



Buena Park School District

**INJURY & ILLNESS
PREVENTION PLAN**

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PURPOSE AND AUTHORITY

The Injury and Illness Prevention Plan (IIPP) is designed to allow for effective management of safety in the workplace and to ensure safe and healthful working conditions for all employees. Implementing each of the program elements will allow compliance with the IIPP Standard.

The IIPP is intended to establish a framework for Responsibilities, Compliance, Communication, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, and Recordkeeping. With proper planning, organization, and practice, management can operate a safe work environment.

The plan should include the following:

- Identify person or persons with authority and responsibility for the program (*DESIGNATION OF KEY PERSONNEL*)
- Ensure employees comply with safe and healthy work practices (*PROGRAM COMPLIANCE*).
- Communication safety related materials to employees (*COMMUNICATION*).
- Identify workplace hazards (*HAZARD IDENTIFICATION*).
- Procedures to correct unsafe or unhealthy conditions in a timely manner (*HAZARD MITIGATION*).
- Investigate accidents (*ACCIDENT INVESTIGATION*).
- Provide training (*EMPLOYEE TRAINING*).
- Allow employee access to the Program
- Document elements of the Program (*DOCUMENTATION*).

The Buena Park School District IIPP has been developed in response to Section 3203 of the California Code of Regulations Title 8 and Section 6401.7 of the California Labor Code.

The purpose of this program is to communicate to all Buena Park School District employees those occupational hazards associated with the workplace. This plan is available to all employees and sets forth policy concerning occupational hazards and seeks to provide all who are employed, information concerning occupational safety and health. It is the intent of this document to establish safety and health awareness among the employees of Buena Park School District.

DESIGNATION OF KEY PERSONNEL

The Superintendent or Designee is the Program Administrator. He/she is responsible for the overall implementation and maintenance of the District's Injury and Illness Prevention Program. The Superintendent's duties include, but are not limited to:

- Ensuring that the policies and procedures of the District's Injury and Illness Prevention Program are enforced;
- Identifying, inspecting and evaluating workplace hazards on a continuous basis;
- Correcting unsafe or unhealthy conditions and work practices in a timely manner;
- Providing an occupational health and safety training program designed to instruct employees in general health and safety work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment;
- Communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal;
- Designing a program that ensures employees comply with health and safety work practices. The Superintendent may assign all or some of the District's Injury and Illness program tasks to other District personnel. Nevertheless, the Superintendent remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

ADMINISTRATORS, MANAGERS, SUPERVISORS AND PRINCIPALS

Administrators, managers, supervisors, and principals are fully responsible and accountable to the Superintendent for compliance with the provision of the programs within their area of responsibility. Their duties include but are not limited to:

- Promoting a safety first mentality by setting a good example;
- Providing job-specific and general safety and hazard training to employees, including safety orientation;
- Providing safe and healthful working conditions for all employees;
- Conducting periodic site inspections and taking immediate action in rectifying dangerous work conditions, work procedures, and/or attitudes that adversely affect the health and safety of all employees;
- Investigating industrial accidents, injuries, illnesses and/or near miss incidents and determining the cause of the incident and the corrective actions needed to prevent its recurrence;
- Communicating with employees on occupational health and safety issues;
- Recommend discipline for employees who do not comply with safety and health rules, procedures and policies;
- Encourage employees to report unsafe conditions to the Program Administrator and to submit practical suggestions for correction;
- Have full knowledge and understanding of the District's IIPP;
- Ensure that all injuries, no matter how minor, are treated immediately and reported to the Business Services Department.

