



**INJURY & ILLNESS PREVENTION PROGRAM**

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**COVID-19 / CORONAVIRUS PROGRAM**

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**HEAT ILLNESS PREVENTION PROGRAM**

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**ERGONOMICS PROGRAM**

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**HAZARD COMMUNICATION PROGRAM**

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**EMERGENCY PREPAREDNESS PROGRAM**

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**CODE OF SAFE PRACTICES**

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DEVELOPED BY:

CMC

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# **VAUGHN NEXT CENTURY LEARNING CENTER**

## **SAFETY POLICY**

It has always been and will continue to be VAUGHN NEXT CENTURY LEARNING CENTER'S intent to provide the safest and healthiest possible work environment for all of its employees.

The most important element in the effort to eliminate or reduce work-related injuries is every employee's commitment to eliminate causes of injury, i.e., hazardous work conditions and practices. You are encouraged to report any unsafe conditions to your site administrators, supervisors, or managers, and also to suggest corrective or preventative measures.

We must each be aware of the hazards which can lead to injury and loss, and should act to ensure the safety and well-being of all employees.

Please contact your site administrators, supervisors, managers or program coordinators if you have any questions.

### **SAFETY PROGRAM COORDINATORS / SAFETY COMMITTEE**

1. Fidel Ramirez, Chief Executive Director
2. Alexandra Simons
3. Katia Handal
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6. Sandra Contreras

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**Fidel Ramirez**  
**Chief Executive Director**

# **INJURY & ILLNESS PREVENTION PROGRAM**

## **PROGRAM GOAL**

This Program is established and administered with the goal of preventing accidents, reducing personal injury and occupational illness, and complying with all safety and health standards.

## **LEGISLATIVE SUPPORT**

California State law requires every employer to establish, implement and maintain a written Injury and Illness Prevention Program (IIPP), a copy of which must be maintained in each workplace. The basic requirements for conducting such a program in an effective manner are contained in Title 8 of the California Code of Regulations, and consist of the following eight elements:

1. Responsibility
2. Compliance
3. Communication
4. Training and Instruction
5. Hazard Assessment
6. Hazard Correction
7. Accident/Exposure Investigation
8. Recordkeeping
9. Heat Illness Prevention Program
10. Ergonomics Program

## **RESPONSIBILITIES**

- The coordinators of VAUGHN NEXT CENTURY LEARNING CENTER Injury and Illness Prevention Program (IIPP) have the authority and responsibility for implementing and managing the provisions of this program on behalf of VAUGHN NEXT CENTURY LEARNING CENTER.
- All site administrators, supervisors, and managers are responsible for implementing and maintaining the IIPP in their work areas, and for answering questions from their departments about the IIPP. A copy of this IIPP is available from the safety coordinator upon request.
- Employees are expected to wholeheartedly and genuinely cooperate with all aspects of the IIPP, including complying with all rules and regulations, and to continuously practice safety while performing their duties.

## Site Administrator

The Site Administrator has overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Administrator is responsible for:

- Implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203;
- Making available or posting the IIPP;
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate;
- Establishing a Safety Committee and designating a Committee Chair to carry out the responsibilities of committee management;
- Informing employees on procedures for reporting workplace hazards and safety concerns;
- Instructing employees on procedures for reporting accidents, injuries, and workers' compensation claims;
- Continuing contact with injured employees; and
- Reporting serious workplace injuries to Cal/OSHA as referenced in this program.

## Supervisors

Supervisors are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Providing new employees with an orientation of job hazards and safe work practice associated with their defined duties prior to assignment, including use of personal protective equipment;
- Investigating accidents and taking necessary action to prevent recurrence;
- Recommending disciplinary action for employees failing to comply with safety requirements;
- Ensuring employees are trained on safe work practices and any hazards unique to their duties,
- Ensuring proper reporting of work-related injuries and illnesses
- Reporting workers' compensation claims and continuing contact with injured employees; and
- Maintaining employee training records.

## **Employees**

Employees are responsible for following safe work practices and procedures as referenced in this document. Other responsibilities include:

- Reporting unsafe conditions, work practices, or accidents to their supervisors immediately; and
- Utilizing appropriate personal protective equipment as instructed by their supervisors.

## **Safety Committee**

The Safety Committee is responsible for reviewing accident reports, regulatory notices, and workplace safety concerns. Other responsibilities include:

- Reviewing work-related injury and illness statistics;
- Making recommendations to the Site Administrator on necessary corrective actions;
- Conducting periodic site inspections; and
- Reviewing the IIPP and recommending necessary revisions to the Site Administrator.

## **Office of Environmental Health and Safety (OEHS)**

OEHS is responsible for advising site administrators on regulatory requirements, and for conducting periodic site inspections to assess compliance with applicable standards. Other responsibilities include:

- Developing policies and procedures for workplace safety;
- Assisting administrators in preparation and implementation of the IIPP;
- Conducting studies to evaluate potential workplace hazards, including exposure to chemical, physical, and biological agents;
- Compiling injury and illness statistics to identify “high loss facilities”;
- Evaluating factors contributing to elevated injury rates and preparing corrective action plans to reduce loss potential;
- Issuing a corrective action notice following routine Safe School Inspections and complaint and emergency response; and
- Preparing health and safety training materials and providing training, as requested.

## COMPLIANCE

- Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.
- Site administrators, supervisors, and managers are expected to enforce the rules fairly and uniformly.
- All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
- All actions taken by management with the intent of ensuring or enforcing compliance with the IIPP must be documented. This includes employee training, recognition of employee performance, disciplinary actions, employee evaluations, etc.

Our system of ensuring compliance with these practices includes:

1. Informing employees of the provisions of our IIPP
2. Evaluating the safety performance of all employees
3. Recognizing employees who perform safe and healthful work practices
4. Providing training to employees whose safety performance is deficient
5. Disciplining employees who fail to comply with safe and healthful work practices

Regarding disciplinary measures VAUGHN NEXT CENTURY LEARNING CENTER may, at its discretion, follow a system of progressive discipline in ensuring and enforcing compliance with this IIPP. However, VAUGHN NEXT CENTURY LEARNING CENTER is under no obligation to follow all stages of any progressive program in any specific disciplinary instance, and actions up to and including immediate termination may be taken.

The following is an example of a Progressive Discipline process which VAUGHN NEXT CENTURY LEARNING CENTER may elect to utilize:

1. If an employee is observed committing a safety or health violation, the site administrators, supervisors, and managers may informally discuss the behavior with the employee, stating the potential dangerous result and pointing out the correct procedure. Retraining may be warranted to reinforce understanding.
2. A second violation may result in a formal verbal warning, with a notice placed in the employee's personnel file.
3. The third infraction may result in a formal written warning and temporary suspension without pay.
4. A fourth violation may lead to termination.

## **COMMUNICATION**

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The communication element of the IIPP is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable. One or more of the following may be involved in a given instance:

1. New employee orientation, including discussion of safety and health policies and procedures.
2. Review of the Injury and Illness Prevention Program.
3. Regularly scheduled safety and training programs.
4. Posted or distributed safety information.
5. Written documentation.
6. Effective communication of safety and health concerns between employees and site administrators, supervisors, and managers, including translation where appropriate.
7. A system for employees to inform management about workplace hazards, anonymously if desired.

**NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.**

The results of the investigation of any employee's safety suggestion or report of hazard will be distributed to all personnel affected by the hazard, or will be posted on appropriate bulletin boards.

## **TRAINING AND INSTRUCTION**

All employees, including site administrators, supervisors, and managers, shall have training and instruction on general and job-specific safety and health practices.

All training shall be documented and initial orientation training shall be recorded using the Employee Safety Orientation Form. Refresher training shall be provided at least annually thereafter, and shall be documented.

Training and instruction shall be provided as follows:

1. When the IIPP is first established.
2. To all new employees during orientation.
3. To all employees given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.

6. To site administrators, supervisors, and managers, to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

Site administrators, supervisors, and managers are responsible for ensuring that those under their direction receive training on general workplace safety as well as on safety and health issues specific to their job. They are also responsible for monitoring and evaluating activities under their supervision to identify hazards and maintain protective measures, and for taking enforcement or disciplinary actions as necessary.

Training may be performed by any combination of qualified site administrators, supervisors, managers, or outside consultants, so long as the content satisfies the requirements of this IIPP and the training is documented appropriately.

General workplace safety and health training shall include, but is not limited to, the following:

1. Explanation of VAUGHN NEXT CENTURY LEARNING CENTER IIPP.
2. Emergency action and fire prevention plans.
3. Provisions for reporting hazards and accidents.
4. General safe work practices and behavioral conduct.
5. Provisions for medical services and first aid including emergency procedures.
6. Ergonomics and proper lifting techniques.
7. Proper housekeeping, including access and egress.
8. Hazard Communication, including potential chemical hazards and proper container labeling.

In addition, more specific instructions shall be provided to employees as appropriate regarding hazards unique to their job assignments, to the extent that such information was not already covered in other training.

Supplementary training and safety meetings shall be documented using the Safety Training Log and minutes of safety meetings, if applicable.



## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the site administrators, supervisors, and managers of the respective areas of VAUGHN NEXT CENTURY LEARNING CENTER.

Periodic inspections are performed according to the following schedule:

1. At a minimum on a quarterly basis.
2. When the IIPP was initially established.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries or illnesses occur.
6. When either permanent or intermittent employees are hired and/or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identifying and evaluating actual workplace hazards or potentially hazardous areas using the Safety Inspection Form, and any other effective and appropriate methods, including general observation and reports / comments by employees.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. All appropriate personnel will be informed of the hazard, and safe and appropriate interim protective measures shall be taken until the hazard is corrected.

If an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel shall be removed from the area.

An employee may not enter an imminent hazard area without appropriate protective equipment, prior training, and the prior specific approval of the IIPP administrator.

Details of all corrective actions taken, including the dates when they are completed, shall be documented on the Request for Corrective Action form.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating all workplace accidents and hazardous substance exposures shall include, at a minimum:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident / exposure.
4. Determining the cause of the accident / exposure.
5. Taking corrective action to prevent the accident / exposure from recurring.
6. Recording the findings and corrective actions taken.

Also see “Basic Rules”, below, and use the Accident Investigation Report form to prepare the required documentation.

### **Basic Rules for Accident Investigation**

1. The purpose of an investigation is to find the cause of an accident and to prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
2. Visit the accident scene as soon as possible, while facts are fresh and before witnesses forget important details.
3. If possible, interview the worker at the scene of the accident and “walk” him or her through a re-enactment.
4. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it.
5. Consider taking signed statements in cases where facts are unclear, or if there is an element of controversy.
6. Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
7. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
8. Every investigation should include an action plan. How will you prevent such accidents in the future?
9. If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

## ACCESS TO THE INJURY AND ILLNESS PREVENTION PROGRAM

Our employees or their designated representatives have the right to examine and receive a copy of The Companies IIPP. This will be communicated to all new employees when they receive initial training / orientation. This access will be accomplished by one of the following methods:

1. Provide access in a reasonable time, place, and manner, but in no event later five (5) business days after the request for access is received from an employee or their designated representative.
  - a. Whenever an employee or designated representative requests a copy of the IIPP, we will provide the requester a printed copy of the IIPP, unless the employee or designated representative agrees to receive an electronic copy.
  - b. One printed copy of the IIPP will be provided free of charge. If the employee or their designated representative requests additional copies of the IIPP within one (1) year of the previous request and the IIPP has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the IIPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP. Where there are distinctly different and separate operations with distinctly separate and different IIPP's, we may limit access to only the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP.

