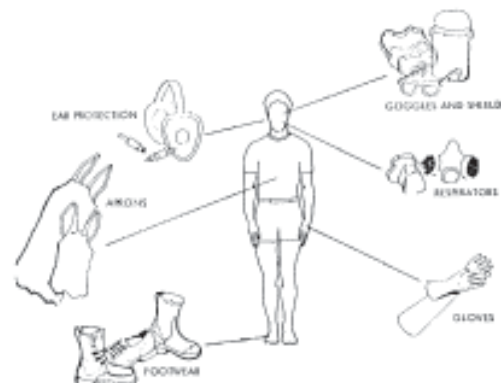
- Following all safety rules and policies.
- Wearing personal protective equipment as required and provided by the District.



- Reporting any unsafe equipment, acts, or conditions immediately
- Reporting all injuries, near misses, accidents, or incidents immediately

Reporting

- **Emergencies.** Call 9-1-1. If your supervisor is nearby, contact your supervisor. However, you do not need pre-authorization to call 9-1-1.
- **Unsafe Condition or Hazard.** Use the Safety Suggestion Form (Appendix D) that can be obtained from the District website (<http://www.emuhd.k12.ca.us/district/business.html>) or from the District Business Office. A copy of this form is also included in Appendix D of the Injury and Illness Prevention Plan.
- **Work-Related Injury or Illness.** Use Employee's Claim for Workers' Compensation Benefits (DWC Form 1). Your supervisor or the Payroll Department can provide you with this form. Complete this form within one day of the accident or incident.



Personal Protective Equipment

Safe Lifting Techniques

Goal

To eliminate avoidable back injuries

Lifting and carrying are power jobs—when you lift and carry the wrong way, you can damage your back. Back injuries are the most common type of injury in the workplace, causing approximately 900,000 disabling injuries in 1995 (National Safety Council). Over half of these injuries are from lifting.

How to lift correctly



1. Stand close to the load

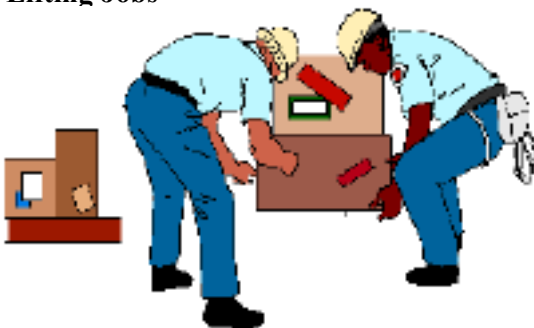


2. Bend your knees and keep your back straight
3. Let your legs do the lifting - not your back

Power Lifting Tips

- Hold the load close so you can see over it.
- Keep the load balanced
- Avoid twisting the body
- Watch out for pinch points — doorways, etc.
- Face the way you will be moving
- Protect hands and feet with safety gear
- Check for nails, splinters, rough edges
- Make sure your footing is solid
- Keep your back straight when lifting
- Center your body over your feet

Heavy Lifting Jobs



Get help with heavy loads



Use the correct equipment

Office Safety Practices

Goal

To eliminate unnecessary workplace injuries

Slips, trips and falls

Slips, trips, and falls constitute the majority of general industry accidents. In the U.S., they cause 15 percent of all accidental, job-related deaths and are second only to motor vehicles as a cause of fatalities, according to the U.S. Occupational Safety and Health Administration (OSHA).

Housekeeping

One way to reduce accidents in the workplace is to practice good office housekeeping.

- Keep all corridors, passageways, storerooms, and service areas clear of debris, boxes and storage.
- Do not store combustible material, such as paper, in close proximity to electrical outlets and connections.
- Do not store material within 18 inches of the ceiling sprinklers.
- Pick up dropped pencils, paper clips, and rubber bands that can cause you or a co-worker to skid.
- Contact the facilities manager if you see areas that are cluttered with rubbish.
- Wipe up spills immediately. If a spill is large, contact the facilities manager.
- Report uneven, defective flooring, worn spots in carpets, chipped tiles, and worn stair treads to the facilities manager.
- In areas where damp conditions are likely to routinely exist, appropriate drainage should be maintained and grating, mats, raised platforms, or anti-slip strips should be considered.

Other Useful Tips

Other measures that you can take to reduce the risk of a workplace injury include:

- Store the heaviest materials in the bottom drawer of a filing cabinet.