EMPLOYEES

As a condition of employment, employees must exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and actively contribute to the success of the overall safety program. At minimum, employees must:

- Comply with all District and departmental safety policies and procedures
- Notify their supervisor if they do not fully understand District and/or departmental safety policies and procedures and/or the hazards associated with their job;
- Report all dangerous work conditions and/or defective tools, equipment and safety devices to their supervisor immediately;
- Report all accidents, near misses and injuries to their supervisor immediately;
- Keep work areas clean and orderly at all times;
- Avoid disorderly conduct such as horseplay, fighting and practical jokes;
- Wear required protective safety equipment and clothing as required by departmental safety rules and procedures or as directed by their supervisor;
- Attend safety training sessions

Buena Park School District has established Safety Committees for the following purpose:

1. To meet at least quarterly.
2. To prepare, distribute, and maintain written records of the meetings.
3. To review the results of periodic, scheduled workplace inspections.
4. Review investigations of occupational accidents, causes of incidents, and submit suggestions to prevent further incidents.
5. Review reports of hazardous conditions or work practices and assist with remedial actions.
6. Verify abatement action taken to abate OSHA citations.

PROGRAM COMPLIANCE

The Program Administrator or Designee shall actively enforce safety rules, safe work practices, and the IIPP. The Buena Park School District IIPP is enforced through implementing system(s) to ensure that all employees comply with workplace safety and health practice through:

- Employee training and refresher training
- Quarterly safety committee meetings
- Safe work practices
- Disciplinary actions

Compliance with this IIPP will also be achieved in the following manner:

1. The Administrators, managers, supervisors, and principals will set positive examples for working safely and require that all staff under their direction work safely. This includes ensuring that employees are provided training on specific job duties.
2. The Administrators, managers, supervisors, and principals will ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. The Administrators, managers, supervisors, and principals will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. The Administrators, managers, supervisors, and principals will establish appropriate means of recognition for employees who demonstrate safe work practices.

Buena Park School District will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

Whenever an employee is recognized for a positive safety attitude, or whenever an employee is disciplined, the Program Administrator or Designee shall document the action taken.

COMMUNICATION

The IIPP standard requires employers to explain the methods used to communicate safety matters. This communication occurs in several ways. The Buena Park School District may communicate safety matters in the following ways:

1. Safe Work Practices
2. Safety Training (live and online)
3. Safety Meetings
4. Through the Safety Committees
5. Employee Bulletin Board, Flyers, Posters, etc.
6. Access to the Written IIPP

Communication is a two-way process. Buena Park School District therefore recognizes that employees must be given the opportunity to communicate safety issues to management. To this end, Buena Park School District agrees not to take any action against an employee for identifying workplace safety issues.

Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form (**Exhibit A**). This form is available in the Administration Office, Maintenance and Operations, individual Departments and on the District Website and can be submitted anonymously.

Once a form is filled out, a copy should be given to their supervisor, the Director of Maintenance and Operations or other authorities including the Superintendent and the original forwarded to the Program Administrator or Designee. It may be hand delivered, given to office personnel, emailed, or mailed. The Director of Maintenance, Operations and Transportation shall initiate inspection and corrective actions upon receipt of this form. Corrective action will be made available for public viewing. Completed forms shall be retained in appropriate files.

Under no circumstances shall Buena Park School District allow reprisal for an employee that submits an Unsafe Conditions Form. As part of the employee recognition policy, Buena Park School District shall take into consideration an employee's willingness to identify hazards in the workplace.

The Buena Park School District IIPP is located at each school site and the district office and the District Website

From time to time, management may distribute flyers concerning safety matters to employees. These flyers may be distributed during work hours, -emailed, mailed or posted to the District Website. All employees shall carry out all communications in a manner understandable.

Safety Training is an important method of communication. Supervisors are required to maintain records of Safety Meetings and Training and provide copies to Personnel Services.

HAZARD IDENTIFICATION

The foundation of the Buena Park School District IIPP is the identification of workplace hazards. By planning, many accidents can be prevented.

The Injury and Illness Prevention Standard requires that the employer implement a system of identifying and evaluating workplace hazards. This system for Buena Park School District includes facility inspections and employee feedback.

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each Site, Department and Maintenance and Operations to ensure that systematic safety inspections are conducted as appropriate.

There are two types of inspections; overall facility inspections and specific work area inspections. For the purpose of the Buena Park School District IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. a previously unrecognized hazard is discovered.
 - c. an accident or illness occurs.
2. Specific work area inspection by each Site or Department periodically, but not less than annually.