The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative
- The date of the request
- The name of the designated representative
- The date upon which the written authorization will expire (if less than 1 year)

## RECORD KEEPING

The following recordkeeping steps will be taken to properly implement and maintain the IIPP:

1. Records of safety inspections, including the person(s) who conducted the inspection, the unsafe conditions or work practices identified, and the corrective actions taken, are recorded on an appropriate hazard assessment and correction form.
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type of training received, and who supplied the training, shall be recorded on an employee training and instruction form. Records which document any verified employee training provided by an outside consultant or agency for VAUGHN NEXT CENTURY LEARNING CENTER must also be included if used as a basis for the employee's work assignment.
3. Inspection records and training documentation shall be maintained for at least one (1) year.
4. Injury logs (form 300 and 300A summaries) will be completed annually and posted from February 1<sup>st</sup> through April 30<sup>th</sup> as required. Once posting time is completed these forms will be retained for at least 5 years.
5. Employee training records will be kept for at least 1 year beyond termination of employment.
6. Any employee medical or exposure records will be maintained for 30 years beyond termination of employment.
7. Safety Data Sheets will be kept current during time that hazardous material is on site and maintained for 30 years after use of material discontinued.

## COVID-19 / Coronavirus Addendum

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Charter School has adopted this addendum to accommodate staff returning to worksites after sheltering in place. Until the COVID-19 outbreak is contained, school and worksite administrators should coordinate with state and local health officials to obtain timely and accurate information about the level of disease transmission in the local community before resuming on-site work practices. Local conditions will influence the decisions that public health officials make regarding community-level strategies. Administrators may also follow a phased approach based on current levels of transmission and healthcare capacity at the state or local level, as part of resuming school operations.

This addendum contains three parts. Part one contains background information regarding COVID-19, including known symptoms, emergency warning signs and high-risk factors. Part two provides guidelines for implementation of a COVID-19 Control Plan, which includes short-term measures to implement while COVID-19 remains endemic in states and communities. Part three contains measures to maintain a healthy workforce until herd immunity in the population is achieved or the global incidence of COVID-19 comes under control.

### Background

In November 2019, a Novel Coronavirus (SARS-CoV-2) was discovered in Wuhan, China, which was found to cause a viral respiratory illness (Coronavirus disease 2019, or “COVID-19”) leading to severe injury and death in certain populations, particularly elderly persons and persons with underlying health conditions.

COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020. In response to the COVID-19 Pandemic, public health officers in many states and counties ordered all individuals to stay home or at their place of residence (i.e., “Shelter in Place”), except as needed to maintain continuity of operations of certain critical infrastructure sectors. Across the nation, public schools and most other government offices and private businesses were closed in order to slow the spread of the Coronavirus in the community. Many states and localities have now commenced phased reopening.

In 2020, the CDC identified the following symptoms of COVID-19, which typically appear within 2 to 14 days after exposure to the virus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC also recommends that, if a person shows any of the following emergency warning signs,\* he or she should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*Please note that this is not a complete list of all possible symptoms. Anyone experiencing any other symptoms that are severe or concerning should contact a medical provider.

Certain people are at higher risk for severe illness from COVID-19, including:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Decisions to resume operations should be based on both the level of disease transmission in the community and the capacity to protect the safety and health of staff and students at each school site. By providing guidelines for the design of a control plan for COVID-19, part two of this addendum is intended to allow for the resumption of school by implementing measures to prevent and slow the spread of COVID-19 within the workplace.

## **COVID-19 Control Plan**

Before resuming normal or phased school activities after a Shelter in Place order is lifted, prepare and implement a COVID-19 preparedness, response, and control plan (i.e., COVID-19 Control Plan). Federal, state, and local public health communications must be monitored to keep up with information available about COVID-19 regulations, guidance, and recommendations, to ensure that workers have access to the timeliest information.

## **1. Design, implement, update and maintain a COVID-19 Control Plan:**

The overall goal of the COVID-19 Control Plan is to decrease the spread of COVID-19 and lower the impact of the disease in the workplace. This includes the following objectives:

- Prevent and reduce transmission among employees;
- Maintain healthy school operations; and
- Maintain a healthy work environment.

All site administrators should implement and update as necessary a control plan that:

- Is specific to your workplace;
- Identifies all areas and job tasks with potential exposures to COVID-19; and
- Includes control measures in this policy to eliminate or reduce such exposures.

COVID-19 Control Plans should consider that employees may be able to spread COVID-19 even if they do not show symptoms, which is a source of anxiety in the workforce, particularly among higher-risk individuals. Therefore, it is important to have discussions with workers about planned changes and seek their input. Additionally, collaboration with workers to effectively communicate important COVID-19 information is necessary.

## **2. Adjust operations to slow the spread:**

- Employees who have COVID-19 symptoms should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps for self-quarantine. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, students, and visitors, and sent home.
- Adopt a procedure for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- If implementing in-person health checks, conduct them safely and respectfully. Protect the screener using social distancing, barrier or partition controls, or personal protective equipment (“PPE”). However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin or any other protected characteristics, and be sure to maintain confidentiality of each individual’s medical status and history.

### **3. Conduct a Workplace Hazard Assessment:**

The purpose of a hazard assessment of the workplace is to identify where and how workers might be exposed to COVID-19 at work. Combinations of controls from the hierarchy of controls are used to limit the spread of COVID-19 (see Controls Table in Appendix A). These include engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards.

- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls are needed for specific job duties.
- When engineering and administrative controls cannot be implemented or are not fully protective:
  - Determine what PPE is needed for each workers' specific job duties,
  - Select and provide appropriate PPE to the workers at no cost, and
  - Train their workers on its correct use.
- Until lifted, the Governor has ordered that all workers must wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE (such as a respirator or medical facemask) for protection.
  - A cloth face covering contains the wearer's respiratory droplets to help protect their co-workers and others.
  - Cloth face coverings are not considered PPE. They help prevent those who do not know they have the virus from spreading it to others, but do not offer the same level of protection for wearers from exposure to the virus that causes COVID-19 as PPE.
- Remind employees that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

### **4. Take action if an employee is suspected or confirmed to have COVID-19 infection:**

In most cases, you do not need to shut down the facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.



Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and other PPE appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, or such period as established by local health order, telework if possible, and self-monitor for symptoms.

## Measures to Maintain Healthy Ongoing School Operations

- 1. Identify a workplace coordinator.** Victor Albores and Juan Carmona along with the Principal will be responsible for COVID-19 issues and their impact at the workplace.
- 2. Protect employees at higher risk for severe illness through supportive policies and practices.** Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.
  - Provide options to telework, if available and reasonable.
  - Offer vulnerable workers duties that minimize their contact with students and other employees, if the worker agrees to this.
  - Offer flexible options such as telework to employees where available and reasonable to eliminate the need for employees living in higher transmission areas to travel to workplaces in lower transmission areas and vice versa.
- 3. Communicate supportive workplace policies clearly, frequently, and via multiple methods.** Employers may need to communicate with non-English speakers in their preferred languages.
  - Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
  - Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
  - Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures.
  - Use a hotline or another method for employees to voice concerns anonymously.

**4. Establish policies and practices for social distancing.** Where possible and reasonable, alter your workspace to help workers and students maintain social distancing and physically separate employees from each other and from students, such as:

- Implement flexible worksites (e.g., telework).
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and students (e.g., physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Deliver services remotely (e.g., phone, video, or web).
- Adjust school practices to reduce close contact with and among students — for example, by using larger formal spaces (e.g., auditoriums) or outdoor areas for instruction.

**5. Give employees and students what they need to clean their hands and cover their coughs and sneezes:**

- Provide tissues and no-touch trash cans.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

**6. Perform routine cleaning:**

- Follow the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them in accordance with Healthy Schools Act protocols.
  - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).

- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

**7. Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:**

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

**8. Minimize risk to employees when planning meetings and gatherings:**

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

## Appendix A

### Controls Table

The following table presents examples of controls to implement in the workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

<b>Engineering (Facilities and Equipment)</b>
<ul style="list-style-type: none"><li>• Assess job hazards for feasibility of engineering controls</li><li>• Ensure ventilation and water systems operate properly</li><li>• Alter office workspaces to maintain social distancing. Examples include:<ul style="list-style-type: none"><li>○ Configure partitions as a barrier shield</li><li>○ Move electronic payment reader away from cashier in cafeteria</li><li>○ Use verbal announcements, signage, and visual cues to promote social distancing</li><li>○ Remove/rearrange furniture</li></ul></li></ul>
<b>Administrative</b>
<p><b>Management and Communications</b></p> <ul style="list-style-type: none"><li>• Monitor state and local public health communications about COVID-19</li><li>• Require students who are ill to stay home</li><li>• Encourage sick workers to report symptoms, stay home, and follow CDC guidance</li><li>• Develop strategies to:<ul style="list-style-type: none"><li>○ communicate with staff</li><li>○ manage staff concerns</li></ul></li><li>• Remind staff of available support services</li><li>• Communicate to partners, suppliers, other contractors on policies and practices</li><li>• Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace</li><li>• Use technology to promote social distancing (e.g., telework and virtual meetings)</li><li>• Cancel group events</li><li>• Close/limit use of shared spaces</li><li>• Consider policies that encourage flexible sick leave and alternative work schedules.</li><li>• Schedule stocking during off-peak hours</li></ul> <p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"><li>• Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays)</li><li>• Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19</li></ul>

**Training**

Provide employees with training on:

- Symptoms, emergency warning signs and high-factors for COVID-19
- Policies to reduce the spread of COVID-19
- General hygiene
- Cleaning and disinfection
- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

**Personal Protective Equipment (PPE)**

- Conduct workplace hazard assessment
- Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the workers at no cost, and train employees in the use of the PPE.

# HEAT ILLNESS PREVENTION PROGRAM

## I. OVERVIEW AND OBJECTIVES

Employees who work in outdoor places of employment or who work in other locations where environmental risk factors for heat illness are present are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

This Heat Illness Prevention Plan (HIPP) applies to employees of The Schools, who work in outdoor areas of employment or on job tasks where the environmental risk factors for heat illness are present and are at risk for developing heat illnesses if they do not protect themselves appropriately.

