EL MONTE UNION HIGH SCHOOL DISTRICT

INJURY & ILLNESS PREVENTION PROGRAM AND SAFETY MANUAL

2019 - 2020

DISCLAIMER

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INTRODUCTION

In order to maintain a safe and healthful work environment the El Monte Union High School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at El Monte Union High School District.

GOAL

Diligent implementation of this program will reap many benefits for El Monte Union High School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

+ California Labor Code Section 6401. 7.
+ California Code of Regulations Title 8, Sections 1509 and 3203.

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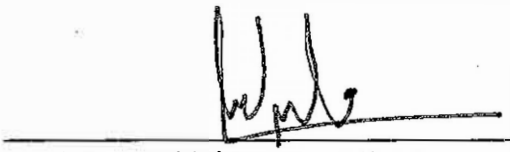
OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of quality, dedication and competence. We apply these high standards to protecting the well being of our employees and students alike. It is our goal to provide a safe and healthful environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, implementing an injury and illness prevention program is the responsibility of every employee. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings and damage to district property and equipment.

It is essential that all managers and supervisors insist on maximum safety performance and awareness from employees under their direction by enthusiastically and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment.



Wael Elatar, Chief Business Official **Date:** 10/2/2019

§3203. Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.

2. Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthy work practices.

3. Include a system for communication with employees on a form readily understandable on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees or any other means that ensures communication with employees.

SAFETY AND HEALTH OFFICER DESIGNATION FORM

Roy Monge **is the Director of Risk Management & Safety for the El Monte Union High School District** ("the District"). He is the person responsible for implementing the District's Injury and Illness Prevention and Safety Programs.

El Monte Union High School District is responsible for occupational safety and health, and will assure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

APPROVED:

Date: 10/29/19

Dr. Edward Zuniga
District Superintendent

ACCEPTED:

Date: 10/02/2019

Roy Monge, Director of Risk Management & Safety

PERSONNEL RESPONSIBILITIES, RIGHTS, AND OBJECTIVES

PURPOSE

The Injury and Illness Prevention Program (IIPP) applies to all full time, part time and temporary employees and contractors. The IIPP has been developed to provide the guidance necessary to ensure a safe and healthful work environment, and to meet California occupational safety and health mandates. A copy of the program can be found in the District Office and at your worksite.

1. District

It is the District's responsibility to set policy and provide leadership by participation, example and a demonstrated interest in the program. This requires the allocation of both financial and personnel resources to ensure that an effective safety and health program is established. Accordingly, the District's is responsible to:

- Furnish a workplace free from recognized hazards.
- Comply fully with laws regulating employee occupational safety and health.
- Recognize the priority of safety and health considerations when there is competition with economic factors.
- Provide staff to support occupational safety and health programs.
- Hold managers and supervisors accountable for the safety performance of their activities. Their achievements in controlling accidents and losses will be regularly measured.
- Train employees in safe procedures and require compliance with safety regulations and procedures.
- Develop and implement more effective methods of reducing the human and economic cost of accidents.
- Regularly monitor progress made towards achieving a safer and healthier work environment.

2. Safety Officer

The Safety Officer is the IIPP administrator and is responsible for ensuring that all provisions of the IIPP are implemented, including:

- Advising Management on safety and health policy issues.
- Acting as liaison with outside safety/health agencies.
- Maintaining current information on local, state and federal environmental safety and health procedures, rules and regulations.
- Planning, organizing and coordinating safety training.
- Coordinating periodic safety and health inspections, as well as following up to ensure that any necessary corrective action is completed.
- Coordinating inspections when new or previously unrecognized hazards are identified.
- Maintaining communication with employees on matters relating to safety and health.
- Posting and maintaining safety information on bulletin boards, including required emergency numbers, insurance, safety and other notices.
- Completing accident investigations within 48 hours of notification to determine root cause, and ensuring steps are taken to prevent a recurrence.
- Ensure that adequate supplies, such as first aid and personal protective equipment (PPE) are available.

- Establishing and maintaining a system for recordkeeping of inspection, hazard abatement, training logs and reports, and ensuring compliance with all required recordkeeping.

3. Managers and Supervisors

Managers and Supervisors have the responsibility to safeguard employees who have been placed under their supervision. They should monitor work areas on a regular basis to identify unsafe conditions or work practices capable of causing accidents, and ensure that potential problems are corrected in a timely manner. Their safety responsibilities include, but are not limited to, the following:

- Review, understand and comply with the IIPP, safety policies, programs, and procedures, and ensure their effective implementation.
- Consistently and fairly enforce all District safety rules and discipline employees who violate safety rules.
- Ensure that all injuries, no matter how minor, are reported properly on the same day they occur to the Supervisor as soon as there is knowledge of the injury.

4. Employees

Each employee of the District is responsible for their conduct including compliance with all established safety and health policies and procedures.

- Employees have the following rights under this program:
  a. To be advised of occupational safety and health hazards and to receive training on safe work conditions, practices, and personal protective equipment.
  b. To provide information to the employer on safety hazards, request information, or make safety suggestions without fear of reprisal.

- Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees. Employee responsibilities include, but are not limited to:
  a. Knowing the Safe Work Practices for the general area and job assignment.
  b. Complying with Safe Work Practices.
  c. Responsibility for the safe operation of all District equipment, tools, machinery, vehicles, and other property in their charge.
  d. Operating only equipment that they have been trained and authorized to operate.
  e. Operating only equipment in good working condition, and with all safety guards in place.
  f. Encouraging co-workers to work safely.
  g. Immediately reporting any unsafe or hazardous workplace condition to their manager/supervisor. Management shall investigate and take the necessary steps to correct the situation as soon as possible. Each case will be documented and reviewed by the Safety Officer.
  h. Wearing appropriate protective equipment if and when required. The personal protective equipment shall be provided by the District, and maintained by both the District and the employee. It is the responsibility of the employee to return any work safety gear to his/her supervisor in order to have it replaced
  i. Reporting immediately all incidents, no matter how small, to their manager/supervisor.
  j. Employees must comply with District requirements listed above or face possible disciplinary action.

EMERGENCY TELEPHONE NUMBERS

FIRE	**LOS ANGELES COUNTY FIRE/ EL MONTE** **(626) 459-4155**
LAW ENFORCEMENT	**El Monte Police Department** **(626) 580-2110**
	Los Angeles County Sheriff's Department **Temple Sheriff's Station** **(626) 285-7171**
AMBULANCE/PARAMEDICS	**911**
AUTHORIZED MEDICAL CLINIC	**Irwindale Industrial Clinic** **(626) 969-9800**
WORKERS' COMPENSATION	
Insurance Carrier	**Hazelrigg**
Claims Administration Telephone number	**(909) 606-6373**
Maintenance & Operations	
Telephone number	**(626) 444-9005**
Facilities Director: **M&O Coordinator:**	**Norma Macias Ext. 9865** **Jorge Estrada Ext. 9866**
CAL/OSHA Telephone	**Department of Industrial Relations** **(415) 703-5050**
District Telephone:	**(626) 444-9005**

SAFETY TRAINING

1. Overall Training

Training will be provided to all new employees and employees given new job assignments. In addition, training will be given when new equipment, chemicals, or procedures are introduced into the workplace that could present new hazards. Further training will be conducted if new or previously unrecognized hazards have been discovered and reported to management. The training may entail utilization of outside experts, insurance service providers, supervisory personnel and/or the Safety Officer to instruct employees. See **Appendix A** for Employee Safety Orientation Checklist.

As needed, management personnel will participate in safety and health training programs. This process allows the widest dissemination of safety and health information to employees. Specific topics to be discussed during the periodic training sessions include, but are not limited to the following:

- **Injury and Illness Prevention Program**
- **Workers Compensation Rights and Responsibilities**
- **When, where, how to report injuries/illnesses**
- **Return to work program**
- **As Part of New Employee Orientation the following will be discussed:**
  - Safety guidelines, general and specific for School Sites and District Office
- **General Safety for Maintenance & Operations and District Staff**
  - Electrical safety
  - Workstation safety
  - Office safety
  - Lifting techniques/ergonomics
  - Hazardous Materials Information and Control Program
- **Accident Investigation**
- **First Aid/CPR for Athletic Coaches, Campus Supervisors and by invitation to other staff members**
- **Employees' Right to Know**
- **Bloodborne Pathogens**

A sign-in sheet will be provided and all attendees will be required to indicate that they attended the training.

2. Communication of Safety and Health Information to Employees

Information will be distributed to employees on developing issues utilizing various formats, including but not limited to: bulletin boards, memos, e-mails, etc.

ENFORCEMENT AND DISCIPLINARY POLICIES AND PROCEDURES

All enforcement and disciplinary procedures will be in accordance with Board Policy, Ed. Code, all Federal/State Policies and Collective Bargaining Agreements (CBA)31.

1. Safety Performance

The District cannot and will not tolerate unsafe acts by its employees. Employees are expected to comply with all District safety and health policies and rules. Employees failing to perform their jobs according to District regulations will be subject to appropriate disciplinary action.

2. Employee Responsibility

It is important to stress that safety is everyone's responsibility and that all employees will be held accountable for their own safety performance. If an employee is observed not complying with mandated occupational safety and health requirements, the employee's manager/supervisor will immediately counsel the employee to make sure that the specific safety infractions(s) is (are) addressed and the required corrective action taken. If the employee's behavior is not corrected by this counseling session, further disciplinary action may be taken.

3. Communication

The District expects its managers and supervisors to maintain a two-way process in addressing employee safety compliance concerns. The process is designed to:

a. Encourage all District employees to identify hazards or concern without fear of retaliation or reprisal
b. Ensure that employees understand the occupational health and safety requirements for specific activities relating to their job
c. Integrate health and safety requirements into each work activity
d. Maintain two-way communications between the employee and managers and supervisors to continually reinforce the need to develop safe work habits
e. Identify job specific safety requirements.

4. Safety Information

Safety information will be distributed periodically, and is designed to provide concise information regarding safety hazards, recent incidents, and safety recommendations.

SAFETY COMMITTEE

PURPOSE

If the District elects to have a safety committee, meetings will generally be conducted quarterly. The committee will address the specific or unique hazards associated with the facilities and work activities. In addition, these meetings will serve as a forum where employees can ask questions, get clarification, or voice safety concerns. Furthermore, they can make suggestions that may improve the safety of their work environment. The following procedures shall be implemented:

1. An Employee Safety Committee Meeting is to be conducted as scheduled by the Safety Officer, or when the working environment has been changed to the degree that additional hazards may have been introduced into it, or as a result of a serious or potentially serious accident.

2. The meetings will include instructions, procedures and warnings related to the control of specific safety or exposure hazards to employees and other personnel directed or affected by District activities. Examples include electrical or fire hazards, flammable materials handling and storage, material handling, ergonomics, falling and tripping hazards, and general office safety.

3. Topics will include a discussion of appropriate control measures and proper procedures to abate or minimize the safety concerns addressed in the discussion phase of the meeting.

4. The committee will periodically review procedures to be followed in the event of an accident or occupational injury. This will include notification requirements (proper authority at the work site), and identification of the nearest emergency treatment facility. The locations of first aid kits, fire equipment and other related equipment should also be identified and discussed.

5. Meetings will have a formal agenda, and minutes taken.

6. Accident Review – Any accident and injuries that occurred during the preceding quarter will be reviewed and discussed.

7. Action items from the committee will be forwarded to upper management for review, implementation and/or comment.

Safety Committee Members

1. General appointment will be held annually
2. Members of the safety committee will include all levels of personnel, supervisory representatives and Plant Managers.

EMPLOYEE SAFETY REPORT AND SUGGESTION PROGRAM

The employee who is working in the actual job is by far the most familiar with the hazards inherent in that job or work area. To encourage the use of this valuable resource, an employee safety suggestion program has been initiated. The program will work as follows:

1. Each employee with a safety suggestion will be able to discuss it in person with the Safety Officer. Employees may also obtain a suggestion form from the Safety Officer if they wish to make a written report **(see Appendix B).**

2. Once the form is completed, it will be returned to the Safety Officer or the employee's manager/supervisor. If necessary, the supervisor will assist the employee in completing the form. The manager/supervisor will forward the completed form to the Safety Officer.

3. The form may be delivered anonymously if the employee is uncomfortable signing his/her name to the form.

4. The Safety Officer will review the form and work to implement the suggestion if he determines it will enhance safety.

ACCIDENT REPORTING AND INVESTIGATION

The objective of an accident reporting and investigation policy is to determine the cause and recommend corrective actions that are required to eliminate or minimize future accidents. To this end, the following procedures have been established:

1. **All fatal and serious injury accidents must be reported to Cal-OSHA within 8 hours. Only the Safety Officer or his/her designee should make reports of accidents to Cal-OSHA.**

2. An employee must immediately report to the supervisor any injury sustained at work, on a work-related business or field trip, or District event, no matter how slight the injury may be. Failure to report an injury promptly could result in the District questioning the validity of a workers' compensation claim filed at a later date.

