

MERCED UNION HIGH SCHOOL DISTRICT

Alan Peterson



**INJURY AND ILLNESS
PREVENTION
PROGRAM**

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

It is the policy of the Merced Union High School District to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from top management to the individual worker. It is our belief that SAFETY AWARENESS is the basis on which a safety program must be founded.

The Merced Union High School District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Employees at every level have a special obligation to examine everything they do with a consciousness which ensures that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but to develop a concern for safety for all who work with him/her.

Employees shall, at all times, while on District property, conduct themselves and perform work in a safe manner consistent with existing safety rules.

B. Objectives of the Injury and Illness Prevention Program

The Merced Union High School District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the work place. The primary purpose of the program is to ensure a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of Merced Union High School District's written Injury and Illness Prevention Program shall be kept at the District Office. Documentation of specific elements of the program shall be kept by Derek Daley at the District Office facility at 3430 A Street, Castle Airport, Atwater, CA 95301. (209) 325-2242.

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

PROGRAM ADMINISTRATOR

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is the Superintendent, Mr. Alan Peterson. He has appointed a District Safety Officer. This person, listed below is the Safety Program Administrator.

Derek Daley
Manger of Risk Management
(209) 325-2242
ddaley@muhsd.org

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the District and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. The Program Administrator has full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Assistant Superintendent.
- d. Ensuring that managers and supervisors are trained in work place safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating work place hazards.
- g. Ensuring that work place hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

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SUPERINTENDENT, ADMINISTRATIVE ASSISTANTS

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, an unrelenting effort is directed toward controlling injuries, collisions, liabilities and waste of materials at each site. In meeting this goal, management will, to the best of their knowledge and ability:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Follow a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and complies with Federal, State and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly. Vehicular accidents must be reported immediately following notification to law enforcement authorities.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employee. An excessive number is an indication that some management policies and practices need reevaluation.

PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor is fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/She ensures that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted, as necessary, to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported. All accidents with the potential of becoming liability claims must be reported immediately.

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- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

PARENTS

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
School sites	Tri-Annually	Principal/custodian
Science labs	Check Daily Tri-Annual Report	Science teacher
Home Economics	Check Daily Tri-Annual Report	Home Ec teacher
School Shops (Woodshop Ag Shop, Metal Shop, etc.)	Check Daily Tri-Annual Report	Shop teacher
Maintenance shop	Check Daily Tri-Annual Report	Director of Maintenance and Operations
Transportation shops Livingston and Merced	Check Daily Tri-Annual Report	Director of Transportation
Athletic field	Check Daily Tri-Annual Report	Athletic Director
Gymnasium	Check Daily Tri-Annual Report	Athletic Director
Cafeteria	Check Daily Tri-Annual Report	Food Service Director
Warehouse	Check Daily Tri-Annual Report	Warehouse Supervisor
Automotive equipment	Check daily by operator	Vehicle operator

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Guarding of Equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports shall be filed with the Injury and Illness Prevention program at each site and at the District Office. The original shall be forwarded to Maintenance and Operations with the appropriate work orders.

B. Employee Hazard Reporting Procedure

Employees shall make every effort to correct hazards immediately within their control. Other hazards shall be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form shall be submitted to the District Safety Officer at the District Office.

C. Job Hazard Analysis (JHA)

Each supervisor shall maintain and periodically update a Code of Safe Work Practices for the job classifications within his/her jurisdiction. The Code of Safe Work Practices or Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained with the Injury and Illness Prevention Program at each site.

D. Hazard Evaluation and Control

All inspection reports shall be forwarded to Maintenance and Operations with appropriate work orders, as appropriate. Employee Hazard Reporting Forms shall be forwarded to Maintenance and Operations where appropriate work orders will be completed if needed. Any work orders dealing with safety issues are prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting hazardous conditions will receive appropriate training in how to do so and are provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the work place. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District provides training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, Program Administrator or Department Manager believes that additional training is necessary.

B. Training of Supervisors

The District is responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-know.
2. Personal Protective Equipment.
3. Hand Tools and Portable Power Tools.
4. Fire Safety.
5. Machinery and Machine Guarding.
6. Office Safety.
7. Back Injury Prevention/Proper Lifting Techniques.
8. Defensive Driving.
9. Cardiac Pulmonary Resuscitation (CPR) and First Aid.
10. Forklift Operators Safety Training.
11. Accident Investigation for Supervisor.
12. Other programs as necessary.

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained with the Injury and Illness Prevention Program at the District Office.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

It is the goal of the District to effectively communicate with its employees on all issues regarding Safety and Health. To achieve this, the District has a written Illness and Injury Prevention program and a Hazardous Substance Communication Program. Each employee may obtain a copy of these policies and review the safety procedures specific to that employee's work assignment.

A. Safety Meetings

Safety meetings are conducted by department managers regularly. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazard that has been introduced or discovered in the work place;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings are documented as to content and attendance.

B. Anonymous Notification Procedure

The District has a system of anonymous notification whereby employees who wish to inform the District of work place hazards may do so anonymously by sending a written notification to the Maintenance and Operations Department using the Employee Hazard Report Form. The Maintenance and Operations Department shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

Where appropriate, signs and posters may be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District may distribute a Wellness and Safety newsletter to all employees in a timely manner. A copy of each issue is maintained in the Injury and Illness Prevention file at the Risk Management Office.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage are investigated by the District in a timely manner. Minor incidents and near misses are investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Accident investigations are documented in writing using the Accident Investigation Report Form.

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts shall be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NON-PREVENTABLE. List the reasons why the accident was PREVENTABLE OR NON-PREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. DISTRICT SAFETY RULES

GENERAL SAFETY RULES

For the protection and safety of all employees, the Merced Union High School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to your supervisor.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

Materials Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. Hand trucks will be pushed when in transit except going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids or other containers will be removed or made flush.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e. where posted. Photogray or sunglasses will not be allowed in shop areas.
2. Safe shoes will be required. Shoes with exposed heels, toes or archways will not be permitted in a shop area. Shoes constructed from materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap or hat) must be worn. (Hairnet not accepted by OSHA.)

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Machine Operating

1. Use of a machine or piece of equipment will be restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

Compressed Air

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields will be worn by employees working with compressed air hoses.
6. The working pressure of a nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

Housekeeping

The foundation of a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped-up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.
7. Spitting of tobacco, shells or throwing of cigarette butts etc. on the floor is prohibited.

Chemicals

1. Chemicals will not be purchased and/or brought on site for usage without a current Material Safety Data Sheet.
2. No chemicals meeting the definition of a "Hazardous Material", as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet.
3. All containers will be labeled as to their contents.

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Fire Emergency

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguisher(s), fire blankets and stretchers.
3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "NO SMOKING" areas.
7. Person who is reporting fire must stay on telephone line until released by fire department personnel.

Medical Emergency

1. All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

VII. EMERGENCIES

A. Emergency Action Plan

The Merced Union High School District has an Emergency and Disaster Preparedness Plan.

B. Earthquake Procedures

Procedures to follow during an earthquake are outlined in the Emergency and Disaster Preparedness Plan.

C. Fire Prevention Program

The Merced Union High School District maintains a fully automatic fire alarm system. The District also conducts fire drills in accordance with Section 32110 of the California Education Code. Fire evacuation routes are posted in each classroom and facility. Specific responsibilities are outlined in the Disaster Preparedness Plan.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

Merced Union High School District provides incentives for employees who make safety suggestions adopted by the District and/or who have demonstrated safe and healthful work practices.

B. Disciplinary System

The Merced Union High School District has a policy for disciplinary action for employees who fail to comply with oral, written and/or posted safety warnings. Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194, Federal OSHA Title 29, Part 1910, SB 198 or other Cal-OSHA or Fed-OSHA regulation.

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program
(IIPP)

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.
General Industry Safety Orders Section 3205, COVID-19 Prevention*

Merced Union High School District
Effective February 3, 2023

COVID-19 Prevention Program
An Addendum to the Injury and Illness Prevention Program:

Preface

The District utilizes Injury and Illness Prevention Program (IIPP) policies for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls, policies and/or procedures in response to the evaluations conducted for workplace safety matters.

It is the goal of the District's Injury and Illness Prevention Program (IIPP) to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by Cal-OSHA (California Occupational Safety Health Act) because of legislation (SB 198) effective July 1, 1991.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and district property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

Employees are to make every effort to correct hazards immediately within their control. Other hazards are to be reported immediately to the employee's supervisor. Employees may also use the IIPP Employee Hazard Reporting Form to report hazards.

COVID-19 Prevention Program
An Addendum to the Injury and Illness Prevention Program:

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COVID-19 Prevention Program
An Addendum to the Injury and Illness Prevention Program:

(a) Scope.

- (1) This section shall apply until February 3, 2025, except for the recordkeeping subsections 3205(j), which shall apply until February 3, 2026.
- (2) This section applies to all employees and all places of employment, with the following exceptions:
 - (A) Work locations with one employee who does not have contact with other persons.
 - (B) Employees working from home.
 - (C) Employees with occupational exposure as defined by section 5199, when covered by section [5199, Aerosol Transmissible Diseases](#).
 - (D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- (3) Nothing in this section or sections 3205.1 through 3205.3 is intended to limit more protective or stringent state of local health department orders or guidance.

(b) Definitions.

The following definitions apply to this section and to sections 3205.1 through 3205.3.

- (1) "Close contact" means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:
 - (A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
 - (B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.
 - (C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144 whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).
- (2) "COVID-19" (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
- (3) "COVID-19 case" means a person who:
 - (A) Has a positive "COVID-19 test"; or
 - (B) Has a positive COVID-19 diagnosis from a licensed health care provider; or
 - (C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - (D) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- (4) "COVID-19 hazard" means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.
- (5) "COVID-19 symptoms" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

March 9, 2023

COVID-19 Prevention Program
An Addendum to the Injury and Illness Prevention Program:

- (6) “COVID-19 test” means a test for SARS-CoV-2 that is:
- (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
 - (B) Administered in accordance with authorized instructions;
 - (C) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- (7) “Exposed group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
 - (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

- (8) “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.
- (9) “Infectious period” means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
- (A) For COVID-19 cases who develop COVID-19 symptoms, from two days before the date of symptom onset until:
 - (1) Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and
 - (2) Twenty-four hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.

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- (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- (10) “Respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- (11) “Returned case” means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205(c)(5)(A) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.
- (12) “Worksite,” for the limited purposes of this section and section 3205.1, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

(c) Application of Section 3203

COVID-19 is a workplace hazard and shall be addressed under section 3203, which requires employers to establish, implement, and maintain an effective Injury and Illness Prevention Program. The District’s COVID-19 procedures shall be addressed in the written Injury and Illness Prevention Program.

In accordance with the District’s Injury and Illness Prevention Program (IIPP), all employees are responsible for using safe work practices, following all directives, policies, procedures, and assisting in maintaining a safe work environment.

(1) Consideration of all Persons as Potentially Infectious

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

(2) Review Applicable Orders and Guidance

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will review applicable orders and guidance related to COVID-19 from the State of California and the local health department with jurisdiction over the workplace and shall treat COVID-19 as an airborne infectious disease. COVID-19 prevention controls include remote work, physical distancing, reducing the density of people indoors, moving indoor tasks outdoors, implementing separate shifts and/or break times, restricting access to the work area, and other prevention measures, in addition to the requirements of this section.

District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

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(3) Staff Training

Employees shall receive training regarding COVID-19 in accordance with subsection 3203(a)(7), which states: The District will provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

The District provides training and instruction to employees that includes the following:

(A) The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(B) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

(C) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

(D) The employer's policies for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4, the District shall provide effective training and instruction to employees regarding:

1. How to properly wear the respirator provided.

2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.

(E) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

(F) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.

(G) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

(H) Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

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- (I) The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Training materials contain the required components of COVID-19 training and awareness.

- Public School Works Training Courses on PSW online
 - M-850 Covid-19: How to Protect Yourself and Others
- Updates to be shared via various methods of staff communication

(4) Procedure to investigate

The District's procedure to investigate COVID-19 illness at the workplace, as required by subsection 3203(a)(5), shall include the following:

- (A) The District will determine the day and time a COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- (B) The District will identify and respond to persons with COVID-19 symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

The District asks staff to report, without fear of reprisal, to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible close contacts:** If any employee has been exposed or possibly exposed to an individual who is positive for or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

Immediately Report:	Kim Gurden	Call (209)325-2005
COVID-19 Symptoms	Supervisor/Manager And Kim Gurden	Call (209)325-2005
Possible COVID-19 Exposures	Supervisor/Manager or Human Resources	In person discussion, call, or email your Supervisor/Manager
Possible COVID-19 Hazards at The Workplace	Supervisor/Manager or Risk Manager	In person discussion, call, or email your Supervisor/Manager and/or Risk Manager

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COVID-19 Questions - Contact Information

Human Resources	Kim Gurden and Brooke Thompson	Employee illness reporting, contact tracing (staff)	(209)325-2005 (209)325-2011	kgurden@muhsd.org bthomsopn@muhsd.org
Risk Management	Derek Daley	policies and procedures, safety concerns, employee contact tracing	(209)325-2244	ddaley@muhsd.org
Student Services	Cristi Johnson	special education cohorts, contact tracing (students),	(209)325-2121	cjohnson@muhsd.org
Transportation	Brenda Hermosillo	Safety procedures, policies, checklists, response testing	(209)325-2351	bhermosillo@muhsd.org
Warehouse	Jason Perez	Cleaning/sanitizing, Custodial products, etc.	(209)325-2203	jmperez@muhsd.org

Staff are to communicate with their Supervisors for Covid-19 supplies. Site Administrators or designees will submit orders. Requests for Covid-19 supplies submitted via other methods may not be processed.

COVID-19 Case Management Contact Information

Human Resources	Kim Gurden	(209)325-2005	kgurden@muhsd.org
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Covid-19 Case Management Information is Confidential.

Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with directly about details.

(5) Responding to a COVID-19 case in the workplace

The District's methods and/or procedures for responding to a COVID-19 case at the workplace include the following:

- (A) The District will immediately exclude from the workplace all COVID-19 cases and employees excluded under section 3205.1. The District shall demonstrate it has met the applicable requirements below:
 1. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period;
 2. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period; or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 3. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

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4. The requirements in subsections 3205(c)(5)(A)1 and (c)(5)(A)2 apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

- (B) The District will review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The District will develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- (C) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.
- (D) If no violations of local or state health official orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.
- (E) Upon excluding an employee from the workplace based on COVID-19 or a close contact, the District shall give the employee information regarding COVID-19- related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers' compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

(d) Testing of close contacts

The District shall make COVID-19 tests available at no cost, during paid time, to all employees of the district who had a close contact in the workplace, with the exception of returned cases as defined in subsection 3205(b)(11), and provide them with the information on benefits described in subsection 3205(c)(5)(E).

(e) Notice of COVID-19 cases

- (1) The District shall notify employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact. Notice shall be provided as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of subsection 3205(c)(5)(A) are met.
- (2) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice of a COVID-19 case, in a form readily understandable to employees. Notice shall be given to all employees, employers, and independent contractors at the worksite in accordance with the applicable law.
- (3) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice in accordance with the applicable law to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact. The District shall also provide notice in accordance with the applicable law to the authorized representative, if any, of all employees on the premises at the same worksite as the COVID-19 case within the infectious period.

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(f) Face coverings

- (1) The District shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order. When a CDPH regulation or order requires face coverings indoors, that includes spaces within vehicles. Face coverings shall be clean, undamaged, and worn over the nose and mouth.
- (2) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.3, the following exceptions apply:
 - (A) When an employee is alone in a room or vehicle.
 - (B) While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 - (C) While employees are wearing respirators required by the employer and used in compliance with section 5144.
 - (D) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
 - (E) During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- (3) If an employee is not wearing a face covering pursuant to the exceptions in subsections 3205(f)(2)(D) and (f)(2)(E) the District shall assess COVID-19 hazards and take action as necessary based on subsection 3205(c) and on section 3203.
- (4) The District shall not prevent any employee from wearing a face covering, including a respirator, when not required by this section, unless it would create a safety hazard.

COVID-19 Prevention Program
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(g) Respirators

Upon request, the District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are working indoors or in vehicles with more than one person. Whenever the District makes respirators for voluntary use available, the District shall encourage their use and shall ensure that employees are provided with a respirator of the correct size and that employees are trained how to properly wear the respirator provided; how to perform a user seal check according to the manufacturer's instructions each time a respirator is worn; and the fact that facial hair interferes with a seal.

(h) Ventilation

(1) For indoor workplaces, the District shall review CDPH and the Division guidance regarding ventilation, including "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments." The District shall develop, implement, and maintain effective methods to prevent transmission of COVID-19 including one or more of the following actions to improve ventilation:

(A) Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

(B) In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.

(C) Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

(2) Employers subject to section 5142 or 5143 shall review and comply with those sections, as applicable.

NOTE: Section 5142 requires heating, ventilating, and air conditioning (HVAC) systems to be operated continuously during working hours, with limited exceptions.

(3) In vehicles, the District shall maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

(4) A place of employment subject to section 3205.1 after February 3, 2023 shall continue to comply with the ventilation requirements of subsection 3205.1(f) even after the outbreak has passed and section 3205.1 is no longer applicable.

(i). Aerosolizing procedures

For employees in work settings that are exempt from section 5199 in accordance with the conditions in subsections 5199(a)(2)(A) or (a)(2)(B), who are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids, the District shall evaluate the need for respiratory protection to prevent COVID-19 transmission under section 5144 and shall comply with that section.

NOTE: Examples of work covered by subsection 3205(i) include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

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(j) Reporting and recordkeeping

- (1) The District shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis. These records shall be retained for two years beyond the period in which the record is necessary to meet the requirements of this section or sections 3205.1 through 3205.3.
- (2) The District shall retain the notices required by subsection 3205(e) in accordance with Labor Code section 6409.6 or any successor law.
- (3) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.3, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

(k) Orders

Pursuant to title 8, section 332.3, the Division may require an employer to take additional actions to protect employees against COVID-19 hazards through the issuance of an Order to Take Special Action.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6, and 6409.6, Labor Code.

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§ 3205.1. COVID-19 Outbreaks.

(a) Scope.

This section applies until February 3, 2025.

- (1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.
- (2) This section shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

(b) COVID-19 testing.

- (1) Immediately upon being covered by this section, the District shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection 3205.1(a).
- (2) The District shall then make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.
- (3) Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return to work requirements of subsection 3205(c)(5) starting from the date of the last known close contact.

(c) Face coverings

Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(f)(2) applies.

(d) Respirators

The District shall notify employees of their right to request and receive a respirator for voluntary use under subsection 3205(g).

(e) COVID-19 Investigation, review and hazard correction

The District shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 when this section initially applies and periodically thereafter. The investigation, review, and changes shall be documented and shall include:

- (1) Investigation of new or unabated COVID-19 hazards including the District's leave policies and practices and whether employees are discouraged from remaining home when sick; the District's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.
- (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

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(f) Ventilation

In buildings or structures with mechanical ventilation, the District shall filter recirculated air with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. The employer shall use High Efficiency Particulate Air (HEPA) air filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

(g) Major outbreaks

If 20 or more employee COVID-19 cases in an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period within a 30-day period, the District shall do the following while section 3205.1 applies:

- (1) The COVID-19 testing described in subsection 3205.1(b) shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department with jurisdiction over the workplace. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of subsection 3205(c)(5).
- (2) The District shall report the outbreak to the Division. This subsection does not limit the District's obligation to report employee deaths, serious injuries, or serious illnesses when required by subsection 342(a).
- (3) The District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group, shall encourage their use, and shall train employees provided respirators for voluntary use, as set forth in subsection 3205(g).
- (4) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the District can demonstrate that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

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Appendix A: Links to guidance

covid19.ca.gov- California current safety measures
[CDPH Isolation and Quarantine Guidance](#)

Employers

- Cal/OSHA Emergency Temporary Standard COVID-19 Prevention Program [resources](#)
- [Safety in the workplace](#) (covid19.ca.gov)

K-12 Education

- [Safe Schools for All Hub](#)
- [CDPH K-12 Schools guidance](#)

Face Coverings

- [Guidance for the Use of Face Coverings](#) (CDPH)
- [CDPH Get the most out of masking](#)
- [Face coverings, masks, and respirators](#) (covid19.ca.gov) – Information & Overview
- [Face coverings, masks & respirators](#) (DIR)- Handout
- [Voluntary use of N95 masks](#) (DIR)- Cal/OSHA

Mega Events

- [Mega Events: 1,000 + people](#) (CDPH)

JOB HAZARD ANALYSIS

Job Analysis for: Teacher – Art /Painting (K-12)

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Housekeeping, Organizing Room and Supplies.	<ul style="list-style-type: none"> ☠ Respiratory irritation from breathing solvents, (turpentine oils); ☹ Skin irritation 	<ul style="list-style-type: none"> <input type="checkbox"/> Use masks and gloves when handling <input type="checkbox"/> Wash hands with warm soapy water 
2.  Setting Up Easels	<ul style="list-style-type: none"> ☹ Pinched fingers ☹ Back injury • Cuts • Trip and Fall 	<ul style="list-style-type: none"> <input type="checkbox"/> Review and follow directions for proper set up <input type="checkbox"/> Inspect for sharp objects, properly functioning hinges and 🔒 locks. <input type="checkbox"/> If damaged, 📄 Request repairs and ⚠ tag out- of-service. <input type="checkbox"/> Set up allowing clearance between easels and aisles
3. Using Paper Cutters ✂, Knives ✂ and Heavy-duty Staplers	<ul style="list-style-type: none"> • Cuts 	<ul style="list-style-type: none"> <input type="checkbox"/> Supervise and instruct students on proper use <input type="checkbox"/> Check for finger guard on paper cutter ⚠ If damaged, 📄 request repairs and ⚠ tag out-of-service.
4. Teaching Students Proper Techniques for Painting with Oils	<ul style="list-style-type: none"> ☹ Bodily injury △ Fire Hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Teacher should be knowledgeable in the safety procedures <input type="checkbox"/> Develop lessons and tests designed to teach safety procedures
5. Using Oil Base Paints and Toxic Solvents 	<ul style="list-style-type: none"> ☠ Respiratory irritation ☹ Skin Irritation ☠ Poisoning due to ingestion △ Fire Hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide proper ventilation-open windows <input type="checkbox"/> Wash hands with warm soapy water <input type="checkbox"/> Label all paints and solvents <input type="checkbox"/> Use water-base acrylic paints <input type="checkbox"/> Do not use oil paints with elementary students <input type="checkbox"/> Eliminate all sources of ignition
6.  Using Aerosol Spray Paint	<ul style="list-style-type: none"> ☠ Respiratory irritation ☹ eye injury ☹ Skin Irritation <p style="text-align: center;">△ Fire Hazard</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow instructions on paint can for use <input type="checkbox"/> Limit use to reduce exposure <input type="checkbox"/> Use in well ventilated area <input type="checkbox"/> Wash hands <input type="checkbox"/> Do not use with elementary students <input type="checkbox"/> Use proper disposal and storage methods <input type="checkbox"/> Eliminate all sources of ignition
7. Walking Through Aisles to Check Work	<ul style="list-style-type: none"> • Trip and Fall 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep aisles clear and instruct students to store supplies and personal items
8. Storing Solvents and Other Supplies 	<ul style="list-style-type: none"> • Spilling contents ☹ • Supplies fall from shelves △ Fires Hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure lids are secure on all containers <input type="checkbox"/> Do not store supplies on top shelves <input type="checkbox"/> Properly store flammables in approved storage 📦 cabinets
9.  Cleaning Tools	<ul style="list-style-type: none"> ☹ Skin irritation ☹ Burns ☠ Respiratory irritation 	<ul style="list-style-type: none"> <input type="checkbox"/> Use gloves <input type="checkbox"/> Properly dispose of unused turpentine <input type="checkbox"/> Store oily or paint soaked rags in metal containers 📦 and empty daily.

JOB HAZARD ANALYSIS

Job Analysis for: Agricultural Equipment Operator

<p>Tractor operation </p>	<p>Roll Over Movement of unmanned vehicle Getting caught in gears, chains Hearing loss due to noise</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Roll over bars installed <input type="checkbox"/> Seat belts available and used <input type="checkbox"/> Positive locking brake installed and used <input type="checkbox"/> All moving parts must be guarded and power take off shafts <input type="checkbox"/> Ear protection worn 
<p>Operation of specialized agricultural equipment</p>	<p>Getting caught in moving parts Electrocutation/shock </p>	<ul style="list-style-type: none"> <input type="checkbox"/> Guards must be in place <input type="checkbox"/> No riders except for instruction or to assist operator and only in safe location <input type="checkbox"/> Stop engine/power source before servicing <input type="checkbox"/> Electric power should be locked out before performing maintenance. <input type="checkbox"/> Keep equipment at least 20 feet from power lines
<p>Refueling</p>	<p>Fire and explosion </p>	<ul style="list-style-type: none"> <input type="checkbox"/> Turn vehicle off when refueling  <input type="checkbox"/> No smoking during refueling  <p>Avoid inhaling vapors when refueling</p>

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Demonstrating Machines for Students	Injury to and/or loss of fingers	<input type="checkbox"/> Make sure all guards are in place and operating correctly. <input type="checkbox"/> Wear Eye protection. <input type="checkbox"/> Students must pass a safety test before operating equipment.
2. Using Machines to Weld, Cut & Braze to build projects	Cuts to hand or fingers Eye injuries Burns	<input type="checkbox"/> Students must pass a safety test before operating equipment. <input type="checkbox"/> Wear proper eye lens protection for the different types of welding. <input type="checkbox"/> Wear proper safety clothing.
3. Moving Equipment and Lifting Heavy Materials	Pulled Muscles Back Injuries, or strain	<input type="checkbox"/> Use proper lifting techniques get help if necessary. <input type="checkbox"/> Use dollies, hand trucks, or carts.
4. Spraying Finishes on Projects	Lung hazards (spray dust)	<input type="checkbox"/> Use proper respirator when spraying. <input type="checkbox"/> Keep filter clean in booth.
5. Repairing and/or Maintaining Training Equipment.	Electrical Shock Cuts	<input type="checkbox"/> Follow Manufacturer's instructions and procedures. <input type="checkbox"/> Call in district maintenance or outside repairperson.
6. Use of Grinders, Wire Wheel, Buffer, Drill, Sander, Jig Saw, Circular Saw, and Hand Tools	Impaled objects, lacerations, abrasions relating to body and eyes.	<input type="checkbox"/> Wear proper clothing. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Make sure guards are in place and adjusted. <input type="checkbox"/> Rest all work on tool rest when so equipped. <input type="checkbox"/> Stand to side when starting equipment. <input type="checkbox"/> No loose hair, clothing, or jewelry.
7. Shearing Metal	Bodily injury	<input type="checkbox"/> Use shear properly
8. Sizing Soil Particles by Sifting	Respiratory problems	<input type="checkbox"/> Work under hood or wear mask

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
9. Growing Mold or Bacterial Cultures	Respiratory problems Infections	<input type="checkbox"/> Scal plates. <input type="checkbox"/> Autolave before cleaning. <input type="checkbox"/> Wear mask.
10. Animal Projects	Bites Scratches Infections Bodily injury	<input type="checkbox"/> Use proper animal handling techniques. <input type="checkbox"/> Get help when needed.
11. Handling Pond Water	Infection	<input type="checkbox"/> Wash hands.
12. Gutting and Flaming Glassware	Cuts	<input type="checkbox"/> Use strong rubber gloves. <input type="checkbox"/> Discard chipped glassware.
13. Glass/Equipment	Cuts from glassware	<input type="checkbox"/> Use proper procedures for tubing disposal of broken glass. <input type="checkbox"/> Provide instruction in care and use.
14. Use of Electrical Equipment	Electrical Shock	<input type="checkbox"/> Keep equipment from water. <input type="checkbox"/> Be sure all wires and plugs are in good condition. <input type="checkbox"/> Use proper dial settings.
15. Use of Gas Bunsen Burner	Burns Fumes Explosion Fire Eye injury	<input type="checkbox"/> Provide proper instruction to students <input type="checkbox"/> Use proper techniques <input type="checkbox"/> Wear safety glasses <input type="checkbox"/> Be sure tubing is in good condition and all outlets maintained. <input type="checkbox"/> Have fire blankets and fire extinguishers available. <input type="checkbox"/> Provide careful visual supervision. <input type="checkbox"/> Keep gas valve off when not in use.
16. Boiling Liquids	Eye damage Skin damage	<input type="checkbox"/> Wear goggles. <input type="checkbox"/> Use high quality glassware. <input type="checkbox"/> Use boiling chips. <input type="checkbox"/> Wear gloves.