- Open only one file drawer at a time and close it immediately after the files are removed.
- Never open a drawer of a filing cabinet if someone is crouched below it.
- Never tilt backward in a chair.
- Be careful when going from well-lit to dark areas to avoid tripping over objects on the floor or slipping on wet surfaces.
- Always carry pens and pencils in a pocket, with the points facing down, and not in your hand.
- Look where you are going, and walk, don't run.
- Slow down and steer to the right at corners.
- Walk with extra care on wet surfaces.
- Wear appropriate shoes for the surfaces on which you work or have to walk on to get to work

Ergonomics

Improper posture and work practices can lead to musculoskeletal disorders (MSDs), such as back problems and carpal tunnel syndrome. Ways to protect against MSDs are:

- Proper posture (avoid slouching).
- Keep work items within the "easy reach" zone.
- Make sure your shoulders are not too high/low.
- Avoid conditions that require twisting of your neck or back.
- Keep your wrists not in neutral position when using a keyboard.
- Make sure the lighting is adequate.
- Adjust the workstation, chair or workspace as necessary.
- Adjust focal requirements if necessary.
- For all employees, it is important to take breaks and to incorporate mild exercise into those breaks (e.g., stretching, walking, eye exercises).



Hazard Communications

Policy

To educate and inform employees about the proper and safe use of hazardous chemicals

The District's Hazard Communication Program is aimed at informing employees who use hazardous chemicals of the measures they can take to use these chemicals safely. However, all employees should be aware about proper handling of hazardous chemicals. This Refresher looks at chemical labeling and MSDS sheets. The full Program will be available for review in the District Business Office.

Labeling

Labeling and other forms of warning clearly and quickly communicate the identity and hazards of chemicals in the workplace. These labels should not be removed or defaced.

Many manufacturers adapt the National Fire Protection Association diamond.



The blue diamond designates the health rating. "4" indicates that exposure can result in death or permanent damage; "3" can result in major injury, "2" may cause temporary or minor injury, "1" poses a slight hazard, and "0" has no health hazard.

The red diamond indicates flammability. "4" is assigned to very flammable and volatile materials; "3" indicates materials capable of ignition under normal temperatures; "2" means moderate heat may ignite the substance; "1" means the substance must be preheated to ignite; and "0" means the material will not burn.

The yellow diamond indicates reactivity. "4" means highly reactive and capable of detonation or explosion; "3" indicates reactive materials that can be explosive at normal temperatures; "2" means reactive material with a low risk of explosion; "1" normally stable; and "0" means stable.

The white diamond can be used to indicate special properties or sometimes is used to indicate personal protective equipment. Special properties include "W" for unusual reactivity with water and "OXY" means an oxidizing agent that can increase the rate of combustion. Other symbols that are often used include "ACID," "ALK" (alkaline/base), "COR" (corrosive), and "TOXIC."

Material Safety Data Sheets (MSDS)

The MSDS is a detailed information bulletin prepared by the manufacturer or importer of a chemical that provides the following information:

- Company information
- Hazardous ingredients
- Physical data
- Fire and explosion data
- Health hazard data
- Reactivity data
- Spill or leak procedures
- Special protection
- Special precautions

The MSDS describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures.

All MSDS are available for employee review during working hours.

Bloodborne Pathogens

Policy

To eliminate or minimize employee exposure to blood or other potentially infectious materials

The District's Bloodborne Pathogens Exposure Control Plan applies to all employees who can reasonably anticipate as the result of performing their job duties, contact with blood or other potentially infectious materials. This is only a summary of some of the highlights of the Plan. The complete Plan is available to all employees in the District Business Office.

Job Classifications with potential exposure for all employees

- School nurses
- Health clerks
- Special Ed teachers and teaching assistants
- Preschool teachers
- Speech teachers
- Coaches
- Custodians

The exposure comes from cleaning up blood or bodily fluids; providing first-aid for cuts and lacerations; and the use of needles and syringes by school nurses (e.g., for vaccinations).