All inspections must be documented and the Director of Maintenance, Operations and Transportation must maintain a file of this documentation. A sample inspection sheet is attached (**Exhibit B**) and also available on the District Website. Once completed it will be forwarded to Maintenance and Operations. These forms are not meant to be all-inclusive. Work conditions will change over time, and so should inspection methods.

Any employee may report an unsafe condition and reporting can be anonymous. The Unsafe Condition Form (**Exhibit A**) is available in Maintenance and Operations, in individual Departments, within this document and on the District Website.

HAZARD MITIGATION

Identified hazards shall be corrected in a timely manner. The IIPP Standard clearly requires that employer's correct safety deficiencies in a timely manner according to the severity of the hazard. Furthermore, whenever a hazard poses immediate danger, employees must be protected from injury.

The Director of Maintenance, Operations and Transportation shall be responsible for the correction of any hazard and must be notified when a hazard exists and given management support to pursue adequate correction of the hazard. Buena Park School District recognizes that action must be taken to correct safety deficiencies.

Whenever a hazard is identified, it shall be assigned to one of two categories. These categories are:

- Immediate Danger to Persons or Environment
- Less Serious Hazards

In a situation where a hazard poses immediate danger to human health or the environment, the Program Administrator or Designee, must coordinate with the assistance of others the following:

1. Notify and evacuate all personnel to a safe area.
2. Notify appropriate authorities.
3. Do not allow employees back to deal with the hazard unless they are afforded proper protection.
4. Take steps to abate the hazard, diminishing further threat to human life or the environment.
5. Clean up and legally dispose of any hazardous substances involved in the incident.
6. Take corrective action to eliminate hazard.
7. Evaluate what happened and the effectiveness of the corrective action.
8. Train affected employees and document actions taken.

Whenever a less serious hazard is identified, the Program Administrator or Designee shall coordinate corrective actions in a timely manner according to the severity of the hazard. For less serious hazards, the following steps must be taken:

1. Identify hazard and determine severity
2. Remove employee from work station if necessary.
3. Mark any machinery or equipment that the hazard is associated with indicating to others that a hazard exists.
4. Determine what corrective action is necessary.
5. Prioritize the corrective action according to severity and with other corrective actions required elsewhere in the facility.
6. Acquire management and budgetary support for corrective action.
7. Implement corrective action.
8. Modify safe work practices and training as necessary.
9. Train affected employees.

10. Document action taken.
11. Evaluate the effectiveness of the corrective action and document this evaluation.

The Hazard Mitigation Log (**Exhibit C**) is to be utilized to prioritize safety deficiencies according to severity, establish who will be responsible for the corrective action, and by what date the action must be implemented by. It also documents the actual date of implementation and follow-up evaluation. This log is included with this section and is also available on the District Website. Once the hazard is mitigated, a completed copy of the log should be forwarded to the Program Administrator or Designee.

ACCIDENT INVESTIGATION

The IIPP Standard requires that employers implement a method of investigating workplace injury or illnesses. The Direct Supervisor will be responsible for conducting the initial accident or incident investigation. The Direct Supervisor and the Safety Committee will conduct a review of the investigations as appropriate. Procedures for investigations of occupational injury, illness, or exposure to hazardous substances, will cover the following:

1. What should be reported
2. Who does the initial investigation
3. Who does the follow-up investigation
4. Who receives copies of the report(s)
5. When legally required reports must be completed

Employees are responsible to report accidents immediately to their Supervisor and, if after hours and a Supervisor is not available, report to Custodial Supervisor. Direct Supervisors will investigate accidents, injuries, occupational illnesses, and near-miss incidents, to identify the causal factors or hazards immediately and use the following form to document the investigation.