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
17. Classroom/Lab instruction	Trips, falls and spills	<ul style="list-style-type: none"> <input type="checkbox"/> Keep room and storage room in order. <input type="checkbox"/> Keep aisles, counter tops, and exits clear. <input type="checkbox"/> Clean up spills immediately. <input type="checkbox"/> Keep all drawers, doors, etc. Shut when not in use.
18. Chemical Handling (mixing, using, storing and disposing)	Chemical burns	<ul style="list-style-type: none"> <input type="checkbox"/> Label all chemicals properly (i.e., hazard categories, date of purchase, etc.) <input type="checkbox"/> Use fume hood, gloves, facemask, and exhaust fan as appropriate.
	Spills	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper storage facilities and techniques (i.e., compatibles – non compatibles) <input type="checkbox"/> Clean up spills immediately.
	Fire, Fumes	<ul style="list-style-type: none"> <input type="checkbox"/> Properly dispose of hazardous waste. <input type="checkbox"/> Ensure fire extinguishers and fire blankets are available and in good condition.
	Eye injury	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves and mask. <input type="checkbox"/> Ensure eyewash and deluge shower is in good working order.
19. Medicine Handling and Animal Intramuscular/Subcutaneous Injections	Cuts and injection	<ul style="list-style-type: none"> <input type="checkbox"/> Label all medicines properly. <input type="checkbox"/> Use proper storage facilities. <input type="checkbox"/> Clean up spills immediately. <input type="checkbox"/> Proper disposal of bio-hazardous waste.
		20. Animal Husbandry
21. Supervising Student Activities	Explosion	<ul style="list-style-type: none"> <input type="checkbox"/> Instruct students in laboratory safety.
	Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Know emergency procedures and evacuation route.
	Noxious fumes	
	Bodily injury	
22. General Administration of First Aide and Assisting Sick Students	Biological pathogen exposure bodily fluid exposure	<ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate personal protection equipment when exposure is possible.
		<ul style="list-style-type: none"> <input type="checkbox"/> Immunization for Hepatitis B.

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
23. Pesticide, Herbicide, and Insecticide Applications	Pesticide, Herbicide, and Insecticide Overexposure	<ul style="list-style-type: none"> <input type="checkbox"/> No employee may use pesticide unless adequately trained and supervised. <input type="checkbox"/> Proper protective equipment (gloves, respirator, clothing as appropriate) must be worn. <input type="checkbox"/> Follow label instructions for mixing. <input type="checkbox"/> Symptoms of poisoning should be reported immediately.
24. Field Entry after Pesticide, Herbicide, or Insecticide Application.	Pesticide, Herbicide, and Insecticide Overexposure	<ul style="list-style-type: none"> <input type="checkbox"/> Employees shall not enter any field until in compliance to label re-entry interval.
25. Use of hand held tools for cultivation.	Musculoskeletal injury Back strain	<ul style="list-style-type: none"> <input type="checkbox"/> Hand held tool should be kept in good condition. <input type="checkbox"/> Use of short handled hoes is not allowed. <input type="checkbox"/> Employees should avoid stooping or squatting to the extent practical.
26. Use of hand held tools for pruning trees, vines and shrubs	Musculoskeletal injury Cuts Eye injury Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Pruning shears should be kept in good condition. <input type="checkbox"/> Wear safety glasses. <input type="checkbox"/> Instruct the students on proper pruning techniques.
27. Field Work	Animal bites Snake bites Insect stings	<ul style="list-style-type: none"> <input type="checkbox"/> Employees should be trained about biting and stinging pest that are prevalent in that area. <input type="checkbox"/> Suitable first aid supplies should be available. <input type="checkbox"/> Employees must notify the supervisor in the event of a bite or severe sting.
28. Gasoline, Cleaning Solvent and Motor Oil	Skin irritation Eye injury Fumes	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses <input type="checkbox"/> Wear mask <input type="checkbox"/> Clean up spills immediately <input type="checkbox"/> Proper storage and ventilation.
29. Tractor Operation	Roll over accident Movement of unmanned vehicle Getting caught in gears, chains, and PTO shafts Hearing loss due to noise	<ul style="list-style-type: none"> <input type="checkbox"/> ROPS installed <input type="checkbox"/> Proper use of seat belts <input type="checkbox"/> Positive locking brake installed and used <input type="checkbox"/> All moving parts must be guarded and PTO shafts <input type="checkbox"/> All guards must be in place. <input type="checkbox"/> Wear ear protection.

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
30. Lift Truck Operation	Roll over accident	<input type="checkbox"/> No employee may operate a lift truck unless adequately trained. <input type="checkbox"/> Proper use of seat belts.
	Movement of unmanned vehicle	<input type="checkbox"/> Positive locking brake installed and used <input type="checkbox"/> All moving parts must be guarded and PTO shafts
	Getting caught in gears, chains, and PTO shafts	<input type="checkbox"/> All guards must be in place.
	Hearing loss due to noise	<input type="checkbox"/> Wear ear protection.
31. Truck and Trailer Operation in Loading, Transporting, and Unloading Animals	Bodily injury	<input type="checkbox"/> Use proper loading and unloading techniques. <input type="checkbox"/> Get help if necessary. <input type="checkbox"/> Proper use of seat belts.
32. General Work Area	Trip and Fall hazards	<input type="checkbox"/> Keep aisles and hallways clean.
	Fire hazards	<input type="checkbox"/> No storage permitted.
	Exits blocked	<input type="checkbox"/> Do not store excess amounts of combustibles in work area.
33. Using File Cabinets	Tip over and trip and fall hazard causing bodily injury	<input type="checkbox"/> Open only one drawer at time. <input type="checkbox"/> Close file drawers when finished.
34. Using Paper Cutters	Cuts	<input type="checkbox"/> Keep guards on paper cutter at all times.
35. Handling Emergencies	Bodily injury	<input type="checkbox"/> Know locations of electrical switches, panels, and fire extinguishers. <input type="checkbox"/> Know emergency evacuation routes.
	Property damage	<input type="checkbox"/> Be aware of the bell alarm system.
36. Conducting Demonstrations	Bodily injury	<input type="checkbox"/> Wear protective equipment when appropriate. <input type="checkbox"/> Position demonstrator and/or students in such a manner as to prevent injury.
37. Transportation of Students to and from scheduled activities	Bodily injury	<input type="checkbox"/> Follow all California traffic laws. <input type="checkbox"/> Wear seat belts. <input type="checkbox"/> Students must complete and turn in a parent permission slip and emergency card. <input type="checkbox"/> Carry all permission slips and emergency cards with you when on a field trip.

Agriculture Department Hazard Check List

Inspector:

Title:

Item	Satisfactory	Modify	Red Tag	Comments
Abrasive Saw				
Arc Welders				
Band Saw				
Buffer				
Drill Presses				
Electrical Ext. Cords				
Electrical Hand Tools				
Electrical Outlets				
Fire Extinguisher				
First Aid Kit				
General Hand Tools				
Goggles – Oxy. – Act.				
Helmets – Arc				
Hessefeld Bender				
Iron Worker				
Metal Press				
MIG Welders				
Oxy-Acetylene Welders				
Plasma Cutter				
Radial Arm Saw				
Safety Face Shields				
Safety Glasses				
Stationary Grinder				
Table Saw				
Table Saw				
Welding Gloves				

Action Taken

Signature:

JOB HAZARD ANALYSIS

Job Analysis for: Art Teacher/Ceramics

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Using and Unloading Kilns	Back injury and strains Burns Respiratory irritation Damaged kiln	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Post sign – “Caution – Hot”. <input type="checkbox"/> Use gloves and mask to remove items from kiln. <input type="checkbox"/> Provide proper ventilation (e.g., open windows, doors, use fans). <input type="checkbox"/> Tag - “Out-of-Service”; if electric, unplug; if gas, turn off switch. <input type="checkbox"/> Complete work order for repair.
2. Pull Out Glazes and Clay for Students (in jars)	Back injury and strains	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting and reaching techniques. <input type="checkbox"/> Check lids to make sure they are secure. <input type="checkbox"/> Clean up spills immediately.
3. Glean Up of Glasses if Spilled	Lead absorbed in skin Broke glass	<ul style="list-style-type: none"> <input type="checkbox"/> Wear rubber gloves for cleanup. <input type="checkbox"/> Properly dispose of chemicals and debris.
4. Storage of Paint, Solvent and Ceramic Chemicals	Respiratory problems Allergic reactions Skin burns Fire hazard	<ul style="list-style-type: none"> <input type="checkbox"/> Make certain lids are secure. <input type="checkbox"/> Store by chemical group. <input type="checkbox"/> Store on low shelves with safety doors or bars. <input type="checkbox"/> Use flammable storage cabinets for flammables.’ Wear proper personal protective equipment (e.g., gloves, eye goggles).
5. Housekeeping/Organizing Room and Supplies	Respiratory problems from breathing dust from clay Allergic reaction to spilled chemicals	<ul style="list-style-type: none"> <input type="checkbox"/> Regular/daily sweeping and cleaning sink traps. <input type="checkbox"/> Wear mask. <input type="checkbox"/> Proper disposal in self-contained container. <input type="checkbox"/> Wear proper personal protective equipment.
6. Storing/Stacking Boxes and Supplies Near Kiln	Fire Hazard	<ul style="list-style-type: none"> <input type="checkbox"/> Store combustibles away from kiln
7. Storing Student Projects	Climbing, stretching, reaching, falling, back injury Projects falling onto individuals	<ul style="list-style-type: none"> <input type="checkbox"/> Store projects on lower shelves no wider than shelf width <input type="checkbox"/> Use stepladder if necessary. <input type="checkbox"/> Request assistance with lifting and placing projects on shelf.
8. Clean Sink Drains of Sludge	Exposure to hazardous waste (lead, various solutions)	<ul style="list-style-type: none"> <input type="checkbox"/> Use rubber gloves, mask; dispose in proper containers.

JOB HAZARD ANALYSIS

Job Analysis for: Art Teacher/Ceramics

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
9. Handling of Wet Clay (50 lb. Boxes)	Injury to back Muscle strain	<input type="checkbox"/> Label boxes 50 lbs. <input type="checkbox"/> Request assistance lifting and stacking. <input type="checkbox"/> Use hand truck. <input type="checkbox"/> Use proper lifting techniques.
10. Using Tools (Wooden, String)	Bodily injury	<input type="checkbox"/> Use tools properly. <input type="checkbox"/> Supervise students using tools.
11. Teaching Students Ceramics and Use of Tools and Materials	Bodily injury	<input type="checkbox"/> Develop lessons and tests designed to teach safety procedures for proper use of tools and supplies. <input type="checkbox"/> Use tools, materials, and equipment only if properly trained in use. <input type="checkbox"/> Use proper personal protective equipment.
12. Inspecting tables and Chairs for Rough edges and Broken Legs, Screws Missing	Cuts Bruises Broken bones	<input type="checkbox"/> Repost broken tables and chairs and remove an/or tag "out-of-service". <input type="checkbox"/> Submit work order to repair replace.

JOB HAZARD ANALYSIS

Job Analysis for: Art Teacher/Photography (7-12)

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Using Dark Room	Trip and Fall	<input type="checkbox"/> Pick up debris and properly store developer chemicals.
2. Using Chemicals	Respiratory irritation Skin irritation Poisoning due to ingestion	<input type="checkbox"/> Label container with warning: Hazardous Chemical, and directions for proper mixture of chemicals. <input type="checkbox"/> Use mask and eye goggles. <input type="checkbox"/> Use proper ventilation. <input type="checkbox"/> Use gloves.
3. Removing Negatives from Developing Solution	Skin irritation Burns	<input type="checkbox"/> Use clean proper tool for removal from chemical. <input type="checkbox"/> Wash hands.
4. Hanging of Photos for Drying	Chemical spill on person/clothing Skin irritation Damage to clothing Injury due to reaching	<input type="checkbox"/> Wear smock or old clothing. <input type="checkbox"/> Request assistance if unable to reach.
5. Disposal of chemicals	Environmental damage. Respiratory irritation. Skin irritation.	<input type="checkbox"/> Dispose in appropriate container-not in sewer. <input type="checkbox"/> Use aprons, masks, and rubber gloves. <input type="checkbox"/> Wash hands.
6. Storing chemicals	Fire hazard	<input type="checkbox"/> Store chemicals in approved metal storage cabinet.
7. Teaching Students Proper Techniques for Developing Photos	Unsafe practices Bodily injury	<input type="checkbox"/> Teacher should be knowledgeable in subject area and use of chemicals. <input type="checkbox"/> Develop lessons and tests designed to teach safety procedures. <input type="checkbox"/> Use proper supervision.

JOB HAZARD ANALYSIS

Job Analysis for: Auto Shop - Teacher

School/District:

Job Task	Potential Hazards	Recommended Procedures/Actions
1. Steam Cleaning	First, Second, and Third Degree Burns.	<ul style="list-style-type: none"> <input type="checkbox"/> Protective clothing. <input type="checkbox"/> Handle nozzle by insulators only. <input type="checkbox"/> Check equipment hose and fitting prior to start-up. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Complete understanding of safe equipment operation.
2. Parts Washing	Chemical burns to body and eyes First, second and third degree burns	<ul style="list-style-type: none"> <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear protective clothing. <input type="checkbox"/> Wash parts only in approved parts washer.
3. Use of Grinder, Wire Wheel and Buffer	Impaled objects, lacerations, abrasions relating to body and eyes.	<ul style="list-style-type: none"> <input type="checkbox"/> Wear proper clothing. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Make sure guards are in place and adjusted. <input type="checkbox"/> Rest all work on tool rest when so equipped. <input type="checkbox"/> Stand to side when starting machine. <input type="checkbox"/> No loose hair, clothing, or jewelry.
4. Battery Charging	Electrical and chemical burns Impaled objects	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safe clothing. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Observe polarity. <input type="checkbox"/> Connect and disconnect charger with charger off. <input type="checkbox"/> Proper ventilation. <input type="checkbox"/> No bystanders without proper safety precautions.

JOB HAZARD ANALYSIS

Job Analysis for: **Bookstore Clerk**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Cashier/Sales Personnel	Slips and falls due to tripping or slipping on floors	<input type="checkbox"/> Keep work areas clear of debris and storage. <input type="checkbox"/> Keep floor surfaces clean and dry.
	Eye strain due to poor lighting, VDT screen glare	<input type="checkbox"/> Adjust screen lighting and position. <input type="checkbox"/> "no-glare" screens. <input type="checkbox"/> Eye examinations and care.
	Strain and Musculoskeletal trauma due to repetitive strain	<input type="checkbox"/> Improved workstation design. <input type="checkbox"/> Employee training.
	Customer Behavior	<input type="checkbox"/> Security procedures.

JOB HAZARD ANALYSIS

Job Analysis for: Coach

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
General Administration of first Aid	Biological pathogen exposure	<input type="checkbox"/> Use appropriate personal protective equipment when exposure is possible. <input type="checkbox"/> Immunization for Hepatitis B.
Breaking up fights among students	Injuries from strikes or blows	<input type="checkbox"/> Be prepared to ward off blows. <input type="checkbox"/> Restrain combatants as soon as possible. <input type="checkbox"/> Use restraint techniques with caution. <input type="checkbox"/> Obtain assistance – do not enter the fight.
<i>EXERCISE SPORTS EQUIPMENT PREPARATION</i>		
Lifting equipment	Strains, muscle pulls, cuts, scrapes, abrasions.	<input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Use back support or gloves when necessary.
Transporting equipment	Strains, muscle pulls, cuts, scrapes, abrasions. Injury from dropping heavy objects.	<input type="checkbox"/> Ensure clear path of transport. <input type="checkbox"/> Utilize dollies or other mechanical aid.
Observation of Activities	Injury from flying objects Injury from collisions with participants	<input type="checkbox"/> Be aware of activities. <input type="checkbox"/> Avoid collisions.
Working with Electrically Operated Apparatus	Electrocution resulting in burns or death.	<input type="checkbox"/> Ensure equipment is properly grounded. <input type="checkbox"/> Do not use electrical equipment around water or moisture. <input type="checkbox"/> Ensure correct electrical connections.
Working with Weight Lifting Apparatus	Back injury, bruises, strains, sprains	<input type="checkbox"/> Provide spotters. <input type="checkbox"/> Utilize correct lifting techniques. <input type="checkbox"/> Avoid collisions.

JOB HAZARD ANALYSIS

Job Analysis for: Instructional Aide

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Assist in Decorating Classroom	Slips, trips and falls Electrical shock, fire hazard	<input type="checkbox"/> Use proper step stool or ladder to reach high places. <input type="checkbox"/> Do not hang decorations from electrical light fixtures <input type="checkbox"/> Do not place paper over or near electrical outlets
2. Setting Up Audiovisual Equipment	Tip over hazard Back injury	<input type="checkbox"/> Make sure TV monitor is secured to the cart before moving it. <input type="checkbox"/> Take special precautions when moving AV carts around students, up ramps and on uneven surfaces. <input type="checkbox"/> Use proper lifting and pushing techniques.
3. Assisting in the Classroom	Trips and falls Back injury or strain (moving student furniture or materials) Electrical shock and Fire hazard	<input type="checkbox"/> Watch for trip and fall hazards, and remove, if possible. <input type="checkbox"/> Use proper lifting techniques (get help when necessary). <input type="checkbox"/> Use carts and hand trucks when necessary. <input type="checkbox"/> Use extension cords for temporary purposes only.
4. Assisting with Yard Duty	Bodily injury	<input type="checkbox"/> Inspect playground to verify proper working condition of equipment. <input type="checkbox"/> Position Properly for effective visual control of playground.
5. Monitoring Student Activities and Drills	Bodily injury	<input type="checkbox"/> Position properly for effective visual control of activity. <input type="checkbox"/> Know emergency evacuation routes. <input type="checkbox"/> Be aware of bell alarm system. <input type="checkbox"/> Know location of electrical switches and fire extinguishers.
6. Using Office machines (e.g. paper cutters, ditto machines, copiers, laminators, thermo fax)	Bodily injury Cuts Burns Respiratory illness Eye irritation Electrical shock	<input type="checkbox"/> Only use machines in good working condition. <input type="checkbox"/> Do not remove finger guards from paper cutter. <input type="checkbox"/> When using office machines, follow operating instructions. <input type="checkbox"/> Know location of Material Safety Data Sheets for toxic substances (e.g. ditto fluid, toner, etc.). <input type="checkbox"/> Clean up spills properly and ventilate and/or evacuate room if necessary.
7. Assisting Sick or Injured Students	Personal injury – Contact with body fluids.	<input type="checkbox"/> Use disposable gloves when necessary. <input type="checkbox"/> Use proper personal hygiene.

JOB HAZARD ANALYSIS

Job Analysis for: Nurse

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Lifting or Carrying	Sprains, strains Back injuries	<input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Get assistance for lifting or moving heavy objects or patients. <input type="checkbox"/> Use proper storage techniques for heavy materials.
2. Treatment of Pupils or Staff Members	Personal Illness (e.g. risk of HIV and/or Hepatitis Type B exposure)	<input type="checkbox"/> When appropriate wear disposable gloves. <input type="checkbox"/> Use proper personal hygiene. <input type="checkbox"/> Properly dispose of soiled materials in appropriate containers with proper labeling.
3. Storage of Supplies	Tripping and falling Personal Injury	<input type="checkbox"/> Practice good housekeeping techniques. <input type="checkbox"/> Do not use tops of cabinets or other equipment for storage purposes. <input type="checkbox"/> Inspect supplies for expiration dates. <input type="checkbox"/> Store chemicals and supplies regarding their compatibility with each other.
4. Use of Office Equipment	Bodily injuries	<input type="checkbox"/> When using office equipment, follow operating instructions. <input type="checkbox"/> Check machines prior to use and to verify proper working condition.
5. Handling Emergencies	Personal Injuries	<input type="checkbox"/> Know location of electrical switches and fire extinguishers. <input type="checkbox"/> Know emergency evacuation routes and procedures.

JOB HAZARD ANALYSIS

Job Analysis for: Office Clerical Position

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Use of Office Machines and Equipment	Cuts Falls Bruises Strains	<ul style="list-style-type: none"> <input type="checkbox"/> Keep workstation equipment in good working order (desk, paper cutters, chair, electrical cord). <input type="checkbox"/> Keep drawers shut in desks or file cabinets <input type="checkbox"/> Operate office machines in accordance with proper instructions.
Interaction with Pupils (Site Secretaries)	Personal illness	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, when appropriate. <input type="checkbox"/> Use proper personal hygiene (hand-washing). <input type="checkbox"/> Properly dispose of soiled materials immediately in appropriate container.
Lifting and Carrying	Strains, sprains	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Locate assistance for lifting heavy materials, as necessary. <input type="checkbox"/> Use carts, dollies, or hand trucks when appropriate. <input type="checkbox"/> Do not overextend when reaching.
Storage of Materials	Strains, sprains Head injuries Eye injuries	<ul style="list-style-type: none"> <input type="checkbox"/> Practice good housekeeping techniques. <input type="checkbox"/> Do not use the tops of lockers, cabinets, or other equipment for storage purposes. <input type="checkbox"/> Keep aisles and exists clear.
General Office Practices	Burns Respiratory illness Shock Strains, sprains	<ul style="list-style-type: none"> <input type="checkbox"/> When using fluids, read label and follow directions closely, including the safety precautions specified on the Material Safety Data Sheet (i.e., ditto fluid, copier toner) <input type="checkbox"/> Immediately notify supervisor of any equipment in need of repair. <input type="checkbox"/> Do not use extension cords for permanent wiring. <input type="checkbox"/> Properly adjust chair and arrange workstation for comfort.

JOB HAZARD ANALYSIS

Job Analysis for: Science Teacher

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Lifting Materials	Back injury or strain	<input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Get help when needed. <input type="checkbox"/> Use dollies, carts, or hand truck when appropriate.
2. Breaking Rocks	Eye injury	<input type="checkbox"/> Wear eye goggles <input type="checkbox"/> Make sure no one is close by
3. Sizing Sand Grains by Sifting	Respiratory problems	<input type="checkbox"/> Work under hood or wear mask
4. Growing Mold or Bacterial Cultures	Respiratory problems, infection.	<input type="checkbox"/> Use proper personal hygiene. <input type="checkbox"/> Wear protective gloves.
5. Cleaning Animal Cages	Bites, scratches, infections	<input type="checkbox"/> Use proper personal hygiene. <input type="checkbox"/> Wear protective gloves.
6. Handling Pond Water	Infection	<input type="checkbox"/> Wash hands
7. Cutting and Flaming Glassware	Eye injury – Cuts	<input type="checkbox"/> Wear Safety goggles. <input type="checkbox"/> Use proper safety procedures. <input type="checkbox"/> Dispose of broken glass properly.
8. Washing Glassware	Cuts	<input type="checkbox"/> Use strong rubber gloves. <input type="checkbox"/> Discard chipped glassware.
9. Use of Electrical Equipment	Electrical shock	<input type="checkbox"/> Keep equipment away from water. <input type="checkbox"/> Be sure all wires and plugs are in good condition. <input type="checkbox"/> Use proper dial settings.
10. Use of Gas Burner	Burns, fumes, explosion, and fire Eye injury.	<input type="checkbox"/> Provide proper instruction to students. <input type="checkbox"/> Use proper techniques. <input type="checkbox"/> Wear safety glasses. <input type="checkbox"/> Be sure tubing is in good condition and all outlets maintained. <input type="checkbox"/> Have blankets and fire extinguishers available. <input type="checkbox"/> Provide careful visual supervision. <input type="checkbox"/> Keep master fast valve off when gas not in use.

JOB HAZARD ANALYSIS

Job Analysis for: Science Teacher

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
11. Boiling Liquids	Eye injury Skin damage	<input type="checkbox"/> Wear goggles. <input type="checkbox"/> Use high quality glassware. <input type="checkbox"/> Use boiling chips.
12. Classroom/Lab Instruction	Trips and falls	<input type="checkbox"/> Keep room and storage room in order. <input type="checkbox"/> Keep aisles and exits clear. <input type="checkbox"/> Clean up spills immediately. <input type="checkbox"/> Keep all drawers, doors, etc. shut when not in use.
13. Glass/Equipment	Cuts from glassware	<input type="checkbox"/> Use proper procedures for tubing, disposal of broken glass. <input type="checkbox"/> Provide instruction in care and use.
14. Assisting injured or Sick students	Exposure to body fluids	<input type="checkbox"/> Wear gloves if needed. <input type="checkbox"/> Use proper personal hygiene
15. Chemical Handling (Mixing, Using, Storing, Disposing)		<input type="checkbox"/>

JOB HAZARD ANALYSIS

Job Analysis for: Science Teacher

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Lifting Materials	Back injury or strain	<input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Get help when needed. <input type="checkbox"/> Use dollies, carts, or hand truck when appropriate.
2. Breaking Rocks	Eye injury	<input type="checkbox"/> Wear eye goggles <input type="checkbox"/> Make sure no one is close by
3. Sizing Sand Grains by Sifting	Respiratory problems	<input type="checkbox"/> Work under hood or wear mask
4. Growing Mold or Bacterial Cultures	Respiratory problems, infection.	<input type="checkbox"/> Use proper personal hygiene. <input type="checkbox"/> Wear protective gloves.
5. Cleaning Animal Cages	Bites, scratches, infections	<input type="checkbox"/> Use proper personal hygiene. <input type="checkbox"/> Wear protective gloves.
6. Handling Pond Water	Infection	<input type="checkbox"/> Wash hands
7. Cutting and Flaming Glassware	Eye injury – Cuts	<input type="checkbox"/> Wear Safety goggles. <input type="checkbox"/> Use proper safety procedures. <input type="checkbox"/> Dispose of broken glass properly.
8. Washing Glassware	Cuts	<input type="checkbox"/> Use strong rubber gloves. <input type="checkbox"/> Discard chipped glassware.
9. Use of Electrical Equipment	Electrical shock	<input type="checkbox"/> Keep equipment away from water. <input type="checkbox"/> Be sure all wires and plugs are in good condition. <input type="checkbox"/> Use proper dial settings.
10. Use of Gas Burner	Burns, fumes, explosion, and fire Eye injury.	<input type="checkbox"/> Provide proper instruction to students. <input type="checkbox"/> Use proper techniques. <input type="checkbox"/> Wear safety glasses. <input type="checkbox"/> Be sure tubing is in good condition and all outlets maintained. <input type="checkbox"/> Have blankets and fire extinguishers available. <input type="checkbox"/> Provide careful visual supervision. <input type="checkbox"/> Keep master fast valve off when gas not in use.

JOB HAZARD ANALYSIS

Job Analysis for: Science Teacher

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
11. Boiling Liquids	Eye injury Skin damage	<input type="checkbox"/> Wear goggles. <input type="checkbox"/> Use high quality glassware. <input type="checkbox"/> Use boiling chips.
12. Classroom/Lab Instruction	Trips and falls	<input type="checkbox"/> Keep room and storage room in order. <input type="checkbox"/> Keep aisles and exits clear. <input type="checkbox"/> Clean up spills immediately. <input type="checkbox"/> Keep all drawers, doors, etc. shut when not in use.
13. Glass/Equipment	Cuts from glassware	<input type="checkbox"/> Use proper procedures for tubing, disposal of broken glass. <input type="checkbox"/> Provide instruction in care and use.
14. Assisting injured or Sick students	Exposure to body fluids	<input type="checkbox"/> Wear gloves if needed. <input type="checkbox"/> Use proper personal hygiene
15. Chemical Handling (Mixing, Using, Storing, Disposing)	Burns-chemical/fire Fire Eye injury Spills Fumes	<input type="checkbox"/> Label all chemical properly (i.e., hazard categories, date of purchase, etc.) <input type="checkbox"/> Use fume hood, gloves, facemask, and exhaust fan as appropriate.
16. Supervising Student Activities	Explosion Burns Noxious fumes Bodily injury	<input type="checkbox"/> Instruct students in laboratory safety. <input type="checkbox"/> Know emergency procedures and evacuation route.

JOB HAZARD ANALYSIS

Job Analysis for: Security Officer

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Driving District Vehicle	Vehicular accident	<input type="checkbox"/> Inspect vehicle daily before operating. <input type="checkbox"/> Drive safely and defensively. <input type="checkbox"/> Wear seatbelt.
2. Strolling School Day/Night	Trip and Fall Encounter male factors	<input type="checkbox"/> Wear appropriate footwear. <input type="checkbox"/> Pay attention to area. <input type="checkbox"/> Avoid confrontation. <input type="checkbox"/> Call for backup.
3. Boarding Up Broken Windows	Cuts from glass Hit thumb with hammer	<input type="checkbox"/> Exercise caution. <input type="checkbox"/> Wear work gloves/eye protection. <input type="checkbox"/> Call for assistance. <input type="checkbox"/> Handle tools properly.
4. Strolling School Fences and Perimeter	Slip and Fall	<input type="checkbox"/> Exercise caution. <input type="checkbox"/> Wear work gloves/eye protection. <input type="checkbox"/> Call for assistance. <input type="checkbox"/> Handle tools properly.
5. Strolling Building Roof Tops	Slip and Fall	<input type="checkbox"/> Use proper ladders. <input type="checkbox"/> Call for assistance. <input type="checkbox"/> Wear appropriate footwear.
6. Handling Hazardous Materials and Cleanup of Spills	Personal illness Chemical burns Eye injuries	<input type="checkbox"/> Find out nature of material before attempting cleanup. <input type="checkbox"/> Obtain Material Safety Data Sheets. <input type="checkbox"/> Wear appropriate protective clothing. <input type="checkbox"/> Call for expert assistance, if appropriate.