This program is based on the California Code of Regulations, Title 8, and Section 3395, Chapter 4, Heat Illness Prevention, and as applicable to sections 1512, 1524, 3203, 3363 and 3400. This standard applies to all outdoor places of employment as well as indoor areas that could be impacted by high heat conditions.

## II. SCOPE

The Schools HIPP includes steps for ensuring drinking water is always provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is conducted, emergency response procedures are documented, acclimatization of employees is accounted for, and auditing processes are incorporated to strengthen the plan's success.

## III. POLICY

It is the policy of The School that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this Heat Illness Prevention Plan will be made available at each campus in both English and any other language understood by the majority of employees.

## IV. DEFINITIONS

*"Acclimatization"* means 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 at least two hours per day in the heat.

*"Heat Illness"* means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

*"Heat Wave"* means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

*"Environmental risk factors for heat illness"* means 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.

*"Personal risk factors for heat illness"* means factors such as an individual's 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.

*"Shade"* means blockage of direct sunlight. 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 a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

*"Temperature"* means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g. with the hand or some other object, from direct contact by sunlight.

## **V. WATER**

The School will provide fresh, pure and suitable cool water, free of charge, as close as practicable to areas where employees are located. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin. In no case shall the water supply be further than 400 feet away from workers.

When employees are working in large areas water will be placed in several locations. The School will also place water in designated shade areas and near restrooms.

The School will ensure that 1 quart of water per person per hour is available at the start of the shift and will have a water replenishment system (including designated responsibility) in place.

The School encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.

## **VI. PROCEDURES FOR MONITORING THE WEATHER**

Supervisors will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.

In addition to advance weather monitoring, supervisors shall utilize one of the aforementioned weather services to review the day's forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the work site throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.

***California Dial-A-Forecast:***

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3051
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

**VII. SHADE**

The School will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

The School will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down rest periods.

The School will encourage employees to take a preventive cool-down rest in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

The Schools policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.



## **VIII. HIGH HEAT PROCEDURES**

The School will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

1. A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
2. If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
3. Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
4. Other effective observation such as periodic checks.
5. Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
6. The School will designate 1 or more employees to call for emergency medical procedures and will allow any employees to call for emergency services when a designated person is not available.
7. The School will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.
8. When temperatures reach 95 degrees or above, The Company may also implement employees taking 10-minute preventive cool-down rest periods every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
9. The School will provide a pre-shift meeting during periods of high heat to remind employees:
  - a. Of the school's high heat procedures.
  - b. To drink plenty of water.
  - c. Of their right to take cool-down rest periods if necessary.

## **IX. TRAINING**

The School will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down rest periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
2. Environmental and personal risk factors for heat illness.
3. The signs and symptoms of heat illness.

4. The importance of immediately reporting signs and symptoms of heat illness, and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. The Schools response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

## **X. EMERGENCY RESPONSE PROCEDURES**

All supervisors and management personnel of The School are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cell phones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, The School will develop alternative means of summoning emergency medical services.
3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

## **XI. ACCLIMATIZATION**

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- The School will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.
- The School will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

## **XII. HEAT ILLNESS PREVENTION PLAN AUDIT**

The School, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.
- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

## **EMERGENCY PROCEDURES FOR HEAT RELATED ILLNESSES**

In the event that a Heat Related Illness occurs, the following Emergency Guidelines will be utilized for quick on site and outside assistance.

### **HEAT STROKE**

Heat stroke is life threatening. The victims temperature control system, which produces sweating to cool the body stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Help must be administered fast. Quickly cool the victim's body.

### **SIGNS AND SYMPTOMS**

1. Hot, red skin.
2. Very small pupils.
3. Very high body temperature. Sometimes as high as 105-106 degrees!
4. It is possible if the victim was sweating from heavy work that the skin might still be wet; otherwise, it will feel dry.
5. Potential for nausea, dizziness, vomiting, partial and/or total loss of consciousness or delirium.

### **FIRST AID / EMERGENCY RESPONSE**

1. Heat stroke is life threatening. **CALL 911 (EMS - Emergency Medical Services)**
2. Get the person out of the heat and into a cooler place.
3. Place the victim in the shock position (lying on the back with feet elevated).
4. Remove or loosen victims clothing.
5. Cool the victim fast
  - Immerse him/her in a cool bath
  - Wrap wet sheets/cloths around the body and fan it
  - Cold packs may be used to cool, but do not put any cold items directly on the skin. This may induce further shock. Apply a barrier between the skin and cold pack.
6. Treat for shock while waiting for EMS to arrive.
7. **DO NOT GIVE ANYTHING BY MOUTH TO THE VICTIM.**

## **HEAT EXHAUSTION**

Heat exhaustion is less threatening than heat stroke. It typically occurs when people exercise heavily or work in a warm humid environment where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate, as it should, very possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled effectively.

### **SIGNS AND SYMPTOMS**

1. Cool, pale and moist skin
2. Heavy sweating
3. Dilated pupils
4. Headache
5. Nausea, dizziness and vomiting
6. Body temperature will be nearly normal

### **FIRST AID / EMERGENCY RESPONSE**

1. Get the person out of the heat and into the cool place.
2. Place the victim in the shock position (lying on the back with feet elevated).
3. Either remove or loosen victims clothing.
4. Cool the victim by:
  - Fanning and applying cold packs (applying a towel between the cold pack and the skin)
  - Apply wet towels, sheets or cloths while fanning the victim
5. Treat for shock.
6. Administer ½ glass of water to “sip” every 15 minutes if the victim is fully conscious.

## HEAT CRAMPS

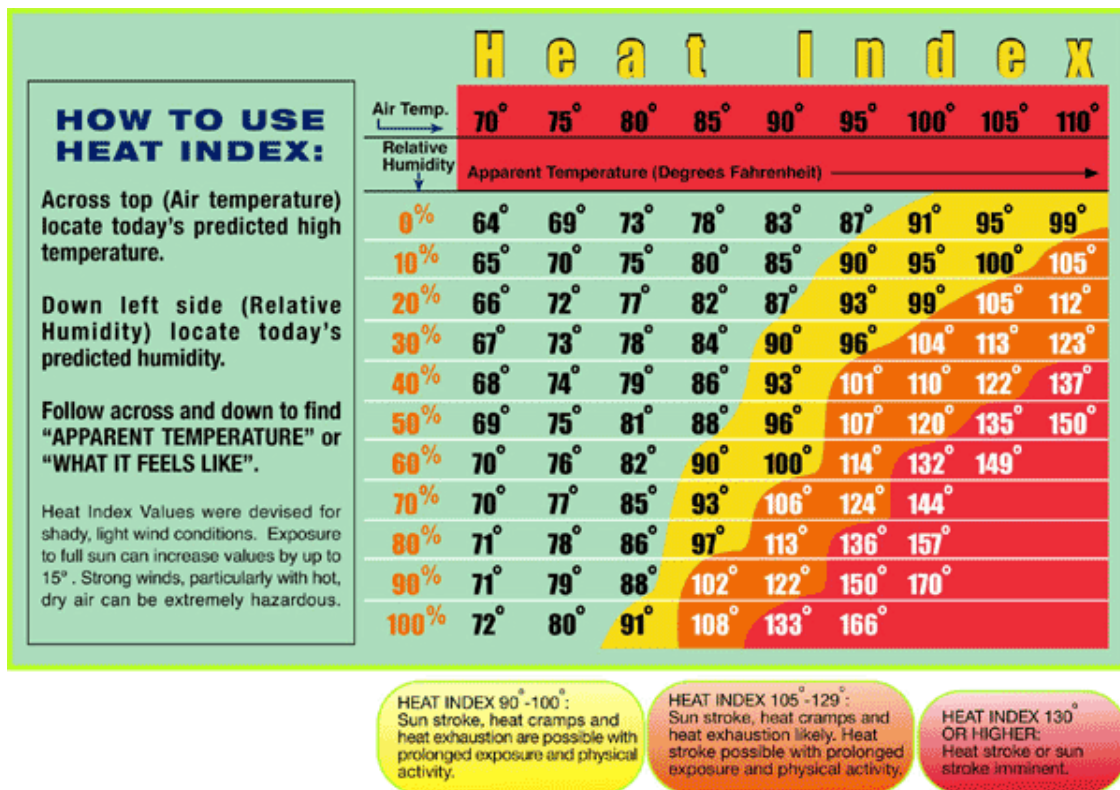
Heat cramps are muscular spasms and pain due to heavy exertion. They usually involve abdominal muscles or legs. It is thought that they may be caused by salt loss due to heavy sweating and loss of water during the heavy activity.

## FIRST AID / EMERGENCY RESPONSE

1. Get the victim to a cool place.
2. In the absence of other injuries and if the victim can tolerate it, give ½ glass of water every 15 minutes to “sip” for approximately an hour.

In all cases, fast action and preparedness are crucial in minimizing the effects of Heat Illness. If you are not sure of what to do in an emergency then contact a First Aid trained person on site or call **911** for outside help immediately.

The below Heat Index Chart will help to understand the relation between Air Temperature and Relative Humidity which in turn gives a “feel like temperature”..



## **ERGONOMICS INTRODUCTION**

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace exceed the body's capabilities, the result is often a musculoskeletal disorder (MSD). To help avoid MSD's, work demands should not exceed the physical capabilities of the worker. MSD's are also known by several other names including:

- CTD's (cumulative trauma disorders)
- RSI's (repetitive stress or repetitive strain injuries)
- RMI's (repetitive motion injuries)
- Overuse Syndrome

The most common, recognizable name for MSD's is cumulative trauma disorders or CTD's. Whatever the name used, these injuries belong to a family or group of wear and tear illnesses that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal discs of the body. MSD's do not include slips, trips and falls, cuts, motor vehicle accidents or other similar accidents; although a close look at the reasons for acute injuries often reveals design problems that can be corrected.

### **POLICY**

It is the policy of VAUGHN NEXT CENTURY LEARNING CENTER to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into our company's written safety and health program.

Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors will be maintained pursuant to all regulations.

This program is a collaborative effort that includes site administrators, supervisors, managers, and employees. The Safety Program Coordinator is responsible for the program's implementation, management, and recordkeeping requirements.