3. Supervisors are required to report all injuries to Risk Management/ Health Benefits and to conduct an investigation. **Appendix C** (Employee's Report of Injury), **Appendix D** (Supervisor's Accident Investigation) and **Appendix E** (Accident Witness Statement) should be completed as needed.

    a. The District must complete the Employer portion of the DWC-1 form and give the form to the employee for completion of the employee portion. The form must be delivered to the employee within 24 hours of the injury.

    b. The Employer's First Report of Injury (OSHA form 5020) must be completed and forwarded to Risk Management/ Health Benefits/ HR within 24 hours of the injury.

HAZARD IDENTIFICATION

Good industrial safety practices require mandatory safety rules and a formalized safety program. To ensure compliance with the safety program objectives, regular facility and site inspections are necessary. The early detection of potential safety and/or health hazards and the subsequent correction of deficiencies not only eliminates the hazards but also demonstrates to the employee the importance that management places in providing a safe work environment and ensuring safe work practices.

A. Supervisors

The overall effectiveness of a safety program rests primarily with the first-line supervisor. The supervisor's familiarity with the employees, equipment, processes, and work environment places him/her in a unique position to affect change. The supervisor's close and continuous association with the employee and the work environment allows for the early detection and abatement of unsafe acts and unsafe conditions.

1. Safety Inspection by Supervisor
   As needed, the supervisor will conduct a walk-through safety inspection of his/her area of responsibility. Special attention will be devoted to housekeeping, electrical cords and plugs, use of flammable and toxic materials, and office equipment.

   The supervisor is responsible for notifying the Safety Officer about all issues discovered during the inspection so that prompt corrective action can be initiated.

2. Safety Inspections
   Each school site supervisor will insure that a safety inspection is conducted no less than annually. The Annual inspection Checklist **(Appendix F)** should be turned in to the Safety Officer. The Safety Officer will conduct an inspection at the District Office no less than annually.

Supervisors must ensure that employees are technically competent for the job in which they are assigned and are aware of the job specific safety requirements. It is the responsibility of the supervisor to make sure each employee is equipped with the proper tools for each job and that they are adequately trained in their job and usage of the tools. It is also important that the employees are provided with the proper personal protective equipment (PPE), that the employee is adequately trained in its use, and that the PPE is in good repair.

B. Loss Control Representative

Where a Safety Committee has been formed, the Loss Control Consultant from the insurance carrier may be invited to participate whenever possible in Safety Committee meetings in order to offer advice and possible training.

HAZARD ABATEMENT

Workplace hazards are to be corrected as soon as possible after they are identified. In the event that a hazard cannot be eliminated immediately, a target date for correction will be set. This target date will be based on various considerations such as the probability and severity of an injury or illness resulting from the hazard and the availability of needed equipment, materials, personnel, deliveries, modifications, construction, and installations. Testing and training times will also be considered. Until the hazard is eliminated, employees who are exposed will be provided with interim protection where appropriate. The Safety Officer will track the progress of the hazard correction.

The District recognizes that regular preventative maintenance is an important part of its injury and illness prevention program and will ensure preventative maintenance is performed on all appropriate machinery, tools, vehicles and other equipment.

HORSEPLAY

Conduct that may be termed as “practical joking,” “fooling,” “horseplay,” or “scuffling” is forbidden.

SMOKING

Smoking or the use of tobacco is prohibited on District property. “No Smoking” rules are rigidly enforced. Any employee found to be smoking on campus will be subject to disciplinary action. This includes electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

INTOXICANTS

Reporting to work or attempting to work while under the influence of alcohol, hallucinatory drugs, stimulants, depressants, marijuana, etc., is strictly prohibited. Only drugs prescribed by a physician are permitted, and then only if the drug does not interfere with safe job performance.

WORKERS' COMPENSATION

A. RESPONSIBILITIES

The Risk Management (Health Benefits) department is responsible for coordinating all workers' compensation claims reporting between the District and the insurance carrier. This includes ensuring that the required Employer's Report of Industrial Injury (Form 5020) and the DWC 1 are completed in full and the claim is reported timely to the carrier. In addition Benefits:

1. Coordinates medical treatment, return to work and receipt of mandated workers' compensation benefits between the injured employee and the insurance carrier. (Hazelrigg, Third Party Administrator)

2. Provides the injured employee with a Medical Treatment Authorization form, in order for the treating physician to provide the required care and makes sure the employee has all the necessary information regarding the clinic, directions, etc.

3. Ensures all injured employees have a return-to-work release from their treating physician before the employee is permitted to return to work.

4. Informs the injured employee of his/her rights under the State workers' compensation laws.

B. EMPLOYEES

a. Must immediately report all work-related injuries to their supervisors.
b. Unless prohibited by the extent of injuries, the injured employee must receive an "Authorization for Treatment" form from Risk Management/ Health Benefits.

EMPLOYER POSTING AND RECORD KEEPING

1. CAL/OSHA Poster "Safety and Health Protection on the Job" needs to be displayed in a prominent location where all employees can see it.

2. Emergency telephone numbers must be posted where they can be readily seen.

3. Appropriate information concerning access to employee medical and exposure records, and Safety Data Sheets must be posted or otherwise readily available to employees.

4. Exit signs posted where required.

5. Industrial Welfare Commission orders posted on the bulletin boards regarding the regulation of wages, hours and working conditions.

6. California notification on the prohibition of discrimination in employment properly displayed.

7. Notice to employees on unemployment and disability insurance.

8. State of California Payday Notice.

9. Up-to-date employee medical records and records of employee exposure to hazardous substances or harmful physical agents must be maintained.

HAZARD COMMUNICATIONS

All District employees have the right to know the identity of the chemicals and materials to which they are potentially exposed and the specific health and safety hazards these materials represent. The following Hazard Communications Program elements are provided:

1. All health hazards associated with the chemicals and materials used in the District will be identified and characterized.

2. Safety Data Sheets (SDS) will be provided for each chemical or hazardous material used in the District.

3. All employees who may be exposed to hazardous materials will be instructed as to the hazard and appropriate control measures implemented.

To ensure that the potential hazards associated with all chemicals and hazardous materials used at the facility are conveyed to the employees, the following procedures shall be implemented:

1. All containers of solvents, cleaners, and other chemicals will be labeled. Labels on incoming containers must not be removed or defaced. If a container is not labeled, the contents should not be used, and the departmental manager/supervisor should be notified. Never cover over the manufacturer's label in such a way that it would obstruct any warnings.

2. Should clothing become saturated with solvents, gasoline or other chemicals, the employee should change clothes immediately and rinse contaminated parts of the body with water.

3. If chemicals or hazardous materials come in contact with the eye(s), flush with tap water for at least fifteen minutes. Medical attention should be obtained after flushing the eye for the full fifteen minutes.

4. Chemicals, solvents, paint, etc., must not be discharged to the sewer system, storm drains, or ground. Appropriate waste storage containers are required and will be provided.

5. If a chemical spill occurs, the following general procedures should be tailored to cope with the unique properties of the chemical. *Note: The extent to which these procedures apply is to a large extent determined by the quantity of material spilled. If in doubt, contact your supervisor, manager or the Safety Officer:*

    - Attend to injured or contaminated personnel. Remove contaminated clothing and wash skin with soap and water.

- Identify the spilled chemical and its hazardous characteristics. If the spill can be contained without danger of personal injury, do so.

- Notify your manager or supervisor of the spill and provide all information pertaining to the incident, i.e.: approximate quantity of spilled chemical, product identity, and injuries.

- Restrict access to area about the spill and notify other workers of the spill.

- Evacuate non-essential personnel from spill area.

- If spill is flammable, turn off ignition and heat sources.

- Avoid breathing vapors of spilled chemicals. Move crosswind as far away from the spill and out of the plume of contaminated air.

- Wear appropriate protective clothing during spill cleanup. The Safety Officer should be called for specific guidance. **Note: If District personnel are to be involved in actual spill cleanup activities, special Chemical Spill Response Training is required.**

HAZARDOUS WASTE DISPOSAL

1. Procedure

The purpose of this procedure is to outline the District's requirements for the disposal of "hazardous waste" and "universal waste" (e.g., fluorescent light tubes, mercury thermostats and switches, batteries, cathode ray tubes, etc.) in compliance with the following regulations:

Code of Federal Regulations, Title 40, Parts 240-271 and Title 49, Parts 171-179
California Code of Regulations, Title 22, Sections 66011-66935;
Resources Conservation and Recovery Act of 1976, 42 U.S.C. Sections 6901-6987;
Health and Safety Code Section 25100-25249.

Federal, state and local environmental regulations require strict control of handling, storage and disposal of all materials that have been designated as hazardous or toxic to human health or to the environment.

In California, several types of materials have been designated as hazardous or toxic to human health. Many of these materials, such as gasoline, oils, paints, solvents and certain other chemicals are in regular use throughout the District. Once these materials become hazardous waste, specific restrictions apply to their handling, storage, shipping and disposal.

2. Definitions

- *Hazardous Waste* refers to waste substances that can pose a potential hazard to human health or the environment when improperly managed.

- *Universal Waste* is a category of waste material not designated as hazardous waste, but containing materials that need to be prevented from free release into the environment. Federal regulations specify certain types of each the following as universal waste: batteries, lamps, mercury-containing equipment, and pesticides.

- *Non-Hazardous Waste* includes all waste that does not meet the definition of hazardous waste or universal waste.

3. Responsibilities

The Safety Officer, or designee, is responsible for coordinating and monitoring the District's program for handling, storage and disposal of hazardous materials/waste.

4. Requirements

The following requirements apply to all District employees who handle hazardous materials/waste:

1. ***Hazardous Waste Determination*:** Any site that intends to discard waste that may be considered hazardous must notify the Safety Officer. The types of waste that could be considered hazardous (harmful) are materials that exhibit the following characteristics:
    - Ignitable (can catch fire)
    - Corrosive (acids and bases)
    - Reactive (can explode)
    - Toxic (poisonous)

    Additionally, certain materials have been identified specifically by the State of California as known hazardous wastes. Please contact the Safety Officer to determine if the waste is hazardous.

2. **Accumulation of Time:** This refers to the amount of time that hazardous waste can be stored at District sites.
    - Hazardous waste can be stored at District sites safely in leak-proof storage with applicable time limits depending upon the amount that is generated.
    - Accumulation time begins when the waste is first collected.
    - For sites that collect 220 pounds per month or less, the hazardous waste must be removed at least annually.
    - For sites that collect more than 220 pounds per month, the hazardous waste must be removed every 90 days.

5. Storage of Hazardous Materials:

- Hazardous materials shall be stored in a manner to prevent accidental reactions, explosions, or discharges.
- An inventory of hazardous materials shall be maintained.
- A Safety Data Sheet (SDS) shall be maintained on site for all hazardous material inventoried.
- No unidentified or unlabeled substance will be used, handled or stored

6. Approved, Restricted and Prohibited Chemicals: *All chemicals used in the District should undergo a hazard determination by the Safety Officer prior to use.*

a. Approved chemicals: Class III chemicals (flammable over 140 degrees F) are approved for student usage provided that the instructors are familiar with their hazardous properties. Only chemicals that are required for the curriculum should be ordered. These chemicals are to be secured when not in use. Quantities should be kept to a minimum.

b. Prohibited chemicals **MAY NOT BE ORDERED UNDER ANY CIRCUMSTANCES,** as the District prohibits them from use. Metallic or mercury-containing devices are no longer permitted for instructional purposes. Prohibited chemicals must be reported to the Safety Officer immediately for proper removal.

7. Recordkeeping

A manifest list shall be prepared for each incident of hazardous waste disposal. Originals shall be filed with the Safety Officer; copies shall be retained for three years.

SAFETY DATA SHEETS

Safety Data Sheets (SDS) will be provided for each material prior to use. The SDS is prepared by the chemical's manufacturer and will be available for review. The SDS do not have a mandated format but must be in English and contain the following information:

1. Identity of chemical(s) or hazardous substances, which make up the material.
2. Physical hazard posed by the chemical or material
3. Primary route of entry for exposure
4. Health hazard
5. Safe handling precautions
6. Emergency spill procedures
7. First aid and required personal protective equipment
8. Date SDS was prepared as well as date of latest version
9. Name, address, telephone number of manufacturer, importer, or other responsible party.

Labeling of all containers is required and must be in English and may be in other languages as needed in order to properly communicate the hazards. Container labels must include:

1. Identity of the Hazardous chemical(s) or material(s)
2. Appropriate hazard warning
3. Name and address of the manufacturer or other responsible party.

Each employee potentially exposed to a hazardous chemical or substance must be instructed in safe handling and emergency response practices. At the beginning of a job assignment, each employee will be instructed in the health and safety hazards associated with the various chemicals and substances to which they are potentially exposed.