Timely and thorough accident investigation is an integral part of the overall Injury and Illness Prevention Program. The accident report is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the accident so that appropriate action can be taken to prevent recurrence. With this in mind, any employee conducting an accident investigation should utilize the following guidelines:

1. If possible, discuss the accident at the scene.
2. Interview witnesses.
3. Show concern for the employee's injury.
4. Explain why the investigation is necessary.
5. Allow the injured or involved employee to relate his or her account of the accident without interruption.
6. Reiterate a summary of the accident to assure proper and complete understanding of the employee's story.
7. Use tact in resolving any discrepancies in the employee's story.
8. If appropriate, discuss means of preventing recurrence and record all findings and actions taken on the Accident Investigation Form.

In the event of a serious incident, the Director of Maintenance, Operations and Transportation will assign staff to assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Personnel Services within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway,

unless the accident occurred in a construction zone, Chief Personnel Officer will contact Cal/OSHA within 8 hours.

The Supervisors Report of Employee Injury form (**Exhibit D**) is also available on the District Website. A copy of the Supervisors Report of Employee Injury form must be forwarded to Personnel Services.

EMPLOYEE TRAINING

Training is a key element to the Buena Park School District IIPP. This is a requirement of the standard and a form of communicating safety related materials to the employees. The training program is intended to train and instruct employees about the IIPP, general safety/healthy work practices, and specific instructions with respect to each employee's job assignment. It is the most effective tool at management's disposal to control workplace hazards.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards.

Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment and hazardous materials or procedures. Training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Training for Buena Park School District will occur at the following times:

1. Before a new employee begins work.
2. Any employee transferred or given a new assignment.
3. Whenever a new substance, process, procedure, or equipment, which poses a new hazard, is introduced to the workplace.
4. Whenever a new hazard is identified, following an inspection or investigation.

Management must be knowledgeable on the hazards exposed to employees under their jurisdiction and corrective/preventative measures. Management assigns and ensures completion of appropriate training for employees based on job duties.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan SafeColleges or Keenan SafesSchools Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs (**Exhibit E and F**) are included at the end of this document and should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Personnel Services. The live trainings can be tracked on the Keenan SafeColleges or Keenan SafeSchools Online Training Program.

EMPLOYEE ACCESS TO THE PROGRAM

All employees have the right and opportunity to receive and review their employer's IIPP. Buena Park School District will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

The Buena Park School District will communicate the right and the procedures to access the Program to all employees.

Employees of Buena Park School District can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

RECORDKEEPING

Recordkeeping is critical for demonstrating the effort of Buena Park School District towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years by the Vice Chancellor of Administrative Services.
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Personnel Services.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Personnel Services.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Personnel Services.

The Program Administrator or Designee will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Buena Park School District, with responsibility shared by management and staff alike.

BUENA PARK SCHOOL DISTRICT UNSAFE CONDITIONS FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED HAZARDS NOT PREVIOUSLY RECOGNIZED. THIS FORM BRINGS THE HAZARD TO THE ATTENTION OF THE MANAGEMENT.

NOTICE IS HEREBY GIVEN THAT THE USE OF THIS FORM OR OTHER REPORTS OF UNSAFE ACTS OR CONDITIONS ARE PROTECTED BY LAW [8 CCR, SECTION 3203].

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS AS NECESSARY.

DATE:	EMPLOYEE NAME (OPTIONAL):
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DESCRIPTION OF HAZARD:

POSSIBLE CAUSES FOR THE HAZARD:

POSSIBLE WAYS TO CONTROL OR ELIMINATE HAZARD

SUPERVISOR HAS BEEN NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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LOCATION OF HAZARD:

ANY IMMEDIATE ACTION TAKEN BY EMPLOYEE REPORTING:

DATE RECEIVED:	RECEIVED BY:	COMPLAINT INSPECTED:
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ENTRY NUMBER IN THE HAZARD MITIGATION IMPROVEMENT LOG
HAZARD CLASSIFICATION;
PRIORITY NUMBER:

Copy to Maintenance and Operations,-original to Program Administrator

(EXHIBIT A)

**BUENA PARK SCHOOL DISTRICT
HAZARD MITIGATION IMPROVEMENT LOG**

This log is to be used to record hazards when identified and the corrective action to be taken, which is responsible to take the action, when it must be completed by, and the actual completion date. Each hazard is to be categorized by hazard classification. Based on the classification, the hazards shall be prioritized according to severity.