JOB HAZARD ANALYSIS

Job Analysis for: Teacher

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. General Work Area	Trip and fall hazards Fire hazards Exits blocked Fire Extinguishers blocked by storage/debris Fire emergencies	<input type="checkbox"/> Keep aisles and hallways clean. <input type="checkbox"/> No storage permitted. <input type="checkbox"/> Do not store excess amounts of combustibles in the work area. <input type="checkbox"/> Keep exits open during work hours, and conduct inspections to verify ability to easily exit. <input type="checkbox"/> Keep fire extinguishers accessible. <input type="checkbox"/> Call supervisor or trigger alarm. <input type="checkbox"/> Upon hearing an alarm, stop work safely and evacuate students to designated area.
2. Lifting and Carrying	Electrical shock Fire hazard Trip and fall hazards Strains and injury	<input type="checkbox"/> Use extension cords for temporary purposes only. <input type="checkbox"/> Use proper lifting/reaching techniques. <input type="checkbox"/> Use hand trucks, dollies, or carts for heavy loads.
3. Using File Cabinets	Cabinets Tip over Trip and fall hazards Bodily injury	<input type="checkbox"/> Open only one drawer at a time. <input type="checkbox"/> Close file drawers when finished.
4. Using Paper cutters	Cut fingers	<input type="checkbox"/> Keep guards on paper cutters at all times.
5. Material Preparation	Falls	<input type="checkbox"/> Do not stand on furniture. <input type="checkbox"/> Use district-owned ladders or step stools of proper height.
6. Handling Emergencies	Bodily injury Property damage	<input type="checkbox"/> Know locations of electrical switches and fire extinguishers. <input type="checkbox"/> Know emergency evacuation routes. <input type="checkbox"/> Be aware of the bell alarm system.
7. Assisting Sick or Injured Students	Exposure to body fluids	<input type="checkbox"/> Wear protective gloves when necessary and use proper personal hygiene.
8. Conducting Demonstrations Such as Science, P.E., etc.	Bodily injury	<input type="checkbox"/> Wear protective equipment when appropriate. <input type="checkbox"/> Position demonstrator and/or students in such a manner as to prevent injuries (e.g., behind shield, fences, etc.)

JOB HAZARD ANALYSIS

Job Analysis for: Woodshop Instructor

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Demonstrating Machines for Students	Injury to and/or loss of fingers Eye injury	<input type="checkbox"/> Make sure all guards are in place and operating correctly. <input type="checkbox"/> Wear eye protection.
Using Machines to Make Jigs, Fixtures, and Projects	Cuts to hand or fingers Eye hazards	<input type="checkbox"/> Use machine correctly with guards in place and follow all safety procedures.
Lifting Heavy Materials (Sheets of Wood, etc.)	Back injury Strain	Use proper lifting techniques get help if necessary.
Moving Equipment	Pulled Muscles, etc.	<input type="checkbox"/> Use dollies, hand trucks, or carts. <input type="checkbox"/> Get help if necessary.
Cleaning Out Sawdust Bin	Back injury (lifting bins) Lung Problems (dust)	<input type="checkbox"/> Get help to lift bins. <input type="checkbox"/> Use dust mask.
Spraying Finishes on Projects	Lung hazards (spray dust)	<input type="checkbox"/> Keep filter clean in booth. <input type="checkbox"/> Use proper respirator when spraying.
Using Finishing Materials	Lung hazards (vapors)	<input type="checkbox"/> Keep spray booth clean. <input type="checkbox"/> Keep ventilation unit on when booth is in use.
Repairing and/or Maintaining Training Equipment.	Electrical Shock Cuts	<input type="checkbox"/> Follow manufacturer's instructions and procedures. <input type="checkbox"/> Call in outside repairperson if necessary.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

Production/Print Shops can be extremely dangerous if safe work practices are not followed. No employee should ever operate a piece of equipment or machinery unless they have received training.

General Rules

1. No Smoking in any production/print area.
2. No eating or drinking while using any piece of equipment or while mixing or dispensing chemicals.
3. Insure all fire extinguishers are charged and readily accessible.
4. Insure all ventilation systems are functioning properly. Report any malfunctions or deficiencies immediately.
5. Load pushcarts to avoid top over-loading whenever possible.

Chemical Handling

1. Read and be familiar with the MSDS for all the products in the work area. Be familiar with the hazards associated with each product.
2. Insure all containers are properly labeled to specifically identify contents. Unlabeled or mislabeled containers should not be used.
3. Reusing containers for substances other than those originally in the container is prohibited.
4. Secure lids on all containers when not in use. Avoid having any open containers standing around. This includes drain cans, toners, cleaners, inks, etc.
5. If possible, dispense all chemicals from a pump-dispenser if the containers are 5 gallons or over.
6. Mix or dispense chemicals in designated areas only and with adequate ventilation.
7. Always use appropriate personal protective equipment (i.e., gloves, splash proof goggles, etc.) whenever mixing, dispensing, or handling chemicals.
8. Storage of flammables in the work area should be kept to a minimum.

Machine Operation/Guarding

1. Only trained personnel are allowed to operate any machine.
2. Supervisors shall continually monitor employees to ensure proper operation of machinery.
3. Allow sufficient clearance around and between all machines to allow for safe operation.
4. Secure all guarding mechanisms in place before operating machines. NEVER disengage, remove, or bypass any guard or sensor. If guards or sensors are not functioning properly, immediately report the deficiency and do not use the machines until the appropriate repairs are made.
5. Visually inspect the machine before use for any obvious deficiencies.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

6. Never free a jam; make adjustments, or repairs to a machine without turning off the machine first. If necessary, place a “Do Not Use”, “Under Repair”, or “Do Not Turn On Power” signs on the equipment while repairs or adjustments are being made.

Housekeeping

Good housekeeping practices are essential in maintaining a clean, efficient, and safe work environment. All employees are to maintain their work areas in a clean and organized manner. All tools and equipment should be replaced after use. Power cords should be properly secured and not allowed to hang freely into walkways or work areas.

Floor surfaces should be continually monitored for trip hazards. All spills should be cleaned up immediately and completely. Wet floors should be clearly posted. Oily and solvent-soaked rags shall be disposed of in covered metal containers separate from combustible materials.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible.
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, and then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down; do not bend at the waist.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

Personal Protective Equipment

Personal protective equipment (PPE) worn properly is the body's best defense against on-the-job hazards, both physical and chemical. Examples of PPE include safety glasses, face shields, hearing protectors, safety shoes, gloves, aprons, etc. It is important to properly fit the type of PPE to the hazard.

All employees shall be instructed in the proper use of personal protective equipment in accordance with the manufacturer's instructions.

Guidelines for proper PPE use are as follows:

1. Know the hazards of the job and which protective equipment is appropriate. Follow instructions and always check the material safety data sheet.
2. Check the equipment before each use to make sure it's in good working condition. Report any problems to your supervisor.
3. Properly maintain your PPE, keep it clean and store it properly.
4. Face shields and/or eye protection shall be worn when there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns because of contact with flying particles, hazardous substances, or projections.
5. Loose sleeves, tails, ties, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn.
6. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed and shall not be worn until properly cleaned.
7. Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught, or around electrically energized equipment.
8. All work clothing worn must be appropriate for the job being performed.
9. Hearing protection shall be worn in all areas where the noise levels are objectionable, uncomfortable, or 85 decibels or greater, based on an 8-hour time weighted average.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Walking on Wet, Slippery Floors	Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Use non-skid strips appropriately placed in dish room and heavy traffic area. <input type="checkbox"/> Wear shoes with non-skid soles. <input type="checkbox"/> Immediately wipe up water, spilled liquid, or food.
2. Removing, dropping Cans, Boxes, Bags, etc. from Pantry.	Foot injury	<ul style="list-style-type: none"> <input type="checkbox"/> Wear shoes with of leather, or leather like material, with an enclosed heel and toe.
3. Lifting Case Goods and Heavy Items	Strain	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques, using leg muscles. <input type="checkbox"/> Ask for help. <input type="checkbox"/> Break the case and take product out one item at a time.
4. Emptying Heavy Sacks of Grain	Strain	<ul style="list-style-type: none"> <input type="checkbox"/> Do not attempt to lift. <input type="checkbox"/> Scoop product out of sack into a sealed container.
5. Getting Product Off of a High Shelf	Hit by falling objects Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Always use stepladder provided.
6. Using a Ladder	Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Never stand on top rung of a ladder.
7. Using Electric or Manual Can Openers	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Wipe container clean so it will not slip while you attempt to open. <input type="checkbox"/> Replace can opener blades often. <input type="checkbox"/> Do not turn on can opener until blade is imbedded into the can.
8. Cleaning of Can Openers	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure electric can openers are in the "off " position or unplugged.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
9. Lifting Lids on Stock Pans	Steam burns	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain firm pressure between the near edge of the lid and the top of the container. <input type="checkbox"/> Rotate the far edge of the lid "up" removing from the far edge of the container, allowing excess steam to escape away from you.
10. Removing Product from Top Shelf of the Oven.	Arm burns	<ul style="list-style-type: none"> <input type="checkbox"/> Always wear protective mitt (elbow length). <input type="checkbox"/> Use stepladder for liquid products to prevent possible spillage onto yourself or others.
11. Cleaning Ovens with Aerosol Spray	Exposure to fumes Chemical burns	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure oven is "off", if using convection oven, turn off the fan. <input type="checkbox"/> Use safety goggles and appropriate gloves.
12. Working in Hot steamy Dish Room	Exposure to excessive heat	<ul style="list-style-type: none"> <input type="checkbox"/> Keep metal screen to dish room up for proper ventilation. <input type="checkbox"/> Use room exhaust fans and shelf fans for proper ventilation.
13. Using Commercial Mixer	Burns Eye injury Hand injury Arm injury	<ul style="list-style-type: none"> <input type="checkbox"/> Always return the mixer to the "low speed" position before turning it OFF. <p style="text-align: center;"><i>The above instructions will prevent burning or injuring the next operator by splashing the hot and/or cold contents from the mixer when turning it ON in the "high speed" position.</i></p>
	Attachment flying off mixer	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all attachments and bowls are securely fastened to the mixer before using.
	Apron strings caught in attachments	<ul style="list-style-type: none"> <input type="checkbox"/> Tie aprons in back
14. Using Shredder Blade or Cutting Blade on Mixer	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never use hands to push product into hopper. <input type="checkbox"/> Use only the metal push plate. <input type="checkbox"/> Turn mixer off when introducing additional product.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
15. Using knives	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never pick up a knife by the blade. <input type="checkbox"/> Never put a knife into the sink to be washed (wash separately). <input type="checkbox"/> Use proper knife for the job. <input type="checkbox"/> Store knives with blade down and away from hands.
16. Putting Up Case Goods, Produce, Boxes, etc.	Falls	<ul style="list-style-type: none"> <input type="checkbox"/> Keep floors in prep room and dish room clear of all boxes, produce crates, etc.
17. Using Top Burners on Oven	Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Keep stockpots on front burners to avoid burns.
18. Equipment Maintenance	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Report to supervisor dull blades and any equipment that is not functioning properly. Equipment in poor repair can cause an accident.
19. First Aid for Cuts	Infection	<ul style="list-style-type: none"> <input type="checkbox"/> Any nick or cut should be covered with a band aide and a finger guard in order not to contaminate food and/or cause an infection in the cut.
20. Use of Liquid Soaps, Powdered Detergents, Cleaning Solutions of any kind.	Eye and Skin burns, irritation	<ul style="list-style-type: none"> <input type="checkbox"/> Keep Material Safety Data Sheets (MSDS) on all products used with proper instruction for treatment if cleaning solutions are swallowed, get into eyes, on skin, etc. <input type="checkbox"/> Have eyewash, and first aid materials available at all times.
21. Lifting	Muscle Strain	<ul style="list-style-type: none"> <input type="checkbox"/> When taking tubs of food etc. from one part of the kitchen to the other, always use wheeled carts provided. Do not carry items one at a time. <input type="checkbox"/> Use proper lifting techniques.
22. Wearing Plastic Aprons		<ul style="list-style-type: none"> <input type="checkbox"/> Never wear plastic aprons near an oven or flame source. <input type="checkbox"/> Plastic aprons are to be used in the dish room only.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
23. Using and Cleaning Commercial Slicers.	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never clean blades without using metal gloves provided. <input type="checkbox"/> Always turn any machinery "OFF" when not in use. <input type="checkbox"/> Always turn any machinery "OFF" before attempting to clean and unplugged if able.
24. Serving Food to Student/Parent/Staff Members.	Choking	<ul style="list-style-type: none"> <input type="checkbox"/> Know the Heimlich procedure. <input type="checkbox"/> Post non-choking posters in cafeteria, kitchen, etc.
25. Working Near Pot on Stove	Burns from pots falling Off stove	<ul style="list-style-type: none"> <input type="checkbox"/> Always keep handles of pots away from the edge of stove.
26. Using Equipment	Cuts Burns Muscle strain Arm injury Leg injury Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper operating procedures of all commercial equipment and keep the manufactures instructions for use of equipment available for easy reference.
27. Bending Over Machinery	Being caught in Machinery Breaking bones Cuts Bruises, etc.	<ul style="list-style-type: none"> <input type="checkbox"/> Do not wear jewelry or loose clothing that can be caught in equipment. Wear short-sleeved shirts. <input type="checkbox"/> Do not wear long sleeved sweater or jackets around equipment.
28. Attaching Mixer Bowls to Commercial Mixers	Pinching, Bruising	<ul style="list-style-type: none"> <input type="checkbox"/> Always turn "Locking Mixer Arms" inward after removing mixing bowl. <input type="checkbox"/> When returning mixing bowl, be sure that "Locking Mixer Arms" have been Secured.
29. Cleaning or Working in Walk in Refrigerators	Exposure to cold temperatures	<ul style="list-style-type: none"> <input type="checkbox"/> Wear proper warm garments. <input type="checkbox"/> Be sure that doors have inside handles or in the case of older models that the door axe is in its proper holder on the inside of the walk-in door.
30. Using Deep Fryers	Burns from splashing Oil	<ul style="list-style-type: none"> <input type="checkbox"/> Use extra caution putting foods in fryer. <input type="checkbox"/> Use extra long tongs to remove some foods from fryer (doughnuts, etc.)

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
31. Cleaning Deep Fryers	Burns from Hot Oil Slipping on Oil spilled on floor Spills	<ul style="list-style-type: none"> <input type="checkbox"/> Use extra caution draining oil. <input type="checkbox"/> Clean fryers when no one is in area. <input type="checkbox"/> Put a large pan under container oil is drained into to catch any spills or drips. <input type="checkbox"/> If any oil is spilled, clean up immediately with soap and water or degreaser. <input type="checkbox"/> Wear appropriate protective gear when cleaning up spills (gloves) etc.
32. Using Dishwasher	Steam Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Use caution when opening door, keep face, and hands clear.
33. Using Chemicals	Poison	<ul style="list-style-type: none"> <input type="checkbox"/> Keep all chemicals stored away from food. <input type="checkbox"/> Read chemical labels and follow instructions carefully. <input type="checkbox"/> Wear personal protective gear. If unsure, ask chemistry instructor or other qualified individual for assistance.
34. Food Warmer, Steam Table	Tripping over cords	<ul style="list-style-type: none"> <input type="checkbox"/> Keep cords out of walkways.
35. Driving District Vehicle	Vehicle Accident Bodily injury Property damage	<ul style="list-style-type: none"> <input type="checkbox"/> Follow all California traffic laws. <input type="checkbox"/> Watch out for pedestrians and stationary road structures. (road debris, center dividers, safety cones, etc.)
36. Serving Food	Food Poisoning	<ul style="list-style-type: none"> <input type="checkbox"/> Handle and store foods at the appropriate temperatures to avoid contamination of bacteria, (keep hot foods hot, and cold foods at cold temperatures appropriate for safe handling and storage). <input type="checkbox"/> WASH HANDS OFTEN, especially after going to the restroom or handling potentially contaminated items. <input type="checkbox"/> Keep dirty dishes away from clean dishes.
37. Opening and Emptying 50 lb. Packs of Food	Inhalation of powdered products (i.e. flour, sugar or powdered milk)	<ul style="list-style-type: none"> <input type="checkbox"/> Place bad down inside receptacle before emptying to prevent airborne product.

Report of Unsafe Condition or Hazard

Please submit this report to the District Safety Officer. You will receive a response in five (5) working days.

Optional: Employees may submit this form anonymously.

Employee's Name: _____ Job Title: _____

Location of Condition Believed to Be Unsafe or Hazardous: _____

Date and Time Condition or Hazard Observed: _____

Description of Unsafe Condition or Hazard: _____

What Changes Would You Recommend to Correct the Condition or Hazard?

Optional:

Signature of Employee: _____ Date: _____

Merced Union High School District Response:

Name of Person Investigating Report: _____

Results of Investigation (what was found? was condition unsafe or a hazard?) (attach additional sheets if necessary): _____

Action Taken to Correct Hazard or Unsafe Condition, If Appropriate (or, Alliteratively, Information provided to Employees as to Why Condition Was Not Unsafe or Hazardous) (attach additional sheets if necessary): _____

Signature of Person Investigating Report: _____

JOB HAZARD ANALYSIS

Job Analysis for: Groundskeeper

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Mowing and Edging Lawns 	↑ Bodily injury (From flying debris, equipment and strain injuries)	<ul style="list-style-type: none"> <input type="checkbox"/> Check equipment prior to operation. <input type="checkbox"/> Wear protective clothing. <input type="checkbox"/> Watch for rocks and debris. <input type="checkbox"/> Use proper operating procedures. <input type="checkbox"/> Make sure guards are in place. <input type="checkbox"/> Use proper loading procedures when driving riding mower onto truck.
2. Driving Pickup Truck with Trailer	Vehicle accidents	<ul style="list-style-type: none"> <input type="checkbox"/> Use defensive driving techniques <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Check brake lights and trailer connection.
3. Raking and Blowing Leaves 	Back injury (Strain from lifting and pulling)	<ul style="list-style-type: none"> <input type="checkbox"/> Check backpack blower prior to operation. <input type="checkbox"/> Make sure gasoline cap is tight after filling with fuel. <input type="checkbox"/> Avoid flammable objects/no smoking. <input type="checkbox"/> Use proper lifting procedures. <input type="checkbox"/> When leaves are wet, rake into small piles.
4. Maintaining Flower Beds	↑ Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper tools. <input type="checkbox"/> Bend at the knees.
5. Weeding Lawns and Asphalt Areas	• Strain from Bending Illness from toxic metals	<ul style="list-style-type: none"> <input type="checkbox"/> Bend at the knees. <input type="checkbox"/> Check spray equipment. <input type="checkbox"/> Read labels before spraying and wash hands prior to eating. <input type="checkbox"/> Protect eyes and wear respiratory protection. <input type="checkbox"/> Spray out of doors only. <input type="checkbox"/> Do not spray if wind is blowing or if raining. 
6. Pruning Trees and Shrubs 	Bodily injury from chainsaw, gas powered edger, falls, hit by branches and lifting.	<ul style="list-style-type: none"> <input type="checkbox"/> Get assistance. <input type="checkbox"/> Check equipment prior to operation. <input type="checkbox"/> Use proper operating procedures. <input type="checkbox"/> Check safety guards. <input type="checkbox"/> Wear protective clothing/gloves. <input type="checkbox"/> Use proper ladder. <input type="checkbox"/> Lift with legs, bend at the knees.

JOB HAZARD ANALYSIS

Job Analysis for: Groundskeeper

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
7. Removing Trash/Debris – Hauling Debris/Rubbish to Dump.	↑ Back injury Strain from lifting Vehicle accidents	<ul style="list-style-type: none"> <input type="checkbox"/> Get assistance when lifting. <input type="checkbox"/> Balance load in the trailer. <input type="checkbox"/> Use defensive driving techniques. <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Check break lights and trailer connection.
8. Transporting Furniture and Supplies Between Schools	↑ Back Injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Get assistance. <input type="checkbox"/> Use hand trucks or dollies for moving heavy objects. <input type="checkbox"/> Use defensive driving techniques. <input type="checkbox"/> Wear seatbelts.
9. Fertilizing Lawns	Illness from toxic materials ↑ Bodily injury from lifting, pushing and pulling.	<ul style="list-style-type: none"> <input type="checkbox"/> Read labels and use product approved for schools. <input type="checkbox"/> Wash hands prior to eating. <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Lead spreader with appropriate weights for pushing. 
10. Performing Janitorial and Maintenance Duties 	↑ Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques <input type="checkbox"/> Protect ears if jack hammering <input type="checkbox"/> Check safety equipment <input type="checkbox"/> Receive proper asbestos and general custodial safety training
11. Rototilling	↑ Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Wear protective clothing <input type="checkbox"/> Protect eyes from flying debris and check equipment prior to operation wear goggles <input type="checkbox"/> Hold firmly when in operation. <input type="checkbox"/> Check ground for obstacles prior to rototilling <input type="checkbox"/> Use proper loading procedures

JOB HAZARD ANALYSIS

Job Analysis for: Agricultural Equipment Operator

<p>Tractor operation </p>	<p>Roll Over Movement of unmanned vehicle Getting caught in gears, chains Hearing loss due to noise</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Roll over bars installed <input type="checkbox"/> Seat belts available and used <input type="checkbox"/> Positive locking brake installed and used <input type="checkbox"/> All moving parts must be guarded and power take off shafts <input type="checkbox"/> Ear protection worn 
<p>Operation of specialized agricultural equipment</p>	<p>Getting caught in moving parts Electrocutation/shock </p>	<ul style="list-style-type: none"> <input type="checkbox"/> Guards must be in place <input type="checkbox"/> No riders except for instruction or to assist operator and only in safe location <input type="checkbox"/> Stop engine/power source before servicing <input type="checkbox"/> Electric power should be locked out before performing maintenance. <input type="checkbox"/> Keep equipment at least 20 feet from power lines
<p>Refueling</p>	<p>Fire and explosion </p>	<ul style="list-style-type: none"> <input type="checkbox"/> Turn vehicle off when refueling  <input type="checkbox"/> No smoking during refueling  <p>Avoid inhaling vapors when refueling</p>

JOB HAZARD ANALYSIS



Job Analysis for: Hedge Trimming with Electric Hedger

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Inspection of Hedge Trimmer	Employee's hand or fingers caught in or cut by sharp edge	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves when inspecting hedger.
2. Plug Electric Cord into Outlet 	Employee trip or fall, catching, cutting hand, arm or leg in trimmer Bystander trip or fall Shock hazard	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, safety glasses, sturdy work boots. <input type="checkbox"/> Check ground for standing water. <input type="checkbox"/> String cord out on flat ground. <input type="checkbox"/> Do not drape cord across obstacles.
3. Start Hedger	Employee's arms, hands or legs caught or cut by trimmer	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, safety glasses, sturdy work boots. <input type="checkbox"/> When plugging in hedger to electric cord, be aware that blades can engage automatically. <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;">    </div>
4. Trim Hedge	Eye injury Back injury Cutting hands or legs Trip or fall Bystanders struck by debris, slipping or falling	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, safety glasses, sturdy boots. <input type="checkbox"/> Only use hedge trimmer before 8:00 a.m. <input type="checkbox"/> Clear hedge of all potential hazards. <input type="checkbox"/> Police area on both sides of hedge for tripping hazards. <input type="checkbox"/> When trimming low hedge, bend knees. <input type="checkbox"/> Watch for other people.
5. Shut down Hedge Trimmer Return to Storage	Employee pinching, cutting hand Employee or bystander slipping, tripping or falling.	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, safety glasses, sturdy boots. <input type="checkbox"/> Clean hedge trimmer. <input type="checkbox"/> Immediately roll up all extension cords.
6. Clean up All Debris 	Employee or bystander slipping, tripping or falling Employee back strain	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses, gloves, work boots. <input type="checkbox"/> Clean up all debris and place in proper disposal bins. <input type="checkbox"/> Do not overstuff bins. <input type="checkbox"/> Lift with legs.

JOB HAZARD ANALYSIS

Job Analysis for: Lawn Mowing

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Visual Inspection of Lawn Mower	Employee's hands or fingers caught in or cut by sharp objects	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves when inspecting under carriage
Check Fluid Level and Fill as Necessary	Chemical burns to exposed skin or eyes Inhaling of vapor, fumes Ignition of flammable liquid	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves and safety glasses. <input type="checkbox"/> No Smoking. <input type="checkbox"/> Fuel only in a well ventilated area at least 50 feet from any open flame.
Start Lawn Mower	Hands or feet caught by of between objects Slipping or falling Straining of neck or back Ignition of flammable liquid	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses and sturdy work boots. <input type="checkbox"/> Wipe off all excess oil and gas spillage from mower. <input type="checkbox"/> Stand with feet well away from under carriage. <input type="checkbox"/> When engaging, pull rope. <input type="checkbox"/> Keep feet flat on ground. <input type="checkbox"/> Bend knees and use leg strength.
Cut the Grass	Employee or others struck by foreign object. Employee slipping, tripping, or falling.	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses and sturdy work boots. <input type="checkbox"/> Police entire area to be mowed for foreign objects. <input type="checkbox"/> Familiarize yourself with all potential tripping hazards such as faucets, sprinkler heads, curbs, and gutters.
Empty Grass Catcher	Employee's hands or feet caught in object Burns to hands or arms Back strain Foreign objects in eye	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses, gloves, sturdy work boots. <input type="checkbox"/> Always shut down lawn mower before removing grass catcher. <input type="checkbox"/> When lifting grass catcher, stay clear of hot exhaust muffler. <input type="checkbox"/> Bend knees and lift with legs.
Clean Lawn Mower and Return to Storage Area	Employee burned Hands or fingers caught in or cut by sharp edge Ignition of flammable liquid	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses and gloves. <input type="checkbox"/> Always let mower cool down in well-ventilated area for fifteen minutes before cleaning. <input type="checkbox"/> Never store lawn mower next to flammable material.

JOB HAZARD ANALYSIS

Job Analysis for: Tree Trimmer with Chain Saw

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Visual Inspection of Chain Saw	Employee's hands or feet caught in, pinched or cut by sharp object	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves when inspecting chain
Check Fluid Level and Fill as Necessary	Chemical burns to exposed skin or eyes	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves and safety glasses. <input type="checkbox"/> No Smoking. <input type="checkbox"/> Fuel only in well ventilated area at least 50 feet from any open flame.
Start Chain Saw	<p>Employee's arms, hands or legs caught by slipping or falling</p> <p>Straining of neck or back</p> <p>Injury to eyes or ears</p> <p>Ignition of flammable liquid</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Warning: Chain engages automatically. <input type="checkbox"/> Wear Gloves, safety glasses, ear protection, and sturdy work boots. <input type="checkbox"/> Wipe off all excess spilled fuel. <input type="checkbox"/> Place chain saw on flat solid surface. <input type="checkbox"/> Plant feet firmly away from chain. <input type="checkbox"/> Bend knees and use leg strength when pulling rope.
Trim Branches	<p>Employee slipping, tripping or falling</p> <p>Hit by, pinched, cut or shocked or bystander struck, cut or shocked</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, safety glasses, ear protection, headgear, sturdy boots, and rope harness. <input type="checkbox"/> Rope off area around tree at least 20 feet in all directions past longest limbs. <input type="checkbox"/> Check for overhead power lines. <input type="checkbox"/> Shut down chain saw whenever you change positions. <input type="checkbox"/> Check area below you before cutting limb.
Clean and Store Chain Saw	<p>Employee burned</p> <p>Hands or feet caught in, pinched or cut by sharp edge</p> <p>Ignition of flammable liquid</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses, gloves, sturdy work boots. <input type="checkbox"/> Use extra caution when walking in and around fallen tree branches. <input type="checkbox"/> Clear branches from one area at a time. <input type="checkbox"/> Avoid stepping over fallen limbs when carrying debris. <input type="checkbox"/> Lift with legs.
Clean up debris	Employee slipping, tripping or falling	<ul style="list-style-type: none"> <input type="checkbox"/> Wear safety glasses, gloves sturdy work boots. <input type="checkbox"/> Use extra caution when walking in and around fallen tree branches. <input type="checkbox"/> Clear branches from one area at a time. <input type="checkbox"/> Avoid stepping over fallen limbs when carrying debris. <input type="checkbox"/> Lift with legs.

JOB HAZARD ANALYSIS

Job Analysis for: Weeding and Cleaning of Flower Beds

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Unload Equipment From Van	Employee tripping, falling, striking against object Back strain	<input type="checkbox"/> Wear gloves, sturdy work boots. <input type="checkbox"/> Bend knees, use legs when lifting wheelbarrow out of van. <input type="checkbox"/> Check van floor for spills and debris. <input type="checkbox"/> Secure hand tools needed. <input type="checkbox"/> When entering or exiting van, check for tripping hazards.
Inspect Wheelbarrow and Hand tools	Employee cutting hands or fingers on sharp edges	<input type="checkbox"/> Wear gloves.
Weed Flower Bed	Employee strain to lower back Tripping, slipping or falling Bending or twisting hazard	<input type="checkbox"/> Wear gloves, sturdy work boots. <input type="checkbox"/> Bend knees, use legs for hoeing, raking. <input type="checkbox"/> Familiarize yourself with area and check for tripping hazards such as sprinkler heads, faucets, curbs, wet surface, or holes.
Clean Up Area Weeded	Employee slipping, tripping, falling, cutting hand or finger Back Strain	<input type="checkbox"/> Wear gloves, sturdy work boots <input type="checkbox"/> Be aware of sharp objects such as metal or broken glass <input type="checkbox"/> Place debris in container or wheel-barrow, do not overfill <input type="checkbox"/> Bend knees and use legs for lifting <input type="checkbox"/> Watch for tripping hazards like sprinkler heads or faucets
Dispose of Debris	Employee slipping, tripping or falling Back Strain Cutting hands or fingers	<input type="checkbox"/> Wear gloves, sturdy work boots. <input type="checkbox"/> Avoid overfilling containers. <input type="checkbox"/> When dumping, be careful of sharp objects in disposal bin. <input type="checkbox"/> Bend Knees.
Return Equipment to Van	Employee tripping or falling against object Back strain	<input type="checkbox"/> Wear gloves, sturdy work boots. <input type="checkbox"/> Bend knees. <input type="checkbox"/> Use legs when lifting wheelbarrow into van. <input type="checkbox"/> Check van floor for spills and debris. <input type="checkbox"/> When entering or exiting rear of van, check for tripping hazards.