CHEMICAL HYGIENE PLAN

The Chemical Hygiene Plan (CHP) has been developed in compliance with Title 8, CCR, Section 5191, "Occupational Exposure to Hazardous Chemicals in Laboratories", and with California Education Code Sections 49340-49341.

The CHP provides guidelines to ensure that all individuals covered by this policy and procedure are adequately informed and trained on the requirements of Section 5191. Requirements include information on:

- Recognition and classification of hazards, including potential effects of physical and health hazards associated with hazardous chemicals in laboratories.
- Standard operating procedures, including safe work practices, safe equipment use, safe handling and storage of chemicals and posting warning signs and labels.
- Minimization of hazards by engineering and administrative controls, use of personal protective equipment (PPE), environmental monitoring and appropriate response to accidents.
- Proper labeling and disposal of hazardous materials and wastes.
- Recordkeeping requirements of chemical inventories and employee safety training.

The CHP also outlines responsibilities for the Principal, science teachers and the Safety Officer. The primary objective of the CHP is to reduce and control hazards associated with school laboratories; therefore, it is essential that all elements of the CHP be implemented so that the District can provide the safest possible learning environment for students and staff.

1. Responsibilities

A. *Principal i*s responsible for ensuring the implementation of the CHP in school laboratories. The Principal shall assign a person, such as a science teacher, to train staff on the requirements of the CHP.

B. *Science Teachers* whose normal work locations include a laboratory area have the responsibility to:
- Plan and conduct each laboratory operation/activity in accordance with the District's CHP;
- Maintain an annual inventory of laboratory chemicals and the corresponding SDS. The inventory and any updates should be forwarded to the Safety Officer.
- Observe proper chemical hygiene and safe work practices.
- Instruct students in safe work practices and procedures.

C. *Safety Officer* has the responsibility for developing the program to implement the CHP requirements as follows:
- Work with the principals and teachers to help implement the CHP;
- Provide technical assistance to schools and employees on the CHP;
- Regulate the use of chemicals for general school laboratories;
- Determine the need for personal protective equipment beyond what is specified for general laboratory use;

- Conduct annual review and revision of the CHP and;
- Provide training to staff as to the requirements listed in the CHP.

2. Employee Information and Training

A. *Chemical Hygiene and Safety Training Program*

The goal of the District's chemical hygiene plan is to ensure that all individuals at risk are adequately informed of the physical and health hazards associated with chemicals, hazardous materials and wastes present and/or generated in the laboratory, the proper procedures to minimize risk of exposure and the proper response to spills.

All employees whose normal work locations include a laboratory area shall participate in an ongoing chemical hygiene and safety-training program. This includes custodial personnel as well as appropriate teaching staff.

The precise nature of training received by an individual is determined by the nature of his/her work in the laboratory. For example, training for teachers would include safe handling of chemicals during experimental procedures whereas training for custodians would include performing necessary cleaning operations in the presence of laboratory chemicals. Training will be directed to classes or groups of hazardous chemicals, rather than to the specific characteristics of many chemicals.

The general content of the training and information program will include the following:

- The State Chemical Hygiene and Safety standards, including the contents of Section 5191 of the General Industry Safety Orders of Title 8, California Code of Regulations.
- Location and contents of the District's Chemical Hygiene Plan.
- Safe practices for handling hazardous materials and transporting them within the school.
- Hazards of chemicals used in the school laboratories, including permissible exposure limits (PELs) or other exposure limits.
- Labeling and storage practices and information to interpret labels.
- Information on concepts necessary to understand reference materials, such as PEL, threshold limit value (TLV), lethal dose (LD) 50, and routes of entry.
- Location and content of SDS for chemicals and reference materials related to the chemical/physical properties, safe handling/storage, and disposal of hazardous materials/waste.
- Location and proper use of available PPE

The training program will be an ongoing process, including orientation for new employees. The Safety Officer will maintain records documenting the ongoing training received by employees.

B. *Safety Data Sheets*

The most current SDS received for all laboratory chemicals should be kept in the Laboratory Chemical SDS binder and kept readily available to employees.

C. *Signs/Drawings*

Prominent signs/drawings must be clearly posted in all laboratories as well as in the chemical preparation and chemical storage areas. These signs/drawings have to clearly state the following:

- Exits and evacuation routes.
- Location of eyewash stations.
- Location of fire extinguishers/blankets and first aid kits

3. Standard Operating Procedures

A. *General Safe Work Practices*

- Determine the potential hazards (e.g. physical and/or chemical) and appropriate safety precautions before beginning any new operations. Students should be familiarized with the potential hazards of various chemical substances.
- Be alert to unsafe conditions and actions and call attention to identify them so that corrective actions can be made as soon as possible.
- Develop and encourage safe habits; avoid unnecessary exposure to chemicals by any route.
- Thoroughly wash areas of exposed skin before leaving the laboratory. Be familiar with first aid procedures and the location of eye wash stations.
- Eating, drinking, smoking, chewing gum, or application of cosmetics in the laboratory is strictly forbidden. Food and drink must not be kept anywhere in the laboratory. Laboratory glassware or utensils must not be used for food or beverages.
- Practical jokes, horseplay or other behaviors that may confuse, distract or startle another person are not permitted.
- Working alone in a laboratory is not recommended.
- An experiment must never be left unattended.
- Mouth suction for piping or starting a siphon should never be used.
- Don't smell the contents of a test tube or other container holding chemicals.
- There is a definite relationship between safety performance and orderliness in the laboratory. Good housekeeping practices include, but are not limited to, the following:

    - Coats and books must be kept in designated places. Work areas must be kept clean and free from obstructions.
    - Cleanup must follow the completion of any experiment.
    - Wastes must be deposited in appropriate receptacles.
    - Minor chemical spills must be cleaned up immediately and disposed of properly.
    - Floors must be cleaned regularly; accumulated dust and other assorted chemicals pose respiratory hazards.
    - Access to exits, emergency equipment, controls and such must be kept clear at all times.

B. *Personal Apparel*

- Long hair and loose clothing must be confined.

- Close-toed shoes must be worn in the lab at all times as protection against spilled chemicals and/or broken glass.
- Clothing should be protected from corrosive or staining chemicals with an apron or lab coat.
- Students and the instructor in the proximity of an experiment must wear safety goggles and should be evacuated from seats near the demonstration table, even if the possibility of injury is remote.

C. *Safe Handling and Storage of Chemicals*

- Chemicals must be correctly and clearly labeled. In order to avoid contamination, used and/or contaminated chemicals must never be returned to their original containers.
- Unlabeled containers and chemical wastes must be disposed of promptly by using appropriate measures. Such materials, as well as chemicals that are no longer needed, must not be accumulated in the laboratory. The Safety Officer must be notified in order to arrange the proper disposal of chemicals.
    - Only chemicals that are used should be kept in storage. Chemicals must be appropriately disposed of when their shelf life has expired, or when no longer in use. The Safety Officer must be notified in order to arrange the proper disposal of chemicals.
    - Only the amount of chemicals that can be used in one year should be kept on hand. Chemicals should not be stockpiled.
    - Before using any chemical, employees should be thoroughly familiar with the hazards and precautions for protection. The MSDS should be reviewed before any chemical product is used.
    - All chemicals should be stored by compatibility families,
    - Avoidance should be taken in storing chemicals on shelves above eye level and/or on the floor.
    - Neutralizing chemicals, spill kits, absorbent and other spill control materials must be readily available.
    - Compressed gas cylinders should be secured upright to the wall, with caps in place. Flammable gases should be separated from oxidizing gases by a one-hour firewall, or at least 25 feet (7.5m).
    - Shelving should be equipped with lips in order to prevent products from rolling off the shelves.
    - Storage areas and cabinets must be clearly marked and labeled in order to be able to identify the nature of the products stored within.
    - Sources of ignition must be kept away from the chemical storage areas.
    - Chemicals should be secured by using approved storage units.
    - Only approved and secure storage vessels must be used when transferring chemicals.
    - Chemicals should never be transported in a non-secured container – all containers must be capped before moving work out of a work area.
    - Transportation or use of chemicals outside of the laboratory area must be by an authorized and trained individual, and the chemical(s) must be in a spill proof/break proof storage container.

4. Hazard Controls

A. General Principles for Hazard Minimization

- All chemical exposures must be minimized. Few laboratory chemicals are without hazard, therefore general precautions for handling all laboratory chemicals should be observed. All contact with chemicals either through inhalation, ingestion or skin should be avoided.
- Adequate ventilation should be provided. Experiments, which generate chemical fumes, dusts, mists or vapors, should only be performed in well-ventilated areas (i.e. outside if possible).

B. *Engineering Controls*

- General Laboratory Ventilation: This system should provide a source of air for occupant comfort and for input to local ventilation devices; it should not be relied upon for protection from toxic substances released into the laboratory. This system should ensure that the laboratory air is continually replaced to prevent an increase in the concentration of airborne toxic substances during the day.

C. *Personal Protective Equipment (PPE)*

- Employees should know the types of PPE available and ensure that it is used appropriately:
  - Aprons, labs coats and gloves, made of chemically inert material, should be readily available and worn whenever hazard exits that could damage clothing, cause an injury or irritate the skin. It is important to caution that most lab coats and aprons are made of substances that will burn.
  - Appropriate gloves must be worn when the potential for contact with toxic materials exists. Gloves must have sufficient arm protection to minimize the chance of spilled chemicals making contact with the skin. Gloves must be inspected before and after each use, washed before removal and replaced periodically (at a minimum per the manufacturer's specifications.)
  - Clothing or laboratory coats must be removed immediately upon significant contamination. They should be placed into an appropriate container, the container labeled and the container properly disposed,
  - Any other protective and emergency apparel and equipment should be used as appropriate.

- All persons performing science activities involving hazards to the eyes should use approved eye protection devices. All persons within dangerous proximity must be likewise equipped. The use of proper eye protection is a minimum requirement for everyone who enters a chemical laboratory:
  - There is always a danger of splashing chemicals therefore; goggles or other forms of eye protection that protect both the front and sides of the eyes are mandatory. Side shields offer some protection from objects that approach from

the side, but do not provide adequate protection from chemical splashes, which can drip behind glasses.

- It is recommended that contact lenses not be worn in the chemistry laboratory or workplace due to the possible increased absorption of airborne contaminants across the eye tissues (prescription glasses are preferred). In addition, they are never a substitute for eye protection**. If contact lenses are worn, fitted goggles must also be worn at all times.**
- The appropriate eye protection must be worn at all times by all personnel, including visitors, where chemicals are stored and handled.

D**.** *Administrative Controls*

- Use only those chemicals in small quantities whose chemical concentrations can be controlled by the existing ventilation systems. Use the least toxic materials and process available to teach the desired experiment. Only chemicals on the approved list should be ordered. If a chemical is found that is not on the approved list, the Safety Officer should be notified for proper disposal.
- *Procurement:* Prior to ordering any chemical, the need should be based on the desired use of the chemical. The amounts ordered should not exceed the expected use in one year. Orders should be shipped to a central location to minimize the number of employees handling the containers. No chemical should be received without an adequate label and safety data sheet (SDS).
- *Purchasing large quantities of chemicals and dispensing them* into smaller containers is discouraged. Qualified personnel should only open incoming shipments of chemicals. If possible, certain items should be kept in the original package, e.g. acids and bases in the special Styrofoam cubes. All chemicals must be dated upon receipt.
- *Stockrooms/Storerooms*: Chemical substances should be segregated in a locked and secure area. Stored chemicals should be examined at least annually for replacement, deterioration, and container integrity. No unlabeled products should be stored anywhere in the storage room. Chemical products in unlabeled containers are considered unsafe for use. The Safety Officer should be informed of any unlabeled containers. Stockrooms/storerooms should not be used as preparation or re-packing areas.
- *Laboratory Storage:* **Laboratory rooms should not be used for storage of chemicals**. Exposure to heat or direct sunlight should be avoided. Periodic checks should be conducted and unneeded items should be properly discarded or returned to the storeroom/stockroom.
- *Inventory:* Each intermediate school should maintain an inventory throughout the school year and submit it to the Safety Officer whenever it is updated. The inventory should include quantity, location, date of purchase, shelf life and projected disposal date.
- An SDS should be on file for each chemical that is received and used in the normal course of the school year and accessible to employees (General Industry Safety Orders, Title 8 Section 5194.) A copy of the SDS must be forwarded to the Safety Officer when chemicals are received at the school site.

E. *Fire Protection and Prevention*

- The Laboratory staff should be familiar with the locations and types of fire safety equipment such as fire hoses, blankets and portable fire extinguishers. Firefighting equipment should be inspected monthly and be accessible at all times.

- All doors leading from classrooms into an open corridor should not be blocked open, or closed with any devices.