### **ERGONOMICS PROGRAM**

The purpose of an ergonomics program is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of MSD's, thus decreasing workers' compensation claims and, where possible, increase productivity, quality, and efficiency. An ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as incorporating ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools, and into the contemplation of scheduling changes. VAUGHN NEXT CENTURY LEARNING CENTER has such a program which includes the following components:

- A. Management Leadership. The Management of VAUGHN NEXT CENTURY LEARNING CENTER is committed to the ergonomics process. Management supports the efforts of the Safety Program Coordinator by pledging financial and philosophical support for the identification and control of ergonomic risk factors. Management will support an effective MSD reporting system and will respond promptly to reports. Management will regularly communicate with employees about the program.
- B. Employee Participation. An essential element to the success of the ergonomics program, employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training. Employee participation in the program will occur only during company time.
- C. Identification of Problem Jobs. Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either *passive* or *active*. Conducting a records review is an example of passive surveillance, which looks at existing data such as OSHA Logs, workers' compensation claims, visits to the medical facility, and absentee records. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluation tools to identify specific high-risk activities. VAUGHN NEXT CENTURY LEARNING CENTER will be using both passive and active surveillance to identify problem jobs.
- D. Worksite Evaluations.
1. Triggers for a worksite evaluation:
    - a. When an employee reports an MSD sign or symptom.
    - b. Jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate MSD's.
    - c. Any change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours (for example, going from a traditional 5-day, 8 hour shift to a compressed 4-day, 10 hour shift).
    - d. When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.
  2. Work-related risk factors to be considered in the evaluation process include, but are not limited to:
    - a. Physical risk factors including force, postures (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
    - b. Administrative issues including job rotation / enlargement, inadequate staffing, excessive overtime, inadequate or lack of rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.
    - c. Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
    - d. Combination of risk factors such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work done in a dimly lit room.



- E. Setting Priorities. Worksite evaluations will be scheduled based upon the following:
- a. Any job, process, operation, or workstation which has contributed to a worker's current MSD;
  - b. A job, process, operation, or workstation that has historically contributed to MSD's; and
  - c. Specific jobs, processes, operations, or workstations that have the potential to cause MSD's.
- F. Worksite Evaluations Methods. Various methods will be used to evaluate problem jobs including:
1. Walk-through and observations
  2. Employee interviews
  3. Surveys and questionnaires
  4. Checklists
  5. Detailed worksite evaluations
- G. Control of the Ergonomic Risk Factors: VAUGHN NEXT CENTURY LEARNING CENTER will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):
1. Engineering controls. The most desirable and reliable means to reduce workplace exposure to potentially harmful effects. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes.
  2. Administrative controls. This means controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest / recovery breaks, work pace adjustment, redesign of methods, and worker education.
  3. Personal Protective Equipment (PPE). Although not recognized as an effective means of controlling hazards and do not take the place of engineering or administrative controls, there are acceptable forms of PPE, which include kneepads and anti-vibration gloves.
- H. Training. Training is intended to enhance the ability of site administrators, supervisors, and managers, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:
1. To all new employees during orientation.
  2. To all employees assuming a new job assignment.
  3. When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced.
  4. When high exposure levels to ergonomic risk factors have been identified.

The minimum for all site administrators, supervisors, and managers, and employees will include the following elements:

1. An explanation of VAUGHN NEXT CENTURY LEARNING CENTER ergonomics program and their role in the program;
2. A list of the exposures which have been associated with the development of MSD's;
3. A description of MSD signs and symptoms and consequences of injuries caused by work and non work-related risk factors;
4. An emphasis on the importance of early reporting of MSD signs and symptoms and injuries to management, and;
5. The methods used by VAUGHN NEXT CENTURY LEARNING CENTER to minimize work and non work-related risk factors.

Training will be provided in one, or a combination, of the following formats:

1. Oral presentations
2. Videos
3. Distribution of educational literature
4. Hands-on equipment and work practice demonstrations

Trainers will be experienced in delivering training programs that address all work and non work-related risk factors, and will be familiar with VAUGHN NEXT CENTURY LEARNING CENTER operations. Training will be provided from one, or a combination, of the sources listed below:

1. Internally developed resources
2. The Workers' Compensation carrier
3. An outside consultant

All training will be documented:

1. All employees will be required to sign a training sign-in roster.

I. MSD (Medical) Management and Early Return-to-Work.

VAUGHN NEXT CENTURY LEARNING CENTER maintains a good working relationship with our health care provider. All work-related injuries and illnesses will be referred to our medical provider unless the injured employee has notified VAUGHN NEXT CENTURY LEARNING CENTER in writing that other provisions have been made prior to an injury or illness.

In the event of a work-related injury or illness, the health care provider will:

1. Provide diagnosis and treatment for employees;
2. Determine if reported MSD signs or symptoms are work-related;
3. Comply with our Early Return-to-Work program by recommending restricted, modified, or transitional work duties when appropriate;
4. Refer injured employees to other clinical resources for therapy or rehabilitation;
5. Provide us with timely work status reports, and;
6. Develop a positive working relationship with our Workers' Compensation carrier.

VAUGHN NEXT CENTURY LEARNING CENTER has an aggressive early Return-to-Work program and will offer return-to-work opportunities to all injured employees in accordance with work restrictions identified by a recognized health care provider.

- J. Program Evaluation and Follow-Up. In order to ensure that issues have been addressed and that new problems have not been created, monitoring and evaluation will be conducted on an on-going basis. The methods include use of individual interviews and checklists to reevaluate the job / task to ensure that risks have been reduced, minimized, or eliminated.

## INDIVIDUAL RESPONSIBILITIES

- A. Safety Program Coordinator. The Safety Program Coordinator will report directly to upper management and be responsible for this policy and program. All evaluations, controls, and training will be coordinated under the direction of the Safety Program Coordinator in collaboration with management. The Safety Program Coordinator will monitor the results of the program to determine additional areas of focus as needed.

The Safety Program Coordinator will:

1. Ensure that evaluators performing worksite evaluations and training are properly trained;
2. Ensure that control measures are implemented in a timely manner;
3. Ensure that a system is in place for employees to report MSD signs or symptoms and suspected work-related risk factors to site administrators, supervisors, and managers;
4. Ensure that accurate records are maintained and provide documentation upon request;
5. Schedule site administrator, supervisor, manager, and employee training and maintain records to include date, name of instructor, topic, and materials used, and;
6. Monitor the program on a quarterly basis and provide an annual review.
7. Follow-up with any ergonomics strategy and / or solutions.

- B. Managers. Duties of all managers will include:

1. Accountability for the health and safety of all employees within their departments through the active support of the ergonomics program;
2. Allocating human and / or financial resources;
3. Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomic risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management;
4. Ensuring that site administrators, supervisors, managers and employees have received the appropriate training;
5. Ensuring that ergonomics practices and principles are considered when conducting worksite evaluations, and;
6. Ensuring that recommended controls are implemented and / or used appropriately through active follow-up.

- C. Duties of all site administrators, supervisors, and managers will include:

1. Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomics risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management;
2. Ensuring that employees have received the appropriate training;
3. Ensuring that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements;

4. Ensuring that employees understand the MSD signs and symptoms and early reporting system;
  5. Responding promptly to employee reports;
  6. Providing appropriate Workers' Compensation documentation to employees as required by all regulations;
  7. Seeking clarification from Human Resources when return-to-work directives from the health care provider are unclear, and;
  8. Maintaining clear communication with Managers and Employees.
- D. Employees. Every employee of VAUGHN NEXT CENTURY LEARNING CENTER is responsible for conducting himself / herself in accordance with this policy and program. All employees will:
1. When provided, use the appropriate tools, equipment, parts, materials, and procedures in the manner established by site administrators, supervisors, and managers;
  2. Ensure that equipment is properly maintained in good condition and when not, report it immediately;
  3. Provide feedback to site administrators, supervisors, and managers regarding the effectiveness of design changes, new tools or equipment, or other interventions;
  4. Attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities;
  5. Report MSD signs or symptoms and work-related MSD hazards to the site administrators, supervisors, or managers as early as possible to facilitate medical treatment and initiate proactive interventions, and;
  6. Take responsibility in their personal health and safety.

## **ANNUAL PROGRAM REVIEW**

- A. The Safety Program Coordinator will conduct an annual program review to assess the progress and success of the program. The review will consider the following:
1. Evaluation of all training programs and records.
  2. The need for retraining of site administrators, supervisors, managers, and employees.
  3. The jobs, processes, or operations which have produced a high incidence rate of work-related MSD's.
  4. The length of time between a request for an ergonomic evaluation and the actual evaluation.
  5. The length of time between the point at which the results of the evaluation are known and when implementation of controls begins.
  6. The length of time between the beginning and completion of implementation of controls.
  7. The program's success based upon comparison to previous years using the following criteria:
    - a. Number and type of lost workdays associated with OSHA recordable cases.
    - b. Cost of workers' compensation cases.
    - c. Employee feedback through direct interviews, walk-through observations, written surveys and questionnaires, and reevaluations.

**HAZARD COMMUNICATION PROGRAM  
(HAZCOM PROGRAM)**

**GLOBALLY HARMONIZED SYSTEM  
“GHS”**

## INTRODUCTION

VAUGHN NEXT CENTURY LEARNING CENTER has developed a comprehensive Hazard Communication (HAZCOM) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees. This program is intended to meet all requirements of OSHA'S Hazard Communication Standard, CFR 1910.1200, and Title 8 of the California Code of Regulations, Section 5194.

It is VAUGHN NEXT CENTURY LEARNING CENTER policy to provide employees with a safe and healthy work environment. It is also a management objective to maintain an effective Hazard Communication program consistent with federal, state, and local health and safety regulations. To attain this objective, all VAUGHN NEXT CENTURY LEARNING CENTER employees must consider HAZCOM compliance to be an essential part of all phases of their work. The HAZCOM program is and must be a cooperative effort between employer and employees.

VAUGHN NEXT CENTURY LEARNING CENTER HAZCOM program applies to all work areas where employees have the potential to be exposed to hazardous chemicals or wastes during routine operations, non-routine tasks, and chemical spill emergencies. Because OSHA and Cal/OSHA standards define "hazardous chemical" and "hazardous waste" very broadly, the majority of the chemical substances in our workplace are covered under this program. These include but are not limited to retail purchased chemicals, process by-products and process wastes. This could be products like Motor Oil, Engine Coolant, Lubricants, Propane, Adhesives and other basic operational chemicals including cleaning products.

## EXCEPTIONS

The following are generally exempted from the Hazard Communication standards:

- Tobacco and tobacco products.
- Wood or wood products, unless altered on job site.
- Foods, drugs, or cosmetics used by employees.
- Manufactured articles (but NOT any hazardous materials used to make them).
- Consumer products sold at retail, unless employee exposure is greater than that of an ordinary consumer. For example, cleaning chemicals would generally fall under HAZCOM, because the amount / area of use in our facility would generally be greater or of longer duration than in a home.

The HAZCOM program consists of five basic elements:

1. A written description of how VAUGHN NEXT CENTURY LEARNING CENTER will meet labeling, training, SDS, and documentation requirements (the written HAZCOM program).
2. An inventory of hazardous chemicals.
3. A set of Safety Data Sheets.
4. A labeling procedure for hazardous material containers.
5. A HAZCOM employee training program, including a method for informing temporary workers and outside contractors of the hazards in their work areas.

This program is a part of VAUGHN NEXT CENTURY LEARNING CENTER Injury and Illness Prevention Program. The administrator has the authority and responsibility for implementing and managing the provisions of this HAZCOM program.