JOB HAZARD ANALYSIS

Job Analysis for: Agriculture – Field Worker

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Pesticide Applications 	Pesticide overexposure	<ul style="list-style-type: none"> <input type="checkbox"/> No employee may use pesticides unless adequately trained and supervised. <input type="checkbox"/> Proper protective equipment (gloves, respirator, clothing as appropriate) must be worn. <input type="checkbox"/> Pesticides should be mixed only per label instructions and training. <input type="checkbox"/> Symptoms of pesticide poisoning should be reported immediately. 
Field entry after pesticide applications 	Pesticide overexposure	<ul style="list-style-type: none"> <input type="checkbox"/> Employees shall not enter any field until the pesticide has dried or settled, or in compliance with the posted re-entry interval.
Use of hand-held tools for cultivation 	Musculoskeletal injuries Back strain	<ul style="list-style-type: none"> <input type="checkbox"/> Hand-held tools should be kept in good condition. <input type="checkbox"/> Use of short-handled hoes is not allowed. <input type="checkbox"/> Employees should avoid stooping or squatting to the extent practical.
Field Work 	Animal and snake bites Severe insect stings	<ul style="list-style-type: none"> <input type="checkbox"/> Employees should be trained about biting and stinging pests that are prevalent in that area. <input type="checkbox"/> Suitable first aid supplies should be available. <input type="checkbox"/> Employees must notify the supervisor in the event of a bite or severe sting.

Agriculture Department Hazard Check List

Inspector:

Title:

Item	Satisfactory	Modify	Red Tag	Comments
Abrasive Saw				
Arc Welders				
Band Saw				
Buffer				
Drill Presses				
Electrical Ext. Cords				
Electrical Hand Tools				
Electrical Outlets				
Fire Extinguisher				
First Aid Kit				
General Hand Tools				
Goggles – Oxy. – Act.				
Helmets – Arc				
Hessefeld Bender				
Iron Worker				
Metal Press				
MIG Welders				
Oxy-Acetylene Welders				
Plasma Cutter				
Radial Arm Saw				
Safety Face Shields				
Safety Glasses				
Stationary Grinder				
Table Saw				
Table Saw				
Welding Gloves				

Action Taken

Signature:

WORK PRACTICES AND ENGINEERING CONTROLS FOR AUTOMOTIVE BRAKE AND CLUTCH REPAIR

Any of the following work practices is effective in reducing the employee's exposure to asbestos while performing work with asbestos brake and clutch components.

Enclosed Cylinder/HEPA Vacuum System Method

1. The brake and clutch assembly and repair work shall be enclosed in a cylinder designed to cover and enclose the wheel/brake assembly and repair to prevent the release of asbestos fibers into the worker's breathing zone.
2. The cylinder shall be sealed tightly and thoroughly inspected for leaks before work begins on brake and clutch repair and assembly.
3. The cylinder shall have viewing ports to provide visibility and impermeable sleeves through which the worker can handle the brake and clutch assembly and repair. The integrity of the sleeves and ports shall be examined before work begins.
4. A HEPA-filtered vacuum with a compressed-air hose and nozzle that fits into a connection on the cylinder shall be used to remove asbestos fibers or particles from the cylinder.
5. The vacuum cleaner shall be used first to loosen the asbestos-containing residue from the brake and clutch parts and then to evacuate the loosened asbestos-containing material from the cylinder and capture the material in the vacuum filter.
6. The vacuum's filter, when full, shall be first wetted with a fine mist of water, then removed and placed immediately in an impermeable container labeled appropriately.
7. Any spills or releases of asbestos-containing waste material from inside the cylinder or vacuum filter shall be immediately cleaned up and disposed of appropriately.

Spray Can/Solvent System Method

1. The spray can/solvent system shall be used to first wet the brake and clutch parts. Then the brake and clutch parts shall be wiped clean with a cloth.
2. The cloth shall be placed in an impermeable container, and labeled accordingly, or the cloth shall be laundered in a way to prevent the release of asbestos fibers in excess of .1 fiber per cubic centimeter of air.
3. Any spill of solvent or any asbestos containing waste material shall be cleaned up immediately and completely.
4. The use of dry brushing during solvent spray operations is prohibited.

WORK PRACTICES AND ENGINEERING CONTROLS FOR AUTOMOTIVE BRAKE AND CLUTCH REPAIR

Wet Brush-Recycle Method

1. A catch basin shall be placed under the brake assembly, positioned to avoid splashes and spills.
2. The reservoir shall contain water containing an organic solvent or wetting agent. The flow of liquid shall be controlled such that the brake assembly is gently flooded through the bristles of the brush to prevent the asbestos-containing brake dust from becoming airborne.
3. The aqueous solution shall be allowed to flow between the brake drum and brake support before the drum is removed.
4. After removing the brake drum, the wheel hub and back of the brake assembly shall be thoroughly wetted to suppress dust.
5. The brake support plate, brake shoes and brake components used to attach the brake shoes shall be thoroughly washed before removing the old shoes.
6. In systems using filters, the filters, when full, shall be first wetted with a fine mist of water then removed and placed immediately in an impermeable container and labeled appropriately.
7. Any spills of asbestos-containing aqueous solution or any asbestos-containing waste material shall be cleaned up immediately and disposed of appropriately.
8. The use of dry brushing during wet brush-recycle operation is prohibited.

Equivalent Methods

An equivalent method is one that has sufficient written detail so that it can be reproduced and has been demonstrated that the exposures resulting from the equivalent method are equal to or less than the exposures resulting from the use of methods as stated above.

General Safety Guidelines for Maintenance, Operations, and Warehouse Workers

Chemical Handling

1. Read and be familiar with the MSDS for all the products in the work area. Be familiar with the hazards associated with each product.
2. Insure all containers are properly labeled to specifically identify contents. Unlabeled or mislabeled containers should not be used.
3. Reusing containers for substances other than those originally in the container is prohibited.
4. Secure lids on all containers when not in use. Avoid having any open containers standing around. This includes drain cans, toners, cleaners, inks, etc.
5. If possible, dispense all chemicals from a pump-dispenser, if the containers are 5 gallons or over.
6. Mix or dispense chemicals in designated areas only and with adequate ventilation.
7. Always use appropriate personal protective equipment (i.e., gloves, splash proof goggles, etc.) whenever mixing, dispensing, or handling chemicals.
8. Storage of flammables in the work area should be kept to a minimum.

Machine Operation/Guarding

1. Only trained personnel are allowed to operate any machine.
2. Supervisors shall continually monitor employees to ensure proper operation of machinery.
3. Allow sufficient clearance around and between all machines to allow for safe operation.
4. Secure all guarding mechanisms in place before operating machines.
5. NEVER disengage, remove, or bypass any guard or sensor. If guards or sensors are not functioning properly, immediately report the deficiency and do not use the machines until the appropriate repairs are made.
6. Visually inspect the machine before use for any obvious deficiencies.
7. Never free a jam; make adjustments, or repairs to a machine without turning off the machine first. If necessary, place a "Do Not Use", "Under Repair", or "Do Not Turn On Power" signs on the equipment while repairs or adjustments are being made. Follow the procedures for Lock-out/Tag-out.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible.
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, and then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down; do not bend at the waist.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

Production/Print Shops can be extremely dangerous if safe work practices are not followed. No employee should ever operate a piece of equipment or machinery unless they have received training.

General Rules

1. No Smoking in any production/print area.
2. No eating or drinking while using any piece of equipment or while mixing or dispensing chemicals.
3. Insure all fire extinguishers are charged and readily accessible.
4. Insure all ventilation systems are functioning properly. Report any malfunctions or deficiencies immediately.
5. Load pushcarts to avoid top over-loading whenever possible.

Chemical Handling

1. Read and be familiar with the MSDS for all the products in the work area. Be familiar with the hazards associated with each product.
2. Insure all containers are properly labeled to specifically identify contents. Unlabeled or mislabeled containers should not be used.
3. Reusing containers for substances other than those originally in the container is prohibited.
4. Secure lids on all containers when not in use. Avoid having any open containers standing around. This includes drain cans, toners, cleaners, inks, etc.
5. If possible, dispense all chemicals from a pump-dispenser if the containers are 5 gallons or over.
6. Mix or dispense chemicals in designated areas only and with adequate ventilation.
7. Always use appropriate personal protective equipment (i.e., gloves, splash proof goggles, etc.) whenever mixing, dispensing, or handling chemicals.
8. Storage of flammables in the work area should be kept to a minimum.

Machine Operation/Guarding

1. Only trained personnel are allowed to operate any machine.
2. Supervisors shall continually monitor employees to ensure proper operation of machinery.
3. Allow sufficient clearance around and between all machines to allow for safe operation.
4. Secure all guarding mechanisms in place before operating machines. NEVER disengage, remove, or bypass any guard or sensor. If guards or sensors are not functioning properly, immediately report the deficiency and do not use the machines until the appropriate repairs are made.
5. Visually inspect the machine before use for any obvious deficiencies.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

6. Never free a jam; make adjustments, or repairs to a machine without turning off the machine first. If necessary, place a "Do Not Use", "Under Repair", or "Do Not Turn On Power" signs on the equipment while repairs or adjustments are being made.

Housekeeping

Good housekeeping practices are essential in maintaining a clean, efficient, and safe work environment. All employees are to maintain their work areas in a clean and organized manner. All tools and equipment should be replaced after use. Power cords should be properly secured and not allowed to hang freely into walkways or work areas.

Floor surfaces should be continually monitored for trip hazards. All spills should be cleaned up immediately and completely. Wet floors should be clearly posted. Oily and solvent-soaked rags shall be disposed of in covered metal containers separate from combustible materials.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible.
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, and then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down; do not bend at the waist.

SAFE OPERATING PROCEDURES FOR PRODUCTION/PRINT SHOP

Personal Protective Equipment

Personal protective equipment (PPE) worn properly is the body's best defense against on-the-job hazards, both physical and chemical. Examples of PPE include safety glasses, face shields, hearing protectors, safety shoes, gloves, aprons, etc. It is important to properly fit the type of PPE to the hazard.

All employees shall be instructed in the proper use of personal protective equipment in accordance with the manufacturer's instructions.

Guidelines for proper PPE use are as follows:

1. Know the hazards of the job and which protective equipment is appropriate. Follow instructions and always check the material safety data sheet.
2. Check the equipment before each use to make sure it's in good working condition. Report any problems to your supervisor.
3. Properly maintain your PPE, keep it clean and store it properly.
4. Face shields and/or eye protection shall be worn when there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns because of contact with flying particles, hazardous substances, or projections.
5. Loose sleeves, tails, ties, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn.
6. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed and shall not be worn until properly cleaned.
7. Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught, or around electrically energized equipment.
8. All work clothing worn must be appropriate for the job being performed.
9. Hearing protection shall be worn in all areas where the noise levels are objectionable, uncomfortable, or 85 decibels or greater, based on an 8-hour time weighted average.

SAFE OPERATING RULES FOR MAINTENANCE AND OPERATIONS

The following are the safe operating rules for various operations within the maintenance and operations department (M&O). These procedures were developed to help address specific hazards found while working within the M&O areas. Each employee is expected to work within these guidelines.

Each employee will receive training covering these operation rules. When appropriate, more specific training on equipment will be given following the manufacturer's instructions. Employees are not allowed to use equipment or machinery for which they have not received training.

Grounds/Lawn Mowing

1. Be familiar with the equipment you are using. Know where the danger areas exist, i.e., muffler, exhaust, belts, blades, etc.
2. Inspect the equipment before each use. Look for loose bolts, missing guards, leaking fuel line, etc.
3. Make sure equipment is fueled before use; do not fuel a hot engine.
4. Know which equipment requires personal protective equipment and have it on hand before the job begins (eye protection, hearing protection, gloves, etc.).
5. Never remove safety guards from any piece of equipment.

Mowing

1. Watch out for gravel drives, loose rock, sand or any area where there is a potential for flying particles.
2. Clear the area to be mowed of any debris or materials that could damage the mower or be thrown by the blade.
3. Shut off the motor if you leave the mower unattended, even for a moment.
4. Keep your eyes moving and watch at least three to four feet in front of the mower

Walk-Behind Mowers

1. Never pull the mower toward you while it is running.
2. Keep the mower flat, never tilt it up while it is running.
3. Cut across slopes. Do not cut up and down.
4. Do not overreach, keep the mower in balance with your body.

Riding Mowers

1. Do not speed. Maintain control of the mower at all times. Turn corners carefully and slowly.
2. Cut up and down the slope, do not cut across slope of grass.
3. Always look behind before backing
4. Never allow passengers to ride on the mower.

SAFE OPERATING RULES FOR MAINTENANCE AND OPERATIONS

Electric Movers/Equipment

1. Never use any electric equipment in damp weather or if the grass is wet.
2. Work away from the cord; be careful not to cut or damage it.
3. Check cords for damage before each use.
4. Unplug the equipment carefully; do not yank or pull on the cord.
5. Maintain and store the cords properly to prevent damage.

Pesticide Application/Handling

1. Make sure all containers are properly labeled, identifying contents.
2. Never apply or handle any chemical without wearing proper personal protective equipment (gloves, splash proof goggles, etc.).
3. Be familiar with the chemicals you are using, read the MSDS on each chemical before using.
4. Clean up all spills immediately and completely.
5. If the chemical splashes onto skin or clothing, wash it off immediately and completely. Do not continue to wear chemical saturated clothing.
6. Do not handle any chemical that you have not been trained to use.

Compressors

1. Only trained personnel are allowed to operate any compressor.
2. Read the instruction manual for each component carefully before attempting to assemble, disassemble or operate the system.
3. Do not exceed the pressure rating.
4. Protect material lines and air lines from damage or puncture.
5. Check hoses for weak or worn condition before each use, making certain that all connections are secure.
6. Release all pressures within the system before attempting to service any component.
7. On the engine driven units, check engine oil and fuel levels before starting. Do not add gasoline to a hot engine.
8. Electric motors must be securely and adequately grounded.
9. Always disconnect the power source before working on or near a motor.

Safe Use of Hand Tools/Power Tools

Every employee shall continuously inspect all tools to assure safe condition. All tools shall be restricted to the use for which they are intended, and should be used only by those employees who are required and trained to use such tools.

The use of "cheater-bars" is strictly prohibited.

SAFE OPERATING RULES FOR MAINTENANCE AND OPERATIONS

All tools shall be kept in good condition, and be safely stored. Unsafe hand tools shall not be used. Employees should report any deficiencies to their supervisor immediately. All power tools should be used with appropriate guards or shields that the manufacturer recommended or provides. All power tools should be visually checked before each use to ensure guards are in place, power cords are in good condition, and the tool is not damaged. The tool should not be used until any necessary repairs are made.

Machine Operating/Guarding

1. Only trained personnel are allowed to operate any machine.
2. Supervisors shall continually monitor employees to ensure proper operation of machinery.
3. Allow sufficient clearance around and between all machines to allow for safe operation.
4. Do not remove or disengage any guard on any machine.
5. Turn off all machines when not in use.
6. Visually inspect the machine before use for any obvious deficiencies.
7. Immediately report any problem to the supervisor.
8. Do not operate any machine until necessary repairs are made.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible.
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down, do not bend at the waist.

Ladder Safety

1. Inspect ladders before use, check all parts, rungs, feet, etc. Do not use a ladder damaged in any way.
2. Never use a step ladder as a single ladder by leaning it against a wall.
3. Always set ladders at the proper 4:1 angle.
4. Do not use conductive metal ladders when using or working on electrical equipment.
5. Do not place ladders on boxed, tables, or other unstable bases. Always make sure ladder has good footing.
6. Ladders used to reach a walking surface or roof must extend at least 36 inches above the landing.
7. Never stand on the top three rungs of a straight ladder or the top of a stepladder.
8. Do not carry heavy objects up or down a ladder; use hand lines. Keep smaller objects in pockets or a tool belt to keep hands free.

SAFE OPERATING RULES FOR MAINTENANCE AND OPERATIONS

9. Only one person should be on a ladder at a time.
10. Tie off the tops of ladders where possible.
11. Maintain your balance on the ladder; do not overreach.
12. Make sure extension ladder locks are securely hooked over rungs before use.
13. Maintain all ladders clean and stored properly to prevent damage.

Ventilation

1. When soldering, make sure the area is properly ventilated to remove fumes from the breathing zone.
2. Use solvents and cleaners only in well-ventilated areas.
3. Do not operate the spray booth unless the ventilation system is turned on. If the system does not work, do not operate the booth until the necessary repairs are made.
4. Paint only in designated areas with adequate ventilation.
5. Make sure all ventilation raceways and tubes have proper clearance and are free from obstructions.

Electrical Safety

1. Make sure all electrical connections are tight.
2. Never cut the ground off a 3-pronged plug to make it fit a 2-pronged outlet.
3. Always inspect the wire insulation, do not use equipment if it is defective.
4. Make sure all extension cords are rated high enough for the job.
5. Leave at least 3 feet of workspace around electrical equipment for instant access.
6. If working outside, use waterproof cords.
7. Do not overload outlets or motors.
8. Do not allow cords to be stored where they may become damaged or exposed to grease, grime, and dirt.
9. Do not touch anything electric with wet hands.
10. Never use water to extinguish an electrical fire.
11. Do not touch someone who has been shocked until you can move them or the shock source away using a nonconductive material.
12. Make sure equipment is properly grounded.
13. Lock and tag out electrical equipment before tests or repairs.
14. Wear appropriate protective equipment. Do not wear any jewelry, or metal that could be conductive.
15. Inspect your tools regularly. Do not use until any necessary repairs are made.

VDT CHECKLIST – WORKING WITH COMPUTERS

Working Environment	Desired Characteristics	Correction	
Lighting	Normal range 18 to 46 foot candlepower	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Task or Local Lighting needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Light sources designed to minimize glare	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Light sources and light colored documents should not be seen as reflections on screen.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	VDT screen can be positioned to avoid glare	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Noise	Ambient sound level not to exceed 55 db	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Room Temperature	Same as comfortable for office work station	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Heat build up in area of operators legs under desk 6 degrees above room temperature	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forced Air/AC	FA and AC exhausts are directed away from operators	<input type="checkbox"/> Yes	<input type="checkbox"/> No
External Contact Surfaces	Work surfaces intended to be touched not to exceed 95 °F	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	No touchable surface to exceed 122 ° F	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Viewing Distance	Minimum 12” to screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Eye to keyboard when seated between 17” and 20”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Eye to copy reading distance 12” to 16”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Viewing Angle	Line of sight in relation to screen should be 40° or less	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keyboard Height/Slope	Slope should be between 0 ° and 25 °	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Allows user to maintain angle between upper arm and forearm of 70 ° and 135°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	See “Clearances Under Work Surfaces”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Palm rests are optional	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Furniture			
Depth	Depends on individual physical characteristics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Width	Leg clearance minimum 20” preferred 24”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Height	Depends on individual physical characteristics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keyboard Support	Allows angle between upper arm and forearm 70° and 135°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Display Support Surface	Allows entire primary viewing area to be located between 0° and 60°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Surface Width and Depth	Adequate for need. 24” to 30” recommended	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seating			
Seat Height	Minimum adjustment range 16” to 21”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Footrests provided where needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seat Depth	Between 15” and 17”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seat Width	Minimum 18”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seat Pan Angle	Allowable range 60° to 100°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Angle Seat Back to Seat Pan	At least 100°, not less than 90°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Backrest	Mandatory center of lumbar support between L3 and L5 vertebrae	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seat Back Width	Minimum 12”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arm Rests	Recommended	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SAFE OPERATING PROCEDURES FOR WELDING AND CUTTING OPERATIONS

Welding, cutting, and burning operations are one leading cause of industrial fires. In addition, health hazards can exist from exposure to toxic metals, fumes and gases. It is important to follow all safety and protective measures to prevent injury, illnesses and accidents.

The following are safe operating procedures and guidelines for welding, cutting, and burning operations.

General Rules

1. Only authorized personnel are allowed to operate any welding unit.
2. Inspect all leads, grounds, clamps, torches and cylinders before use. Be sure all fittings, couplings and connections are tight.
3. Use adequate ventilation at all times, fans must be used and placed to direct fumes away from the welder's breathing zone.
4. No welding, cutting or burning is to be done in a closed vessel, tank or drum that has not been decontaminated and/or purged with an inert gas.
5. All exposed combustible and flammable materials near and below these operations should be removed or covered.
6. Proper protective clothing must be worn at all times.
7. Protective shields or curtains are to be used where possible, to protect other personnel from flying sparks and tock or arc flashes.
8. Only qualified personnel may make repairs to cylinders, gauges and regulators.
9. Inspect hoses and leads frequently and replace them as necessary.
10. Do not leave any pressure on the hoses when not in use.
11. Point cylinder outlets away from each other.
12. Store oxygen cylinders away from fuel gas cylinders by at least 20 feet or by a one-half hour fire barrier at least 5 feet high.
13. All cylinders must be legibly marked to identify contents. Empty tanks should be marked " MT".
14. Cylinders connected for use must be leashed or chained to prevent them from toppling over.
15. Indoor storage of fuel gas is limited to a total of 2,000 cubic feet or 300 pounds of liquefied petroleum gas.
16. All cylinders stored inside must be located in a well-protected, well-ventilated, dry location. They must be at least 20 feet from highly combustible materials, sparks, open flames, excessive heat, and away from elevators, stairs, or gangways.
17. When cylinders are not connected for use, valve protection caps must be in place, unless the cylinder is not designed to accept a cap.

SAFE OPERATING PROCEDURES FOR WELDING AND CUTTING OPERATIONS

Gas Welding and Burning

1. Welding leads should never be placed over or around oxyacetylene tanks.
2. Acetylene should never be used at a pressure exceeding 15 pounds per square inch. Acetylene cylinders should be stored and used in an upright position at all times.
3. A frozen acetylene outlet valve should only be thawed with warm water. *Boiling water will melt the fusible safety plug.*
4. Unalloyed copper must never be used with acetylene due to the likely formation of explosive compounds.
5. Oil or grease is not to be used on oxygen cylinders.
6. Oxygen must never be used for cleaning or cooling purposes. It must never be used as a substitute for compressed air.
7. Before connecting regulators to cylinders, slowly open the cylinder valve to blowout any foreign particles. After the regulator is connected, stand to one side of the gauge while the cylinder valve is opened. Open the cylinder valve slowly. Open valves on fuel gas cylinders only one-fourth turn and oxygen cylinder valves fully.
8. A torch is not to be left unattended in a vessel, tank or other closed container due to the hazard of leaking gases. Gas lines must be removed from tanks and confined spaces when work is suspended.
9. Shut off the gas cylinder valves when not in use.
10. A direct flame or electric arc should never be permitted to contact any part of a compressed gas cylinder.
11. Oxygen regulators must never be attached to cylinders containing a fuel gas or vice versa.
12. General or local ventilation must be adequate to avoid overexposure to toxic fumes or gases.
13. Hoses are color-coded to avoid accidental mixing: green hose for oxygen and red for acetylene. Do not mix connections.
14. Leave the valve wrench on the acetylene cylinder whenever the valves are open. This permits emergency shut-off of the gas.
15. Never use a hard, sharp tool for cleaning tips, except where such tools may be specifically recommended by or supplied by the tip manufacturer.
16. Test the hose for leaks using soapy water.

Electric Welding

1. A rod is not to be left in an electrode holder when it is set down.
2. All arcs should be shielded in heavily traveled areas.
3. Electric welding is never to be performed from a metal ladder.
4. The welding machine should be turned off when not in use.

SAFE OPERATING PROCEDURES FOR WELDING AND CUTTING OPERATIONS

5. Unauthorized adjustments, removal of guards, or repairs are not to be made. A qualified electrician must perform all electrical work.
6. Power lead terminals must be securely and permanently attached.
7. Welding cables should be inspected frequently for damage, particularly to insulation. Splices are not permitted.
8. A fused safety switch or circuit breaker should be located near the welding machine.
9. Suitable guards should eliminate point of operation hazards.
10. Operators must always wear proper protective gear. They can become exposed while changing electrodes, setting up work, or changing work positions. The danger is particularly great in hot weather when using arc-welding units.
11. General or local ventilation must be adequate to avoid overexposure to toxic fumes or gases. The airflow shall be directed to remove contaminants from the welder's breathing zone.
12. Check to ensure that the welding machine frame is grounded, with special attention to ground connections.

Personal Protective Equipment

Personal protective equipment (PPE) worn properly is the body's best defense against on-the-job hazards, both physical and chemical. Examples of PPE include safety glasses, face shields, hearing protectors, safety shoes, gloves, aprons, etc. It is important to properly fit the type of PPE to the hazard.

All employees shall be instructed in the proper use of personal protective equipment in accordance with the manufacturer's instructions.

1. Know the hazards of the job and which protective equipment is called for. Follow instructions and always check the material safety data sheet.
2. Check the equipment before each use to make sure it's in good working condition. Report any problems to your supervisor.
3. Properly maintain your PPE, keep it clean and store it properly.
4. Face shields and/or eye protection shall be worn when there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns because of contact with flying particles, hazardous substances, or projections.

SAFE OPERATING PROCEDURES FOR WELDING AND CUTTING OPERATIONS

5. When exposure is to injurious light rays, shaded lenses shall be used in accordance with the following table:

<i>Welding Operations</i>	<i>Shade Number</i>
Shielded metal-arc welding 1/16, 3/32, 1/8 5/32-inch diameter electrodes.	10
Gas-shielded arc welding (nonferrous) 1/16, 3/32, 1/8, 5/32-inch diameter electrodes.	11
Gas-shielded arc welding (ferrous) 1/16, 3/32, 1/8, 5/32-inch diameter electrodes.	12
Shielded metal-arc welding 1/16, 3/32, 1-4-inch diameter electrodes.	12
3/16, 3/8-inch diameter electrodes	14
Atomic hydrogen welding	10-14
Carbon-arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 inch to 6 inches	4 or 5
Heavy cutting, over 6 inches	5 or 6
Gas welding (medium), 1/8-inch to 1/2-inch	5 or 6
Gas welding (heavy), over 1/2-inch	6 or 8

6. Loose sleeves, tails, ties, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn.
7. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed and shall not be worn until properly cleaned.
8. Foot protection shall be required for employees who are exposed to foot injuries from hot, corrosive or poisonous substances, falling objects, crushing or penetrating actions, or who are required to work in abnormally wet locations.
9. Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught, or around electrically energized equipment.
10. Safety devices, including protective clothing, shall not be interchanged among employees until properly cleaned.
11. All work clothing worn must be appropriate for the job being performed.
12. Hearing protection shall be worn in all areas where the noise levels are objectionable, uncomfortable, or 85 decibels or greater based on an 8-hour time weighted average.

SAFE OPERATING PROCEDURES FOR WELDING AND CUTTING OPERATIONS

Housekeeping

Good housekeeping practices are essential in maintaining a clean, efficient, and safe work environment. All employees are to maintain their work areas in a clean and organized manner. All tools and equipment should be replaced after use. Power cords should be properly secured and not allowed to hang freely into walkways or work areas.

Floor surfaces should be continually monitored for trip hazards. All spills should be cleaned up immediately and completely. Wet floors should be clearly posted. Oily and solvent-soaked rags shall be disposed of in covered metal containers separate from combustible materials.

JOB HAZARD ANALYSIS

Job Analysis for: Washing a Bus

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Enter Bus, Closing All Windows and Doors	Employee Slipping, tripping or falling. Strains from pushing or pulling	<input type="checkbox"/> Wear non-skid shoes or rubber boots. <input type="checkbox"/> Check stairwell for debris an spills <input type="checkbox"/> When closing windows, bend knees. <input type="checkbox"/> Use legs for strength.
2. Hose Bus Down with Water	Employee or others slipping, tripping or falling	<input type="checkbox"/> Wear non-skid shoes or rubber boots. <input type="checkbox"/> Use nozzle on water hose. <input type="checkbox"/> Keep hose clear of pedestrian travel areas.
3. Scrub Bus with Long-Handled Brush	Employee slipping, tripping, falling Straining from pushing or pulling	<input type="checkbox"/> Wear non-skid shoes or rubber boots. <input type="checkbox"/> Bend knees, use legs when using brush. <input type="checkbox"/> Keep hose clear of work area when not in use.
4. Scrub Rims and Tires	Employee slipping, tripping, or falling.	<input type="checkbox"/> Wear non-skid shoes or rubber boots. <input type="checkbox"/> Squat down to scrub tires and rims.
5. Clean Up work Area	Employee or other slipping, tripping or falling.	<input type="checkbox"/> Wear non-skid shoes or rubber boots. <input type="checkbox"/> Remove all excess standing water. <input type="checkbox"/> Clean up all debris washed off bus.