F. *Accident and Spill Response*

While the practices and procedures specified in CHP will help minimize risk of exposure to hazardous chemicals, employees must be knowledgeable about what to do should an accident occur. At a minimum, employees should know the location and proper use of emergency equipment in the laboratory area, the location of exits and emergency procedures. Types of emergencies that should be anticipated include but are not limited to:

- ❖ Thermal and chemical burns
- ❖ Chemicals in the eye
- ❖ Skin contact and irritation by chemicals
- ❖ Inhalation, ingestion or skin absorption of chemicals
- ❖ Cuts and puncture wounds

If an accident, such as a spill, should occur which results in the likelihood of a hazardous exposure, the affected employee or student shall be provided immediate medical attention. For emergencies of a serious nature, such as severe burns, call 911 immediately.

G. *General Accident Procedures*

. **In the event of a laboratory accident, the following procedures should be used:**

- Report the nature and the location of the emergency to the appropriate fire or medical facility. For severe injuries dial 911. Give your name, telephone number, building and room number. If individuals are involved, report how many, whether they are unconscious, burned or trapped, whether there has been an explosion, and whether there has been a chemical or electrical fire. Notify the Site Administrator and School Nurse. No other phone calls should be made unless they directly relate to the control of the emergency.
- Keep clear of the area of the spill, fire or personal injury unless it is your responsibility to help handle the emergency. Curious bystanders interfere with rescue and responding emergency personnel and may endanger themselves.
- Notify others in the area about the nature of the emergency.
- Meet the responding emergency personnel at the indicated location, or send someone to meet them.

- An injured person should not be moved, unless they are in further danger. Use general first aid techniques if appropriate. Always treat the most urgent symptoms first such as:
    - Cessation of breathing
    - Cessation of heartbeat
    - Eye injury
    - Skin contact
    - Shock

2. ***Chemical Accidents:***

- Carefully remove all contaminated clothing immediately and wash the skin with soap and water. Flush the skin for at least fifteen minutes. Contact the Safety Officer for proper disposal of clothing.
- Eye contact: In the event that a foreign material (solid, liquid) gets in the eye(s), /face, the eye(s)/face must be thoroughly and continuously irrigated for at least fifteen minutes. Such irrigation should be with potable clean water from an emergency eye wash station, shower, hose, faucet, drinking fountain or any other nearest available supply of water. Following this emergency first aid action, the individual should be provided with professional medical treatment.
- Follow emergency first aid procedures listed on the chemical MSDS. Immediately call 911 for instructions. Be sure to note which chemical(s) may have been ingested.

3. ***Chemical Spill Clean Up***

- Promptly clean up minor spills of dilute chemicals using appropriate protective apparel such as gloves and aprons. Dispose of properly.
- If there is no fire hazard and the material is not particularly volatile or toxic, clean it up using procedures listed on the SDS. Wear appropriate gloves and clean the contaminated area with soap and water after removing the spill.

4***. Fire***

- If the fire is too large to be suffocated quickly and simply, or if it is believed to produce toxic fumes, vacate the area following established evacuation routes, sound the fire alarm and notify the fire department. On their arrival, inform the fire fighters what chemicals are involved, or may become involved.
- A fire contained in a small vessel can often be suffocated by covering the vessel with an inverted container. Do not use dry towels, cloths or plastic. All flammable materials nearby should be moved.
- In fires that appear to be controllable, direct the fire extinguisher at the base of the flames. Do not discharge a fire extinguisher at a pool of burning liquid. Avoid breathing gases and smoke from the fire. Always fight the fire from a position of escape.
- If a person's clothing is on fire, douse the individual with water, or wrap the person in a coat, blanket or other non-flammable material that is immediately available, quickly remove any clothing contaminated with chemicals. Douse with water to remove heat, and place clean, wet, ice-packed cloths on burned areas. Get medical attention immediately.

5. **Chemical Container Labeling and Disposal of Hazardous Materials and Waste**

a. The first priority of District's Hazardous Waste Management Procedures for Schools is waste minimization. Whenever possible, chemical volumes should be minimized. This is achieved by:

- Planning experiments that will not generate excessive chemical waste.
- Purchasing chemicals only in the amounts needed.
- Used Chemical Container Labeling; Leftover reagent and reaction products should be placed in marked containers at the end of each laboratory session. Broken glass should be placed in its own marked container.

b. Used chemicals shall be classified into the following categories:

i. Flammable - Organic Acid
ii. Reactive - Base
iii. Water-Reactive - Toxic
iv. Air Reactive - Oxidizer
v. Inorganic Acid - Other

c. Containers shall be labeled with the following information:

- Used-chemical category
- Name of chemical(s) in the container
- Approximate percentage of each chemical (if mixed)
- Date prepared
- Name of instructor or room number

Unused chemicals will be maintained in their containers and secured in a storage area until such time that they are either reused in a laboratory procedure or reclassified as waste for disposal. Chemicals stored in each building shall be inventoried at least annually.

6. **Chemical Waste Disposal**

- All hazardous waste containers must be properly labeled with name and address of school, composition and physical state of the waste, and accumulation date. Since it is unlawful to store hazardous wastes at school sites for longer than 90 days without a permit, contact the Safety Officer regarding proper disposal of hazardous wastes.

INTEGRATED PEST MANAGEMENT PLAN

Policy Statement

The District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the District to provide the safest and lowest risk approach to control pest problems while protecting students, staff, the environment and District property.
The District has adopted a "Least-Toxic Integrated Pest Management (IPM) Policy". Pests will be controlled to protect the health and safety of the students and staff; to maintain a productive learning environment; and to maintain the integrity of the school buildings and grounds. It is the policy of the District to focus and develop long-term pest prevention methods and give "non-chemical" methods first consideration when selecting appropriate control measures. The full range of alternatives will be considered, giving preference to non-chemical methods, and then chemicals that pose the least hazard to people and the environment.

Least-Toxic Integrated Pest Management (IPM) Policy contains the following elements:

1. Monitoring to determine pest population levels and identify decisions and practices that could affect pest populations.
2. Modification of pest habitats to deter pest populations and minimize pest infestation.
3. Consideration of a range of potential treatments for the pest problem, including prevention, mechanical and biological methods of pest control, using synthetic chemical controls only as last resort and only those chemicals that pose the least possible hazard to people and the environment.
4. Abstain from using any pesticide product containing an ingredient known to the State of California to cause cancer, developmental toxicity, or reproductive toxicity, pursuant to th123 California Safe Drinking Water and Toxic Enforcement Act of 1986, or any pesticide product containing an ingredient classified by the United States Environmental Protection Agency as a known human carcinogen, reproductive toxin, developmental toxin or endocrine disrupter.
5. The Facilities Director will coordinate the IPM program and be responsible to provide:
    - Oversight for the successful implementation of the program consistent with this policy and coordinate all District efforts to adopt IPM.
    - Overall program management and provide proposed procedures and products for use in managing pest populations.
    - Formal notification to parents, staff and students of any chemical pesticide application including pre-and-post signage.
    - Establish and maintain a registry of parents, staff and students that have indicated they desire notification 72 hours prior to pesticide applications.
    - Record-keeping guidelines for any chemical pesticide application.
    - Education and training for IPM personnel.
    - A list of approved procedures and products.

Legal References: EDUCATION CODE 17608 - 17613 Healthy Schools Act of 2000 48980.3 Healthy Schools Act of 2000, FOOD AND AGRICULTURAL CODE 13180 Healthy Schools Act of 2000

ASBESTOS MANAGEMENT PLAN

In 1987, the Environmental Protection Agency (EPA) published the Asbestos Hazard Emergency Response Act (AHERA). In compliance with this law, the District has developed a plan to respond whenever asbestos is discovered. A synopsis of our action follows:

A. Inspection

Asbestos is classed as friable or non-friable. Friable simply means that the material may release asbestos fibers into the air if it is disturbed. Crumbling insulation or old, sprayed ceilings that contain asbestos are examples of friable asbestos. There are four options provided by law for dealing with asbestos: removal, encapsulation (sealing), enclosure, or maintenance in satisfactory condition until removal is scheduled.

For low hazard, non-friable asbestos, our response is to maintain the material in a non-friable state until it may be removed during a scheduled renovation or demolition project. Our primary guideline for selection of a proper response is the protection of human health and safety.

B. Training

All maintenance staff that work in a building containing asbestos must receive two hours of specialized training in the recognition of and techniques of performing maintenance duties without disturbing asbestos containing materials. California Code of Regulations Title 8 Section 1529; training for employees performing Class IV operations are consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(1).

C. District's Plan

The District's plan includes the following tasks and objectives:

1. Protect human health by preventing exposure to air-borne asbestos fibers.
2. Maintain, encapsulate, enclose or remove all asbestos.
3. Inspect asbestos and make repairs as needed.
4. Train maintenance staff.
5. Notify all students, parents and staff about District response to AHERA by sending a letter home to all students and parents with the beginning of the year registration materials.
6. Make our asbestos plan and test results available to the public.
7. Post warning labels on asbestos where disturbance may occur.
8. Notify outside contractors of asbestos prior to any work.

The District is required by law to inspect all asbestos every six months. Necessary repairs will be undertaken as identified.

LEAD MANAGEMENT PLAN

The intent of this program is to provide guidance for compliance with Cal/OSHA's regulations and requirements while reducing occupational and environmental exposure to lead during maintenance, demolition and construction work. It is the goal of the District to provide the safest and lowest risk approach to control lead problems.

California School districts are subject to three main sets of regulations involving lead hazards: Title 17, California Code of Regulations, Division 1, Chapter 8 §35001-36100 covers Accreditation, Certification and Work Practices for Lead-Based Paint and Lead Hazard, California Lead in Construction Standards, Title 8, California Code of Regulations, Division 1, Chapter 8, §35001-36100) and Lead-Safe Schools Protection Act, California Education Code §32240-32245.

A. Procedures:

Major Construction or Modernization Projects:

In the event that the District is planning any major construction or modernization of any buildings, the District will:

1. Begin by determining whether lead is present on the job prior to the selection of employees or an outside contractor to do the required work.
2. If lead is present, ensure that the workers being used have had adequate training, depending upon the nature of the work to be done.

LOCKOUT TAGOUT

To prevent inadvertent operation of electrical equipment during set up or maintenance activities, an energy control procedure has been implemented. This procedure consists of locking out the main energy source or control for the equipment undergoing maintenance, and tagging it to indicate that it is not to be re-energized.

Each person involved in the maintenance activity must attach a unique lock and tag to the main energy source.

All electrical equipment must be turned off at the breaker panel and locked out or electrically disconnected from the energy source prior to maintenance. The electrical condition of the equipment must be verified by an electrician to ensure no electrical back-feed. Note: For electrical circuit breaker panels not equipped with breakers that can be "locked" open, the breaker(s) must be turned off, the "hot" wire disconnected from the breaker and tape placed over the breaker face to preclude being inadvertently energized. The employee assigned to perform the required maintenance must tag the breaker(s).

The doors or covers of electrical control cabinets, distribution panels, safety switches, circuit breakers, and all similar enclosures shall be kept closed at all times except when opened by authorized personnel for maintenance, adjustment or inspection.

a. When disconnecting an electrical plug, pull on the plug, not the cord.
b. When disconnecting high current draw electrical equipment, ensure the power has been turned off at the distribution center.
c. When a fuse blows or circuit trips, it usually means an overload or possible short. A qualified electrician must inspect equipment protected by a circuit breaker, which has tripped before it is put back into service.

MACHINE GUARDING

A. Definitions

These procedures are intended to ensure safety device(s) are installed on tools and equipment. Department supervisors are responsible for enforcing the use of machine guarding on equipment and tools used in their areas of responsibility. The Safety Officer or designee shall be responsible for periodically inspecting work areas to ensure that all equipment that requires guards has been identified and the appropriate guarding installed.

Before performing tasks involving the use of a tools and equipment, the operators must receive initial training in the safe operation of the equipment, and follow-up training as necessary to maintain the required competency level.

Equipment with guards, sensing devices, and or safety switches shall be operated only when the safety devices are engaged and operating properly.

1. Machine Guard – A mechanical device fitted to operating machinery to prevent operator's limbs from contacting the machinery parts and resulting in an injury.
2. Sensing Device – An electronic device fitted to operating machinery, which will sense the presence of the operator and shut down the machinery, thus preventing the operator's limb from contacting the machinery's moving parts.
3. Operator – Person who is assigned to operate a particular machine, has been trained in its use, and has the authority to turn it on and off.
4. Safety Switches – Machinery requiring multiple switches to be engaged before the equipment will operate. These switches are generally placed so that the operator's limbs cannot be caught in the moving parts of the machine.
5. Pullbacks or Holdbacks – Restraining devices attached to the operator restricting limb movement to an area outside of the machines "area of operation."