## DEFINITIONS

- **Hazardous substance:** A substance which is a physical or health hazard, or which is included in the List of Hazardous Substances as published under local, state, or federal regulations (for example, the Director's List of Hazardous Substances, 8 CCR 339, or Toxic and Hazardous Substances List, 29 CFR 1920).
- **Health hazard:** A substance for which there is statistically significant evidence, based on at least one well-founded study that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, organ-specific toxins, or which can damage the lungs, skin, eyes, or mucous membranes.
- **Label:** Any written, printed, or graphic material displayed on or affixed to a container of a hazardous substance in order to describe the contents.
- **Safety Data Sheet (SDS):** Information sheets provided by the manufacturer or distributor of products containing hazardous substances. These sheets contain information about the chemical and physical properties of the hazardous ingredients, as well as important health information.
- **Physical hazard:** A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

## THE HAZARD COMMUNICATION PROGRAM (HAZCOM)

The following sections highlight the employee responsibilities, policies, and regulatory compliance program of VAUGHN NEXT CENTURY LEARNING CENTER concerning hazardous materials in the workplace.

### A. Responsibilities

1. Owner or General Manager
  - a. Designates the IIPP administrator
  - b. Approves the written HAZCOM program
  - c. Final responsibility and authority for ensuring workplace compliance with the written HAZCOM program and federal, state, and local regulations.
2. Safety Program Coordinator(s)
  - a. Name(s): Fidel Ramirez - Chief Executive Director, Alexandra Simons, Kaitia Handal, Leslee Velazquez, Cinthia Rodriguez, Sandra Contreras
  - b. Responsible for directing and managing the HAZCOM program requirements of CFR 1910.1200 and CCR Title 8, Section 5194 and for coordinating compliance activities.

- c. Maintains updated hazardous substance inventories for all departments, and reviews inventories for accuracy at least annually.
- d. Delegates tasks as appropriate to accomplish responsibilities.
- e. Requests current SDS'S from chemical suppliers and maintains central SDS files.
- f. Ensures that site administrators, supervisors, and managers are aware of their HAZCOM responsibilities.
- g. Works with site administrators, supervisors, and managers to establish and address training needs.
- h. Ensures that site administrators, supervisors, and managers are aware of hazardous chemical labeling requirements.
- i. Maintains and reviews VAUGHN NEXT CENTURY LEARNING CENTER HAZCOM program.
- j. Maintains reference copies of the OSHA and Cal/OSHA Hazard Communication standards.

### 3. Site Administrators, Supervisors, and Managers

Site administrators, supervisors, and managers have a primary responsibility to be proactive in ensuring that the HAZCOM program is implemented properly in their departments. They must work with management and the Program Coordinator to:

- a. Ensure that safe work practices are followed in their areas, including compliance with the HAZCOM program.
- b. Maintain copies of the IIPP and HAZCOM programs for employee access.
- c. Post and maintain inventories of hazardous substances found in their areas.
- d. Post notices of where SDS'S are available.
- e. Secure / provide training for:
  - Themselves
  - New employees on specific hazards and safety precautions for hazardous substances in their areas.
  - All impacted employees on hazards of any newly-introduced chemicals or newly-discovered hazards.

This training is to include:

- (1.) Appropriate personal protective equipment
- (2.) Health and physical hazards
- (3.) Review of the HAZCOM program with the employee



- f. Prepare HAZCOM training documentation, using the same forms as the IIPP and deliver it to the Program Coordinator for filing and safe-keeping.
- g. Ensure that all hazardous substance containers in their areas, including the original chemical containers, have the proper labeling.
- h. Ensure that all existing and any new chemicals in their areas are included on the hazardous substance inventories, and that there are corresponding SDS'S in place.

#### 4. Employees

- a. Follow all chemical safety procedures applicable to their jobs, including use of personal protective equipment. If unsure, request instructions from a site administrators, supervisors, or manager.
- b. Seek HAZCOM training in any hazardous substance before beginning any job involving possible exposure.
- c. Read and understand the SDS materials on the chemicals they will use.
- d. Notify the site administrators, supervisors, or managers if SDS'S are not available, or if they do not understand the information on the SDS.
- e. Ensure that all containers that they fill and use are properly labeled with content and hazard information.
- f. Immediately report to site administrators, supervisors, or managers any unsafe or potentially unsafe chemical safety problems or issues.

### **B. Chemical Substance Inventory**

An inventory listing of all hazardous chemical products used or stored in the facility shall be established and kept at the facility for review and access as needed.

The Program Coordinator maintains a master inventory list of all chemical products used or stored within the facility. All inventory lists are updated as new chemicals are introduced or old ones are phased out. Updated inventory lists are furnished to site administrators, supervisors, and managers. The Program Coordinator will retain copies of outdated inventory lists.

The hazardous substance inventory list drives the training requirements for the employees working in the areas potentially affected. For this reason, it is important that the inventory list be kept accurate and up-to-date. Also, it must be emphasized that training requirements and other HAZCOM impact clearly may be decreased by reducing chemical storage and use and by eliminating hazardous substances wherever possible.

### **C. Safety Data Sheets (SDS)**

The Safety Program Coordinator is responsible for obtaining SDS'S for all hazardous chemical substances in the facility. A binder with all SDS'S is kept in the Program Coordinator's office, and the Shipping Office. These SDS files are maintained by the Program Coordinator, and are easily accessible to employees. Alternatively, employees may request copies of individual SDS'S from their site administrators, supervisors, and managers.

The Program Coordinator will retain SDS'S for chemicals which were in use but which have been phased out. These no longer active SDS'S will be maintained by the facility for 30 years.

Proposition 65 warnings are to be posted in accordance with California State Law, at the main visitor entrance. Proper engineering controls will be used with any known carcinogenic products we used or handle.

Our facility relies on the information in SDS'S as permitted by the California and Federal Hazard Communication Standards, and does not perform independent hazard determinations.

#### **D. Labeling**

VAUGHN NEXT CENTURY LEARNING CENTER will preserve and use the chemical manufacturers' or suppliers' labels already on containers when purchased. The Program Coordinator is responsible for ensuring that the label includes the chemical name, the appropriate hazard warning, and the name and address of the supplier or manufacturer.

When materials are transferred to other secondary containers, the new container will immediately be labeled with the chemical or product name as it appears on the manufacturer's label. The new container label will also include the appropriate hazard warnings per OSHA requirements.

#### **E. Employee Training and Other Information**

##### **1. Training**

Employees will be trained when they are first employed and prior to any actual exposure to hazardous chemicals or materials. Employees will also be advised / trained whenever any new hazardous material is introduced or discovered in the workplace, whether because of process change, job transfer, regulatory change, etc. Periodic refresher training shall be provided per the IIPP.

Training must be presented in a language and at a level of comprehension suited to the employee, and it must include an appropriate evaluation of the employee's understanding of the material (e.g., a quiz). The training will focus on the following subjects:

- a. Details of the written HAZCOM program and OSHA-Cal/OSHA standard, including how employees can obtain copies of the plan and understand detailed information on chemical hazards (e.g., physical and health effects).
- b. Explanation of the physical and health hazards of the substances and activities in the employee's work area.
- c. Methods for identifying locations of hazardous substances in the workplace and how to detect their presence.
- d. Safe handling and use of hazardous substances, including how to lessen or prevent overexposure.
- e. Steps employees should take to protect themselves from chemical hazards, including appropriate work practices and use of personal protective equipment.

- f. Emergency procedures for spills, leaks and possible exposures.
- g. Explanation of the labeling system and Safety Data Sheets (SDS).

## 2. Documentation

All training must be documented as to employee, job title, trainer, subject, and date. Training records for all employees will be retained for at least 1 year for review by outside regulatory agencies. The employee or his designated representative has the right to access the employee's personal training records by making a written request to the IIPP Coordinator. Copies may be made, but originals cannot be released.

## 3. Non-routine tasks and emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards prior to performance of these tasks. Records will document this training.

Tasks which may be considered "non-routine" and involve possible exposure to hazardous substance are:

- a. Vehicle repair and maintenance.
- b. Minor spill clean up.

Employees shall not perform these tasks, nor any other task involving handling, mixing, or manipulating chemicals, without either a site administrator, supervisors, managers, or another authorized employee, also trained in the task, being assigned a primary duty of observing the process and responding in the event of difficulty (a "buddy"). This observer must remain within earshot and line of sight to the employee performing the task. Full Personal Protective Equipment, including side-shield glasses or goggles, apron, boots, gloves and cartridge respirator must be worn while performing any of these non-routine tasks for which they apply.

"Emergency situations" refers primarily to response to accidental spills and leaks. VAUGHN NEXT CENTURY LEARNING CENTER has elected to employ outside assistance in the event of a significant spill or chemical emergency in the facility. Employees have been instructed to report the incident to a site administrator, supervisor, or manager and then leave the vicinity; they are NOT permitted to take direct hazard response action in such a case.

## 4. Employee Protection

A number of control measures are in place for the prevention or reduction of exposure to hazardous substances. These measures may include facility evacuation, firefighting equipment and other protective devices as determined necessary for the exposures.

## **NOTIFICATION AND INFORMATION**

### **1. On-site Contractors**

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at VAUGHN NEXT CENTURY LEARNING CENTER. The Program Coordinator is responsible for making available to contractors and their subcontractors information normally available to employees. However, contractors and subcontractors are responsible for providing HAZCOM training to their own employees.

### **2. Employee Information**

All employees, or their designated representatives, may obtain further information on the HAZCOM program chemical inventory lists, SDS, and the OSHA-Cal/OSHA Hazard Communication Standard by contacting the Program Coordinator.

### **3. Visiting Production Companies and Affiliates**

All visiting entities are responsible for maintaining their own SDS for hazardous materials that they bring into the facilities. These SDS must be available to VAUGHN NEXT CENTURY LEARNING CENTER upon request as well as to any other authorities (i.e. Cal/OSHA, Fire Department or State Regulators that request them).

**EMERGENCY ACTION  
AND  
EVACUATION PLAN**

## EMERGENCY ACTION AND EVACUATION PLAN

- I. **Facilities** for VAUGHN NEXT CENTURY LEARNING CENTER:  
13330 Vaughn Street, San Fernando, CA 91340  
13215 Daventry Street, Pacoima, CA 91331  
13421 Vaughn Street, San Fernando, CA 91340  
11505 Herrick Avenue, Pacoima, CA 91331  
11200 Herrick Street, Pacoima, CA 91331

II. **Emergency telephone numbers for use as appropriate:**

GENERAL EMERGENCIES	911
Police	911 or _____
Fire	911 or _____
Poison Control Center	(800) 876-4766
Hospital (Notify when en-route)	911 or _____
State Office of Emergency Services	(800) 852-7550
National Emergency Response Center	(800) 424-8802
County Health Hazmat Division	911 or _____

III. **General**

This plan was developed to provide guidelines for the appropriate actions to take in response to fires, explosions, earthquakes, or any other emergency that occurs at or near VAUGHN NEXT CENTURY LEARNING CENTER that affects our daily operational activities. **In any emergency, contact main office with information about the emergency as soon as possible.**

In any emergency situation, the primary immediate concerns are the safety and health of co-workers, visitors, students and other people in the vicinity. Apart from taking appropriate steps to minimize further injuries to persons which might result from spreading or evolving damage to the facility, concerns about lost or damaged property **MUST ALWAYS BE SECONDARY.**

In the event of an emergency, it is most important to act with a clear head and common sense, using your prior preparation to the best of your ability in the situation. A written plan, as part of the preparation for an emergency response, can help reduce the confusion and the potential for harm surrounding the immediate event; however, it can unfortunately never be detailed enough to substitute for preparation, attention, and good judgment. Once the situation has been stabilized, there will be time to deal with the inevitable administrative and regulatory issues of assessment, recovery, and reporting.