FORKLIFT OPERATING RULES

It is the responsibility of every driver to operate the forklifts in a safe and responsible manner. The driver is the key to safe and efficient material handling. Each driver should be thoroughly familiar with the forklift he is operating including its safe lifts, operational characteristics, routine maintenance requirements, and material handling capabilities.

The following are rules for safe and proper forklift operation. Every employer using industrial trucks or industrial tow tractors *shall post and enforce a set of operating rules* including the appropriate rules listed below.

1. Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift. The driver should report an unsafe vehicle immediately to a foreman or mechanic. The vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of fork lifts (forks, chains, cable, and limit switches).
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keep the truck under positive control at all times, and observe all established traffic regulations. For trucks traveling in the same direction, a safe distance may be considered approximately three truck lengths or preferably a time lapse of three seconds passing the same point.

FORKLIFT OPERATING RULES

10. Other trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driver up to anyone standing in front of a bench or other fixed object f such size the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly.
 - a. When ascending or descending grades more than 10 percent, loaded trucks shall be driver with the load upgrade.
 - b. On all grades, the load and load egging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
 - c. Motorized hand and hand/rider trucks shall be operated on all grades with the load=engaging means downgrade.
15. The forks shall always be carried as low as possible, consistent with safe operations.
16. When leaving a vehicle unattended, either:
 - a. The power shall be shut off, brakes set, the mast brought to the vertical position, and the forks left in the down position. When left on an incline, the wheels shall be blocked,
 - or
 - b. The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked front and rear.
17. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

FORKLIFT OPERATING RULES

18. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall make sure that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.
19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
21. Before driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
22. Vehicles shall not be driven in and out of highway trucks and trailers at unloading docks until such trucks are securely blocked and brakes set.
23. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
24. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 ½ feet from the centerline of railroad tracks is prohibited.
25. Trucks shall not be loaded in excess of their rated capacity.
26. A loaded vehicle shall not be moved until the load is safe and secure.
27. Extreme care shall be taken when tilting loads. Tilting forward with the load means elevated loads shall be prohibited except when the load is being deposited onto a storage rack or equivalent. To stack or tier a load, backward tilt shall be limited to that necessary to stabilize the load.
28. The load engaging shall be placed in such a manner that the load will be securely held or supported.
29. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

FORKLIFT OPERATING RULES

30. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - a. A device specifically designed for opening or closing doors shall be attached to the truck.
 - b. The force applied by the device to the door shall be parallel to the direction of travel of the door.
 - c. The entire door opening operation shall be in full view of the operator.
 - d. Truck operator and other employees shall be clear of the area where the door might fall while being opened.
-

Every employer who operates an agricultural or industrial tractor shall be informed of the following operating instructions and of any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter.

1. Securely fasten your seat belt if the tractor has a ROPS.
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly-no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by the tractor's manufacturer.
9. When tractor is stopped, set brakes securely and use park lock if available.

Every employee who operates an agricultural or industrial tractor shall be required to check the tractor prior to operation each day and if it is unsafe report the matter immediately to a foreman or mechanic and shall not use the tractor again until it has been made safe.

Employees shall be prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.

No repairs shall be performed on any agricultural or industrial trucks or tractors until arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement or operation of such equipment or its parts.

JOB HAZARD ANALYSIS

Job Analysis for: Mechanic/Mechanic's Helper

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Examination of Underside Vehicle	Eye injuries	<input type="checkbox"/> Wear eye protection.
2. Battery Work	Eye injuries	<input type="checkbox"/> Wear eye protection.
3. Using Various Tools	Hand, head and bodily injuries	<input type="checkbox"/> Use tools in proper manner. <input type="checkbox"/> Keep tools clean. <input type="checkbox"/> Keep tools in good working order.
4. Steam Cleaning	Eye injuries	<input type="checkbox"/> Wear eye protection.
5. Use of Grinders	Eye, hand and bodily injuries	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Keep guards properly adjusted. <input type="checkbox"/> Keep tool rest adjusted to within 1/8" of wheel.
6. Use of Ladder	Falls	<input type="checkbox"/> Set up ladder correctly. <input type="checkbox"/> Do not stand on top rung of ladder. <input type="checkbox"/> Use only ladders in good condition.
7. Spills and General Clean-Up	Trips and Falls	<input type="checkbox"/> Put materials and tools away in proper place. <input type="checkbox"/> Clean up spills when they happen.
8. Electric Tool Operation	Electric Shock	<input type="checkbox"/> Check all connections, cords, and switches. <input type="checkbox"/> Use only double insulated or properly grounded tools.
9. Air Tool Operation	Eye injuries	<input type="checkbox"/> Wear eye protection.
10. Lifting and Handling of Parts	Hand, back and foot injuries	<input type="checkbox"/> Wear gloves. <input type="checkbox"/> Lift properly or use lifting device. <input type="checkbox"/> Wear steel-toed shoes.

JOB HAZARD ANALYSIS

Job Analysis for: **Mechanic/Mechanic's Helper**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
11. Drilling and Machine Work	Eye and hand injuries	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Use correct holding device.
12. Cleaning Parts with Toxic Materials	Eye and Hand injuries	<input type="checkbox"/> Use safety stands.
13. Working Under Lifted Vehicles when Hoist is not used	Bodily injuries	<input type="checkbox"/> Use safety stands.
14. Welding	Eyes and hands	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear protective gloves.
15. Lifting Vehicles with Hoist	Body	<input type="checkbox"/> Use proper rear axle adaptors. <input type="checkbox"/> Use proper operating procedures. <input type="checkbox"/> Check hoist position before lifting completely.

SAFE OPERATING RULES FOR TRANSPORTATION

The following are the safe operating rules for various operations within the transportation department. These procedures were developed to help address specific hazards found within the transportation operation. Each employee is expected to work within these guidelines.

Each employee will receive training covering these operating rules. When appropriate, more specific training on equipment will be given following the manufacturer's instructions.

Compressors

1. Only trained personnel are allowed to operate any compressor.
2. Read the instruction manual for each component carefully before attempting to assemble, disassemble or operate the system.
3. Do not exceed the pressure rating.
4. Protect material lines and airlines from damage or puncture.
5. Check hoses for weak or worn condition before each use, making certain that all connections are secure.
6. Release all pressures within the system before attempting to service any component.
7. On the engine driven units, check engine oil and fuel levels before starting. Do not add gasoline to a hot engine.
8. Electric motors must be securely and adequately grounded.
9. Always disconnect the power source before working on or near a motor or its connected load. If the power-disconnect point is out-of-sight, lock it in the open position and tag to prevent unexpected application of power.
10. All moving parts should be guarded.
11. Be careful when touching the exterior of an operating motor - it may be enough to cause pain or injury.
12. Protect the power cable from coming in contact with sharp objects.
13. Do not kink power cable and never allow the cable to come in contact with oil, grease, hot surfaces, or chemicals.
14. When cleaning electrical or electronic equipment, always use an approved cleaning agent such as dry-cleaning solvent.
15. Inspect unit to make sure that all fittings, bolts, etc. are tight and secure before use.
16. Highly compressed air shall not be used for cleaning purposes.
17. If compressed air is used for cleaning off clothing it shall be done at a pressure of less than 10 psi.
18. When compressed air is used to inflate tires, a clip-on chuck and an in-line regulator preset to 40 psi shall be used.

SAFE OPERATING RULES FOR TRANSPORTATION

Vehicle Lift Procedures

1. Inspect your lift daily. Never operate if it malfunctions or if it has broken or damaged parts. Repairs should be made with original equipment parts.
2. Operating controls are designed to close when released. Do not block open or override them.
3. Never overload your lift. The manufacturer's rated capacity is shown on the nameplate affixed to the lift.
4. Only trained and authorized personnel should do positioning of a vehicle and operation of the lift.
5. Never raise a vehicle with anyone inside it. Bystanders should not be in the lift area during operation.
6. Always keep lift area free of obstructions, grease, oil, trash and other debris.
7. Before driving a vehicle over lift, position arms and supports to provide unobstructed clearance. Do not hit or run over lift arms, adapters, or axle supports. This could damage the lift or vehicle.
8. Load a vehicle on lift carefully. Position lifts supports to contact at the vehicle manufacturer's recommended lifting points. Raise the lift until supports contact vehicle. Check supports for secure contact with vehicle. Raise the lift to desired working height. CAUTION: If you are working under a vehicle, the lift should be raised high enough for the locking device to be engaged.
9. Note that with some vehicles, the removal (or installation) of components may cause a critical shift in the center of gravity and result in raised vehicle instability. Refer to the vehicle manufacturer's service manual for recommended procedures when vehicle components are removed.
10. Before lowering lift, be sure tool trays, stands, etc. are removed from under vehicle. Release locking devices before attempting to lower lift.
11. Before removing vehicle from lift area, position lifts
12. Arms and supports to provide an unobstructed exit.

TRANSPORTATION GUIDELINES

VEHICLE REFUELING PROCEDURES

1. Use proper fuel for vehicle being refueled, (i.e., gasoline, diesel, and methanol).
2. Shut off the engine. Do not leave engine running while refueling.
3. Observe no smoking and no open flame regulations in fueling area.
4. Remove the fuel cap slowly to relieve any pressure buildup in the tank.
5. Properly insert the nozzle in the fuel tank, maintain contact between fuel nozzle and tank throughout entire refueling period.
6. Do not overfill the tank. Leave room for fuel expansion.
7. After refueling make sure the fuel tank cap is locked properly and securely.
8. Avoid repeated or prolonged contact of fuel with skin or breathing of vapors.

School Bus Refueling: *In addition to steps 1-9, when refueling a school bus, you must also comply with the following:*

- a. Refueling of a school bus is prohibited when any student is on board. (13 CCR 1218).
- b. Do not transmit on 2-way radio while refueling (13 CCR 1218).

HANDLE FUEL SAFELY

1. Always store gasoline in an approved container and in a well-ventilated area.
2. Gasoline is extremely flammable and is explosive under certain conditions.
3. Refuel in a well-ventilated area with the engine stopped.
4. Do not smoke or allow flames or sparks in the area where the engine is refueled or where gasoline is stored.
5. Do not overfill the fuel tank (there should be no fuel in the filler neck). After refueling, make sure the tank cap is closed properly and securely.
6. Be careful no to spill fuel when refueling. Spilled fuel or fuel vapor may ignite. If any fuel is spilled, make sure the area is dry before starting the engine.
7. Avoid repeated or prolonged contact with skin or breathing of vapor.

KEEP OUT OF REACH OF CHILDREN

FUELING OPERATIONS

1. It is prohibited to fuel an engine with the engine running.
2. Fueling should be performed carefully to avoid spillage. Do not overfill any tank.
3. Any spills should be cleaned up immediately and completely before starting the engine.
4. Fuel caps should be tightly replaced before starting the engine.
5. Always maintain a metal contact between the containers.
6. Smoking, spark, or open flame is strictly prohibited.
7. The individual fueling must remain with the vehicle or equipment until fueling is complete, he/she may not leave the area while fueling.

TRANSPORTATION GUIDELINES

VEHICLE IDLING

1. Do not idle any vehicle inside the shop without first attaching exhaust to the ventilation system.
2. If the ventilation system is not operating properly in an area, it should be immediately reported and the station should not be used to idle vehicles until it is repaired.
3. Vehicles may be idled outside the shop without the ventilation system attached if air currents are such that the exhaust does not travel into the building.

STEAM CLEANING OPERATIONS

1. Only trained personnel shall operate this equipment.
2. Inspect hoses before use for cuts, worn coverings and leaky fittings. If any of these items are found, replace the hose or do not use the system until it is replaced.
3. Report any problems in the equipment immediately. The system should not be used until repairs are made.
4. Do not operate above the designated pressure or temperature.
5. Wear protective clothing as needed.
6. Do not point the gun at your body or at anyone else.
7. Do not turn on machine without firmly holding gun jet. Failure to do so may allow gun jet to whip along floor, possibly causing personal injury.
8. Do not operate the machine in areas where flammable vapors may be present.
9. When not in use, shut off all electrical switches to avoid failure in the automatic burner circuit that could allow the burner to ignite while the machine is unattended.

JOB HAZARD ANALYSIS



Job Analysis for: Bus Checkout

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Enter and Walk through Bus, Check Seats, Unlock and Check Emergency Exit. 	<ul style="list-style-type: none"> Foot injury Slipping Falling Tripping Pinched fingers 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear non-skid sturdy shoes. <input type="checkbox"/> When entering and exiting the bush, check stairwell for debris and slippery surfaces. <input type="checkbox"/> If dark, turn on interior lights. <input type="checkbox"/> Keep fingers clear when opening and closing emergency exits.
<ul style="list-style-type: none"> <input type="checkbox"/> Turn on Exterior Lights and Flasher, Exit and Walk Around Bus, Thump Tires with Foot and Check Tire Pressure, Check Signal, Front, Rear, and Brake Lights. 	<ul style="list-style-type: none"> Foot injury Slipping Tripping Falling Strain from bending 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear non-skid sturdy shoes. <input type="checkbox"/> When entering and exiting the bus, check stairwell for debris and slippery surfaces. <input type="checkbox"/> Check ground for debris and spills. <input type="checkbox"/> Bend your knees, and squat down when checking tires pressure.
<ul style="list-style-type: none"> <input type="checkbox"/> Enter Bus, Cancel Flashers, Start Bus, Place Bus in Reverse, Shut down Engine, Apply break Stick. Exit Bus to Rear. 	<ul style="list-style-type: none"> Tripping Collision/personal injury to employee, children or pedestrian 	<ul style="list-style-type: none"> <input type="checkbox"/> Check engine compartment before starting bus. <input type="checkbox"/> When entering and exiting the bush, check stairwell for debris and slippery surfaces. <input type="checkbox"/> Before Brake check, visually scan and use the mirrors to check the front, sides and rear of bus for people and/or obstacles. <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Watch and stay clear of other buses in transportation yard. <input type="checkbox"/> Engage clutch pedal when starting. <input type="checkbox"/> Make sure bus is backed out of stall completely for proper exhaust ventilation. <input type="checkbox"/> Check ground for debris and spills.



JOB HAZARD ANALYSIS

Job Analysis for: Bus Checkout

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Enter and Walk through Bus, Check Seats, Unlock and Check Emergency Exit. 	<ul style="list-style-type: none"> Foot injury Slipping Falling Tripping Pinched fingers 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear non-skid sturdy shoes. <input type="checkbox"/> When entering and exiting the bush, check stairwell for debris and slippery surfaces. <input type="checkbox"/> If dark, turn on interior lights. <input type="checkbox"/> Keep fingers clear when opening and closing emergency exits.
<ul style="list-style-type: none"> <input type="checkbox"/> Turn on Exterior Lights and Flasher, Exit and Walk Around Bus, Thump Tires with Foot and Check Tire Pressure, Check Signal, Front, Rear, and Brake Lights. 	<ul style="list-style-type: none"> Foot injury Slipping Tripping Falling Strain from bending 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear non-skid sturdy shoes. <input type="checkbox"/> When entering and exiting the bus, check stairwell for debris and slippery surfaces. <input type="checkbox"/> Check ground for debris and spills. <input type="checkbox"/> Bend your knees, and squat down when checking tires pressure.
<ul style="list-style-type: none"> <input type="checkbox"/> Enter Bus, Cancel Flashers, Start Bus, Place Bus in Reverse, Shut down Engine, Apply break Stick. Exit Bus to Rear. 	<ul style="list-style-type: none"> Tripping Collision/personal injury to employee, children or pedestrian Environmental hazards Toxic Fumes Slipping 	<ul style="list-style-type: none"> <input type="checkbox"/> Check engine compartment before starting bus. <input type="checkbox"/> When entering and exiting the bush, check stairwell for debris and slippery surfaces. <input type="checkbox"/> Before Brake check, visually scan and use the mirrors to check the front, sides and rear of bus for people and/or obstacles. <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Watch and stay clear of other buses in transportation yard. <input type="checkbox"/> Engage clutch pedal when starting. <input type="checkbox"/> Make sure bus is backed out of stall completely for proper exhaust ventilation. <input type="checkbox"/> Check ground for debris and spills.

JOB HAZARD ANALYSIS



Job Analysis for: Bus Driver

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Check Out	Slipping, tripping, or falling on stairs. Strains from bending or reaching for windows or exits too high. Being struck by another bus or striking another person. Fingers pinched in compartment doors, emergency exits, and windows.	<ul style="list-style-type: none"> <input type="checkbox"/> Wear correct shoes (non slick bottoms) <input type="checkbox"/> Check for spills, leaks, and debris before stepping off bus <input type="checkbox"/> Bend knees when checking tires <input type="checkbox"/> Ask for assistance for hard to reach areas <input type="checkbox"/> Check all mirrors before moving, observing areas around bus <input type="checkbox"/> Listen for indications of movement <input type="checkbox"/> Keep fingers away from areas when opening or closing exits, compartments, and windows
2. Operation of Bus	 Arm leg and back pain or strain	<ul style="list-style-type: none"> <input type="checkbox"/> Properly adjust seat <input type="checkbox"/> Properly position hands during turning maneuvers <input type="checkbox"/> Wear correct shoes (non slick bottoms) <input type="checkbox"/> Wear seat belt <input type="checkbox"/> Observe all traffic laws and safety practices and procedures for operating the bus and managing students
3. Red Light Escorts, Loading and Unloading, Evacuations	Slipping, tripping or falling on stairs Being struck by vehicles during escorts, leg, ankle and foot injuries	<ul style="list-style-type: none"> <input type="checkbox"/> Wear correct shoes <input type="checkbox"/> Use all mirrors and observe traffic before leaving bus <input type="checkbox"/> Be aware of traffic during escort <input type="checkbox"/> Position bus for conditions
4. Transporting - Handicapped Students	Back, neck, and arm injuries; Infectious disease	<ul style="list-style-type: none"> <input type="checkbox"/> Observe proper lifting techniques <input type="checkbox"/> Use gloves for personal protection when needed
5. Fueling the Bus	Slipping, tripping, or falling on steps or spilled fuel Fuel spill on hands, clothes or feet Fire	<ul style="list-style-type: none"> <input type="checkbox"/> Wear correct shoes (non slick bottoms) <input type="checkbox"/> Check area for previous fuel spillage <input type="checkbox"/> Wear disposable gloves and stand to side of fuel compartment <input type="checkbox"/> Engine off, radio off, observe no smoking areas <input type="checkbox"/> Wash away any spilled fuel



JOB HAZARD ANALYSIS



Job Analysis for: Bus Driver

School/District:

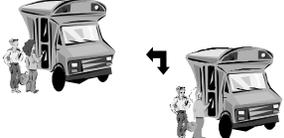
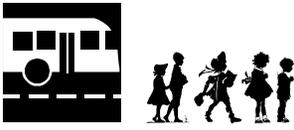
Job /Task	Potential Hazard	Recommended Procedures/Actions
6. Washing the Bus	Slipping, tripping or falling on steps Neck or back pain or strain Putting up windows or reaching with wash broom Slip in water	<input type="checkbox"/> Wear correct shoes (non slick bottoms) <input type="checkbox"/> Do not reach to close windows <input type="checkbox"/> Bend knees when using wash broom <input type="checkbox"/> Ask for assistance for hard to reach areas
7. Clean Up (End of the Day)	Driver being hit or hitting another person Slipping, tripping or falling on steps Arm, neck, or back pain or strain Respiratory system irritated by cleaning materials	<input type="checkbox"/> Check all mirrors and approach parking area at slow speed <input type="checkbox"/> Watch for incoming traffic when stepping off bus <input type="checkbox"/> Wear correct shoes for job <input type="checkbox"/> Do not reach to close window or to sweep bus <input type="checkbox"/> Observe all warning labels on cleaning materials and wear appropriate personal protective equipment
8. Entering/Existing the Bus	Trips and falls, leg and back injuries	<input type="checkbox"/> Pay careful attention when using steps



JOB HAZARD ANALYSIS

Job Analysis for:  Bus Evacuation Drills

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Convoy of Buses to School Site 	Driver or others struck by the bus Personal injury Collision	<ul style="list-style-type: none"> <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Wear closed toe shoes. <input type="checkbox"/> Maintain a <i>minimum distance of 50 feet</i> between buses. <input type="checkbox"/> Use 5-point mirror check frequently.
2. Stage Buses 	Driver or children struck by the bus. Personal injury Collision Tripping	<ul style="list-style-type: none"> <input type="checkbox"/> Watch for children. <input type="checkbox"/> Park a <i>minimum distance of 5 feet</i> between the bus nose and the rear bumper of the bus in front. <input type="checkbox"/> Stay in bus until all buses are parked. <input type="checkbox"/> Before exiting bus, check the stairwell and ground for debris.
3. Load Students on Bus 	Slipping Tripping Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure bus floor is clean and free of debris. <input type="checkbox"/> Enter bus before children. <input type="checkbox"/> Supervise students while they board the bus. <input type="checkbox"/> Have students' sit two per seat; fill the seats from front to back.
4. Enter School Site Playground 	Tripping Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Visually inspect playground for obstacles such as sprinkler heads, playground equipment.
5. Evacuate Bus through Side Emergency Exit 	Personal injury student or Driver Tripping Falling Bending and twisting strains	<ul style="list-style-type: none"> <input type="checkbox"/> Bus captains will exit first and help each child exit through the side door. <input type="checkbox"/> Choose a safe area for the students to gather. <input type="checkbox"/> Instruct bus captains to bend knees and use leg strength while unloading. <input type="checkbox"/> Instruct students to evacuate one row at a time starting from the rear. <input type="checkbox"/> Instruct students to walk in a single file and line up in the safe area.
6. Return to Transportation Yard 	Driver or others struck by the bus Personal injury Collision	<ul style="list-style-type: none"> <input type="checkbox"/> Wear Sear belt. <input type="checkbox"/> Maintain a <i>minimum distance of 50 feet</i> between buses. <input type="checkbox"/> Use 5-point mirror check frequently.

JOB HAZARD ANALYSIS

Job Analysis for:  **Bus Evacuation Drills**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Convoy of Buses to School Site	Driver or others struck by the bus Personal injury Collision	<ul style="list-style-type: none"> <input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Wear closed toe shoes. <input type="checkbox"/> Maintain a <i>minimum distance of 50 feet</i> between buses. <input type="checkbox"/> Use 5-point mirror check frequently.
2. Stage Buses	Driver or children struck by the bus. Personal injury Collision Tripping	<ul style="list-style-type: none"> <input type="checkbox"/> Watch for children. <input type="checkbox"/> Park a <i>minimum distance of 5 feet</i> between the bus nose and the rear bumper of the bus in front. <input type="checkbox"/> Stay in bus until all buses are parked. <input type="checkbox"/> Before exiting bus, check the stairwell and ground for debris.
3. Load Students on Bus	Slipping Tripping Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure bus floor is clean and free of debris. <input type="checkbox"/> Enter bus before children. <input type="checkbox"/> Supervise students while they board the bus. <input type="checkbox"/> Have students' sit two per seat; fill the seats from front to back.
4. Enter School Site Playground	Tripping Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Visually inspect playground for obstacles such as sprinkler heads, playground equipment.
5. Evacuate Bus through Side Emergency Exit	Personal injury student or Driver Tripping Falling Bending and twisting strains	<ul style="list-style-type: none"> <input type="checkbox"/> Bus captains will exit first and help each child exit through the side door. <input type="checkbox"/> Choose a safe area for the students to gather. <input type="checkbox"/> Instruct bus captains to bend knees and use leg strength while unloading. <input type="checkbox"/> Instruct students to evacuate one row at a time starting from the rear. <input type="checkbox"/> Instruct students to walk in a single file and line up in the safe area.
6. Return to Transportation Yard	Driver or others struck by the bus Personal injury Collision	<ul style="list-style-type: none"> <input type="checkbox"/> Wear Sear belt. <input type="checkbox"/> Maintain a <i>minimum distance of 50 feet</i> between buses. <input type="checkbox"/> Use 5-point mirror check frequently.

JOB HAZARD ANALYSIS

Job Analysis for: Fueling a Bus

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Drive Bus to Fueling Area	Pedestrian stuck or caught by or hit by driver	<input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Visually check for people walking in area. <input type="checkbox"/> Shut off engine. <input type="checkbox"/> Set Brake.
2. Fuel Bus	Employee slipping, tripping, or falling Environmental hazard from toxic spills Danger from expulsion of flammable materials Burns to eyes or face	<input type="checkbox"/> Wear nonskid sturdy shoes. <input type="checkbox"/> Stand clear of fuel nozzle to prevent splash back on employee. <input type="checkbox"/> No smoking. <input type="checkbox"/> Shut down engine.
3. Complete Fueling Return Nozzle to Pump	Employee slipping, tripping or falling Environmental hazard from spillage Danger of explosion	<input type="checkbox"/> Wear non-skid sturdy shoes. <input type="checkbox"/> Check soles of shoes make sure they are clean. <input type="checkbox"/> Hose down all spilled diesel into hazard waste drain. <input type="checkbox"/> No smoking.
4. Drive Bus Back to Parking Area	Others caught or struck by Driver Hit by Bus	<input type="checkbox"/> Wear seat belt. <input type="checkbox"/> Visually check for people walking in area. <input type="checkbox"/> Use mirrors for backing out of fueling area.

JOB HAZARD ANALYSIS

Job Analysis for: Custodian

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Using Ladders and Scaffolds	Bodily injury Trips and falls Electrical Shock	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper procedures for erecting scaffolding. <input type="checkbox"/> Ensure safety devices are in place. <input type="checkbox"/> Use proper placement of stepladders and extension ladders. <input type="checkbox"/> Do not use metal ladders when working around electrical equipment.
Operating Hand Tools	Bodily injury Puncture wounds, cuts, abrasions, and bruises Eye injury Electrical shock	<ul style="list-style-type: none"> <input type="checkbox"/> Use only tools in good working condition. <input type="checkbox"/> Select correct tools for job. <input type="checkbox"/> Wear proper personal protective equipment.
Operation Power and Pneumatic Tools	Shock Hazard Hearing loss/injury Bodily injury due to loose clothing, hair, and jewelry. Inhalation of dust, metal particles, and vapors.	<ul style="list-style-type: none"> <input type="checkbox"/> Inspect equipment for defects prior to use. <input type="checkbox"/> Wear proper personal protective equipment. <input type="checkbox"/> Use caution when operating equipment. <input type="checkbox"/> Use equipment in well-ventilated area. <input type="checkbox"/> Inspect for damaged power cords and air supply hoses prior to use. <input type="checkbox"/> Ensure adequate lighting in work area. <input type="checkbox"/> Only operate tools for which training has been provided. <input type="checkbox"/> Do not wear loose clothing or jewelry when operating tools.
<i>FLOOR MAINTENANCE</i> Operating Floor Machines Operating Electric/Propane Buffers Operating Wet/Dry Vacuums	Shock hazard Explosion hazards Slip, fall and trip hazards Property damage	<ul style="list-style-type: none"> <input type="checkbox"/> Inspect equipment (including cords) for defects before use. <input type="checkbox"/> Ensure operator is trained in the use and operations of equipment. <input type="checkbox"/> Use caution while operating equipment on slick surfaces. <input type="checkbox"/> Remove trip hazards before operating equipment. <input type="checkbox"/> Wear shoes with non-slip soles. <input type="checkbox"/> Do not unplug machines by pulling cords.
Cleaning Wood Cleaning Vinyl Asbestos Tile Cleaning Carpet Floors	Exposure to hazardous materials Exposure to toxic vapors	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in asbestos general awareness. <input type="checkbox"/> Train employees in use of hazardous materials and Material Safety Data Sheets.

JOB HAZARD ANALYSIS

Job Analysis for: Custodian

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Applying Cleaning and Finishing Solutions Using Buckets and Mops	Back injury and strain Slips and falls Chemical exposure	<input type="checkbox"/> Use proper body mechanics when bending and lifting. <input type="checkbox"/> Post wet areas. <input type="checkbox"/> Use personal protective equipment as prescribed by Material Safety Data Sheets.
<i>YARD AND PLAYGROUND MAINTENANCE</i> Removing Foreign Objects from play surfaces	Bodily injury, Cuts, splinters, and abrasions. Back injury and strain	<input type="checkbox"/> Wear personal protective equipment. <input type="checkbox"/> Use proper body mechanics.
Cleaning Hard Court Play areas Using blowers, vacuums, push brooms, and rakes.	Hearing loss or injury Burns Back injuries Eye injuries Respiratory injury	<input type="checkbox"/> Wear personal protective equipment. <input type="checkbox"/> Operate equipment according to manufacturer's instructions. <input type="checkbox"/> Use approved safety containers for flammable materials (i.e. gasoline)
Check Turf Areas	Trips and falls Bodily injury	<input type="checkbox"/> Use caution while surveying turf areas for hazards.
<i>INTERIOR BUILDING CLEANUP</i> Emptying trash cans	Back Injury Muscle strains	<input type="checkbox"/> Check weight of can before lifting and get help if necessary. <input type="checkbox"/> Use proper body mechanics when bending and lifting. <input type="checkbox"/> If can is too heavy, empty it a little at a time. <input type="checkbox"/> Use proper personal protective equipment.
Emptying Pencil Sharpeners	Exposure to hazardous materials Exposure to dust Respiratory irritation	<input type="checkbox"/> Use proper personal protective equipment.
Moving furniture	Back injury or strains Crushed toes or fingers	<input type="checkbox"/> Uses proper bending and lifting techniques, get help if needed. <input type="checkbox"/> Get a good grip on object. <input type="checkbox"/> Secure moving parts by taping or tying them in place.
Washing Windows/Walls	Broken glass, slips and falls, Chemical exposure	<input type="checkbox"/> Use only ladders in good condition. <input type="checkbox"/> Set up ladders properly. <input type="checkbox"/> Wear eye protection for overhead or high windows.