B. Procedures

1. The manufacturer's recommended test procedures for checking the operation of the machine guard shall be followed and completed before the machinery is operated.
2. The distance required for safe operation of specific machinery must be maintained at all times, with no exceptions.
3. Training must be given to ensure that the operation, function, and performance of the machine guard and safety guarding devices are clearly understood by the operator, including any and all limitations and restrictions of the guarding features (e.g. hand tools may interfere with pressure sensing devices and must be eliminated from the work area)
4. All employees should be made aware of the severe physical injury that can result if the operator, and/or another person, attempts to circumvent or by-pass any of the safeguards or operating functions. Any employee found to have by-passed, or attempted to by-pass, the safety features of any piece of machinery will be subject to disciplinary action.
5. All operating equipment with guards shall be maintained in proper functioning condition. All discrepancies that render the guarding equipment inoperable shall be reported for immediate corrective action. Machinery in need of repair shall be tagged and removed from use until repairs have been affected.
6. All operating equipment shall be reviewed for the purpose of identifying the need for guards and safety systems. Equipment not fitted with guards by the manufacturer shall be inspected for the need of retrofitting with guards of the appropriate type.
7. Equipment with guarding features shall be inspected prior to use to ensure the guarding system is functioning properly.
8. The machine operator is required to perform daily inspections of the equipment, with quarterly inspections being performed by the operator's supervisor.
9. Adjustment and maintenance of the safety guarding system on equipment is the responsibility of the maintenance personnel assigned to the equipment. The manufacturer's recommendations and requirements shall be followed unless the manufacturer has authorized a variance from the approved procedures.
10. Personal protection is primary when working with operating machinery. Proper dress, footwear and any other required personal protection equipment must be utilized at all times.
11. Machine operating instructions shall be posted close to the equipment and must include the operation of the guarding features.
12. Startup and shutdown procedures shall be followed at all times. Operators shall be instructed on emergency procedures before operating the equipment.

13. Lockout/Tagout procedures shall be followed whenever working on powered machinery. Guarding devices on equipment do not take the place of Lockout/Tagout.
14. Equipment with guarding features shall be visibly tagged that the equipment requires guarding, with the date of the last inspection and the inspector's initials.

HEARING CONSERVATION

A. Purpose

The purpose of this program is to ensure that employees who are occupationally exposed to industrial noise are adequately protected. Noise in excess of 85 dB (A) has been shown to produce noise induced hearing loss after prolonged exposure. These procedures have been developed in order to prevent this potential loss and to ensure compliance with both state and federal hearing conservation standards

It is the intent of the District's to protect its employees from noise exposures that may result in hearing loss. In accordance with Cal/OSHA's Occupational Noise Exposure standards, a Hearing Conservation Program has been established to minimize the risk to employees who operate equipment or are required to work in areas where noise is present in excess of the permissible exposure limits.

B. Responsibilities

It is the responsibility of the Supervisor to:

- Ensure employees are provided with appropriate hearing protection.
- Ensure that employees are provided and wear hearing protection equipment in those areas designated as noise hazardous.
- Identify areas that may need to be included in the Hearing Conservation Program and contact the Safety Officer for initial noise measurements.
- Inform the Safety Officer of any process changes or new processes that may generate noise at levels exceeding the action level of 85 dB (A) in order to obtain an initial determination of the noise intensity.

It is the responsibility of the employee to:

- Protect his/her hearing by using hearing protection devices. Although employees may be able to tolerate noise that is well in excess of the permissible exposure limits, the ability to hear in later years may depend on today's use of hearing protection devices.

C. Hearing Conservation Program

The Hearing Conservation Program provides monitoring and audiometric testing of employees who work in those areas where the 8-hour time weighted average (TWA) noise exposure equals or exceeds 85 decibels, measured on the A scale. The 85 dB (A) level is also referred to as the action level since this is the point at which action to reduce noise exposure to the crewmembers must be initiated.

Participation in the Hearing Conservation Program is required for employees exposed to noise in excess of the action level.

HEAT ILLNESS PREVENTION PLAN (OUTDOOR WORKERS)

Employees working outdoors or in other areas at times when environmental risk factors for heat illness are present are at risk of developing heat illnesses if they do not protect themselves appropriately. The following procedures have been developed in order to provide awareness to employees and supervisors regarding heat illness symptoms, ways to prevent illness and what to do if the symptoms do occur.

All District employees and their supervisors who work outside in the heat during those times when the environmental risk factors for heat illness are present must comply with the procedures in this program and in accordance with Title 8 of the California Code of Regulations, Section 3395.

A. Definitions

- Acclimatization: The temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for about two hours per day in the heat.
- Environmental risk factors for heat illness: the working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, and heat stroke.
- Personal risk factors for heat illness: factors such as an individual's age, degree of acclimatization, health, water consumption, caffeine consumption, alcohol consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
- Preventative recovery period: a period of time to recover from the heat in order to prevent heat illness.
- Shade: the blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to the person inside it, unless the car is running with air conditioning.

B. Preventing Heat Illness

The District shall take the following steps to prevent heat illness among its employees:

- Train all its employees and supervisors to recognize the causes and symptoms of heat illness in both themselves and their co-workers, and how to take immediate steps to inform supervisors or in the absence of supervisors, inform emergency medical services or call 911.
- Communicate with providers of weather information during periods of extreme heat about expected conditions, and consider that information when planning and/or modifying work schedules.

- Alert all employees to personal risk factors for heat illnesses, including age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat. Employees who self-identify as having personal risk factors shall be advised to consult with a doctor before working in extreme heat.
- Sufficient acclimatization to working in heat shall be provided to employees when employees are first exposed, through work modification and/or reduced periods of exposure.
- The District shall provide and encourage the consumption of adequate cool water throughout the work shift either through piped in water supplies or by providing portable water supplies in containers that comply with Cal/OSHA standards in such initial quantities or with regular replenishment that will provide at least one quart per hour per employee, throughout the shift.
- Employees suffering from heat related illnesses or in need of a recovery period from the heat shall be provided with access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade is permitted at all times. Where practical, cooling methods other than shade, such as misting systems, may be provided in lieu of shade if it can be demonstrated that these methods are at least as effective as shade in allowing employees to cool.

C. Training

All employees working on job tasks where environmental risk factors for heat illness are present shall receive instruction before being assigned to work tasks. Topics shall include the following:

1. Environmental and personal risk factors for heat illness, including high air temperature, high relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, and protective clothing and personal protective equipment worn by employees.
2. The risk factors for heat illnesses that is unique to individuals, including age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
3. The Districts procedures for ensuring that adequate water, shade and first aid be provided.
4. The importance of frequent consumption of small quantities of water, up to four cups per hour, when the work environment is hot and employees are likely to be sweating more than usual while working.
5. The different types of heat illness, and the common signs and symptoms of heat illness. See attached chart
6. The importance to employees of immediately recognizing and reporting symptoms or signs of possible heat illness in themselves, or their co-workers to their supervisor or emergency services, including 911.
7. The District's specific procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.

D. Additional Supervisory Training

In addition to the training outlines above, all supervisors of employees who work at outdoor locations shall receive additional training in order to ensure understanding in the following areas:

1. Procedures for implementing this Heat Illness Prevention Plan
2. The specific steps to follow when an employee exhibits symptoms with possible heat illness, including emergency response first aid and reporting procedures.
3. How to adjust work schedules and breaks at the beginning of the warm weather season, or during initial exposure by a new employee, to provide a period of acclimatization
4. The Department Supervisor will maintain all training records prepared in association with the Heat Illness Prevention Program.

Suggestion for employees to take as precautions to prevent heat-related illnesses:

1. Condition yourself for working in hot environments. Start slowly, and then build up to more physical work. Allow your body to adjust over a few days.
2. Drink lots of fluids. Don't wait until you are thirsty, by then there is a good chance that you're already on your way to being dehydrated. Electrolyte drinks are good for replacing both water and minerals lost through sweating. Never drink alcohol, and avoid caffeinated beverages, such as coffee and soft drinks.
3. Take frequent breaks, especially if you notice that you are getting a headache, or you start feeling overheated. Cool off for a few minutes before going back to work.
4. Wear lightweight, light colored clothing when working out in the sun.
5. Take advantage of fans and air-conditioners.
6. With a little caution and a lot of common sense, you can avoid heat related illnesses.

E. Identifying Heat Illness Types

The District has identified the following heat-related conditions that employees may experience, the symptoms and causes of each and first aid steps to be taken:

Heat Illness	Symptoms	Causes	First Aid
Heat Rash	Appears as a red cluster of pimples or small blisters, most likely to be found on the neck & upper chest, in the groin, under the breasts and in elbow creases	Excessive sweating during hot humid weather can cause heat rash. This occurs when the body substantially reduces its ability to sweat, thereby reducing the employee's tolerance to heat.	Wash the affected area with soap & water & dry it thoroughly. Apply calamine lotion or powder to relieve discomfort. The use of creams or ointment should be avoided as they may aggravate the condition.
Heat Cramps	Painful or involuntary muscle spasms or prolonged or painful spasms particularly in the calves, abdomen and/or back	Electrolyte imbalance caused by sweating	Interrupt all activity & remove victim to a cool environment. Increase intake of a sports beverage or water or juice. Continued rest for several hours is recommended. Seek medical help if the cramps

			do not subside within one hour as this may be a symptom of heat exhaustion
Heat Exhaustion	Extreme weakness or fatigue, giddiness, nausea or headache. The skin is clammy & moist, while body temperatures are normal or slightly elevated. Sweating continues, but may stop if temperature rises rapidly & heat stroke occurs. The symptoms include: • Heavy sweating with cool, moist skin • Fast but weak pulse rate • Shallow, fast breathing • Paleness • Muscle cramps • Excessive fatigue • Dizziness • Headache • Nausea or vomiting • Fainting	Exposure to high temperature resulting in loss of fluid through sweating & from not drinking enough replacement fluids	Call emergency assistance or 911, Rest the victim in a cool place or provide a cool shower, spray or sponge bath. If conscious, provide the victim with a sports beverage or water or juice, but not with any beverage containing caffeine or alcohol. Severe cases, in which the victim vomits or loses consciousness, may require longer treatment under medical supervision.
Heat Stroke	Mental confusion, delirium, loss of consciousness, convulsions or coma. Body temperature of 106 degrees F or higher. Hot, dry skin that may be red, mottled or bluish.	Body fails to regulate its core temperature. Sweating stops and the body can no longer release excess heat.	Immediately call emergency assistance or 911. While waiting for medical help, move the victim to the coolest, shadiest spot available and fan vigorously. Gradually soak the victim's skin and clothing with cool (not cold) water. You may place the victim in a tub of cool water, in a cool shower or sponge with cold water. If the humidity is low, wrap the victim in a cool, wet sheet and place in front of a fan to aid evaporation. If conscious, provide the victim with a sports beverage or water or juice, but not with any beverage containing caffeine or alcohol. Monitor body temperature & continue cooling until

			temperature drops to no higher than 102 degrees F.

LADDER SAFETY

Here are some important considerations when using a ladder:

1. Make sure ladder is not defective, such as loose or broken steps or rungs, and is placed securely against solid backing at a safe angle of approximately 75 degrees.

2. Use a ladder with safety feet suitable for the floor or ground it stands on. Ensure footings are capable of carrying the maximum intended load without settling or displacement.

3. Tie and secure it in place the ladder at the top. Have someone hold the ladder on the sides, not on the rungs while securing the ladder.

4. Before climbing, ensure shoes are cleaned of mud, oil, water, and other like materials.

5. Face the ladder and hold on with both hands whenever climbing up or down. Carry tools in suitable pockets and tool belt, or hoist them with a rope. Do not carry materials or tools in the hands while climbing.

6. Do not reach out too far while working on a ladder: Move the ladder, as the work requires.

7. If ladder is positioned in front of doorway, lock the door or have someone guard the doorway. Protect ladders from traffic if necessary. Safety cones, if available, may be used to protect the ladder from traffic.

8. Do not separate extension ladders. Separating the sections eliminates the safety feet from one section and can cause damage to the pulleys and catches on the extension section.

9. When using a stepladder, make sure it is fully extended before climbing.

10. When working from a stepladder, never go higher than the second step from the top.

11. Only wooden or fiberglass stepladders are to be used for electrical repairs or light bulb replacement.

FIRE PREVENTION AND PROTECTION

The threat of fire is ever present and care must be exercised to minimize the risk.

1. Always obey "No Smoking" restrictions.

2. Fire Extinguishers: Only CLASS A/B/C Fire Extinguishers shall be used. These extinguishers must meet the following requirements:

    a. Be kept fully charged and in their designated places.
    b. At least two extinguishers should be readily available. The rule of thumb is to have a fire extinguisher every 75 feet.
    c. Not be obstructed or obscured from view and be mounted in accordance with applicable fire codes between 3- 5 ft from the floor (to the top of the extinguisher)
    d. Be inspected at least monthly to ensure they are in their designated places, have not been tampered with or activated, and have no other impairments. The affixed tag must be initialed to document the inspection
    e. Be examined at least yearly by a state licensed company and/or technician, and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and signature or initials of the person performing the service.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Reducing the worker's exposure to chemical and material hazards through proper work practices is a major goal of the District's safety program; however, unplanned events can and do occur. Therefore, personal protective equipment will be required when working with hazardous materials or on hazardous operations. Employees must be aware of the different types of protection equipment available and the situations in which they might be needed.