Job Classifications with potential exposure for some employees

- Classroom teachers and teaching assistants
- Site administrators
- Bus drivers



Ways to Control Exposure

- Using needles with engineering controls to reduce the possibility of an accidental puncture
- Using new needles only
- Proper disposal of needles in special, labeled containers
- Proper disposal of regulated waste
- Cleaning and decontamination of the worksite
- Proper hygiene/hand washing procedures
- Use of proper personal protective equipment
- Proper handling of contaminated laundry by an off-site facility



Biohazard Symbol

Hepatitis B Vaccine

The District will make available, at no cost, the Hepatitis B Vaccine to employees in job classifications with potential exposure to bloodborne pathogens for all employees in those job classifications. This includes school nurses, health clerks, special education teachers and assistants, speech pathologists, preschool teachers, coaches, and custodians.

If an employee decides not to take the vaccination but changes his or her mind at a later date, that employee is entitled to the vaccination at no cost if he or she is still in one of the above designated job classifications.

Reporting of Exposure Incidents

All first aid responders who are involved in a first aid incident involving the presence of blood or other potentially infectious materials must report the incident to the site nurse before the end of the work shift during which the first aid incident occurred.

EMUHSD Code of Safe Practices

Policy

El Monte Union High School District promotes, encourages, and expects employees to follow a code of safe practices

General Practices

1. Managers and supervisors shall insist on employees observing and following the District's safety rules and shall take such action as is necessary to obtain observance.
2. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
3. Horseplay, scuffling, and other such acts that can cause safety problems are prohibited.
4. All employees should familiarize themselves with emergency procedures for each location where they work. The District's Comprehensive School Safety Plan is available for review at each school site and at the District Office.
5. No employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes as to expose the employee or others to injury.
6. Crowding or pushing when boarding or leaving any vehicle is prohibited.
7. All injuries shall be reported promptly to your supervisor so that arrangements can be made for medical or first aid treatment.
8. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
9. Materials, tools, or other objects shall not be thrown from buildings or structures unless proper precautions are taken to protect others from the falling objects.
10. Employees shall report all unsafe conditions and equipment to their supervisor or using the Safety Suggestion Form. The form is available at <http://www.emuhd.k12.ca.us/district/business.html>.

11. Employees shall report all accidents, injuries, and illnesses to their supervisor immediately, and no later than 24 hours after the event. Supervisors must report this immediately to the Business Office.

Housekeeping

1. Means of exit shall be kept unblocked and well lighted during working hours.



2. All spills shall be wiped up promptly.
3. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
4. Never leave lower desk or cabinet drawers open to remove the tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
5. Do not open more than one upper drawer at a time, particularly in a file cabinet.
6. Do not eat in areas where hazardous approved chemicals are present.
7. Use "wet floor signs" when needed and wear nonskid footwear when required by job duties.

EMUHSD Code of Safe Practices

8. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize body strain. See the Business Manager for an assessment

Proper Material Handling

1. Make sure the weight of the object is stable.
2. Look for sharp or abrasive edges.
3. Choose your path of travel before you lift and make sure the path is clear.
4. Position yourself as close to load as possible.
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, then lift with the legs first, keeping the back straight.
7. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
8. Do not twist while carrying the load.
9. Load/unload using the legs to squat down; do not bend at the waist.
10. If the load is too heavy, get help.



Fire Emergency

1. Report all fires immediately to 9-1-1.
2. All employees must know the location of fire extinguishers.
3. Fire extinguishers, sprinklers, fire exits or risers will not be blocked any time.
4. Smoking or open flame is prohibited in areas where flammable materials are used or stored.

5. All employees shall comply with the District's "No Smoking" policy except in designated areas.

Hazardous Chemicals/Communication

1. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
2. Know the location of your Hazard Communications Plan. If you have any questions about a chemical that is not addressed in the Plan, contact your supervisor or the District Business Manager.
3. Material Safety Data Sheets (MSDS) are available to all employees. Employees shall review the MSDS for any hazardous substance that they use.
4. Employees will use the PPE indicated on the product labels and MSDS sheets and as indicated on the job safety analysis. The district will supply the proper PPE.
5. Do not touch or clean up a chemical spill unless you are authorized to do so by the school's chemical safety coordinator.

Storage

1. Do not store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
2. Do not store compressed gas cylinders in areas exposed to heat sources, electrical arcs or high temperature lines.
3. Cleaning solvents and flammable liquids must be stored in appropriate containers.
4. Keep flammable or toxic chemicals in closed containers when not in use, and store in a special cabinet for "Flammables".
5. Do not stack material in an unstable manner (e.g., on top of lockers, file cabinets, or other relatively high places).
6. Solutions that may be poisonous or toxic should be kept in well-labeled containers.