JOB HAZARD ANALYSIS

Job Analysis for: Custodian

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Cleaning Chalkboards and Erasers	Respiratory irritation	<input type="checkbox"/> Use damp cloth or sponge to keep dust down.
Replace Burnt Out Lights (Incandescent/Fluorescent)	Bodily injury	<input type="checkbox"/> Change lights only if trained in potential hazards of incandescent and fluorescent lighting.
	Cuts	<input type="checkbox"/> Keep a tight enough grip on bulb or tube without squeezing so hard as to break it.
	Electrical shock	<input type="checkbox"/> Turn off and lock out power to area.
	Falls	<input type="checkbox"/> Properly place ladder and climb with caution.
Moving Custodial Carts	Exposure to toxic chemicals	<input type="checkbox"/> Dispose of bulbs properly.
	Back injury Strains Hitting others Chemical spills	<input type="checkbox"/> Do not overload cart <input type="checkbox"/> Use proper body mechanics when handling the equipment. <input type="checkbox"/> Inspect equipment to ensure in good repair. <input type="checkbox"/> Stay 4 feet from all corners when moving cart. <input type="checkbox"/> Keep all materials inside cart perimeter.
<i>CLEANING SANITATION FACILITIES</i> Disinfecting Toilets, Urinals, Sinks, Drinking Fountains.	Chemical exposure	<input type="checkbox"/> Train employee in proper use of chemicals.
	Exposure to bacteria	<input type="checkbox"/> Use gloves and eye protection. <input type="checkbox"/> Employee awareness in germs and bacteria generated in restroom facilities. <input type="checkbox"/> Use proper personal hygiene.
	Slips and falls	<input type="checkbox"/> Be aware of slick areas. <input type="checkbox"/> Post area to warn others.
Disinfect Restroom Floors and Walls	Back injuries Strains Exposure to Bacteria	<input type="checkbox"/> Use proper bending and lifting techniques. <input type="checkbox"/> Use protective gloves. <input type="checkbox"/> Employee Awareness in germs and bacteria generated in restroom facilities.
Picking Up Debris in Restroom	Respiratory irritation	<input type="checkbox"/> Use adequate respiratory protection.
Filling Powder Soap Dispensers		
Repairing Locks and Miscellaneous Minor Maintenance	Bodily injury from tools, splinters and flying chips and debris	<input type="checkbox"/> Check for hazards before starting job. <input type="checkbox"/> Use correct tools for job. <input type="checkbox"/> Use protective goggles, gloves and other protective clothing or equipment as appropriate.

JOB HAZARD ANALYSIS

Job Analysis for: Custodian

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Performing Emergency Maintenance on Broken Water Lines	Electrical Shock Back injury Personal illness (from getting cold and wet) Slip and fall	<ul style="list-style-type: none"> <input type="checkbox"/> Turn off power at main breaker. <input type="checkbox"/> Use correct "keys" to turn off main. <input type="checkbox"/> Avoid getting wet, change out of wet clothing as soon as possible. <input type="checkbox"/> Wear appropriate foot ware. <input type="checkbox"/> Walk with care on slippery surfaces. <input type="checkbox"/> Do not use both hands to carry things on slippery surfaces. <input type="checkbox"/> Keep one hand free.
Mixing, Using and Storing Chemicals (cleaning agents, solvents and fuel gas)	Eye injury Skin irritation	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in hazard communications and use of Material Safety Data Sheets. <input type="checkbox"/> Use proper personal protective equipment (i.e., gloves, safety goggles). <input type="checkbox"/> Use proper storage and housekeeping techniques. <input type="checkbox"/> Use in well ventilated areas.
Moving Supplies	Back injury or strains	<ul style="list-style-type: none"> <input type="checkbox"/> Use hand truck, cart, or dolly. <input type="checkbox"/> Secure load. <input type="checkbox"/> Use Proper lifting techniques. <input type="checkbox"/> Yield the right of way to others. <input type="checkbox"/> Make sure pathway ahead is clear. <input type="checkbox"/> Call out warning before going around corners.
Emptying Mop Bucket	Back injury and strain Eye injury	<ul style="list-style-type: none"> <input type="checkbox"/> Go to a floor drain and tip mop bucket there to avoid have to lift bucket over a sink. <input type="checkbox"/> Wear protective eye goggles.
Putting out Flags	Bodily injury due to falls off ladders	<ul style="list-style-type: none"> <input type="checkbox"/> Use caution when climbing ladder. <input type="checkbox"/> Never put flags up if the wind is strong.
Spraying Weeds	Skin and eye irritation, nausea Herbicides overexposure	<ul style="list-style-type: none"> <input type="checkbox"/> Use face shield, gloves, and cover-alls when applying herbicides. <input type="checkbox"/> Always refer to Material Safety Data Sheets for further precautions. <input type="checkbox"/> Do not spray when people or animals are present. <input type="checkbox"/> Do not spray in windy conditions.

JOB HAZARD ANALYSIS

Job Analysis for: **Custodian**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Lawn Maintenance (edging, mowing, weed eating and blowing)	Bodily injury to self or others Damage to buildings or vehicles	<input type="checkbox"/> Use only under safe working conditions. <input type="checkbox"/> Use proper eye protection. <input type="checkbox"/> Make sure proper defluctive equipment is installed on equipment. <input type="checkbox"/> Know how to operate equipment properly before using.
Servicing Heaters	Electrocution Finger injury	<input type="checkbox"/> Turn off power source to heaters before servicing.

JOB HAZARD ANALYSIS

Job Analysis for: General Maintenance

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Use of Machinery	Bodily injury	<input type="checkbox"/> Check conditions of equipment before operations. <input type="checkbox"/> Use equipment for task intended. <input type="checkbox"/> Use proper operating procedures. <input type="checkbox"/> Use proper protective clothing, gear, or equipment.
2. Tractor Operator	Roll over Hearing loss due to noise Being caught in gears, chains, and power take off shafts.	<input type="checkbox"/> Roll over bars installed. <input type="checkbox"/> Seat belts available and used. <input type="checkbox"/> Wear ear protection. <input type="checkbox"/> All moving parts must be guarded.
3. Handling of Chemicals, Solvents, Cleansers	Personal illness (nausea, skin irritation) Respiratory illness Eye injury	<input type="checkbox"/> Store chemicals properly. <input type="checkbox"/> Follow direction for use. <input type="checkbox"/> Wear protective clothing, use gloves, facemask, or goggles where necessary.
4. Examination of underside of Vehicles	Eye injury	<input type="checkbox"/> Wear eye protection.
5. Battery Work	Eye injury	<input type="checkbox"/> Wear eye protection.
6. Steam Cleaning	Eye injury	<input type="checkbox"/> Wear eye protection.
7. Use of Grinders	Eye injury Hand injury Bodily injury	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Keep guards in correct place.
8. Use of Ladder	Falls	<input type="checkbox"/> Set up ladder correctly. <input type="checkbox"/> Do not stand on top rung. <input type="checkbox"/> Do not use damaged ladders.
9. Spills and General Clean-up	Trips and falls	<input type="checkbox"/> Put materials and tools away in proper place. <input type="checkbox"/> Clean spills when they happen.
10. Electric tool Operation	Electric shock	<input type="checkbox"/> Check all connections, cords, and switches.

JOB HAZARD ANALYSIS

Job Analysis for: **General Maintenance**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
11. Air Tool Operation	Eye injury	<input type="checkbox"/> Wear eye protection
12. Lifting and Handling of Parts	Hand injury Back injury Foot injury	<input type="checkbox"/> Wear gloves. <input type="checkbox"/> Lift properly or use lifting device. <input type="checkbox"/> Wear steel-toed boots.
13. Drilling and Machine Work	Eye and hand injury	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Use correct holding device.
14. Cleaning Parts with Toxic Materials	Eye and hand injury	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear protective gloves.
15. Working Under Lifted Vehicles When hoist is not used.	Bodily injury	<input type="checkbox"/> Use safety stands.
16. Welding	Eye and hand injury	<input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear protective gloves.
17. Lifting Vehicles with Hoist	Bodily injury	<input type="checkbox"/> Use proper rear axle adaptors. <input type="checkbox"/> Use proper operating procedures. <input type="checkbox"/> Check hoist position before lifting completely.



JOB HAZARD ANALYSIS

Job Analysis for: Carpenter

School/District:

Job /Task

Potential Hazard

Recommended Procedures/Actions

1. Building Renovation

- ↑ Trip and Fall
- Back injury
- Head injury
- 👁️ Eye injury
- ⚡ Shock hazard
- 👤 Hand injury
- 👂 Ear injury
- Lung injury

- Remove materials from building as they are being disassembled.
- When objects are too heavy to handle get help, use dollies, hand trucks, winches and other mechanical devices whenever possible.
- Lockout any power that may be disturbed during renovation prior to beginning work.
- Wear hard hats in all areas where work is being performed
- Wear eye protection.
- Wear an approved dust mask or respirator.
- Wear gloves and safety shoes.
- Wear ear protection when noise level demands.



2. Sidewalk, Asphalt and Masonry Repairs

- ↑ Back injury
- 👤 Hand injury
- 👣 Foot injury
- 👁️ Eye injury

- Use proper lifting and bending methods.
- Use ear and eye protection when using jackhammers and sledge hammers.
- Wear gloves and safety shoes.
- Barricade areas.

3. Power Saw Operations



- 👁️ Eye injury
- 👤 Hand injury
- 👂 Ear injury
- Lung injury

- Insure all machine guards are in place.
- Insure blade is sharp and set at proper depth.
- Turn dust collection system on.
- Use push sticks when working in close proximity to saw blade.
- If noise level is high, use ear protection.
- Use eye protection.
- Wear a dust mask or respirator.
- Use proper blades for material being cut.
- Use support system when working with long materials.
- Turn machinery off as soon as you are through using it.
- Only use tools that you have been trained in its proper use and have read and understand its operating safety manual.

4. Hand Held Power Tools



- 👁️ Eye injury
- ⚡ Shock injury
- 👤 Hand injury
- 👂 Ear injury

- Never remove ground prong from tools or cords so it will work in receptacles that have no ground.
- Repair or replace frayed or damaged cord prior to using.
- Never use power tools while standing on wet or dampened surfaces.
- Never bypass safety devices or work with tools where guards are not operable.
- Use two hands on power tools designed for two hand operations.
- Use sharp bits and blades.
- Use tools only for the purpose they were intended.



JOB HAZARD ANALYSIS

Job Analysis for: Carpenter

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Hand Held Power Tools continued		<ul style="list-style-type: none"> <input type="checkbox"/> Do not use tools until you have been trained in the proper use and understand the safety rules of that particular tool. <input type="checkbox"/> Use eye and ear protection as needed.
5. Air Powered Tools	<ul style="list-style-type: none"> Eye injury Puncture injury Ear injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Never use tools with inoperable or bypassed safety features. <input type="checkbox"/> Never shoot nail gun while any part of your body or any one is in line of fire. <input type="checkbox"/> Never use an air tool with the pressure set above its safe operating capacity. <input type="checkbox"/> Use safety glasses or goggles. <input type="checkbox"/> Do not use air tools until you have been trained in its use and have read and understand its operating and safety manual. <input type="checkbox"/> Never use power actuated tool unless you are licensed by its manufacture or representative to do so. <input type="checkbox"/> Use eye and ear protection. <input type="checkbox"/> Never shoot into a wall that has occupants behind it. <input type="checkbox"/> Never point tool at self or others. <input type="checkbox"/> Use tool only as prescribed by the manufacturer.
6. Hand Tools	<ul style="list-style-type: none"> Eye injury Hand injury Ear injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure lids are secure on all containers. <input type="checkbox"/> Do not store supplies on top shelves. <input type="checkbox"/> Properly store flammables in approved storage cabinets.
5. Ladders and Scaffolds	<ul style="list-style-type: none"> Fall Shock hazard Hand injury Back injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Never use a metal ladder near electrical conduits or power lines. <input type="checkbox"/> Keep wood ladders free of splinters and metal ladders free of burrs. <input type="checkbox"/> Never use stepladder leaned against a wall. <input type="checkbox"/> Extension ladders must extend at least 3' above a roof or landing. <input type="checkbox"/> Extension ladders should never be set so the distance from the wall to the base is greater than 1/4 the ladder's length. <input type="checkbox"/> Never go up and down a ladder with tools in your hands. <input type="checkbox"/> It is best to raise and lower them by rope. <input type="checkbox"/> Scaffolds should be equipped with side rails. <input type="checkbox"/> Movable or rolling scaffolds should not be moved while people are on them. <input type="checkbox"/> Inspect all scaffolds prior to use. <input type="checkbox"/> Never go up or down a ladder with your back to it. <input type="checkbox"/> Keep ladder clean. <input type="checkbox"/> Never stand on the top of second rung of any ladder. <input type="checkbox"/> Get help when raising or lowering large ladders. <input type="checkbox"/> Secure ladders to walls with rope whenever possible. <input type="checkbox"/> Ladders should make contact with floor – not tarp or drop cloth.



JOB HAZARD ANALYSIS



Job Analysis for: Carpenter

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
<p>6. Painting or Finishing with</p> <p> Toxic Materials</p>	<p>☹ Eye injury</p> <p>⚠ Trip and Fall</p> <p>☹ Lung injury</p>	<p><input type="checkbox"/> Wear respirator and gloves when needed.</p> <p><input type="checkbox"/> Clean up all spills on floor.</p>
<p>7. Vehicle Operation, Loading and Towing</p> <p></p>	<p>🚗 Collision Hazard</p> <p>📦 Load loss</p> <p>✋ Hand injury</p> <p>⚠ Back injury</p>	<p><input type="checkbox"/> Obey all posted speed limits.</p> <p><input type="checkbox"/> Drive defensively.</p> <p><input type="checkbox"/> Look behind your vehicle before you back up.</p> <p><input type="checkbox"/> Use extra caution when driving students.</p> <p><input type="checkbox"/> Always wear your seat belt.</p> <p><input type="checkbox"/> Do not drive vehicles that are unsafe.</p> <p><input type="checkbox"/> Wear gloves when loading and unloading lumber.</p> <p><input type="checkbox"/> Get assistance for loading or unloading heavy objects.</p> <p><input type="checkbox"/> Secure all lumber, ladders, scaffold etc., secure prior to moving vehicle.</p> <p><input type="checkbox"/> Never overload a trailer or vehicle.</p> <p><input type="checkbox"/> Always secure trailers with an approved safety chain.</p> <p><input type="checkbox"/> Always set emergency brake when parking a vehicle.</p>
<p>8. Proper Clean-up</p> <p></p>	<p>⚠ Trip and Fall</p>	<p><input type="checkbox"/> Do not leave materials or tools scattered around job site.</p>



JOB HAZARD ANALYSIS

Job Analysis for: Electrician

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Determining Parts for Job	Tripping or falling	<input type="checkbox"/> Watch where you walk. <input type="checkbox"/> Use appropriate ladder. <input type="checkbox"/> Do not over extend while measuring.
2. Acquiring Parts	Muscle pulls, cuts or smashing toes or fingers	<input type="checkbox"/> Lift properly. <input type="checkbox"/> Wear gloves. <input type="checkbox"/> Get help lifting if items are too heavy.
3. Determining Load Source	Shocks, cuts, strains, burns, and electrocution.	<input type="checkbox"/> Keep area in front of load center clear to safe distance. <input type="checkbox"/> Get help removing large panel covers. <input type="checkbox"/> Get help removing large panel. <input type="checkbox"/> De-energize buss if practical. <input type="checkbox"/> Wear gloves and keep one hand in pocket when measuring voltages in an energized panel. <input type="checkbox"/> Lock out disconnect when possible.
4. Drilling in Concrete for Anchors to Support Conduit and Equipment	Falls, sprains, muscle pulls and cuts	<input type="checkbox"/> Use appropriate tool for drilling. <input type="checkbox"/> Do not over extend from ladder or platform. <input type="checkbox"/> Make sure of level secure footing and wear protective equipment.
5. Fastening conduit, equipment, and Components.	Falls, muscle pulls and cuts	<input type="checkbox"/> Do not over extend from ladder or ground with weight in hand. <input type="checkbox"/> Lift properly and get help lifting and securing heavy or awkward items.
6. Making connections at switches, receptacles, junctions and over current devices.	Shock and burns	<input type="checkbox"/> Check continuity of wires for shorts before energizing. <input type="checkbox"/> Energize under no load situation. <input type="checkbox"/> Check for proper voltage a damp draw. <input type="checkbox"/> Wear gloves.
7. Energizing new circuit	Shock and burns	<input type="checkbox"/> Check continuity of wires for shorts before energizing shorts before energizing. <input type="checkbox"/> Energize under no load situation. <input type="checkbox"/> Check for proper voltage and amp draw. <input type="checkbox"/> Wear gloves.
8. Attaching Covers	Shock and Cuts	<input type="checkbox"/> De-energize load center, if possible. <input type="checkbox"/> Use appropriate ladder. <input type="checkbox"/> Wear gloves.

JOB HAZARD ANALYSIS

Job Analysis for: Electrician

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
9. Clean Up	Tripping, Cuts and Strains	<input type="checkbox"/> Remove all pieces of conduit, wire, and hardware not used. <input type="checkbox"/> Wear gloves. <input type="checkbox"/> Lift properly. <input type="checkbox"/> Do not try to carry too much. <input type="checkbox"/> Sweep area if needed.
10. Using Power Saws	Cuts and amputation Eye and ear injuries.	<input type="checkbox"/> See carpenters job hazard analysis. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear ear protection when noise level demands.
11. Using Radial Arm and Table Saws	Cuts and amputations Eyes and ear injuries.	<input type="checkbox"/> See carpenters job hazard analysis. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear ear protection when noise level demands.
12. Using Portable Power Drills	Puncture wounds, twisted limbs Eye and ear injuries	<input type="checkbox"/> Use only if trained proper use and drill safety. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear ear protection when noise level demands.
13. Using Hicti Nail Gun	Puncture wounds Eye injuries	<input type="checkbox"/> Employees must have factory training and certification. <input type="checkbox"/> Eye and ear protection must be available.
14. Hydraulic Benders	Crushed limbs and amputations	<input type="checkbox"/> Use only if trained in proper use and bender safety.
15. Power Ditch Digger	Cuts and amputations	<input type="checkbox"/> Use only if trained in proper use and operations.
16. Jackhammer and Power Compactor	Back injuries Crushed limbs, Eye and ear injuries.	<input type="checkbox"/> Use only if trained in proper use and safety. <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear ear protection.
17. Electrical Panels and Equipment	Electrical shocks and burns, death, eye injury.	<input type="checkbox"/> Always work in pairs. <input type="checkbox"/> Turn power off whenever possible. <input type="checkbox"/> Wear eye protection where necessary. <input type="checkbox"/> Perform work only if trained n proper electrical safety.
18. Cherry Picker	Falls, electrical shocks, back injury	<input type="checkbox"/> Use only if trained in proper operation, maintenance, and safety equipment. <input type="checkbox"/> Always work in pairs.

JOB HAZARD ANALYSIS

Job Analysis for: **Electrician**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
19. Using Ladders and Scaffolding.	Falls, back injury	<input type="checkbox"/> Employees must be trained in proper operation and maintenance of equipment. <input type="checkbox"/> Equipment must be in good condition

JOB HAZARD ANALYSIS

Job Analysis for: Ballast Replacement

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
<i>Obtain Work Order</i>		
<i>Obtain Proper Ballast for Replacement.</i>		
1. Determine Need and Obtain Special Equipment for High Areas, Such as ladders and Man lifts.	Possible back injury or other physical injury	<input type="checkbox"/> Lift Heavy objects correctly. <input type="checkbox"/> Get assistance from other personnel as necessary.
2. Proceed to Site.	Traffic accident	<input type="checkbox"/> Be aware of speed.
3. Check in with Site Administration and/or Custodian	Heavy foot traffic on School Site	<input type="checkbox"/> Be aware of children and staff in and around school while driving.
<i>Determine Exact Area where Work is to be Performed</i>		
4. Clear Area of All Unnecessary Personnel	Falling objects, such as tools, from lift or ladder	<input type="checkbox"/> Rope area off with caution tape <input type="checkbox"/> Use second person to monitor area and keep people away
5. Shut Off Power to Affected Fixture(s)	Electrical Shock	<input type="checkbox"/> Use approved lockout tagout procedure.
6. Deploy repair equipment (i.e., ladder, man lift)	Ladder slipping, lift tipping, falling hazard	<input type="checkbox"/> Tie ladder off. <input type="checkbox"/> Use proper outriggers on lift. <input type="checkbox"/> Do not over extend ladder. <input type="checkbox"/> Do not use top step when on ladder. <input type="checkbox"/> Review procedures for power lift operation.

JOB HAZARD ANALYSIS

Job Analysis for: Ballast Replacement

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
7. Examine Fixture for Evidence of Dripping Tar. If so, PCB Precautions Must be Taken Unless Ballast Specifies No PCB's.	Possible PCB contact or inhalation	<input type="checkbox"/> Wear proper gloves, respirator, and other personal safety equipment.
8. Remove Lamps	Lamp breakage	<input type="checkbox"/> Use care on removal. <input type="checkbox"/> Wear safety glasses. <input type="checkbox"/> Do not breathe the gas from broken lamp.
9. Open fixture and Examine Interior for Presence of Tar and/or Asbestos Insulated Wires. If either is present, Use Appropriate Safety Precautions.	Possible PCB and/or asbestos contact	<input type="checkbox"/> Wear proper gloves, respirator, and other personal safety equipment. <input type="checkbox"/> Prevent the spread of PCB's and/or the release of asbestos fibers.
10. Remove Ballast	Area and personal contamination	<input type="checkbox"/> Place ballast in double bag and dispose of in proper container.
11. Clean Tar from Fixture if Necessary using an approved Non-petrochemical Solvent	Area personal contamination	<input type="checkbox"/> Use approved non-petrochemical solvent. <input type="checkbox"/> Use proper gloves and respirator equipment.
12. Install New Ballast, Replacing as much old Fixture Wiring as Possible.	Possible electric shock	<input type="checkbox"/> Ensure lockout/tag out is still in place.
13. Reassemble Fixture and Install New Lamps.	Cuts, bruises, etc.	<input type="checkbox"/> Be cautious of sharp edges of sheet metal. <input type="checkbox"/> Use proper tools.
14. Test Fixture for Proper Function	Possible personal injury to eyes, etc.	<input type="checkbox"/> Use proper testing techniques and proper test equipment.

JOB HAZARD ANALYSIS

Job Analysis for: **Ballast Replacement**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
15. Put Tools and Equipment Away	Back injury or other personal injury	<input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Obtain help if necessary.
16. Ensure Work Area is Clean	Tripping hazards Puncture through sole of shoe	<input type="checkbox"/> Sweep an/or pick up trash, tools, and spare parts from area.
<i>Inform Appropriate Personnel that Work is Complete</i>		
<i>Turn in Completed Work Order</i>		

JOB HAZARD ANALYSIS

Job Analysis for: HVAC Maintenance School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Oxy-acetylene Welding	Eye injury, burns, fires and explosions	<ul style="list-style-type: none"> <input type="checkbox"/> Train employee in proper care, use, and operation of welding equipment. <input type="checkbox"/> Maintain a fire extinguisher at Welding Site. <input type="checkbox"/> Provide proper ventilation. <input type="checkbox"/> Wear proper eye and hand protection.
2. Using Refrigeration Gas Charging Equipment.	Eye injuries, burns, frostbite, suffocation, poisoning	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in proper care, use, and operation of refrigeration gas charging equipment. <input type="checkbox"/> Wear eye and hand protection when necessary.
3. Electric (ARC) Welding	Burns, eye injuries, fires poisoning	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in proper care, use, and operation of welding equipment. <input type="checkbox"/> Maintain a fire extinguisher at welding site. <input type="checkbox"/> Wear eye, hand, and body protection, (leathers).
4. Roof-top HVAC Equipment	Burns, electrical shock, cuts amputations, eye injuries, and falls	<ul style="list-style-type: none"> <input type="checkbox"/> Perform rooftop work in pairs.
5. Boiler Maintenance and Repair	Burns, fires, explosions, suffocation	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in proper boiler operation, maintenance, and safety.
<i>Also See Electrician Job Hazard Analysis</i>		



JOB HAZARD ANALYSIS

Job Analysis for: Maintenance Worker-Carpenter

School/District:

Job /Task

Potential Hazard

Recommended Procedures/Actions

1. Building Renovation 	<ul style="list-style-type: none"> † Trip and Fall Back injury Head injury 👁️ Eye injury ⚡ Shock hazard 🖐️ Hand injury 👂 Ear injury Lung injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove materials from building as they are being disassembled. <input type="checkbox"/> When objects are too heavy to handle get help, use dollies, hand trucks, winches and other mechanical devices whenever possible. <input type="checkbox"/> Lockout any power that may be disturbed during renovation prior to beginning work. <input type="checkbox"/> Wear hard hats in all areas where work is being performed <input type="checkbox"/> Wear eye protection. <input type="checkbox"/> Wear an approved dust mask or respirator. <input type="checkbox"/> Wear gloves and safety shoes. <input type="checkbox"/> Wear ear protection when noise level demands.
2. Sidewalk, Asphalt and Masonry Repairs	<ul style="list-style-type: none"> † Back injury 🖐️ Hand injury 👣 Foot injury 👁️ Eye injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting and bending methods. <input type="checkbox"/> Use ear and eye protection when using jackhammers and sledge hammers. <input type="checkbox"/> Wear gloves and safety shoes. <input type="checkbox"/> Barricade all work areas.
3.  Power Saw Operations	<ul style="list-style-type: none"> 👁️ Eye injury 🖐️ Hand injury 👂 Ear injury Lung injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Insure all machine guards are in place. <input type="checkbox"/> Insure blade is sharp and set at proper depth. <input type="checkbox"/> Turn dust collection system on. <input type="checkbox"/> Use push sticks when working in close proximity to saw blade. <input type="checkbox"/> If noise level is high, use ear protection. <input type="checkbox"/> Use eye protection at all times. <input type="checkbox"/> Wear a dust mask or respirator. <input type="checkbox"/> Use proper blades for material being cut. <input type="checkbox"/> Use support system when working with long materials. <input type="checkbox"/> Turn machinery off as soon as you are through using it. <input type="checkbox"/> Only use tools that you have been trained in its proper use and have read and understand its operating safety manual.
4.  Hand Held Power Tools	<ul style="list-style-type: none"> 👁️ Eye injury ⚡ Shock injury 🖐️ Hand injury 👂 Ear injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Never remove ground prong from tools or cords so it will work in receptacles that have no ground. <input type="checkbox"/> Repair or replace frayed or damaged cord prior to using. <input type="checkbox"/> Never use power tools while standing on wet or dampened surfaces. <input type="checkbox"/> Never bypass safety devices or work with tools where guards are not operable. <input type="checkbox"/> Use two hands on power tools designed for two hand operations. <input type="checkbox"/> Use sharp bits and blades. <input type="checkbox"/> Use tools only for the purpose they were intended.