1. Eye and Face Protection - Eye protection may be warranted depending on the specific activity. Where there is the danger of splashing chemicals, flying particles or high intensity light, goggles, a combination of face shield and safety glasses, or tinted protective eyewear may be required.

2. Head Protection is required for employees who may be exposed to flying or falling objects or electric shocks and burns.

3. Footwear - Opened-toe shoes and sandals are inappropriate footwear for manufacturing and maintenance activities and will not be worn.

4. Hand Protection is required for workers who are exposed to cuts, burns, electrical current or harmful physical or chemical agents.

WORKER HYGIENE, DRESS AND GROOMING

- Long hair needs to be confined while working around moving equipment.
- Employees shall not wear gloves, long sleeves, jewelry, or loose clothing when working in close proximity to rotating parts of machinery.
- Use approved protective apparel to prevent body contact with hazardous chemicals.
- Use good hygiene when working with chemicals, in accordance with MSDS requirements.
- Shoes with worn soles are not appropriate in an area where the shoes may create a tripping or slipping hazard.

MANUAL LIFTING

Many material handling operations are performed manually. Accidents are usually caused by unsafe work habits such as improper lifting, carrying loads that are too heavy, improper holding, or failure to wear gloves or other personal protective equipment.

Basic rules for manual lifting include:

1. Establishing a mental plan for lifting, transporting and lowering the load.
2. Ensuring a clear line of vision. Obstructed vision can lead to a serious accident.
3. Assuring a firm footing with feet close to the load and a firm grip.
4. Facing the direction of travel when lifting the load.
5. Lifting with the legs and keeping the back straight with the object close.
6. Obtaining assistance when lifting heavy, bulky or awkward loads. Get one, two or more helpers (one on each corner) if the item is very awkward or bulky. If this is not sufficient, use a lifting device such as a crane, hoist or hand truck "dolly," for heavy loads.
7. Avoid twisting when carrying a load. Turn the body with a change of foot position.
    - Tuck your pelvis
    - Bend at the knees
    - Hug the load
    - Ask for help
    - Use mechanical assistance.

FORKLIFT AND UTILITY CART SAFETY RULES

1. Only employees authorized by the District and trained in the safe operations of forklifts or industrial trucks shall be permitted to operate such vehicles.

2. "Stunt" driving and horseplay are strictly forbidden and subject to disciplinary action.

3. No riders shall be permitted on vehicles unless provided with adequate riding facilities, for example a passenger riding seat, provided by the manufacturer.

4. At no time is any person permitted to ride on the forks of a powered industrial truck, including forklifts.

5. No person shall be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty.

6. No forklift or industrial truck shall be operated with a leak in the fuel system.

7. The lift capacity of the forklift shall not be exceeded.

8. To test for stability, lift the load an inch or two. If the rear wheels are not in firm contact with the floor, the load must be lightened, or a forklift with a higher capacity must be used.

9. Loads shall not be raised or lowered while in route. The forklift driver must wait until he/she is in the loading destination and stopped before raising or lowering the load.

10. After a load is picked up, the forks shall be adjusted so that the forward end of the forks are elevated slightly so that the load will rest more securely against the mast for added stability.

11. The load should be driven at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.

12. Forklift drivers shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load obstructs the view, the driver shall be required to drive with the load trailing.

13. Forklift drivers shall look in the direction of travel and shall not move the vehicle until certain that all persons are clear of the vehicle.

14. Grades shall be ascended and/or descended slowly.

15. The forklift shall be driven at a walking pace and brakes applied slowly to stop when driving on slippery surfaces, such as icy conditions, or wet floors.

16. Objects in the forklifts pathway must be moved out of the way and not driven over.

17. When making turns on the forklift, the forklift driver should steer wide.

18. All traffic rules and signs must be obeyed at all times while driving a forklift.

19. A forklift must not be driven along the edge of an unguarded elevated surface such as a loading dock or staging platform

20. A forklift shall not be driven up to anyone standing or working in front of affixed object such as a wall.

21. Drivers shall check the forklift and/or vehicle at least once per shift and if found to be unsafe, shall report this immediately to his/her supervisor. The vehicle shall not be put back into service again until it has been made safe. Attention shall be given to the proper functioning of the:
    - ❖ Tires
    - ❖ Horn
    - ❖ Lights
    - ❖ Battery
    - ❖ Controller
    - ❖ Brakes
    - ❖ Steering mechanism
    - ❖ Cooling system
    - ❖ Lift system for forklifts (including forks, chains, cable and limit switches)

22. When leaving a vehicle unattended the:
    - ❖ Power shall be shut off
    - ❖ Forks left in the down position
    - ❖ Wheels shall be blocked, if left on an incline

WORKING AT ELEVATIONS–FALL PROTECTION

It is the responsibility of the District to ensure that employees working at elevated levels are provided and trained in adequate fall protection. All employees who are working at elevated levels, whether in aerial lifts, on ladders or in scissor lifts, must be provided with, and must use, personal protective equipment. Failure to follow established procedures for fall protection may result in disciplinary action.

A. Definitions

- *Engineering Control* – Working at elevations, more than four (4) feet above grade, on platforms, roofs, scaffoldings, ladders, or climbing stairs, requires provisions for preventing falls. Ideally, engineering controls, safety railings, enclosures, etc., will provide this prevention.

- *Personal Protective Equipment (PPE)* – PPE for Fall Protection includes lifeline systems consisting of safety belts, body belts, safety harnesses, lanyards, and safety lines. A friction/grabbing device may be used to connect the lanyard to the safety line and act as a brake.

- *Lanyard* – A rope/line suitable for supporting one person. One end is fastened to a safety belt or harness and the other end is secured to a substantial object or a safety line.

- Lifeline – A rope/line suitable for supporting one person, to which a lanyard safety belt or harness, is attached.

- *Full Body Harness* - A full body harness comprises of nylon or web belts that have shoulder and leg straps designed to equally distribute the impact of a fall across the whole body.

- *Fall Restraint Belt* – A device worn around the waist that, when attached to a lanyard or lifeline will limit or actually prevent a fall.

Aerial Device – A vehicle-mounted or self-propelled device, telescoping extensible, articulating or both, which is designed primarily to position personnel**. Note** - **Full body safety harnesses must be worn on all aerial devices.**

B. Requirements

- All fall protection equipment used on District jobs must meet ANSI Z359.1 certification.
- Before any fall protection system is used, it shall be inspected by the user for suitability of use and condition.
- Employees working in high-lift, aerial lifts and/or scissor lift equipment shall use fall protection equipment.
- No fall protection equipment shall be used without the user completing safety training in the proper usage of the equipment prior to it being used.

- If a lifeline is to be used it must meet at a minimum, the standards and criteria of CAL/OSHA Title 8 CCR 3388, 1669 and 1670.

- The anchorage point must be able to support a dead weight of 5,000 pounds.

- Lifelines must be of ¾ manila or equivalent. The lifelines should have a minimum breaking strength of 5,400 pounds.

- The safety belt lanyard must be a minimum of ½ inch nylon rope or equivalent. The safety belt should not exceed six feet and have a minimum breaking strength of 5,400lbs.

- Bolts, Shackles, D-Rings, Snap Hooks and Metal Links must be able to bear a tensile load of 4,000 lbs. without cracking, breaking, or permanent distortion.

- All Lifeline System Hardware shall be drop forges, pressed steel, or cadmium plated in accordance with Type 1, Class B Plating specified in Federal Specification QQ-P-416. Surfaces must be smooth and free of defects.

- A competent person, experienced in the use of Lifeline Systems must inspect the entire system, before and after each use and at regular (monthly) intervals.

- Lifeline Systems elements showing any sign of stress or damage, or that have been used to break a free fall shall be taken out of service immediately and destroyed.

- Choice of a Lifeline system for each task and/or location shall be based on the actual needs of the activity. This must be approved by a Qualified Person and/or the Safety Officer

- Supervisors shall review jobs and work locations to determine if fall protection and procedures are required.

- If determined that fall protection is required, the Supervisor may request the assistance of the Safety Officer and the Qualified Person to determine which type of fall protection equipment is appropriate for the job.

- Supervisors may request the development of a specific fall protection procedure by the Competent Person once the fall hazard has been determined.

- Supervisors shall ensure the use of fall protection procedures. If conventional fall protection is not feasible, or may create a greater hazard, the Qualified Person shall develop a written "Fall Protection Plan".

- Supervisor and employees shall have the primary responsibility to stop all jobs that violate fall protection procedures, present a hazardous condition or an immediate hazard.

- Supervisors shall ensure employees are properly trained in fall hazard recognition, fall protection equipment use, maintenance and storage, and product limitations in accordance with the product manufacturer, and inspection of the equipment.

- Supervisors are responsible for ensuring that only trained employees are assigned to tasks where fall hazards exist.

C. Record Keeping

- Records shall be maintained in accordance with the District's record keeping policy.

- The Safety Officer shall maintain equipment inspection records for as long as fall equipment remains in service.
- The Safety Officer shall maintain the training records for each employee for a minimum of the duration of employment, plus three years.

RACK AND STORAGE AREAS

- Pallets must be inspected regularly and damaged pallets removed immediately. Unsafe pallets must be labeled until removal is possible in order to avoid accidental usage.

- Pallets must be stored in the flat position.

- Aisle ways must be kept to eight (8) foot widths, and free and clear of obstructions.

- Storage of pallets must be at least eighteen (18) inches below fire sprinkler level and associated piping. Nothing can be attached to either the fire sprinklers or piping.

- Employees are not permitted to climb on racks or be raised by forklift.

- Product stacking must be safe at all times. Leaning or unstable stacks must be corrected immediately.

- Any damaged product or carton must be removed as soon as possible to prevent dangerous stacking.

BLOOD BORNE PATHOGENS

In the event of an injury resulting in the release of blood or other bodily fluids, which could contain pathogens (e.g. HIV or Hepatitis B Virus (HBV)) the first step is to ensure treatment for the injured party. Employees should ensure emergency procedures are followed in order to get medical assistance to the injured party. Following are guidelines that pertain to the cleanup of spills of blood or other body fluids. These guidelines are intended as specific procedures to clean up any spill of blood or body fluid, not as an emergency/first aid procedure.

Spilled bodily fluids should NOT be cleaned up without using appropriate equipment and materials specifically designed and designated for the cleanup of such fluids. All employees must use the following procedures:

a. Only employees trained in the clean up of blood borne pathogens should be involved in the clean-up process.

b. Protective gloves must be worn during any cleanup attempts.

c. Spread the designated absorbent material on the spilled body fluids, e.g. paper towels or the material in the departmental spill kit labeled (insert name of product).

d. Neutralize the potential pathogens with a 10% bleach with water solution or with the contents of the Emergency Cleanup Kit from Waxie Sanitary Supply. Cover the spill for fifteen minutes.

e. Using paper towel, pick up material –**GLOVES MUST BE WORN THROUGHOUT THIS WHOLE PROCEDURE.**

f. Place all potentially contaminated materials in a leak-proof plastic bag – double bag for an extra precaution.

g. Sweep and/or mop up any additional neutralized/absorbed fluids and place them in the leak proof bag.

h. Clean broom and/or mop materials with HOT soapy water.

i. Remove gloves carefully from inside out and place into the leak proof bag

j. Secure bag and discard as other trash.

k. Lastly, hands must be washed thoroughly with hot soapy water

l. Custodial staff must wear gloves at all times when cleaning restrooms

ELECTRICAL SAFETY

Listed below are some guidelines concerning safe work procedures to be followed when working with electrical equipment.

- Ensure that exposed non-current carrying parts of tools that are capable of becoming energized are grounded or double insulated.

- Insulated tools adequate for the specific job shall be used when working on energized electrical equipment.

- When electrically powered equipment, tools or devices are defective or being serviced, the power to that equipment shall be locked out by the person doing the work and a **DO NOT OPERATE** tag shall be placed on any control device affecting the equipment or circuits concerned. The lock and tag shall not be removed by anyone other than the person who installed it, and then only after careful inspection of equipment that had been energized.

- The doors or covers of electrical control cabinets, safety switches, circuit breakers and all similar enclosures shall be kept closed at all times, except when opened by authorized maintenance personnel.

- All portable tools, (except double insulated ones) must be grounded.

- All electrical instruments, tools and all other electrically powered equipment, except for small appliances such as radios, shall have three wire power cords with three-pronged plugs, and where used, extension cords with a three-pronged, except where the power tool is double insulated. The use of ungrounded connectors is prohibited. The round grounding prong on a three-prong plug shall NEVER be cut-off or otherwise removed to fit into a two-prong power receptacle.