Also available from the Safety Program coordinators are general first-aid guidelines for dealing with direct personal exposure to chemicals that we use and store. Although they represent little danger when properly stored and handled, some of these materials are capable of causing serious injury or death in certain circumstances. In those unlikely instances, time is of the essence in securing first aid and medical attention.

All VAUGHN NEXT CENTURY LEARNING CENTER employees must be familiar with the procedures and equipment described in this Contingency Plan. In the event of a fire, explosion, earthquake, or any other emergency situation at or near our facility you should immediately notify one or more of the Emergency Coordinators listed.

#### IV. Emergency Coordinator(s)

The designated emergency coordinator(s) are thoroughly familiar with all aspects of the facilities Emergency Action Plan, all operations and activities at the facility. These people will have the authority to commit the resources needed to carry out the contingency plan.

Responsibilities of an Emergency Coordinator:

- a. Activate the alarm system, P.A., or in some other manner initiate evacuation.
- b. Notify local authorities: 911, police, fire department, hazardous materials officials, etc.
- c. During any emergency, the coordinator must take all reasonable steps necessary to assure that the situation doesn't spread or get worse. These steps may include halting production, removing or isolating people from specific areas.

Individuals designated as Emergency Coordinators:

NAME / LOCATION	RESPONSIBILITY	HOME or CELL PHONE
Fidel Ramirez, Chief Exec Dir.	Emergency Response	
Alexandra Simons	Emergency Response	
Katia Handal	Emergency Response	
Leslee Velazquez	Emergency Response	
Cinthia Rodriguez	Emergency Response	

If all of the Emergency Coordinators above are unavailable, facility employees should, where necessary: make a GENERAL ANNOUNCEMENT, EVACUATE the premises, and NOTIFY the appropriate agency or agencies above.

#### V. Evacuation plan

##### A. Signal/Notification

Notify by phone / P.A. system or shouting.

##### B. Evacuation route

Observe the evacuation route maps posted in the facility. Employees are to exit immediately through the nearest exterior door, and meet at the staging area. Look around you as you leave to be sure no one is trapped or injured. DO NOT attempt to pass through the building unless fire, smoke, or fumes block your path to the nearest exterior door. It is extremely important that you DO NOT stay and breathe any smoke or fumes that you observe or smell. Unless it is unsafe to do so, the Emergency Coordinator(s) will remain in the staging area to verify that all employees are out of the building and to assist the agencies responding to the Emergency.

## VI. Emergency Actions

The principal events, which could require facility wide emergency actions in this facility, are fire and the possibility of an earthquake or other disaster.

### A. Fire

Notify the local Fire Department and EVACUATE.

#### **Office or Facility / Campus Areas**

Use common sense if a fire inside the office or facility / campus areas confronts you. Call out for help and warn others first; if you do not know how to use an extinguisher, it is better to find someone who does, or to leave the area. Never enter or stay inside a structure or enclosed area to fight a seriously involved fire. When evacuating the office and production areas, close all individual doors to slow the spread of the fire.

### B. Earthquake

In the event of an earthquake, it is generally advised that you not try to run out of the building, as you are likely to fall or to be injured by moving objects or broken glass. The following are offered as guidelines for personal protection; you should use your best judgment in the situation:

If you are in the office or facility / campus area, seek the cover of a desk or heavy table, or stand in an interior doorway away from windows. Shield your face and eyes against flying glass, and watch out for other moving objects until the shaking passes.

If you are in a maintenance or storage area, try to step away from any machines, shelving, stacked product or other objects which may tip over and injure you. Brace yourself, and carefully observe around you until the shaking passes. Stay away from equipment and areas where products are stacked that could fall or shift.

As soon as the earthquake stops, EVACUATE the building in an orderly fashion via the nearest exterior door. Assist any employees who might be injured. Meet in the staging area and wait for an Emergency Coordinator to assess the situation before returning to work. Turn off the gas at the side of the building only if there is obvious damage to the pipes or the odor of natural gas. If so, wait for the gas company to check the system before turning it back on. If there is damage to the electrical wiring, turn off power at the main breakers.

**AVOID TOUCHING METAL OBJECTS OR WALKING THROUGH ANY STANDING WATER, PARTICULARLY IF THERE ARE ELECTRICAL WIRES DOWN OR SPARKING!**



## VII. Emergency Equipment in this Facility

Physical Description	Location	Purpose
Fire Extinguishers	Facility / Campus Wide	Small Fires
First Aid Kit	Office/Break Rooms/All Classrooms	Minor Injuries

## VIII. Copies of the Emergency Action Plan

Up-to-date copies of this Plan shall be maintained at this facility, and shall be shared with agencies which may be called upon to provide emergency services.

## IX. Review of the Contingency Plan

The contingency plan will be reviewed, and immediately amended, if necessary, whenever:

- A. Applicable regulations are revised
- B. The plan fails in an emergency
- C. The facility changes its design, construction, operation, maintenance or other circumstances in a way that materially increases the potential for fires, explosions or changes the response necessary in an emergency.
- D. The list of emergency coordinators changes
- F. The list of emergency equipment changes

# **EMPLOYEES**

## **CODE OF SAFE PRACTICES**

## **CODE OF SAFE PRACTICES (Safety Rules)**

We, at VAUGHN NEXT CENTURY LEARNING CENTER expect all of our employees to be safety conscious and to assist us in finding conditions that may cause an accident or injury. All persons shall follow these safe practices and report all unsafe conditions to their site administrators, supervisors, and managers. Site administrators, supervisors, and managers shall insist that all employees comply with every rule, regulation, and policy to ensure safe and healthful working conditions, and shall take necessary action to obtain compliance.

It is the policy of VAUGHN NEXT CENTURY LEARNING CENTER to provide and maintain a safe and healthful workplace. The following Code of Safe Practices will help ensure safe and healthful work conditions for all employees and assist in efficient operations. The following Rules are considered to be minimum safe work practices.

### **General**

1. All employees shall follow this Code of Safe Practices and make every effort to assist in the practice of safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. All unsafe conditions, accidents, injuries or illnesses must be reported to your site administrators, supervisors, or managers immediately.
4. If you are unsure of the safe method to do your job, stop and ask your site administrators, supervisors, or managers. Ignorance is no excuse for a safety violation.
5. All employees are responsible for not working in an area that they feel is unsafe. Immediately report your safety concerns to your site administrators, supervisors, and managers.
6. You will not be required to perform a task that will jeopardize your safety or the safety of others.
7. No one shall knowingly be permitted to work while their ability or alertness is impaired by fatigue or illness, prescription or over the counter medications, or by alcohol or illegal drugs. Anyone suspected to be impaired by any of these conditions shall be prohibited from working.
8. Do not bring firearms, weapons, illegal drugs or alcoholic beverages on facility property.
9. Anyone known to be under the influence of, or in possession of any illegal drug, alcoholic beverage or any other intoxicating substance shall not be allowed on facility property.
10. Horseplay, scuffling, fighting and other acts which may have an adverse affect on the safety and well being of others, are prohibited.
11. All employees shall be given frequent accident prevention instructions through Periodic Safety Meetings and are required to attend such meetings.
12. Work shall be well planned and supervised to prevent accidents and injuries.

13. Immediately clean up spilled liquids.
14. Always notify others in your area that may be endangered by the work you are doing.
15. Do not operate any type of equipment for which you have not been trained in proper usage.
16. Do not use any tools or equipment if the manufacturer's safety devices are not functioning properly.
17. Properly maintain all hand tools and inspect them for defects daily.
18. Do not bypass any manufacturer's safety devices.
19. Do not use tools or equipment for purposes other than what the manufacturer designed them to be used for.
20. Do not tamper with or attempt to repair any electrical equipment or machinery unless specifically instructed to do so by a site administrator, supervisor, or manager.
21. When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back.
22. Do not use gasoline or other flammable liquids for cleaning purposes.
23. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
24. Do not leave tools, materials or other objects on the ground or floor that may cause others to slip, trip or fall.
25. Do not leave material, with nails protruding, in a manner that could cause injury to others.
26. Do not run in the office, or in any area around the facility.
27. Always be aware of your surroundings and take care as to where you are stepping.
28. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
29. Smoking is not permitted in buildings, office, or facilities under any circumstances.
30. Do not throw materials, tools, or other objects from one area to another.
31. All work related injuries and illnesses shall be reported immediately to your site administrator, supervisor, or manager.

32 Be aware of hazardous surroundings such as:

- High heat equipment
- Open flames or burners
- Nails or sharp objects protruding from materials
- Vehicle Traffic when crossing streets between buildings
- Slippery floor surfaces

### **Accident Procedures**

1. Employees are required to familiarize themselves with the emergency action plan established for the facility. Emergency action plans are kept in a binder and are located in VAUGHN NEXT CENTURY LEARNING CENTER main office and shipping office.
2. For severe accidents call 911.
3. Employees must report all work related injuries to their site administrators, supervisors, or managers immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in disciplinary action and a delay of Worker's Compensation Benefits.
4. Telling a co-worker does not constitute reporting a work related injury, you must tell a site administrator, supervisor, or manager.
5. If you are injured on the job, you must see a doctor immediately. You will not be permitted to return to work until you have a doctor's release.
6. If the employee cannot transport themselves for any reason, transportation will be provided.
7. If an injured employee refuses medical attention, let the business office know immediately.
8. A post accident alcohol and drug test may be conducted if warranted. Refusal to submit to a post accident alcohol and drug test may result in a delay of benefits and disciplinary action.
9. If you are involved in or witness an accident, cooperation in the accident investigation is imperative in determining cause and abatement of an unsafe condition. Your input and ideas as to the cause of an accident may help prevent a similar occurrence.
10. Accident investigations will be conducted immediately by a site administrators, supervisors, or managers. Site administrators, supervisors, and managers are responsible for submitting accident investigation reports to the office immediately.
11. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, contact must be made with the nearest Cal/OSHA office within 8 hours.