CLASS A HAZARDS Any condition or practice with potential for causing loss of life or body part and/or extensive loss of structure, equipment or material.

CLASS B HAZARDS Any condition or practice with potential for causing serious injury, illness or property damage, but less severe than Class A Hazards.

CLASS C HAZARDS Any condition or practice with probable potential for causing non-disabling injury or illness, or non-disruptive property damage.

HAZARD CLASSIFICATION AND PRIORITY

UNSAFE CONDITION OR PRACTICE

CORRECTIVE ACTION

PERSON RESPONSIBLE FOR CORRECTION

DATE TO BE COMPLETED BY	ACTUAL COMPLETION DATE
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REMARKS

Copy to Program Administrator and Director of Maintenance, Operations and Transportation

(EXHIBIT C)

**BUENA PARK SCHOOL DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY**

(To be completed and sent to district office promptly)
To be completed by school or department reporting injury.

NAME OF INJURED: _____
TIME EMPLOYEE BEGINS WORK: _____
DATE OF ACCIDENT: _____ HOUR: _____ AM PM
ACCIDENT LOCATION: _____
DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED: (such as playground, cafeteria, etc.) _____
SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING: _____ _____
EQUIPMENT, MATERIALS, AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED: _____
NATURE OF INJURY: _____ _____
DID INJURED LEAVE WORK? _____ DATE: _____ TIME: _____ AM PM
DID INJURED RETURN TO WORK? _____ DATE: _____ TIME: _____ AM PM
NAME OF MEDICAL FACILITY: (Complete only if went to doctor) _____ _____
OTHER WORKERS INJURED / ILL IN EVENT? _____
DESCRIBE HOW ACCIDENT OCCURRED: _____ _____ _____
NAME OF WITNESSES: _____
DATE REPORTED TO SCHOOL: _____
REPORTED TO: _____
SCHOOL OR DEPARTMENT: _____
DATE FORM DWC-1 GIVEN TO EMPLOYEE: _____

(EXHIBIT D)

**BUENA PARK SCHOOL DISTRICT EMPLOYEE SAFETY TRAINING
JOB SPECIFIC**

NAME OF EMPLOYEE	JOB CLASS
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DATE OF TRAINING:	NAME OF TRAINER
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SUBJECT COVERED

LOCATION OF TRAINING

UTILIZED THE FOLLOWING-	
<input type="checkbox"/> CODE OF SAFE PRACTICES	<input type="checkbox"/> JOB HAZARD ANALYSIS
<input type="checkbox"/> INSPECTION CHECKLIST	<input type="checkbox"/> MATERIAL SAFETY DATA SHEET
<input type="checkbox"/> ACCIDENT INVESTIGATION	<input type="checkbox"/> OPERATIONS MANUAL
OTHER:	

SUMMARY OF THE TRAINING

THE EMPLOYEE WAS:	
<input type="checkbox"/> TOLD THE UNSAFE, PROCEDURE	<input type="checkbox"/> ABLE TO PRACTICE SAFE METHOD
<input type="checkbox"/> SHOWN PROPER METHOD	<input type="checkbox"/> CORRECTED WHILE PRACTICING

DURING DEMONSTRATION AND PRACTICE:	
<input type="checkbox"/> KEY POINTS WERE HIGHLIGHTED	<input type="checkbox"/> HAZARDS WERE IDENTIFIED
<input type="checkbox"/> ERRORS WERE CORRECTED	<input type="checkbox"/> QUESTIONS AND ANSWERS

REMARKS

THE EMPLOYEE ACKNOWLEDGES:	
<input type="checkbox"/> THE REASON FOR TRAINING	<input type="checkbox"/> UNDERSTANDS TOPIC DISCUSSED
<input type="checkbox"/> TO PRACTICE SAFETY AND MAINTAIN SAFE CONDITIONS IN THE WORKPLACE	

EMPLOYEE'S NAME/DEPARTMENT (print)	SIGNATURE
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Copy to Personnel Services

(EXHIBIT F)