- Sparks or smoke emanating from electrical equipment means trouble. If this happens, the equipment should be de-energized immediately and appropriate measures taken to lock out or remove the equipment from service. It must then be reported to a supervisor.

- When disconnecting an electrical plug, pull on the plug, not the cord.

- When a fuse blows, or circuit trips, it usually means an overload or a possible electrical short. A qualified electrician should inspect the equipment before it is put back into service.

- Water and electricity do not mix and can be a fatal combination. Never use portable electrical equipment if your hands are wet, or you are standing on wet ground. Adequate precautions must be taken to safeguard against electrical shock.

- When it is necessary to touch electrical equipment, (i.e. checking for an overheated motor), the back of the hand should be used. If accidental shock were to cause muscular contraction, the hand would not “freeze” to the conductor.

- All circuit breakers and switches in electrical panels are to be identified with what they operate.
- The area in front of all electrical distribution and circuit breaker panels must be kept clear of obstructions and debris for at least 30 inches in front of the panel.

OFFICE SAFETY

Listed below are some guidelines concerning safe procedures to be followed when working in offices.

- Employees should keep their own areas safe and clean
- File cabinets, bookcases, and storage cabinets should be arranged with the heaviest materials stored in bottom drawers.
- File cabinet drawers should open and close without force or strain.
- File cabinet drawers must be closed and latched before another drawer is opened.
- File drawers should be closed immediately after use.
- Furnishings and fixtures should be free of sharp edges.
- Aisles and desk areas should be kept free of projections, and slip and trip hazards.
- Floors should not be wet or otherwise slippery.
- Work areas should be adequately illuminated and without glare.
- All office equipment needs to be in good working order.
- Electrical cords must be in good condition and properly grounded and should not constitute a tripping hazard.
- Step stools or ladders should be used to reach objects on high shelves.
- Chairs are not to be utilized for standing on to retrieve objects from high places.
- Chairs are to be free of broken springs, loose screws and defective welds.
- Chairs are not to be tilted or leaned back in. All four feet are to be on the floor at the same time.
- Paper cutters to be stored with blades secured when not in use and are not be used if the finger guard is missing.
- All occupied areas and corridors should be adequately illuminated.
- All spilled materials and liquids need to be cleaned up immediately.
- Employees must be trained in the safe lifting of heavy objects.
- Proper lifting techniques and caution should be used in relocating office furniture and machinery.

- Work tasks need to be accomplished without prolonged raising of the arms.
- Work tasks need to be accomplished without twisting or bending the lower back.
- Desk drawers need to be kept clean and sharp objects should be protected.
- Nothing should be stored against doors, exits, electrical panels or fire extinguishers.
- All unsafe conditions are to be corrected immediately or brought to the attention of a supervisor for corrective action, if you cannot correct it.
- Handrails are to be used when ascending or descending stairs.
- Stairs should be walked, not run or taken more than one step at a time.
- When carrying sharp objects such as pencils, scissors, these should be carried with the points down.
- A staple remover, not fingers, should be used for removing staples.

GENERAL ERGONOMICS

Employees exposed to potential ergonomic or repetitive motion hazards are required to comply with the following safe work practices:

- Any employee who experiences any ergonomic injury including a strain, sprain or back injury or any prolonged discomfort in hands, wrists or arms, or frequent or severe visual strain must notify his/her supervisor.
- For seated workstations, chair height should permit hand and eye work in a comfortable position.
- Work surface and chair should allow adequate clearance to allow leg movement and changing of position now and then.

Computer Work Stations:

Listed below are guidelines to be used while working at your computer workstation:

- When seated at your workstation, chair height should be adjusted so that both feet can be placed firmly on a support surface (i.e. the floor, or a footrest).
- Adjust seat backs of chair to provide firm support for the lower back. A lumbar cushion may be needed if the chair provides insufficient support.
- Adjust work surface height and chair seat height to prevent constant leaning and bending when performing tasks.
- Adjust furniture to allow adequate space and comfortable support for knees and hips to be bent at approximately 90 degrees with arms at your side and wrists straight towards the keyboard.
- Use an adjustable document holder and assure proper document placement, angle and height to avoid both eyestrain and uncomfortable head and neck position.
- Position the monitor screen so that the entire primary viewing area is between 0 and 60 degrees below eye level.
- Place keyboard on a stable, level surface.
- Use a padded wrist, free of sharp edges, to maintain a straight line and neutral position of the hands and wrists while using the keyboard.
- Use a light touch. Do not pound on the keyboard.
- Use arm rests if necessary for comfort during computer operations.
- Shoulders should be relaxed. Armrests should not interfere with the ability to relax the shoulders or operate the keyboard with hands, wrists, and forearms in a straight line and approximately parallel with the floor.
- Adjust lighting for visual comfort and to avoid glare on the monitor screen.
- Minimize glare on screens by shielding from windows, adjusting overhead lighting if necessary, or fitting the monitor screen with an anti-glare device.
- Keep the monitor screen clean and free from perceptible “flicker”.
- If possible, perform alternative work for five minutes during, or immediately after each one-hour period of repetitive computer work.
- Ensure that the workstation is set-up with enough room to accommodate all the required computer station components, including document holder and other task-dependent items.

- If required to use the telephone constantly, request and use a headset that does not restrict you to one spot, but allows movement.
- Should an employee need additional measures prevent potential ergonomic or repetitive motion hazards please see Risk Management for a self-assessment and ergonomic evaluation report.

VIOLENCE IN THE WORKPLACE

1. **Purpose**

The District ("the District") is committed to creating and maintaining an environment that is free from violence, intimidation, and threats of violence, harassment, violent acts and behaviors for its employees, clients, vendors, contractors and all visitors to its premises.

The District has a zero tolerance policy for acts of violence and threats of violence. Without exception, acts and threats of violence, harassment, intimidation or any other type of disruptive behaviors are not permitted. All such acts and/or threats, even those made in apparent jest, will be taken seriously and may lead to disciplinary action, if made by an employee. Disruptive behavior includes oral and/or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm. Any employee who commits such an act is subject to disciplinary action. When appropriate, these acts will be referred to legal authorities.

2. **Responsibility**

It is the responsibility of every employee, including supervisors, to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident or behavior that may be threatening to the employee, co-worker or other member of the District, or a visitor to the District to either the departmental supervisor or the Safety Officer immediately.

3. Definitions

A threat includes, but is not limited to, any indication of intent to harm a person, or to damage District property. Threats may be direct, or indirect, and they may be communicated verbally, or non-verbally, or in writing. Listed below are some examples of both direct and indirect threats that shall be considered violent. This list is in no way to be considered all-inclusive:

Example	**Type of Threat**
Saying "Do you want to see your next birthday?"	Indirect
Writing "Employees who kill their supervisors have the right idea".	Indirect
Saying "I am going to punch your lights out".	Direct
Making a hitting motion, or obscene gesture	Non-verbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Violent Acts

Other types of inappropriate behaviors include, but are not limited to:

- Behaviors that are intended to be intimidating, harassing, bullying, or any other inappropriate and/or aggressive behaviors.
- Conflicts with supervisors and/or other employees.
- Making inappropriate references to, or overly fascinated with guns or other weapons.
- Fascination and approval of workplace violence incidents that includes statements of approval of the use of violence to resolve a problem, or that indicate identification with the person(s) who have committed workplace violence.
- Unwelcome name-calling, obscene language and any other abusive language.
- Throwing objects in the workplace, regardless of the size or type of object, or whether thrown at a person.
- Physically intimidating others, including, but not limited to, such acts as obscene gestures, getting into another person's "face" and fist shaking.
- Physically touching another employee in an intimidating, malicious or sexually harassing manner that includes, but is not limited to, such acts as hitting, slapping, punching, poking, kicking, groping, pinching, pushing etc., or;
- Any other extreme changes in behavior, including despair over personal problems.

4. Preventative Measures

- The District specifically prohibits the possession of any form of weapon by any employee while on District premises and/or at any District-sponsored events. This includes keeping or transporting a weapon in a District vehicle, or in a vehicle in a District parking area. In addition, employees are specifically prohibited from carrying a weapon while performing District business away from the District's premises. Weapons include, but are not limited to, guns, knives, explosives, and other items with the potential to inflict harm or are used with the intent to inflict harm on another person or District property. Disciplinary action will be taken against any employee who violates this policy.

- All threats or incidents of violence in the workplace shall be reported immediately to either the departmental supervisor or Safety Officer for investigation.

- Any and all complaints of violence or threats of violence shall be investigated thoroughly immediately upon receipt and appropriate disciplinary action will be taken, as well as notification of the proper legal authorities, if appropriate.

- Employees should never work alone in the facility.

- Non-management employees shall not work unsupervised. A supervisor must be present when work is being performed.

- IN THE EVENT OF A VIOLENT CRIME IN THE WORKPLACE, CALL 911 IMMEDIATELY!

CODES OF SAFE PRACTICES

The following Codes of Safe Practices are provided as examples only and ARE NOT intended to encompass all activities conducted or hazards identified. It is the District's responsibility to complete accurate hazard analyses and develop Codes of Safe Practices for the specific task or position.

The District's Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. Report all unsafe conditions and equipment to the supervisor or Administrator.

2. Report all accidents, illnesses, and injuries to the supervisor or Administrator.

3. In the event of fire, sound the alarm and evacuate along established escape routes.

4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the assembly area.

5. Only trained employees may attempt to respond to a fire or other emergency.

6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.

7. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.

8. All spills shall be wiped up promptly, using appropriate materials.

9. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.

10. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.

11. File cabinet drawers shall be opened one at a time and closed when work is finished.

12. Proper lifting and carrying techniques and appropriate equipment shall be used.

13. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.

15. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.

16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.

17. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.

18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.

19. Computer work stations, including monitors, chairs, and keyboards, shall be adjustable.

20. Computer workstations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.

21. Computer monitor background and screen lighting should be compatible.

22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive computer use.

23. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.

24. Weapons are not permitted in the work environment.

25. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

Facilities and Operations Staff

The District's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.

2. Report all unsafe conditions and equipment to the supervisor or Administrator.

3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.

4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.

5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated assembly area.

6. Only trained employees may attempt to respond to a fire or other emergency.

7. All routes of egress shall remain unblocked, well lighted, and are kept clear of items that can impair orderly evacuation.

8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.

9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.

10. All spills shall be cleaned up promptly, using appropriate materials.

11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.

12. Employees shall use handcarts and other mechanical material handling devices for heavy loads.

13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.

14. All electrical equipment shall be plugged into appropriate ground fault interrupt circuit receptacles.

15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.

16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.

17. All equipment such as saws and drills shall be properly guarded to prevent cuts and abrasions.

18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.

19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.

20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior will not be allowed at the workplace.

21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits, hands-free driving laws and practice defensive driving.

22. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) and abide by all health and safety procedures.

24. Employees shall be trained on the use and limitations of personal protective equipment.

25. Nonessential employees shall maintain a safe distance from field equipment.

26. Physical barriers shall be erected around excavations.

27. Do not ride on power shovels, backhoe buckets, or other equipment not designed for this purpose.
28. Maintain safe operations around electrical sources and equipment.

29. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress. See Heat Illness Plan.

30. Employees working in cold environments shall wear appropriate clothing and protective devices.

31. Weapons are not permitted in the work environment.

32. All containers shall be labeled to clearly identify the contents.

33. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.

34. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.

35. Flammable liquids and gasoline shall be stored in appropriate containers.

36. Inspect motorized vehicles and other mechanized equipment daily prior to use.

37. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

APPENDICES

Appendix A

EMPLOYEE SAFETY ORIENTATION CHECKLIST

This checklist is to be completed by the supervisor/manager of a new employee, or when an employee is either transferred or given a new job assignment. To be completed on first day of hire or new assignment.