## **Driving Safety for Personal and Company Vehicles**

1. Only authorized employees are permitted to operate vehicles.
2. Company Vehicles are to be used for company business only. Personal, off duty and family use, are prohibited.
3. Non-employee passengers are not permitted in your company vehicle at anytime unless they are on company business.
4. No employee is permitted to drive a company vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
5. Wear your seat belt at all times. Refer to the vehicle owner's manual for the manufacturers seatbelt instructions.
6. No smoking while refueling.
7. Keys must be removed from all unattended vehicles and vehicles should be locked.
8. If you are involved in a traffic accident, report it immediately to the office and call the police. You must obtain a police report.
9. If your driver's license is expired or revoked, immediately notify the office and do not drive any company vehicle.
10. Employees with two or more preventable accidents in a three year period, or who obtain three points on their driving record, may be subject to a loss of their driving privileges or have their driving privileges restricted.
11. Site administrators, supervisors, and managers will periodically spot check company vehicles to determine their condition.
12. Inspect your vehicle for mechanical defects prior to each trip. Check the tires, lights and signals and also run a brake test as soon as you start out. Report any defects or operating problems to the operations manager so that repairs can be arranged.
13. Never drive faster than road conditions warrant and do not exceed the posted speed limit.
14. Always signal when changing lanes or turning.
15. Do not drive aggressively. Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. If you are being tailgated, change lanes and let them pass.
16. Use caution when passing any stopped vehicle, especially near intersections and crosswalks.
17. Avoid passing on two lane roads. Turn on your headlights while driving on two lane roads. Never pass another vehicle on curves or hills.
18. Avoid dialing the phone, texting, reading maps or other distracting activities while driving. Pull over in a safe parking area.

## **Electrical Safety General**

1. Ground Fault Circuit Interrupters (GFCI's) shall be installed in all areas where the risk of shock from liquids exposure can occur.
2. Before using electrical equipment, make sure that you are aware of the location of the circuit breaker, in case of an emergency.
3. Extension and temporary power cords shall be heavy duty and grounded.
4. Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
5. Do not use extension cords or other three pronged power cords that have a missing prong.
6. Do not remove the ground prong from electrical cords.
7. Do not use an adapter such as a cheater plug that eliminates the ground.
8. Do not overload circuits with equipment or extension cords.
9. Electrical tools shall be grounded or double insulated.
10. Do not plug equipment that is intended to run on 110V into a 220V outlet.
11. Do not use electrical tools that have a cracked housing.
12. Do not use electrical tools with defective or damaged cords.
13. Do not use electrical tools while working on a metal ladder, unless the ladder has rubber feet.
14. Do not operate electrical tools with wet hands or while you are standing on wet surfaces.
15. Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.

## **Electrical Appliance and Extension Cord Policy (Classrooms and Offices)**

***California Code of Regulations mandate that the District maintain a safe and healthy workplace for employees. This notice applies to use of household electrical appliances or equipment, such as coffee makers, microwave ovens, toaster ovens, refrigerators, freezers, extension cords and surge protectors in District classrooms and offices. Unauthorized use of certain appliances and electrical devices can result in fire danger and impact instruction or operations.***

### **Household Electrical Appliances:**

1. Household electrical appliances are not approved for use in classrooms unless the course curriculum requires such appliances for food preparation or science courses. Other instructional uses for these appliances in classrooms will be permitted only by written authorization of the Site Administrator and Director of Operations.

2. Small Refrigerators may be utilized in classrooms if the following requirements are met;
  - Size: 1.6 cu ft. to 2.6 cu. Ft.
  - UL approved and have a 3 prong polarized plug
  - Must be plugged in directly into the wall without use of an extension cord.
  - Must be shared with 3-4 other staff members
  - Where a medical necessity has been identified as approved by Student Health Services and Director of Operations.
3. Refrigerators must be used for their intended purpose. Non-food items such as chemicals are not to be stored with food items; for example, a refrigerator used for chemical storage in a science storeroom cannot be used to store food.
4. Household electrical kitchen appliances shall be limited to designated kitchens, food preparation areas or break rooms in office environments.
5. Appliances in school and office environments must be Underwriters Laboratories (UL) approved and have a 3-prong or polarized plug.
6. Household electrical appliances must be plugged directly into the wall without the use of an extension cord. An appliance may not be used if the cord is frayed or is in an otherwise deteriorated condition.

#### **EXTENSION CORDS AND SURGE PROTECTORS:**

1. Extension cords and cables shall never be used for permanent wiring. Cords must be unplugged after each use and put away daily. Extension cords must be UL approved. Typical temporary usage includes projectors, laptop computers, listening stations etc.
2. Cords shall not be used around water sources.
3. Cords shall not create a tripping hazard.
4. Extension, surge protector and outlet multiplier cords shall not be used if frayed or in an otherwise deteriorated condition.
5. **Multiple electrical extension cords, surge protectors, or outlet multipliers shall not be used in series (i.e., plugged into each other).**
6. Extension cords or cables shall not to be hung on metal hangers or supports.
7. Extension cords and cables shall not be run through holes in walls, ceilings, floors or similar openings



## **Emergencies**

1. Employees are required to familiarize themselves with the emergency action plan established for VAUGHN NEXT CENTURY LEARNING CENTER.
2. The Emergency Plan included in this document is specific to our company but there is also a building wide plan that would go into effect for a wide spread or large scale disaster situation.
3. In any case, Life Safety is first and getting out safely is the primary goal.
4. Know where emergency exits are in advance of an emergency situation.

## **Fall Prevention**

The three most common places where falls occur are floors, stairs, and when climbing. It is everyone's job to make sure that these areas are kept free of any obstacles and are safe not only for yourself but for your fellow workers too.

The different floor surfaces are the greatest cause of falling accidents. If you do not follow simple safety precautions, the floor in our facility can be as dangerous as a mine field.

1. Proper footwear for both men and women will prevent many falls. Both should wear shoes in good condition with rubber soles. Women should wear shoes with flat heels. Flat heeled shoes not only add to your comfort, but they help to insure against your tripping or falling.
2. There are two simple rules to follow to make sure that your floors are maintained in safe condition:
  - If you spill something, it is your responsibility to wipe it up
  - If you drop something, it is your responsibility to pick it up

By following these two rules, you will reduce the major causes of falls and protect yourself and your fellow employees.

3. If you spill anything, use a dry towel to wipe it dry immediately. Doing this you will protect everyone working in the area from slipping.
4. When mopping is necessary, mop with warm sappy water to soak up dirt and grime. After mopping with warm soapy water, always dry mop immediately to remove excess soap and water.
5. After mopping, you should place a sign and warning cones to identify the wet area. A sign will warn others that the area is wet and slippery. It can easily be removed once the area is dry.
6. Broken flooring, loose stair treads, or damaged ladders are all hazardous when not maintained in good condition. Report any damages you see to your site administrators, supervisors, or managers. Your site administrator, supervisor, or manager will make sure that any hazards are eliminated as quickly as possible.
7. Make sure that any staircase area is properly lit so you can see your way as you either descend or ascend the stairway. It is important that you can always see where you are going when you are climbing stairs to avoid falling.
8. If you have to climb to reach a high shelf, **DO NOT USE THE SHELVING AS A LADDER**. Use a ladder to reach high shelves. Boxes or crates are never sturdy enough for climbing and too easy to fall from. Only a ladder is strong and safe enough.

9. When you use a ladder, first check the ladder to make sure that it is strong enough and that it is clear of any dangerous obstacles. After placing the ladder securely, you should test it with your weight.
10. Place the ladder close to where you are going to work, but be aware of other hazards such as swinging doors, pedestrian traffic, etc. It is always best to place a ladder where a door cannot swing open and hit it, and where no one will accidentally run into it. However, if you must use a ladder in a busy passageway, have someone stand at the foot of the ladder to warn others.
11. When carrying a load up or down stairs, you should be able to see your feet. If your load is so big as to impair your vision, you will not be able to see any obstacles that might be in your way.

### **Fire Extinguishers**

1. Fire extinguishers are to be located throughout VAUGHN NEXT CENTURY LEARNING CENTER office and warehouse.
2. Fire extinguishers are to be visually checked on a monthly basis to ensure that they are fully charged and operable at all times.
3. Fire extinguishers must have a documented annual inspection by a certified technician.

### **Fire Prevention**

1. Do not leave oily waste, rags, gasoline, flammable liquids, or other combustible wastes laying around.
2. Know where fire extinguishers are and ensure that access to fire extinguishers is kept clear at all times.
3. Never use gasoline or flammable solvents for cleaning purposes.
4. Flammable liquids must be stored in an approved container and labeled.
5. Smoking is prohibited at all times.

### **First Aid Kits**

1. An adequate supply of first aid supplies will be kept in the first aid kit.
2. First aid kits are located in the office of each building, and in each classroom.

### **Hand Tools**

1. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
2. Before using sledges, axes or hammers, be sure the handles are securely fastened.
3. Proper eye protection must be worn.
4. Always use the proper tool for the job. (Do not use a screwdriver as a chisel.)

5. Do not use a hammer if your hands are oily, greasy or wet.
6. Keep the blade of all cutting tools sharp.
7. Carry all sharp tools in a sheath or holster.
8. Do not use impact tools such as hammers that have mushroomed heads.
9. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
10. When using knives, shears or other cutting tools, cut in a direction away from your body.
11. Do not carry sharp or pointed hand tools in your pockets, unless it is sheathed.
12. Do not throw tools.
13. Do not strike nails with the “cheek” of the hammer.
14. Do not strike one hammer against another.

### **Hazardous Materials**

1. Employees are required to familiarize themselves with the hazard communication program developed for VAUGHN NEXT CENTURY LEARNING CENTER
2. Read all warning labels and Safety Data Sheets (SDS) before using any chemical. SDS contain personal protective equipment and safety information and are part of the facilities hazard communication program.
3. Hazardous materials shall be handled in accordance with the SDS and label. If protective equipment is required, use it.
4. Eye protection must be worn when working with hazardous materials or chemicals.
5. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all SDS.
6. Never use solvents for cleaning hands.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well ventilated areas.
9. When using secondary containers, ensure that they are labeled as to their contents.
10. Bonding and grounding must be employed during the dispensing of flammable liquids.
11. Flammable liquids must be kept in closed containers when not actively in use.
12. Flammable liquids may be used only in areas where there are no flames or other sources of ignition.

## **Hearing & Noise Protection**

1. Employees are required to wear hearing protection if any of the following conditions are true:
  - You can not hear someone that is less than two feet from you, without shouting.
  - The noise in your work area is irritating.
  - Your hearing is muffled or dull after you leave a noisy area.
  - You have a ringing in you ears after exposure to noise.
2. Let your site administrator, supervisors, or managers know immediately if you need hearing protection.

## **Housekeeping**

1. Keep your work areas free of debris, materials, tools, equipment or other potential trip hazards.
2. Spilled liquids or other materials must be cleaned up immediately.
3. Sharp protruding nails and wire must be removed or bent.