JOB HAZARD ANALYSIS

Job Analysis for: Maintenance Worker-Carpenter

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Hand Held Power Tools continued		<ul style="list-style-type: none"> <input type="checkbox"/> Do not use tools until you have been trained in the proper use and understand the safety rules of that particular tool. <input type="checkbox"/> Use eye and ear protection as needed.
5. Air Powered Tools	<ul style="list-style-type: none">  Eye injury  Puncture injury  Ear injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Never use tools with inoperable or bypassed safety features. <input type="checkbox"/> Never shoot nail gun while any part of your body or any one is in line of fire. <input type="checkbox"/> Never use an air tool with the pressure set above its safe operating capacity. <input type="checkbox"/> Use safety glasses or goggles. <input type="checkbox"/> Do not use air tools until you have been trained in its use and have read and understand its operating and safety manual. <input type="checkbox"/> Never use power actuated tool unless you are licensed by its manufacturer or representative to do so. <input type="checkbox"/> Use eye and ear protection. <input type="checkbox"/> Never shoot into a wall that has occupants behind it. <input type="checkbox"/> Never point tool at self or others. <input type="checkbox"/> Use tool only as prescribed by the manufacturer.
6.  Hand Tools	<ul style="list-style-type: none">  Eye injury  Hand injury  Ear injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure lids are secure on all containers. <input type="checkbox"/> Do not store supplies on top shelves. <input type="checkbox"/> Properly store flammables in approved storage cabinets.
5. Ladders and Scaffolds	<ul style="list-style-type: none">  Fall  Shock hazard  Hand injury  Back injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Never use a metal ladder near electrical conduits or power lines. <input type="checkbox"/> Keep wood ladders free of splinters and metal ladders free of burrs. <input type="checkbox"/> Never use stepladder leaned against a wall. <input type="checkbox"/> Extension ladders must extend at least 3' above a roof or landing. <input type="checkbox"/> Extension ladders should never be set so the distance from the wall to the base is greater than 1/4 the ladder's length. <input type="checkbox"/> Never go up and down a ladder with tools in your hands. <input type="checkbox"/> It is best to raise and lower them by rope. <input type="checkbox"/> Scaffolds should be equipped with side rails. <input type="checkbox"/> Movable or rolling scaffolds should not be moved while people are on them. <input type="checkbox"/> Inspect all scaffolds prior to use. <input type="checkbox"/> Never go up or down a ladder with your back to it. <input type="checkbox"/> Keep ladder clean. <input type="checkbox"/> Never stand on the top of second rung of any ladder. <input type="checkbox"/> Get help when raising or lowering large ladders. <input type="checkbox"/> Secure ladders to walls with rope whenever possible. <input type="checkbox"/> Ladders should make contact with floor – not tarp or drop cloth.



JOB HAZARD ANALYSIS



Job Analysis for: Maintenance Worker-Carpenter

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
<p>6. Painting or Finishing with</p> <p> Toxic Materials</p>	<p>☹ Eye injury</p> <p>⚠ Trip and Fall</p> <p>☹ Lung injury</p>	<p><input type="checkbox"/> Wear respirator and gloves when needed.</p> <p><input type="checkbox"/> Clean up all spills on floor.</p>
<p>7. Vehicle Operation, Loading and Towing</p> <p></p>	<p>🚗 Collision Hazard</p> <p>☹ Load loss</p> <p>☹ Hand injury</p> <p>⚠ Back injury</p>	<p><input type="checkbox"/> Obey all posted speed limits.</p> <p><input type="checkbox"/> Drive defensively.</p> <p><input type="checkbox"/> Look behind your vehicle before you back up.</p> <p><input type="checkbox"/> Use extra caution when driving students.</p> <p><input type="checkbox"/> Always wear your seat belt.</p> <p><input type="checkbox"/> Do not drive vehicles that are unsafe.</p> <p><input type="checkbox"/> Wear gloves when loading and unloading lumber.</p> <p><input type="checkbox"/> Get assistance for loading or unloading heavy objects.</p> <p><input type="checkbox"/> Secure all lumber, ladders, scaffold etc., secure prior to moving vehicle.</p> <p><input type="checkbox"/> Never overload a trailer or vehicle.</p> <p><input type="checkbox"/> Always secure trailers with an approved safety chain.</p> <p><input type="checkbox"/> Always set emergency brake when parking a vehicle.</p>
<p>8. Proper Clean-up</p> <p></p>	<p>⚠ Trip and Fall</p>	<p><input type="checkbox"/> Do not leave materials or tools scattered around job site.</p>



JOB HAZARD ANALYSIS

Job Analysis for: **Plumber**

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Repair Boilers	Hot water leaks, electrical motors, standing fire in pilot light	<input type="checkbox"/> Cool down boiler prior to repair. <input type="checkbox"/> Turn motors off. <input type="checkbox"/> Co-ordinate repair with electrician.
2. Sewer Rooter	Clothing and hands caught in rooter Shock	<input type="checkbox"/> Wear gloves and tight clothing. <input type="checkbox"/> Use grounded extension cord.
3. Water Cooler	Electric motor and water pump	<input type="checkbox"/> Turn power off at main breaker.
4. Booster Pump	Running electric motor	<input type="checkbox"/> Turn power off at main breaker, open valves and drain water.

JOB HAZARD ANALYSIS

Job Analysis for: Printer

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Camera and Paste Up	Eye irritation from splashing photographic chemicals Hand injury (cuts)	<ul style="list-style-type: none"> <input type="checkbox"/> Use caution in pouring chemicals into film processors and while cleaning up. <input type="checkbox"/> Use caution and care in handling razor blades and x-acto knives during paste up procedures.
2. Stripping And Plate Making	Hand injury Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Use caution and care in handling razor blades and x-acto knives during paste stripping procedures. <input type="checkbox"/> Use care in handling metal plates making sure not to run your fingers along sharp edge during processing. <input type="checkbox"/> Use care and caution while changing carbons in plate maker. <input type="checkbox"/> Make sure power is disconnected before changing.
3. Offset Press Operations	Hand injury Back injury Eye injury Hand injury Skin irritation; respiratory problems	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all guards are in place and operate properly. <input type="checkbox"/> Stay clear of moving parts during operation. <input type="checkbox"/> Use care in handling heavy loads of paper (use proper lifting procedures and handling in small lifts). <input type="checkbox"/> Make sure power is disconnected before changing. <input type="checkbox"/> Make sure no adjustments using hand tools are made when press is running. <input type="checkbox"/> No lubrication should be done while press is running. <input type="checkbox"/> Do not use shop towels near press while machine is running. <input type="checkbox"/> Wear gloves and use exhaust ventilation while cleaning press.
4. Typesetting	Eye injury (saw operation) Hand injury (saw operation) Burns (intertype Operation) Eye injury (intertype Operation)	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure guards are in place and use proper eye protection. <input type="checkbox"/> Keep guards in place and practice safe work procedures. <input type="checkbox"/> Use caution and make sure metal pot is clean and in good operation. <input type="checkbox"/> Keep machine free of metal chip accumulation and practice good housekeeping during operation.
5. Letter Press Printing	Hand injury Eye injury Back injury	<ul style="list-style-type: none"> <input type="checkbox"/> Practice safe operating procedures while operating. <input type="checkbox"/> Make sure all guards are in place and operational. <input type="checkbox"/> Do not adjust moving parts while press is running. <input type="checkbox"/> Do not lubricate press or use hand tools to adjust press while it is running. <input type="checkbox"/> Use safe lifting procedures while loading and unloading paper from press.

JOB HAZARD ANALYSIS

Job Analysis for: Printer

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
6. Bindery Procedures	Hand injury - paper cutter	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all guards are in place and operational while machine is running. <input type="checkbox"/> Make sure blade is sharp and in proper adjustment. <input type="checkbox"/> Make sure not to move hands toward paper stock before cutting power on cutter. <input type="checkbox"/> Keep hands clear of paper clamp during operation. <input type="checkbox"/> Keep hands clear of clamp and drill bit during operation. <input type="checkbox"/> Make sure drill bits are sharp and proper eye protection is worn during operation. <input type="checkbox"/> Make sure guards are in place and operational. <input type="checkbox"/> Do not reach into folder to remove jammed paper while machine is running. <input type="checkbox"/> Do not attempt to adjust or oil folder while running. <input type="checkbox"/> Stay clear of sealing wire while using shrink wrapper. <input type="checkbox"/> Keep a safe distance while using heat gun to shrink-wrap packages.
	Hand injury – paper drill	
	Eye injury – paper drill	
	Hand injury – folder	
	Burns – shrink wrap machine	
7. General Safety	Hand injury	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all guards are in place and functional. <input type="checkbox"/> Do not take chances trying to remove sheets of paper lodged in press or folder during operation. <input type="checkbox"/> Make sure all cutting tools are sharp and properly adjusted. <input type="checkbox"/> Make sure to wear proper eye protection when needed. <input type="checkbox"/> Practice good housekeeping; remove paper dust, debris, and metal chips from machines before operating. <input type="checkbox"/> Make sure all electrical cords are in good repair and functional. <input type="checkbox"/> Remove power cords before changing light bulbs, carbons, etc. <input type="checkbox"/> Practice proper lifting procedures and do not over-tax your back with heavy loads. <input type="checkbox"/> Use carts and hand trucks to move loads around shop.
	Eye injury	
	Burns	



JOB HAZARD ANALYSIS

Job Analysis for: Warehouse/Delivery Person

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Operation of Forklift 	<ul style="list-style-type: none">  Accidents ↑ Bodily injury due to excessive speed, and tilting forklift forward. 	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in proper forklift operation. <input type="checkbox"/> Operate forklift at proper speed. <input type="checkbox"/> Do not exceed maximum weight limit.
Lifting Cases of Stock Items 	<ul style="list-style-type: none"> ↑ Back injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting and bending methods. <input type="checkbox"/> Lift only one case at a time and use proper lifting techniques. <input type="checkbox"/> Multiple cases must be handled on a pallet with a forklift.
Lifting and Carrying 	<ul style="list-style-type: none"> ↑ Strain and sprains, back injuries Trip hazard Fall hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Use dollies, hand trucks or carts for heavy loads. <input type="checkbox"/> Get help when needed. <input type="checkbox"/> Make sure there is safe clearance for moving equipment and materials through aisles and doorway.
Moving Cases of Stock Items 	<ul style="list-style-type: none"> Foot injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear steel-toed safety shoes.
Storage of Stock Items	<ul style="list-style-type: none"> ↑ Bodily injury from collapsing stacks of cases 	<ul style="list-style-type: none"> <input type="checkbox"/> Lower pallets to floor level when picking single cases. <input type="checkbox"/> Two employees must work together when pulling down cases.
Picking Orders 	<ul style="list-style-type: none"> ↑ Bodily, strain and sprains injuries Crushing hazard Fall hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure lids are secure on all containers. <input type="checkbox"/> Do not store supplies on top shelves. <input type="checkbox"/> Properly store flammables in approved storage cabinets.

JOB HAZARD ANALYSIS



Job Analysis for: Warehouse/Delivery Person

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Driving/Parking 	 Accidents  Bodily injury <i>Resulting in property damage and/or personal injury.</i>	<input type="checkbox"/> Perform a daily pre-trip inspection of vehicle. <input type="checkbox"/> Wear seatbelts shoulder harness at all times. <input type="checkbox"/> Observe all traffic laws. <input type="checkbox"/> Do not exceed speed limits, observe weather conditions and slow down. <input type="checkbox"/> Use defensive driving techniques. <input type="checkbox"/> Look behind your vehicle before you back up. <input type="checkbox"/> Use extra caution when driving students. <input type="checkbox"/> Always wear your seat belt. <input type="checkbox"/> Do not drive vehicles that are unsafe.
Loading and Unloading Freight in Food Freezers	Fall hazard Trip hazard	<input type="checkbox"/> Watch for ice and objects on floor.
Loading and Unloading Operations 	 Accidents  Bodily injury <i>Resulting in property damage and/or personal injury.</i>	<input type="checkbox"/> Secure trucks and trailers before loading and unloading operations. <input type="checkbox"/> Check dock plates and loading ramps to ensure they can handle load. <input type="checkbox"/> Use appropriate equipment for materials handling (i.e. hand trucks, dollies, carts, hoists, etc.) and inspect equipment before prior to use. <input type="checkbox"/> Wear gloves when loading and unloading lumber. <input type="checkbox"/> Get assistance for loading or unloading heavy objects. <input type="checkbox"/> Never overload a trailer or vehicle. <input type="checkbox"/> Always secure trailers with an approved safety chain. <input type="checkbox"/> Always set emergency brake when parking a vehicle.

JOB HAZARD ANALYSIS

Job Analysis for: Warehouse/Delivery Person

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Operation of Forklift	<ul style="list-style-type: none">  Accidents ↑ Bodily injury due to excessive speed, and tilting forklift forward. 	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees in proper forklift operation. <input type="checkbox"/> Operate forklift at proper speed. <input type="checkbox"/> Do not exceed maximum weight limit.
Lifting Cases of Stock Items	<ul style="list-style-type: none"> ↑ Back injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting and bending methods. <input type="checkbox"/> Lift only one case at a time and use proper lifting techniques. <input type="checkbox"/> Multiple cases must be handled on a pallet with a forklift.
Lifting and Carrying	<ul style="list-style-type: none"> ↑ Strain and sprains, back injuries Trip hazard Fall hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Use dollies, hand trucks or carts for heavy loads. <input type="checkbox"/> Get help when needed. <input type="checkbox"/> Make sure there is safe clearance for moving equipment and materials through aisles and doorway.
Moving Cases of Stock Items	<ul style="list-style-type: none"> Foot injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear steel-toed safety shoes.
Storage of Stock Items	<ul style="list-style-type: none"> ↑ Bodily injury from collapsing stacks of cases 	<ul style="list-style-type: none"> <input type="checkbox"/> Lower pallets to floor level when picking single cases. <input type="checkbox"/> Two employees must work together when pulling down cases.
Picking Orders	<ul style="list-style-type: none"> ↑ Bodily, strain and sprains injuries Crushing hazard Fall hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure lids are secure on all containers. <input type="checkbox"/> Do not store supplies on top shelves. <input type="checkbox"/> Properly store flammables in approved storage cabinets.

JOB HAZARD ANALYSIS

Job Analysis for: Warehouse/Delivery Person

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Driving/Parking	<ul style="list-style-type: none">  Accidents † Bodily injury <i>Resulting in property damage and/or personal injury.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Perform a daily pre-trip inspection of vehicle. <input type="checkbox"/> Wear seatbelts shoulder harness at all times. <input type="checkbox"/> Observe all traffic laws. <input type="checkbox"/> Do not exceed speed limits, observe weather conditions and slow down. <input type="checkbox"/> Use defensive driving techniques. <input type="checkbox"/> Look behind your vehicle before you back up. <input type="checkbox"/> Use extra caution when driving students. <input type="checkbox"/> Always wear your seat belt. <input type="checkbox"/> Do not drive vehicles that are unsafe.
Loading and Unloading Freight in Food Freezers	<ul style="list-style-type: none"> Fall hazard Trip hazard 	<ul style="list-style-type: none"> <input type="checkbox"/> Watch for ice and objects on floor.
Loading and Unloading Operations	<ul style="list-style-type: none">  Accidents † Bodily injury <i>Resulting in property damage and/or personal injury.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Secure trucks and trailers before loading and unloading operations. <input type="checkbox"/> Check dock plates and loading ramps to ensure they can handle load. <input type="checkbox"/> Use appropriate equipment for materials handling (i.e. hand trucks, dollies, carts, hoists, etc.) and inspect equipment before prior to use. <input type="checkbox"/> Wear gloves when loading and unloading lumber. <input type="checkbox"/> Get assistance for loading or unloading heavy objects. <input type="checkbox"/> Never overload a trailer or vehicle. <input type="checkbox"/> Always secure trailers with an approved safety chain. <input type="checkbox"/> Always set emergency brake when parking a vehicle.

GUIDE TO SAFE WAREHOUSE OPERATIONS

Chemical Storage

1. Read each MSDS carefully (check flammability and toxicity).
2. Determine if the shelves are strong enough to support the weight of the chemicals. Bolt shelves together and to a solid surface.
3. Ensure shelves are resistant to chemical vapors or are checked periodically for damage or weakened clips.
4. Store chemical together by chemical families.
5. Store liquids away from solid chemicals
6. Never store flammable products next to paper products
7. All employees should be familiar with safe handling and storage of all chemical products.
8. Control and/or divert chemical spill runoff away from sewer drains.
9. Clean up all spills immediately and completely.

Housekeeping

Good housekeeping practices are essential in maintaining a clean, efficient, and safe work environment. All employees are to maintain their work areas in a clean and organized manner. All tools and equipment should be replaced after use. Power cords should be properly secured and not allowed to hang freely into walkways or work areas.

Floor surfaces should be continually monitored for trip hazards. All spills should be cleaned up immediately and completely. Wet floors should be clearly posted.

Oily and solvent-soaked rags shall be disposed of in covered metal containers separate from combustible materials.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible.
5. Grip the load firmly with you hands, not your fingers.
6. Lift your head and shoulders, and then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down; do not bend at the waist.
9. If the load is too heavy, get help. Do not attempt to lift more weight than what you are comfortable with.

Warehouse Layout

In laying out warehouse space, safety must be the primary consideration. One serious safety violation cannot only cause damage to goods but possible destruction of costly equipment and other property, and even the loss of life. Layout planning requires consideration of size and location of doors, location of lights, lighting circuits and switches, condition of the flooring and its floor load rating, height of ceilings or overhead obstructions throughout the warehouse, i.e. type, location, and capacity of elevators, ramps, and chutes and the location of water outlets and fire fighting equipment.

GUIDE TO SAFE WAREHOUSE OPERATIONS

The layout must also allow for the material handling equipment to be used, the size, shape, weight, and container strength of commodities to be handled. Factors such as floor load capacity, floor surface, roof supports and clearances, and loading platforms are all very important when planning for the safe operation of the warehouse.

Height of Stacks

The height of stacks should be planned to prevent damage to supplies and to maintain clearances. The height of the stack below automatic sprinkler deflectors has certain limitations.

Height of Stack	Required Clearance to ceiling
Does not exceed 15 feet	18"
Exceeds 15 feet	36"
Hazardous commodities, regardless of stack height	36"
Stacks around light or heating fixtures	18"
Stacks with supplies above the horizontal level of the lower roof trusses or beams	18" horizontal clearance to beam or truss

Clearances

Ordinarily, clearances between stored materials and walls are not required. In some instances, however, they are important and must be maintained. A 24-inch clearance must be maintained between stored materials and substandard firewalls. A substandard firewall has a resistance rating of less than four hours. When hazardous materials are stored in general-purpose warehouses, a 24-inch wall clearance is required. When, for instance, clearances are necessary to maintain storage block limitations because the supplies are hazardous or combustible, clearances between stacks are not more than 4 feet in width for 2,000 square-foot blocks, or 6 feet for 8,000 square-foot blocks. A 24-inch clearance must be maintained around the path of travel of fire doors. Materials are not to be stored within 36 inches of a fire door opening.

Accessibility of Stored Supplies

The location of each stored item must be known, and each item must be readily accessible. There are several factors to consider in relation to *accessibility*; the most important of these are doors and aisles, which influence the entire warehouse layout. Rows and the direction of storage must also be considered in making supplies accessible.

Pallet racks are an essential part of any warehouse layout plan in the state of California. These racks should be securely fastened to floors, walls, and ceilings where possible. To insure that racks remain as stationary as possible, in the event of an earthquake, they should also be braced one to another to reinforce and support the entire rack system.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
1. Walking on Wet, Slippery Floors	Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Use non-skid strips appropriately placed in dish room and heavy traffic area. <input type="checkbox"/> Wear shoes with non-skid soles. <input type="checkbox"/> Immediately wipe up water, spilled liquid, or food.
2. Removing, dropping Cans, Boxes, Bags, etc. from Pantry.	Foot injury	<ul style="list-style-type: none"> <input type="checkbox"/> Wear shoes with of leather, or leather like material, with an enclosed heel and toe.
3. Lifting Case Goods and Heavy Items	Strain	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques, using leg muscles. <input type="checkbox"/> Ask for help. <input type="checkbox"/> Break the case and take product out one item at a time.
4. Emptying Heavy Sacks of Grain	Strain	<ul style="list-style-type: none"> <input type="checkbox"/> Do not attempt to lift. <input type="checkbox"/> Scoop product out of sack into a sealed container.
5. Getting Product Off of a High Shelf	Hit by falling objects Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Always use stepladder provided.
6. Using a Ladder	Falling	<ul style="list-style-type: none"> <input type="checkbox"/> Never stand on top rung of a ladder.
7. Using Electric or Manual Can Openers	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Wipe container clean so it will not slip while you attempt to open. <input type="checkbox"/> Replace can opener blades often. <input type="checkbox"/> Do not turn on can opener until blade is imbedded into the can.
8. Cleaning of Can Openers	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure electric can openers are in the "off " position or unplugged.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
9. Lifting Lids on Stock Pans	Steam burns	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain firm pressure between the near edge of the lid and the top of the container. <input type="checkbox"/> Rotate the far edge of the lid "up" removing from the far edge of the container, allowing excess steam to escape away from you.
10. Removing Product from Top Shelf of the Oven.	Arm burns	<ul style="list-style-type: none"> <input type="checkbox"/> Always wear protective mitt (elbow length). <input type="checkbox"/> Use stepladder for liquid products to prevent possible spillage onto yourself or others.
11. Cleaning Ovens with Aerosol Spray	Exposure to fumes Chemical burns	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure oven is "off", if using convection oven, turn off the fan. <input type="checkbox"/> Use safety goggles and appropriate gloves.
12. Working in Hot steamy Dish Room	Exposure to excessive heat	<ul style="list-style-type: none"> <input type="checkbox"/> Keep metal screen to dish room up for proper ventilation. <input type="checkbox"/> Use room exhaust fans and shelf fans for proper ventilation.
13. Using Commercial Mixer	Burns Eye injury Hand injury Arm injury	<ul style="list-style-type: none"> <input type="checkbox"/> Always return the mixer to the "low speed" position before turning it OFF. <p style="text-align: center;"><i>The above instructions will prevent burning or injuring the next operator by splashing the hot and/or cold contents from the mixer when turning it ON in the "high speed" position.</i></p>
	Attachment flying off mixer	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all attachments and bowls are securely fastened to the mixer before using.
	Apron strings caught in attachments	<ul style="list-style-type: none"> <input type="checkbox"/> Tie aprons in back
14. Using Shredder Blade or Cutting Blade on Mixer	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never use hands to push product into hopper. <input type="checkbox"/> Use only the metal push plate. <input type="checkbox"/> Turn mixer off when introducing additional product.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
15. Using knives	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never pick up a knife by the blade. <input type="checkbox"/> Never put a knife into the sink to be washed (wash separately). <input type="checkbox"/> Use proper knife for the job. <input type="checkbox"/> Store knives with blade down and away from hands.
16. Putting Up Case Goods, Produce, Boxes, etc.	Falls	<ul style="list-style-type: none"> <input type="checkbox"/> Keep floors in prep room and dish room clear of all boxes, produce crates, etc.
17. Using Top Burners on Oven	Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Keep stockpots on front burners to avoid burns.
18. Equipment Maintenance	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Report to supervisor dull blades and any equipment that is not functioning properly. Equipment in poor repair can cause an accident.
19. First Aid for Cuts	Infection	<ul style="list-style-type: none"> <input type="checkbox"/> Any nick or cut should be covered with a band aide and a finger guard in order not to contaminate food and/or cause an infection in the cut.
20. Use of Liquid Soaps, Powdered Detergents, Cleaning Solutions of any kind.	Eye and Skin burns, irritation	<ul style="list-style-type: none"> <input type="checkbox"/> Keep Material Safety Data Sheets (MSDS) on all products used with proper instruction for treatment if cleaning solutions are swallowed, get into eyes, on skin, etc. <input type="checkbox"/> Have eyewash, and first aid materials available at all times.
21. Lifting	Muscle Strain	<ul style="list-style-type: none"> <input type="checkbox"/> When taking tubs of food etc. from one part of the kitchen to the other, always use wheeled carts provided. Do not carry items one at a time. <input type="checkbox"/> Use proper lifting techniques.
22. Wearing Plastic Aprons		<ul style="list-style-type: none"> <input type="checkbox"/> Never wear plastic aprons near an oven or flame source. <input type="checkbox"/> Plastic aprons are to be used in the dish room only.

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
23. Using and Cleaning Commercial Slicers.	Cuts	<ul style="list-style-type: none"> <input type="checkbox"/> Never clean blades without using metal gloves provided. <input type="checkbox"/> Always turn any machinery "OFF" when not in use. <input type="checkbox"/> Always turn any machinery "OFF" before attempting to clean and unplugged if able.
24. Serving Food to Student/Parent/Staff Members.	Choking	<ul style="list-style-type: none"> <input type="checkbox"/> Know the Heimlich procedure. <input type="checkbox"/> Post non-choking posters in cafeteria, kitchen, etc.
25. Working Near Pot on Stove	Burns from pots falling Off stove	<ul style="list-style-type: none"> <input type="checkbox"/> Always keep handles of pots away from the edge of stove.
26. Using Equipment	Cuts Burns Muscle strain Arm injury Leg injury Bodily injury	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper operating procedures of all commercial equipment and keep the manufactures instructions for use of equipment available for easy reference.
27. Bending Over Machinery	Being caught in Machinery Breaking bones Cuts Bruises, etc.	<ul style="list-style-type: none"> <input type="checkbox"/> Do not wear jewelry or loose clothing that can be caught in equipment. Wear short-sleeved shirts. <input type="checkbox"/> Do not wear long sleeved sweater or jackets around equipment.
28. Attaching Mixer Bowls to Commercial Mixers	Pinching, Bruising	<ul style="list-style-type: none"> <input type="checkbox"/> Always turn "Locking Mixer Arms" inward after removing mixing bowl. <input type="checkbox"/> When returning mixing bowl, be sure that "Locking Mixer Arms" have been Secured.
29. Cleaning or Working in Walk in Refrigerators	Exposure to cold temperatures	<ul style="list-style-type: none"> <input type="checkbox"/> Wear proper warm garments. <input type="checkbox"/> Be sure that doors have inside handles or in the case of older models that the door axe is in its proper holder on the inside of the walk-in door.
30. Using Deep Fryers	Burns from splashing Oil	<ul style="list-style-type: none"> <input type="checkbox"/> Use extra caution putting foods in fryer. <input type="checkbox"/> Use extra long tongs to remove some foods from fryer (doughnuts, etc.)

JOB HAZARD ANALYSIS

Job Analysis for: Food Service

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
31. Cleaning Deep Fryers	Burns from Hot Oil Slipping on Oil spilled on floor Spills	<ul style="list-style-type: none"> <input type="checkbox"/> Use extra caution draining oil. <input type="checkbox"/> Clean fryers when no one is in area. <input type="checkbox"/> Put a large pan under container oil is drained into to catch any spills or drips. <input type="checkbox"/> If any oil is spilled, clean up immediately with soap and water or degreaser. <input type="checkbox"/> Wear appropriate protective gear when cleaning up spills (gloves) etc.
32. Using Dishwasher	Steam Burns	<ul style="list-style-type: none"> <input type="checkbox"/> Use caution when opening door, keep face, and hands clear.
33. Using Chemicals	Poison	<ul style="list-style-type: none"> <input type="checkbox"/> Keep all chemicals stored away from food. <input type="checkbox"/> Read chemical labels and follow instructions carefully. <input type="checkbox"/> Wear personal protective gear. If unsure, ask chemistry instructor or other qualified individual for assistance.
34. Food Warmer, Steam Table	Tripping over cords	<ul style="list-style-type: none"> <input type="checkbox"/> Keep cords out of walkways.
35. Driving District Vehicle	Vehicle Accident Bodily injury Property damage	<ul style="list-style-type: none"> <input type="checkbox"/> Follow all California traffic laws. <input type="checkbox"/> Watch out for pedestrians and stationary road structures. (road debris, center dividers, safety cones, etc.)
36. Serving Food	Food Poisoning	<ul style="list-style-type: none"> <input type="checkbox"/> Handle and store foods at the appropriate temperatures to avoid contamination of bacteria, (keep hot foods hot, and cold foods at cold temperatures appropriate for safe handling and storage). <input type="checkbox"/> WASH HANDS OFTEN, especially after going to the restroom or handling potentially contaminated items. <input type="checkbox"/> Keep dirty dishes away from clean dishes.
37. Opening and Emptying 50 lb. Packs of Food	Inhalation of powdered products (i.e. flour, sugar or powdered milk)	<ul style="list-style-type: none"> <input type="checkbox"/> Place bad down inside receptacle before emptying to prevent airborne product.

Safe Operating Rules For Office and Classroom Personnel

The following are safe operating rules and procedures for various operations in the school. Every employee has the responsibility to work in a safe manner to protect his own health and the health of those around him.

For all operations safety is an important consideration. Under no circumstances should any employee attempt to operate a piece of machinery or equipment without having first received training and instruction.

Office Safety

1. Office furniture should be selected for safety and efficiency. Swivel chairs should have a minimum base of 20 inches. Chairs should be individually adjusted to the person using them.
2. Do not "top load" file cabinets. If possible, choose cabinets and desks that open only one drawer at a time.
3. Bolt cabinets together and to the floor or wall.
4. Lifting and moving of furniture should be done only by those with proper training and equipment (jacks or dollies).
5. All floor finishes and waxes used on floors should have good anti-slip properties.
6. In wet weather, place rubber mats near entryways inside and out.
7. Keep floor coverings in good repair.
8. Stairway risers and handrails shall be maintained in good condition. Exits shall be clearly marked and unlocked during business hours. Fire doors to stairwells shall be closed and unlocked.
9. All employees shall be familiar with emergency evacuation procedures.
10. Desk and file drawers should not be left open.
11. Extension cords should be well away from aisles and pathways.
12. Material storage should not be on cabinets or in aisle ways. Heavy objects should be as low as possible, if not floor level.
13. Employees should not stand on chairs or other makeshift elevations to retrieve stored items.

Safe Use of Hand Tools

Every employee shall continuously inspect all tools to assure safe condition. All tools shall be restricted to the use for which they are intended. They should be used only by those employees who are required and trained to use such tools.

All tools shall be kept in good condition and safely stored. Unsafe hand tools shall not be used. Employees should report any deficiencies to their supervisor immediately.