Employee's Name_____ Date_____

Position_____Department_____

New Hire ☐ Yes ☐ No Transferred ☐ Yes ☐ No New Job Duties ☐ Yes ☐ No

The following items have been reviewed:	Yes	No	N/A
1. Injury & Illness Prevention Program	☐	☐	☐
2. Safety Guidelines, general and job specific	☐	☐	☐
3. Safety enforcement procedures	☐	☐	☐
4. When and how to report injuries	☐	☐	☐
5. When and how to report unsafe conditions	☐	☐	☐
6. Review of emergency and fire exit procedures	☐	☐	☐
7. Location and use of fire extinguishers	☐	☐	☐
8. Location of first aid kits	☐	☐	☐
9. Appropriate work clothing and footwear	☐	☐	☐
10. The importance and good housekeeping	☐	☐	☐
11. Hazard Communication Program, Identification, training on specific hazards	☐	☐	☐
12. Location of SDS's	☐	☐	☐
13. Workplace security/violence policies/procedures	☐	☐	☐
14. Proper lifting procedures	☐	☐	☐
15. Using only equipment that employee has been trained to use	☐	☐	☐
16. Computer use	☐	☐	☐
17. Paper cutter	☐	☐	☐
18. Other required training (please list)	☐	☐	☐

I have been informed and understand my job responsibilities. I understand that if I am injured on the job, I must report the injury to my supervisor/manager. ___ Employee Initial ____Supervisor Initial

I understand the duties of my job at The District and have no limitations that would prevent me from performing such duties. ____ Employee Initial ____ Supervisor Initial

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____

Appendix B

REPORT OF UNSAFE CONDITION

Name of Employee Make Report (Optional):_____

School/Worksite:_____Time and Date of Observation:_____

Location of Safety Hazard at School/Worksite: _____

State of Problem or Description of Hazard Observed:

_____

_____

_____

_____

Suggested Solution to Problem/Hazard: (If Known)

_____

_____

_____

This problem/hazard was report to:_____

Date Received: (Time/date stamp)_____

REPORT OF CORRECTED UNSAFE CONDITION

To Director of Risk Mgmt. & Safety: _____
Date: _____
From Director of Maintenance & Operations: _____
Department: _____

This status report is to inform you that the unsafe condition reported above has been reviewed and the following corrective action taken:

_____

_____

_____

Appendix C

EMPLOYEE'S REPORT OF INJURY

(To be completed by the Employee)

Employee's Name

Last Name	First Name	Middle	Male	Female

Date of Birth	Month	Date	Year	Home Telephone Number	Area Code	Number

Home Address:_____

City:_____State:_____Zip Code:_____

Job Classification - Certificated_____Classified___ Management_____

Work Site of Accident: _____ Time of Accident: _____ PM or AM (Circle)

Describe full how accident occurred:

_____

_____

_____

_____

(Continue on another piece of paper, if necessary)

Describe injury (be specific about body part(s) i.e.: left ankle, right wrist, index finger on left hand):

_____

_____

Recommendation of how to prevent this accident from recurring:

_____

_____

Supervisor's Name

Last Name	First Name	Title

Name(s) of Witness(es) _____

_____

Date and time you reported accident to your supervisor. DATE:_____TIME:_____

Signature of Employee:_____Date:_____

Appendix D

SUPERVISOR'S ACCIDENT INVESTIGATION

(To Be Completed by the Employee's Supervisor)

Employee Name:_____Work Site of Accident:_____Date of Accident:_____
Location of Accident on Work Site:_____Time of Accident:_____AM/PM
Job Title of Employee: _____
Brief description of accident or illness: (use another piece of paper, if necessary)

_____
_____
_____
Witnesses to accident (list all)

_____
_____
Indicate part(s) of body affected by injury (i.e.: Left ankle, right eye, ring finger on left hand)

_____
Did the injury employee see a doctor? Yes____No_____
If yes, did you file the DWC-1 Form and 5020? Yes____No_____
Did the injury employee go home during their work shift? Yes____No_____
What could have been done to prevent this accident?

_____
_____
Were any unsafe conditions reported? Yes____No_____
If yes, have the unsafe conditions been corrected? Yes____No_____
If no, what needs to be done?_____
_____

(Continued below)

CHECK ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

	Improper Instruction		Failure to Lockout		Unsafe Arrangement or Process
	Lack of Training or Skill		Unsafe Position		Poor Ventilation
	Operating Without Authority		Improper Dress		Improper Guarding
	Horseplay		Improper Protective Equipment		Improper Maintenance
	Physical or Mental Impairment		Unsafe Equipment		Inoperative Safety Device
	Failure to Secure		Poor Housekeeping		Other

Supervisor's corrective action to insure this type of accident does not recur: (use another piece of paper, if necessary)_____

_____

Employee retrained in the appropriate use of Personal Protective Equipment/Proper safety procedures?
Yes _____ No _____
Employee cautioned for failure to us Personal Protective Equipment/Proper safety procedure?
Yes_____ No _____
Supervisor's Name

Last Name	First Name	Title

Supervisor Signature:_____Date:_____

Appendix E

ACCIDENT WITNESS STATEMENT

(To Be Completed by Witness to Accident)

Witness Name

Last Name	First Name	Job Title
		Work Location

If witness is an employee of the district, please indicate job title of the witness and work site location.

Name of Injured Employee:_____

Home Address:_____

City:_____State:_____Zip Code:_____

Job Classification - Certificated:_____Classified_ Management: _____

Work Site of Accident: _____ Time of Accident: _____ PM or AM (Circle)

Describe fully how you saw the accident occur_____

_____

_____

_____

(Continue on another piece of paper, if necessary)

State what body parts were injured by employee: (be specific about body part(s) i.e.: left ankle, right wrist, index finger on left hand)

_____

_____

Witness' Signature:_____Date:_____

Appendix F

ANNUAL SAFETY INSPECTION CHECKLIST

GENERAL CONDITIONS			
Exterior	**YES**	**NO**	**N/A**
1. Are all alarm bells free and clear from bird's nests and any other obstructions? (Rags-paper coverings, etc.)			
2. Are all doors marked with the proper signage? 3. (restrooms-mechanical-library-shops-office, etc.)			
4. Are NO SMOKING signs posted?			
5. Are access doors to roofs and attics locked?			
Electrical			
6. Are household-type (2-prong) extension cords removed?			
7. Are power strips piggybacked?			
8. Are electrical panels unobstructed?			
9. Are power cords and extension cords in good condition and properly used?			
Plumbing			
10. Are all plumbing fixtures secured properly and not leaking? 11. (Hose bibs-drains-pipes, etc.)			
12. Are all drinking fountains secure, sanitary, functional and not leaking?			
13. Are hot water heaters secured and vented?			
Restrooms			
14. Are facilities in clean and sanitary condition?			
15. Are stall walls in good condition, door hinges and latches functioning?			
16. Are there any windows or mirrors broken?			

General Conditions Comments / Follow-Up Action / Work Orders

KITCHEN & CAFETERIA & LUNCH COURTS	**YES**	**NO**	**N/A**
Kitchen			
17. Is the exhaust hood extinguishing equipment properly Inspected at the correct intervals (6 months)?			
18. Is the emergency gas shut-off valve unobstructed and properly identified?			
19. Are kitchen knives stored separately from other utensils?			
20. Are all refrigerator and freezer thermometers and emergency door releases operable?			
21. Are all food stock supplies elevated at least six (6) inches off the floor?			
22. Do exhaust hoods have current inspection sticker, properly vented, and with clean filters?			
23. Are all cleaning supply containers stored below food supplies and properly labeled?			
24. Are first aid supplies stocked and available to kitchen staff?			
25. Are all kitchen equipment guards in-place?			
26. Are non slip mats provided near both sinks and stoves?			
27. Is the kitchen equipped with a fire blanket (gas stoves only)?			
28. Are signs posted with life saving emergency procedures?			
29. Is a current county health permit posted in kitchen?			
30. Are periodic safety meetings and training conducted?			
Cafeteria			
31. Are cafeteria floors clean, dry, and free from tripping hazards?			
32. Are exits and pathways kept clear and accessible?			
33. Are portable lunch carts stored away from exits and chair lifts?			
34. Is the cafeteria occupancy posted in clear view?			
35. Are all cafeteria tables maintained in good working condition?			
36. Are stage approach stairs kept free from stored items?			

Lunch Courts			
37. Are walkways free of all trash and trip hazards?			
38. Are overhang and canopy/roof support poles, solid, sturdy, not rusted, and with no sharp objects?			

Kitchen, Cafeteria, Lunch Courts Comments / Follow-Up Action / Work Orders

ASSEMBLY AREAS (Multipurpose Room, Etc.)			
Exits & Egress	**YES**	**NO**	**N/A**
39. Are exits and pathways clear, with proper illuminated signage?			
40. Are the directions to exits, when not immediately apparent, properly marked?			
41. Are doors, passageways or stairways that are neither exits nor access to exits appropriately marked "**NOT AN EXIT"?**			
42. Can exit doors be opened from the direction of travel without the use of a key, or special effort to accommodate the disabled?			
43. Are site evacuation plans posted in conspicuous locations?			
Stage			
44. Is the stage free idle storage and trip/fall hazards?			
45. Is the stage edge marked with a contrasting color or beveled?			
46. Are stair rails or handrails provided on all stairways having four (4) or more steps?			
47. Are steps on stairs provided with a slip resistant surface?			
Auditorium			
48. Do all stairways have adequate lighting?			
49. Is the auditoriums and theaters capacity posted?			
50. Are curtains in working order and treated with flame			

retardant (tagged)?			
51. Are all theater chair seats maintained in a safe condition?			
52. Are "NO SMOKING" signs conspicuously posted?			

Assembly Areas Comments / Follow-Up Action / Work Orders

UTILITY, EQUIPMENT & STORAGE AREAS	**YES**	**NO**	**N/A**
53. Are floors clean, dry and clear?			
54. Are garden tools and hoses properly stored on racks?			
55. Are flammable liquids stored in appropriate containers?			
56. Are electrical panels easily accessed and free of obstructions?			
57. Is all shelving properly secured and not overloaded?			
58. Is MSDS booklet readily available, properly marked and current?			

Utility Areas Comments / Follow-Up Action / Work Orders

CLASSROOMS & OFFICES			
Classrooms	**YES**	**NO**	**N/A**
59. Are exit doors clearly visible and free of decorations?			
60. Are emergency evacuation maps posted near the exits?			
61. Are walls and windows free of excessive combustible materials?			
62. Are the decorative curtains in classrooms fire-resistant?			
63. Are bookcases and cabinets anchored to prevent tipping?			
64. Are televisions anchored to carts or shelves as needed?			
65. Are approved stepladders provided for heights?			
66. Are rooms free of trip hazards such as power cords?			
67. Are power strips plugged into outlets and not piggybacked?			
68. Do chairs and tables appear in good and stable condition?			
69. Are all extension cords grounded type (3—pronged)?			
70. Are all backpacks and clutter removed from aisles?			
71. Are heavy objects stored below shoulder height?			
72. Is fire safety equipment unobscured by decorations?			
Offices			
73. Is the master MSDS book available and current?			
74. Is site emergency plan current and clearly posted?			
75. Are visitor sign-in sheets and badges available?			
76. Is the computer server room keep at ambient temperature?			
77. Is fire alarm system indicating “Normal” mode?			

Classrooms, Offices Comments / Follow-Up Action / Work Orders

LABORATORIES			
Laboratories	**YES**	**NO**	**N/A**
78. Are fire blankets available and in good condition?			
79. Are chemicals stored by compatibility and not alphabetically?			
80. Are corrosive chemical cabinets provided for Acids and Bases?			
81. Are flammable liquids stored in proper UL cabinets?			
82. Are shelf guards provided for chemical and glassware			

storage?			
83. Are all containers with transfer materials properly labeled?			
84. Has a system to dispose of hazardous waste been implemented?			
85. Are refrigerators labeled for “food stuff only” where needed?			
86. Is signage provided near sinks that states “no chemicals down the drain”?			
87. Are MSDS sheets available?			
88. Is the proper protective equipment (goggles, shields) available?			
89. Are eyewash and safety showers available in the lab areas?			
90. Is an emergency gas shut-off valve accessible and labeled?			
91. Is a spill kit available to mitigate chemical spills?			

Workshops, Laboratories Comments / Follow-Up Action / Work Orders

ATHLETIC FIELDS & COURTS	**YES**	**NO**	**N/A**
Bleachers			
92. Is all perimeter chain link fencing in good repair and maintained?			
93. Are all exterior bleacher seats and footboards splinter free, secured properly and maintained in a safe manner?			
94. Are all handrails securely fastened and accessible on all exterior bleachers with three tiers or more high?			
Fields			
95. Is athletic field and turf in good condition?			
96. Are all lawn sprinkler heads properly maintained and below grade and level when not in use?			
97. Are all back stops attached securely, and splinter free?			
Courts			
98. Are all court surfaces free of cracks larger than ½" wide?			
99. Are all basketball backboards properly secured?			
100. Are basketball hoops and nets maintained in a securely fastened condition?			
101. Are all metal playground posts painted a contrasting color?			

Athletic Fields and Courts Comments / Follow-Up Action / Work Orders

GYMNASIUM			
Exits & Egress	**YES**	**NO**	**N/A**
102. Are exit signs visible and illuminated and are emergency lights present and working?			
103. Are exits unobstructed and doors in working order?			
104. Is capacity of room properly posted in the gymnasium?			
Housekeeping			
105. Are floors in a dry and without trip/fall hazards?			
106. Is equipment properly stored and secured?			
107. Are all entrance and exits unobstructed?			
108. Are restrooms and locker rooms clean, sanitary, and properly stocked?			
109. Are all gym lockers functional and in acceptable condition?			
Bleachers			
110. Are all interior bleachers secured and in working condition?			
111. Are all interior bleachers splinter free and without hazards?			
112. Are all handrails securely fastened and accessible on all interior bleachers over three feet high?			

Gym Comments / Follow-Up Action / Work Orders