EMUHSD Code of Safe Practices

7. Cleaning supplies must be stored away from edible items on kitchen shelves.
8. All substances stored in secondary containers must be clearly labeled with name of substance, date and hazards of substance indicated.

Electrical

1. Appliances, such as coffee pots and microwaves, must be inspected for signs of wear, heat or fraying of cords.
2. Fans used in work areas must be guarded. Older fans that do not meet code need to be disposed of. Contact the Director of Maintenance, Ops and Transportation (MOT) for a replacement.
3. Report exposed wiring and cords that are frayed or have deteriorated insulation for proper repair.
4. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
5. Maintain sufficient access and working space around all electrical equipment. Maintain a three-foot clearance of space around all electrical panels.
6. Do not use any portable electrical tool and equipment that is not grounded or double insulated.
7. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Use extension cords for temporary use only.



8. If equipment is to be worked on, the power must be shut off and “lockout-tagout” procedures followed. See the Director of MOT for details.
9. Only qualified persons with the appropriate technical knowledge should perform electrical work.

Mechanical

1. Inspect motorized vehicles and other mechanized equipment daily or before use.
2. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles. Inspect pallets and their loads for integrity and stability before loading.
3. Do not use compressed air for cleaning unless the pressure is less than 3 psi.
4. Identify contents of pipelines prior to starting any work that affects the pipe’s integrity.
5. Guard floor openings by a cover, guardrail or equivalent.
6. All equipment shall have proper guards. Employees shall not remove guards. For details, see the Director of MOT.

Hand Tools

1. Make sure that all equipment is in proper working order and that all protective guards are in place.
2. Do not attempt to alter or remove any existing safety equipment, such as saw guards and safety switches.
3. Put a red tag (“Do Not Use”) on any faulty equipment and report it to your supervisor.
4. Do not use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you are unfamiliar with the equipment, have questions about its use, or feel you need more training.
5. Wear the appropriate personal protective equipment (e.g., eye goggles when using a saw or sand paper).

EMUHSD Code of Safe Practices

Confined Spaces

1. No district personnel are to enter any confined spaces (such as tunnels or boilers). See the Director of MOT for the definition of confined space.
2. If a confined space must be entered, contractors must follow proper Department of Commerce regulations.

Asbestos

1. Any removal of floor tile, insulation, ceiling tile, floor adhesives, pipe lagging, etc. must be approved by the Director of MOT.

Bloodborne Pathogens

1. Employees cleaning up bodily fluid spills must use proper protection such as gloves. Call your building custodian to clean up spills.
2. Regulated waste items “soaked” with blood must be disposed of in “red” regulated waste containers. Call your Facility Manager for handling.
3. The district policy concerning “Bloodborne Pathogens” shall be followed, including a designation of which staff positions shall be offered the Hepatitis B shot. A copy of the District’s Bloodborne Pathogens Plan is available on the District website at <http://www.emuhsd.k12.ca.us/district/business.html>.

Hearing Protection

1. Anyone exposed to an 85 decibel noise level or higher over a period of eight hours (or a weighted average of 85 decibel over 8 hours (i.e. a higher noise level for shorter period) shall wear appropriate hearing protection. Employees performing tasks such as mowing, using noisy equipment, etc. should wear hearing protection. See the Director of MOT for hearing protection.

Fall Protection

1. No employee will work on a platform/roof area with 6 foot unguarded drop without proper fall protection.
2. Employees must never stand on chairs, boxes or other objects. Instead use the district-provided stepladders.



Indoor Air Quality

1. Report any visible mold to Director of MOT. Report any unsanitary condition, mildew, excess moisture or standing water immediately to the location Facilities Manager.
2. Do not block any of the air vents in your room by placing anything on top of them.
3. Do not block door vents. Proper air circulation takes place by exhausting air through these vents.
4. Use of chemicals and other substances will affect air quality.
5. Use of personal care products such as perfumes can cause problems for others. Use sparingly.
6. Animals in the classroom can cause health problems and are discouraged.
7. Do not keep open food stored in classrooms.
8. Report any roof leaks immediately.
9. Report any unexplained odors.
10. Use non-toxic supplies.

For further information or for
any safety training requests, contact:

Danielle Calise
Business Manager
(626) 444-9005



El Monte Union High School District

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