## **Ladders**

1. Inspect the ladder before usage. Do not use a damaged ladder. Do not attempt to repair a damaged ladder.
2. Use the proper ladder for the job. Do not use an "A" frame as a straight ladder.
3. Ladders shall be placed on hard level surfaces only. Never place ladders on a slippery surface.
4. Do not place ladders in passageways, doorways or other areas they might be hit or bumped by passers by.
5. Ladder rungs and steps shall be kept free of oil, grease or other slippery substances.
6. Straight ladders shall be tied off at the top.
7. Straight ladders shall extend at least 36 inches above the level being accessed.
8. Never stand on or above the second rung from the top of the ladder.
9. Do not step or stand on a ladder's cross bracing.
10. Always climb facing the ladder, keeping a three point contact with the ladder at all times.
11. Do not carry tools and equipment when climbing ladders.
12. Be aware of objects below you. Move or cover sharp objects below in case of a fall.

## Lifting

1. Do not attempt to lift loads that appear too heavy. Ask for help.
2. Considering using a back belt for frequent heavy lifting activities.
3. Wear gloves when lifting sharp edged, hot or rough objects.
4. Lift with your legs, not with your back.
5. Keep your load close to your body.
6. Do not twist your body when lifting.
7. Set loads down by reversing the lifting technique.

## Office Ergonomics

### **Good posture:**

You can minimize unnecessary stress on your back by using good sitting posture - maintaining the three natural curves of your spine. You can maximize your comfort in your chair by learning a few practical posture comfort tips.

1. **Use a lumbar support** to relieve strain in your lumbar curve. You can use a lumbar roll or a towel rolled up to 4-6 inches. Place it in the small of your back.
2. **Adjust your chair height** so that your weight is shifted forward off your spine and your arms are at desk level. You may need a small wedge on your seat.
3. **Shift your position** throughout the day to keep your muscles loose and to relax away tension due to immobility. But be sure your spine stays aligned.
4. **Keep your feet flat on the floor** to help maintain good sitting posture and aid circulation in your legs. If they don't reach the floor, use a footrest.

### **Comfort exercises:**

During a day of sitting in front of your computer with your arms extended to the keyboard, muscle tension and stiffness can build up in your neck, back, shoulders, hands, wrists, and even fingers. But it only takes minutes to prevent these discomforts with comfort exercises you can do at your terminal.

1. **Warming up** helps you relax, loosen tense muscles and increases blood circulation. Deep breathing draws fresh air deep into your lungs, while reaching high stretches stiff muscles.
2. **Deep Breathing:** Inhale through your nose and exhale through your mouth, letting your stomach expand and contract. Repeat 6 times.
3. **Reaching High:** Raise your arms over your head, stretching as high as you can. Then bring your arms back down. Rest a moment. Repeat 2 times.

4. **For the Neck:** To relieve a stiff neck glide your head back, as far as it will go, keeping your head and ears level, (Doing it correctly creates a double chin). Now glide your head forward. Repeat 3 times.
5. **For the Upper Back:** To relieve shoulder and back tension raise your hands to your shoulders. Using your arms, push your shoulders back. Keep your elbows down. Hold for 15 seconds. Repeat 3 times.
6. **For the Lower Back:** To relieve lumbar pressure, lower your head and slowly roll your body as far as you can toward your knees. Hold for 10 seconds. Push yourself up with your leg muscles. Repeat 3 times.
7. **For the Shoulders:** To relieve shoulder stiffness raise your arms to the sides, elbows straight. Slowly rotate your arms in small circles forward, then backward. Lower your arms, then repeat 3 times.
8. **For the Hands and Wrists:** To relieve hand and wrist tension, hold your right arm out, fingers pointed up. Take your left hand and gently bend your right hand back toward the forearm. Hold 5 seconds. Repeat on the other side.
9. **For the Fingers:** To relieve hand and finger tension hold your hands out in front of you, palms down. Spread your fingers apart as far as you can. Hold for 5 seconds, then make a tight fist. Repeat 3 times.

#### **Eye care:**

Using your eyes doesn't harm them. But focusing on a computer screen for long periods can cause temporary eye discomfort. The muscles that move and focus your eyes become strained. Your eyes become dry and itchy. So take care of them: get regular eye exams to be sure your eyes are healthy and vision problems are corrected. And practice eye comfort tips to prevent everyday eye strain.

1. **Blinking:** To keep your eyes moist, prevent itching, and aid in cleaning, blink them often.
2. **Reducing Glare:** To reduce reflection and glare from your screen, reposition your terminal, tilt the screen, or modify the lighting.
3. **Palming:** To rest your eyes from the light, shape your hands into shallow cups and place them lightly over your closed eyes. Hold them there for one minute.
4. **Refocusing:** To exercise the muscles that focus your lenses, periodically look away from the computer screen and focus on an object at least 20 feet away. Repeat three times.
5. **Eye Rolling:** To exercise the muscles that move your eyes, roll your eyeballs around clockwise 3 times, then counterclockwise 3 times. Make wide circles.

#### **Use comfort tips for life:**

The tips you've learned for comfort at the computer terminal can help you be comfortable off the job, too. Whenever you're sitting for extended periods, you can use good posture. You can take a few moments to do your comfort exercises to prevent muscle strain and stiffness. And whenever you're focusing at close range a lot, you can use your eye comfort tips to reduce eyestrain and fatigue.

## **Office Safety**

1. Use chairs properly. Do not use chairs as stepping stools. Do not lean or tip in chairs.
2. Keep all file cabinet drawers closed when not in use. Only one drawer may be opened at a time.
3. Keep aisles and walkways free from debris, cords and other objects that may cause trips, slips or falls.
4. Approach and open doors cautiously.
5. Do not attempt to repair faulty or broken office equipment or machinery unless it is in your job description or have be instructed by a site administrator, supervisor, or manager to do so.
6. Keep desk drawers organized in a manner to prevent being injured by sharp or pointed objects.
7. Walk, do not run.
8. Keep fingers, ties, hair, and other loose objects out of, and away from, moving parts of office machines.
9. Use “common sense”, if you are unsure of a safety procedure, ask a site administrator, supervisor, or manager.

## **Parking Safety**

1. When traveling through the parking areas, be careful and watch for traffic coming and going.
2. Always use designated walkways and stay off driving ramps.
3. Have your keys out when leaving so that you can get right into your car and lock the doors for safety and security.
4. If you feel you are being watched or followed, head back to security or other populated areas and get help.
5. Always try to have at least one free hand for stairs, steps and opening / closing car doors.

## **Personal Protective Equipment (PPE)**

1. Use the correct PPE for each job assignment.
2. Proper clothing shall be worn at all times while on facility property.
3. For maintenance and facilities, long pants, a minimum of a T-shirt and sturdy work shoes are to be provided by the employee. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
4. PPE shall be inspected daily, and maintained in good condition.
5. Damaged or broken PPE must be replaced immediately.
6. ANSI approved safety glasses must be worn at all times in areas where the risk of eye injury is noted.
7. Employees shall use appropriate gloves when handling sharp edged, rough, hot or hazardous materials and are to be provided by the employee.

## **Power Tools & Equipment**

1. Do not use power tools or equipment that you have not been trained to use.
2. Inspect tools and cords prior to use.
3. Keep all safety guards operational and in place.
4. Keep power cords away from the path of cutting equipment.
5. Do not leave tools and equipment that are "on", unattended.
6. Do not carry plugged in tools and equipment with your finger on the switch.
7. Unplug all tools and equipment prior to changing bits, wheels or blades.
8. Never leave chuck keys in tools or equipment during operation.
9. Turn tools and equipment off before unplugging them.
10. Disconnect tools and equipment from the outlet by pulling on the plug, not the power cord.
11. Do not lift, carry or lower tools and equipment by their power cord.
12. Return all tools and equipment to their proper place after use.



## **Violence In The Workplace / Security**

1. There is to be no rough housing or fighting at any time, for any reason. Anyone caught fighting will be removed from the facility and may be terminated for this action.
2. There are no weapons of any type allowed in the facility or in vehicles that are brought to the facility. This includes but is not limited to Guns, Knives, or other items that can be used as a weapon.
3. Vulgar language, verbal abuse, name calling, practical joking, and the like will not be tolerated on the job as not all employees get it and it may cause retaliatory reactions and fighting.
4. All employees must wear their company I.D. badges so that we know you belong on site.
5. Anyone who sees someone on the site wandering around, taking photos, loitering, or just acting suspicious needs to inform the office immediately.
6. If you are confronted with someone who demands that you give them your personal or company property, money, or other belongings - DO SO! These are no material items that are not worth losing your life over.
7. When parking your personal or company vehicle, be sure to lock the doors and secure all of your supplies, valuables, etc. as they may get stolen if left in the open and available.
8. Confrontation is a normal part of life and doing business. At all times, employees working at VAUGHN NEXT CENTURY LEARNING CENTER are to maintain a professional level of conduct no matter the situation. Anger only increases the tension and leads to violence.
9. There is to be no destruction of property at the facility. Anyone caught damaging property will be removed and may be terminated for this action. Charges may be brought against those who destroy property intentionally.
10. Monitoring methods including video, monitoring systems, security guards, and such are in place to protect the workers as well as the site and all of the property. Report any suspicious activity you see to help maintain a safe and secure site.

In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their site administrators, supervisors, and managers. Failure to comply with safety rules and procedures, or failure to wear the appropriate personal protective equipment, WILL result in disciplinary action up to and including termination.

**VAUGHN NEXT CENTURY LEARNING CENTER**

**EMPLOYEE ACKNOWLEDGEMENT FORM**

**CODE OF SAFE PRACTICES**

I \_\_\_\_\_ (PRINT), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices".

I agree to conform to all practices, safety rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- a. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my site administrators, supervisors, or managers in order to minimize the potential of injury to my fellow workers.
- b. I am encouraged to inform my immediate site administrator, supervisor, or manager of any hazards on the job without fear of reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact the Safety Coordinator or management by phone or mail.

\_\_\_\_\_  
**(Signature of Employee)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Signature of Site Administrator)**

\_\_\_\_\_  
**Date**

**COPIES TO: OFFICE (ORIGINAL), SAFETY COORDINATOR, EMPLOYEE**

## CODE OF SAFE PRACTICES

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your site administrators, supervisors, and managers are obligated to hold you responsible for your safety** by enforcing these rules and by providing you a safe place to work.

- a. I will immediately report to my site administrators, supervisors, or managers all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- b. I will cooperate with and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my site administrators, supervisors, or managers all unsafe acts, practices, or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid engaging in any horseplay and avoid distracting others.
- g. I will obey all safety rules and follow published work instruction.
- h. I will wear personal protective equipment when working in hazardous areas, and/or as required by my site administrators, supervisors, and managers.
- i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate site administrators, supervisors, or managers.
- j. I will submit any suggestions for accident prevention that may assist in improved working conditions or work practices to my immediate superior.
- k. I will not smoke on site at any time. This include; cigarettes, chewing tobacco, as well as electronic cigarettes.
- l. I will not bring onto the job, have in my possession or in my car, any weapons or ammunition of any kind.
- m. I will not have in my possession, use, or introduce any kind of intoxication liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

**I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL.**