Safe Operating Rules For Office and Classroom Personnel

Machine Operation/Guarding

1. Only trained personnel are allowed to operate any machine.
2. Do not remove or disengage any guard on any machine.
3. Turn off all machines when not in use.
4. Visually inspect the machine before use for any obvious deficiencies.
5. Immediately report any problem to the supervisor.
6. Do not operate any machine until necessary repairs are made.

Proper Lifting Technique

1. Check the object to make sure the weight is stable.
2. Make sure there are no sharp or abrasive edges.
3. Choose your path of travel before you lift, and make sure the path is clear.
4. Position yourself as close to the load as possible
5. Grip the load firmly with your hands, not your fingers.
6. Lift your head and shoulders, and then begin the lift with the legs first, keeping the back straight.
7. Do not twist while carrying the load.
8. Unload using the legs to squat down; do not bend at the waist.
9. If the load is too heavy, get help. Do not attempt to lift more weight than what you are comfortable with.

Video Display Terminals (VDT's)

1. The screen should be located 12-18 inches from your face, with the top line being just below eye level.
2. Locate the screen close to a blank wall if possible and at a comfortable angle.
3. Set up the keyboard so wrists are as straight as possible and elbows are at a 90- degree angle.
4. The document holder should be the same size and height as the screen.
5. Properly adjust chair to allow for the greatest comfort and support.
6. Do not use lighting that creates a glare on the screen.
7. Place the VDT at right angles to the window.
8. Occasionally refocus on a distant object to give eyes a break.
9. Occasionally stretch shoulders, neck, and upper back to relieve tension.

JOB HAZARD ANALYSIS

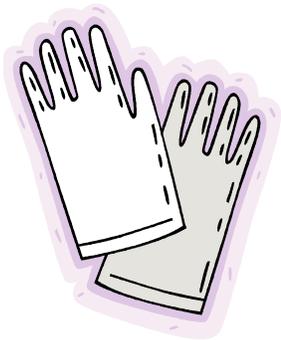
Job Analysis for: Office Clerical Position

School/District:

Job /Task	Potential Hazard	Recommended Procedures/Actions
Use of Office Machines and Equipment	Cuts Falls Bruises Strains	<ul style="list-style-type: none"> <input type="checkbox"/> Keep workstation equipment in good working order (desk, paper cutters, chair, electrical cord). <input type="checkbox"/> Keep drawers shut in desks or file cabinets <input type="checkbox"/> Operate office machines in accordance with proper instructions.
Interaction with Pupils (Site Secretaries)	Personal illness	<ul style="list-style-type: none"> <input type="checkbox"/> Wear gloves, when appropriate. <input type="checkbox"/> Use proper personal hygiene (hand-washing). <input type="checkbox"/> Properly dispose of soiled materials immediately in appropriate container.
Lifting and Carrying	Strains, sprains	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper lifting techniques. <input type="checkbox"/> Locate assistance for lifting heavy materials, as necessary. <input type="checkbox"/> Use carts, dollies, or hand trucks when appropriate. <input type="checkbox"/> Do not overextend when reaching.
Storage of Materials	Strains, sprains Head injuries Eye injuries	<ul style="list-style-type: none"> <input type="checkbox"/> Practice good housekeeping techniques. <input type="checkbox"/> Do not use the tops of lockers, cabinets, or other equipment for storage purposes. <input type="checkbox"/> Keep aisles and exists clear.
General Office Practices	Burns Respiratory illness Shock Strains, sprains	<ul style="list-style-type: none"> <input type="checkbox"/> When using fluids, read label and follow directions closely, including the safety precautions specified on the Material Safety Data Sheet (i.e., ditto fluid, copier toner) <input type="checkbox"/> Immediately notify supervisor of any equipment in need of repair. <input type="checkbox"/> Do not use extension cords for permanent wiring. <input type="checkbox"/> Properly adjust chair and arrange workstation for comfort.

MERCED UNION HIGH SCHOOL DISTRICT

CONTROL PROGRAM FOR OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS



AS MANDATED BY: 29 CFR 1910.1030 and
CCR TITLE 8, GISO 5193

Alan Peterson, Superintendent

Prepared By
Terri Prichard CSP, CET, CPSI

MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

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MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

Remember, as an employee of Merced Union High School District, you must:

1. Use Universal Precautions whenever you perform a task involving blood or other potentially infectious body fluids.
2. Report all incidents of exposure to blood or other body fluids.

Examples of these are:

Getting someone else's blood into your blood through a cut or open wound.

Getting stuck with a needle or other blood/body fluid contaminated sharp.

Getting splashed in the face with body fluids.

Any chance exposure that results in blood or body fluid getting into your blood.

3. If you need personal protective equipment please notify your supervisor or site secretary.

Available PPE includes:

Latex gloves

Spill Kits

First Aid Kits with CPR masks

If you have a blood or other body fluid spill

CALL A CUSTODIAN.

They have the right equipment for the job.

If you have any questions see your Supervisor or the District
Safety Officer.

MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

The Merced Union High School District recognizes the Occupational Exposure to Bloodborne Pathogens Standard, 29 CFR 1910.1030 and Title 8 GISO 5193, as promulgated by the United States Department of Labor, Occupational Safety and Health Administration (OSHA) and Cal-OSHA. Merced Union High School District, during the course of operations, has procedures and controls to reduce the exposure to occupational incidents involving bloodborne infectious disease in general and both Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) in particular.

I. **Purpose**

The purpose of the bloodborne pathogens standard is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens that employees may encounter in their workplace.

Employees should follow good general principals when working with bloodborne pathogens. These include:

- Minimize the potential for exposure to bloodborne pathogens.
- Never underestimate the risk of exposure to bloodborne pathogens.
- Institute work practice and engineering controls to eliminate or minimize exposure to bloodborne pathogens.

II. **Objectives of the Plan**

- A. To protect Merced Union High School District employees from the health hazards associated with bloodborne pathogens.
- B. To provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

III. **Responsibilities**

- A. The Superintendent is responsible for exposure control for Merced Union High School District employees.
- B. Departments will develop a list of affected employees to include job title, work location and an explanation of potential exposures. Each department's list will be kept on file in their own department and a copy filed with the District Safety Officer.
- C. Supervisors will be responsible for providing information and training to all employees who have the potential for exposure. Supervisors will enforce the use of all procedures to control exposure to bloodborne pathogens, and when necessary, utilize disciplinary action procedures for non-compliance.
- D. It is important that employees:
 - 1. Know what tasks they perform that may have occupational exposure.
 - 2. Attend training sessions.
 - 3. Plan and conduct all operations in accordance with work practice controls.
 - 4. Develop good personal hygiene habits.

MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

- E. The District Safety Officer will be responsible for:
1. Assisting in determining hazard exposure and affected employees.
 2. Providing personal protective equipment to reduce the chances of exposure.
 3. Providing necessary supplies for sanitation and waste disposal.
 4. Communicating hazards to employees through the use of labels, signs, etc.
 5. Training custodial staff in proper waste disposal procedures.

IV. **Review Requirements.** This plan will be reviewed annually and updated under the following circumstances:

- A. Annually, on or before June 30th of each year.
- B. Whenever new or modified tasks and procedures are implemented which affect occupational exposure of Merced Union High School District employees.
- C. Whenever jobs are revised such that new instances of occupational exposure may occur.
- D. Whenever new functional positions are established that may involve exposure to bloodborne pathogens.

Note: Any and all of the above tasks and responsibilities may be performed by independent contractors.

V. **Hazard Exposure Determination**

Merced Union High School District may perform medical procedures as outlined in the California Department of Education's published **Guidelines and Procedures for Meeting the Specialized Physical Health Care Needs of Pupils**. In addition to these procedures, exposure to bloodborne pathogens is determined to be from routine and emergency first aid treatment of common workplace and classroom injuries.

Bloodborne pathogens are defined as microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to Immunodeficiency virus (HIV), hepatitis A (HAV) and hepatitis B (HBV) that can be transmitted through human body fluids such as blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, and saliva (in dental settings) and other media if contaminated with HIV/HAV/HBV. **Note: Feces, urine, nasal secretions, sputum, sweat, tears or vomitus may be disposed of in the usual manner unless they contain visible blood.** However, all body fluids should be treated as if contaminated.

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The primary exposures to bloodborne pathogens, other than sexual, pre-natal transmission and sharing of intravenous drug use equipment is unprotected contact with body fluids. Casual contact, such as interviewing, sharing restroom facilities, handshaking or embracing does not provide a significant exposure.

Employee groups not specifically designated by the District as affected employees may use the **Hazard Determination Worksheet** form to petition to be included as having potential occupational exposure. The petition should be submitted to the District Safety Officer in writing. The District Safety Officer will evaluate the request and notify the employee of the District's decision within 10 working days.

Merced Union High School District has determined that the following job classifications and responsibilities include employees with potential occupational exposure:

Job Classifications	Associated Tasks/Procedures
<ul style="list-style-type: none"> • Nurse • Child Development Center Teachers and Instructional Aides • Child Development Center Supervisor • Special Education Teachers • School Aide/Paraprofessional-Special Education • Adult School Teachers and Aids in Young Parenting Class • Adult School Teachers and Aides in Preschool Co-Op 	Administration of emergency and routine first aid procedures. Care of Special Education Students, Developmentally Disabled, Infants and other students requiring medical care.
<ul style="list-style-type: none"> • Clerical staff who give first aide • Site First Aid Designees 	Administration of emergency and routine first aid procedures. Dispensing of medication to students.
<ul style="list-style-type: none"> • Coaches • Walk-on Coaches • PE Teachers 	Administration of emergency and routine first aid procedures including CPR
<ul style="list-style-type: none"> • Bus Drivers • Mechanic/Bus Driver • Mechanic/Bus Driver/Dispatcher • Mechanic Trainee/Bus Driver • Transportation Helper/Bus Driver 	Administration of emergency and routine first aid procedures including CPR Clean up of blood, saliva, vomitus or semen. Handling, repair, or maintenance of any equipment or tools that may be contaminated with blood, saliva or vomitus.
<ul style="list-style-type: none"> • Community/School Resource Liaison • Campus Liaison Official • All Site Administrators, including: <ul style="list-style-type: none"> -Vice Principals -Assistant Principals -Program Specialists • Home Study Teachers 	Administration of emergency and routine first aid procedures including CPR Breaking up fights and dealing with violent and difficult students or situations. Clean up of blood, saliva, vomitus or semen.
<ul style="list-style-type: none"> • Chief Custodian • Custodians I, II, III 	Clean up of blood, saliva, vomitus or semen. Handling, repair, or maintenance of any equipment or tools that may be contaminated with blood, saliva or vomitus.

VI. **Methods of Compliance**

- A. Universal Precautions. The following universal precautions and general safety rules have been established for preventing the spread of viral and bacterial organisms (namely: HIV/HAV/HBV). In all cases, the Universal Precautions and General Safety Rules should be followed. Remember, under Universal Precautions, all blood and certain body fluids are assumed to contain bloodborne pathogens.
1. Before and immediately after providing patient care, wash exposed areas (hands, arms, etc.) with anti-bacterial soap.
 2. Wear the required personal protective equipment for the medical care given.
 3. Treat all human body fluids and items soiled with human body fluids, (blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV/HBV/HAV, and saliva (in dental settings) and other media if contaminated with HIV/HAV/HBV. **NOTE: FECES, URINE, NASAL SECRETIONS, SPUTUM, SWEAT, TEARS OR VOMITUS NEED NOT BE TREATED AS CONTAMINATED UNLESS THEY CONTAIN VISIBLE BLOOD.** However, all body fluids should be treated as if contaminated.
 4. No smoking, eating, drinking or storage of food products are permitted in patient treatment areas. Non medical items, such as clothing and personal effects should not be stored in the treatment facility
 5. Patient treatment areas will be maintained in a sanitary condition at all times. Patient treatment areas will be disinfected daily with anti-bacterial/viral solution (at least 10% Chlorine Bleach or equivalent). The 10% chlorine bleach solution should be made fresh at least monthly and should be stored in an opaque container to prevent degradation. All contaminated equipment will be disinfected before being used again.
 6. To avoid special handling, all clothing contaminated with human body fluid will be presoaked (sprayed on the effected areas) with the anti-bacterial/viral solution before being sent to the laundry. (Note: Gloves and eye protection should be worn when handling contaminated clothing until presoaked for 10 minutes)
 7. Any spills of body fluid will be presoaked (sprayed on the effected areas) with the anti-bacterial/viral solution before being removed (Note: Gloves and eye protection should be worn when handling contaminated clothing).
 8. Medical wastes (those soiled with covered human body fluids) will be treated following the **Medical Wastes Treatment and Disposal Procedures** (see section VII, part C), before being discarded as ordinary wastes.
 9. Any suspected exposure to HIV/HAV/HBV by human body fluid contact (via needle sticks etc.) should be reported to the District Safety Officer immediately.
 10. The Universal Precautions must be observed throughout the different areas of the District to prevent contact with blood and other potentially infections materials.

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B. **Engineering Controls.** The following engineering controls will be used throughout Merced Union High School District facilities:

1. Hand washing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes) will be made readily accessible.
2. Concentration of bleach and water should be 1 to 10 for decontamination purposes.
3. Mechanical means (dustpan, brush, tongs or forceps, etc.) will be made readily accessible to all employees who have potential exposure.
4. First aid kits will be equipped with gloves, hand wipes and CPR masks.

VII. **Work Practice Controls.** In addition to engineering controls, Merced Union High School District facilities use a number of work practice controls to help eliminate or minimize employee exposure.

- A. Supervisors are responsible for overseeing the implementation of work practice controls.
- B. Merced Union High School District will adopt the following work practice controls as part of its compliance program:
 - A. Employees will wash their hands immediately, or as soon as possible after removal of potentially contaminated gloves or other personal protective equipment.
 - B. Following any contact of body areas with blood or any other infectious materials, employees will wash their hands and any other exposed skin with soap and water as soon as possible. They should also flush exposed mucous membranes with water.
 - C. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens.
 - D. Equipment which becomes contaminated must be examined prior to servicing or shipping, and decontaminated as necessary.
 - E. When a new employee is hired or an employee changes jobs, that employee will be trained in the tasks/procedures pertaining to their new job classification and any work practice controls that the employee is not experienced with.
- C. **Medical waste and Disposal Procedures**
 1. All medical wastes (those soiled with covered human body fluids) will be placed in a red, leak-proof container marked either Biohazard or Medical Waste. All other wastes will be discarded following customary procedures. (Note: soiled feminine hygiene/sanitary napkins, soiled facial tissues etc. are not considered a biohazard or medical waste. Pre-treatment is not necessary; however, employees should wear personal protective equipment and wash hands with anti-bacterial soap.)
 2. Don and use the required personal protective equipment for the medical care given.

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3. At the end of each day, all accumulated medical wastes will be treated to remove biohazards using the following procedure:
 - prepare a solution of 10 percent chlorine bleach to water (approximately 2 cups of chlorine bleach to 1 gallon of water.
 - Pour solution over the medical wastes and thoroughly saturate.
 - Let stand for 10 minutes and then drain into the sink
 - Discard as ordinary waste.

(Caution: Sharp objects (broken glass, hypodermic needles etc. should not be handled by hand to prevent accidental punctures and/or lacerations)

4. Decontaminate medical wastes container with appropriate cleaning methods and return for use again.
5. Wash hands and exposed areas with anti-bacterial soap.
6. Regulated waste (including used bandages, feminine hygiene products and other potentially infectious materials) will be discarded or bagged in containers that are:
 - closable
 - constructed to contain the contents and prevent fluid leakage
 - red in color or labeled with an appropriate biohazard warning label
 - a. If outside contamination of a regulated waste container occurs it also must be placed in a secondary container and the aforementioned procedures followed. As with primary containers, the secondary container must be closed prior to handling, shipment or storage.
 - b. The disposal of all regulated waste will be in accordance with applicable Federal, State and Local regulations
 - c. Contaminated laundry including stretcher covers, uniforms, smocks etc. will be prohibited from rinsing or sorting in its originating location.
 - d. Bag contaminated laundry at the location where it is used. The containers must be red in color or properly labeled with the biohazard warning.
 - e. Employees who have contact with contaminated laundry must wear appropriate gloves and any other personal protective equipment that is needed.

VIII. **Personal Protective Equipment.** Personal protective equipment is the employee's last line of defense against bloodborne pathogens. Because of this, Merced Union High School District will provide (at no cost to employees) the personal protective equipment that they need to protect themselves against such exposure.

- A. This equipment includes, but is not limited to gloves, safety glasses, goggles and face shields/masks.
- B. Supervisors are responsible for ensuring that all departments and work areas have appropriate personal protective equipment available to employees.
- C. All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- D. Reusable personal protective equipment will be cleaned, or decontaminated.
- E. Personal protective equipment that cannot be decontaminated will be disposed of according to biohazard rules and regulations.

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- F. Any garments penetrated by blood or other infectious materials are to be removed immediately, or as soon as possible.
- G. All potentially contaminated personal protective equipment must be removed prior to leaving a work area.
- H. Gloves will be worn in the following circumstances:
 - 1. Whenever employees anticipate hand contact with potentially infectious material.
 - 2. When handling or touching contaminated items or surfaces.

IX. **Housekeeping.** Maintaining facilities in a clean and sanitary condition is an important part of the bloodborne pathogens compliance program.

- A. Decontaminate all contaminated work surfaces with 10% Chlorine bleach or another appropriate disinfectant.
- B. Remove and replace all protective coverings (plastic bags or wrap, aluminum foil, absorbent materials) which has been used to protect or cover equipment (such as trash containers, first response stretchers, etc.) and environmental surfaces.
- C. Inspect and decontaminate all trash containers, bins, pails and similar receptacles which have a reasonable likelihood for becoming contaminated.
- D. Make sure broken glassware which may be contaminated is cleaned using "mechanical means" such as a brush and dust pan, tongs, forceps etc. It must not be picked up directly with the hands.

X. **Hazard Communication.** One of the most obvious warnings of possible exposure to bloodborne pathogens are biohazard labels. Because of this, Merced Union High School District will implement a comprehensive biohazard warning labeling program using labels or red color coded containers. The following items shall be labeled:

- * Containers of regulated waste
- * Sharps disposal containers
- * Other containers used to transport other infectious materials
- * Contaminated equipment.

XI. **Training**

- A. Training will be provided at the time of initial assignment and at least annually thereafter.
- B. Training records will be maintained for 3 years from the date on which the training occurred.
- C. The content of the training program will include as a minimum:
- An accessible copy of the standard and an explanation of its contents
 - Explanation of the epidemiology and symptoms of bloodborne diseases
 - Modes of transmission of bloodborne pathogens
 - Explanation of Merced Union High School District Exposure Control Plan and how to obtain a copy
 - Recognition of tasks and activities that may involve risk of exposure
 - Use and limitations of methods that will reduce or prevent exposure
 - Universal precautions
 - Engineering controls
 - Explanation of signs, warning labels and/or color coding
 - Work practices
 - Housekeeping practices
 - Personal protective equipment - types, selection, use, location, removal, handling, decontamination, and disposal
 - HBV vaccine - efficiency, safety, method of administration, benefits and cost
 - Procedures to follow if an exposure occurs - reporting and medical follow-up
 - Post exposure evaluation and follow-up
- D. Training will be documented on the **Control of Bloodborne Pathogens Training Documentation** form and will contain the following information:
- ↓
- Date of training session
 - Contents / summary of the training sessions
 - Names and job title of employee attending the training session
 - Name of instructor

XII. **Hepatitis B Virus (HBV) Vaccination Program.** Employees recognize that even with good adherence to all exposure prevention programs, exposure incidents can occur. As a result, Merced Union High School District will implement a Hepatitis B vaccination program.

- A. This program is available, at no cost, to all employees who have occupational exposure to bloodborne pathogens. The choice for HBV vaccinations is not mandatory. If an employee chooses not to have the vaccination at the time of the initial offering, they will have the opportunity to be vaccinated when they are ready. Merced Union High School District will document the offer, acceptance or declination and vaccination dates with the **Authorization to Administer Hepatitis B Vaccine** form.

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- XIII. **Post Exposure Treatment and Notification.** An occupational exposure is defined as blood or body fluid contact from a known or unknown HIV/HAV/HBV carrier to the affected employee through an open sore or injury by a contaminated sharp object. Should an employee be occupationally exposed, Merced Union High School District will provide for the employee to be tested for HIV/HAV/HBV at Merced Union High School District expense. Following the report of exposure, Merced Union High School District will contact the exposure source and request that the person be tested for HIV/HAV/HBV at District expense. The request is not mandatory and if refused, will not affect that employee's future employment or that student's class enrollment.

The exposed employee will be directed to a Health Care Professional (HCP). The HCP will receive from the district:

1. A copy of the District Bloodborne Pathogens Exposure Control Plan
2. The job description of the employee.
3. An incident report that explains the route of exposure and circumstances associated with the exposure.
4. Source individual's HIV/HBV status.
5. Employee's Hepatitis B vaccine status and other relevant medical information.

The HCP will:

1. Evaluate the exposure incident.
2. Arrange for testing of the employee and the source individual.
3. Provide counseling.
4. Evaluate any reported illnesses.

NOTE: DURING ALL PHASES OF POST EXPOSURE, THE CONFIDENTIALITY OF THE AFFECTED EMPLOYEE AND EXPOSURE SOURCE WILL BE MAINTAINED.

The HCP will send a written evaluation to the employer including:

1. Documentation that the employee was informed of evaluation results and the need for further follow up.
2. Indication of whether the hepatitis B vaccine is indicated and if the vaccine was received.

The District will then send a copy of the HCP's written evaluation, within 15 business days of the receipt, to the exposed employee and the exposure source including:

1. The results of any HIV/HAV/HBV test conducted.

Following the initial blood test at time of exposure, seronegative employees will be re-tested again at 6 weeks, 12 weeks and 6 month intervals to determine if transmission has occurred. During this period, the employee will follow the recommendations provided by the doctor, U.S. Public Health Service, or local Health Department.

Merced Union High School District will use the **Record of Bloodborne Pathogens Exposure and Treatment** form to document the exposure and offer of medical assistance to the affected employee and use the **Medical Consent for Bloodborne Pathogens Testing** form for the exposure source.

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- XIV. **Reporting and Recordkeeping.** Any reports required by the OSHA/Cal-OSHA will be maintained by the Merced Union High School District Personnel Office. All reports (medical records, notice of HBV vaccinations, results of medical testing and follow-up procedures, and exposure reports) will be maintained for the duration of employment plus 30 years. Training records will be maintained for 3 years from the date on which the training occurred. Occupationally contracted HBV or HIV will be recorded by the Risk Management Office on the OSHA 200 log of Occupational Injuries and Illness form if treatment such as gamma globulin, hepatitis B immune globulin or hepatitis B vaccine is prescribed by a physician.
- XV. **Accessibility of Standard and Plan.** Employees may request a copy of the Exposure Control Plan by submitting a written request to the Merced Union High School District Safety Officer.
- XVI. **Definitions:**

BIOHAZARD LABEL: A label affixed to containers of regulated waste, refrigerator/freezers and other containers used to store, transport or ship blood and other potentially infectious materials. The label must be fluorescent orange-red in color with the biohazard symbol and the word "biohazard" on the lower part of the label.

BLOODBORNE PATHOGENS: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV) and human Immunodeficiency virus (HIV).

CONTAMINATED: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY: Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

CONTAMINATED SHARPS: Contaminated objects that can penetrate the skin including, but not limited to needles, scalpels, broken glass or broken capillary tubes and exposed ends of dental wires.

DECONTAMINATION: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

ENGINEERING CONTROLS: Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

EXPOSURE CONTROL PLAN: A written program developed and implemented by the employer which sets forth procedures, engineering controls, personal protective equipment, work practices and other methods that are capable of protecting employees from exposures to bloodborne pathogens and meets the requirements spelled out by the OSHA Bloodborne Pathogens Standard.

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EXPOSURE INCIDENT: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

HAV: Hepatitis A virus

HBV: Hepatitis B virus.

HIV: Human Immunodeficiency virus.

OCCUPATIONAL EXPOSURE: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

PARENTERAL: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

PERSONAL PROTECTIVE EQUIPMENT: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

REGULATED WASTE: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

UNIVERSAL PRECAUTIONS: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

WORK PRACTICE CONTROLS: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

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HEPATITIS B VACCINE INFORMATION
RECOMBIVAX HB

THE DISEASE

Hepatitis B is a viral infection caused by hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with hepatitis B recover completely, but approximately 5- 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

THE VACCINE

Hepatitis B vaccine is harvested and purified from germination cultures of a recombinant strain of yeast. This vaccine may contain up to 4% yeast protein. **THIS VACCINE AGAINST HEPATITIS B IS FREE OF ASSOCIATION WITH HUMAN BLOOD OR BLOOD PRODUCTS.**

A high percentage of healthy people who receive three doses of vaccine achieve high levels of surface antibody (anti-HBS) and protection against hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it do develop antibodies. **FULL IMMUNIZATION REQUIRES THREE DOSES OF VACCINE OVER A SIX-MONTH PERIOD**, although some persons may not develop immunity even after three doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of the immunization. The duration of immunity is unknown at this time. The first dose is at a time you wish to start. The second dose is one month later. The third dose is five months after the second dose.

POSSIBLE VACCINE SIDE EFFECTS:

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few experience tenderness and redness at the site of injection. Low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use. Anyone who has had a previous reaction to Hepatitis B Vaccine, is allergic to yeast, is pregnant, nursing, has a febrile illness (fever) or an active infection should delay the vaccination and consult their private physician.

WORK TASKS WITH A RISK OF EXPOSURE

- Providing First Aid and Giving or applying medication or ointment to a student or self.
- Handling food, preparing bottles, or feeding children.
- Using the toilet, assisting a child in using the toilet, or changing diapers.
- Contacting a person's body fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.
- Cleaning up a person, the room, bathroom items, or toys.
- Custodial duties: Cleaning bathrooms, emptying trash, using contaminated tools or equipment.



UNIVERSAL PRECAUTIONS WILL BREAK THE CHAIN OF INFECTION

"Universal precautions," are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other bloodborne pathogens.

PERSONAL PROTECTIVE EQUIPMENT

- Wear Personal Protective Equipment, like Gloves ---
- Gloves can be made of Latex or non-latex materials and must be provided by your employer.
- Practice good personal hygiene and sanitation.

HANDWASHING - HOW TO WASH HANDS

1. Use warm, running water and a liquid, soap. Antibacterial soaps may be used, but are not required.
2. Wet the hands and apply a small amount of liquid soap to hands.
3. Rub hands together vigorously until a soapy lather appears. Sing Happy Birthday! Be sure to scrub.
4. Dry hands with a clean, disposable towel.
5. Turn the faucet off using the towel.
6. Discard the used towel in a trashcan lined with a fluid-resistant (plastic) bag.
7. Use hand lotion to prevent chapping of hands
8. When assisting a child in hand washing. Assist the child in performing all of the steps and then wash your own hands, between fingers, under fingernails, and around the tops and palms of the hands.
9. Rinse hands under warm running water. Leave the water running while drying hands.
 - If gloves are being used, hands should be washed immediately after gloves are removed. Use of gloves alone will not prevent contamination.
 - Rubbing hands together under running water is the most important part of handwashing.
 - Towelettes, wipes, or waterless hand cleaners should not be used as a substitute for washing hands with soap and running water.



CLEANING UP A BODY FLUID SPILL – CALL A CUSTODIAN

Remember – Bloodborne Pathogens are generally found in blood, semen or vaginal secretions or other Potentially Infectious Material (OPIM). Body fluids like Vomit, Urine, Nasal Secretions, Sputum, Sweat, Tears and Fecal Matter, and are not considered to be infected – **unless there is visible blood**. When you are dealing with a body fluid spill containing blood, semen, or vaginal secretions, please follow these steps:

1. Put on gloves
2. Absorb the spill with an appropriate absorbent powder – like Sani-Sorb
3. Sweep up the dried materials using a few pieces of cardboard and place into a bag along with the scrapers. Double bag and throw into the trash.
4. Apply or spray an antimicrobial on the surface – be sure to let it remain on the surface for a minute. If using bleach – a 10% bleach solution will do the trick - however, there are many anti-microbial products, other than bleach that are available. **Read and follow label instructions.**
5. Wipe up with a paper towel and discard
6. Discard the used gloves and face mask, if used.

WHY DO I HAVE TO KNOW AND USE UNIVERSAL PRECAUTIONS?

- People can spread an infection to other people before showing any symptoms of illness.
- People can carry and spread germs without ever getting sick themselves.

WHAT IS AN EXPOSURE. When someone else's blood gets into your blood through a cut or open wound, a needle stick, or a human bite that breaks the skin or any other contamination that gets through broken skin, follow these steps:

1. Wash the exposed area thoroughly with soap and water.
2. Report it to your supervisor, IMMEDIATELY
3. Seek immediate medical attention

USE UNIVERSAL PRECAUTIONS EVERY TIME

School Buses are stocked with clean-up kits. During your pre-check inspection, check to make sure a kit is stocked in the bus. Kits may contain:

- Bag – heat sealed
- Antiseptic wipes
- Anti-microbial towelettes
- Plastic bag
- Biohazard bag
- Gloves
- Absorbent powder
- Bag with scoop
- Paper towel
- Face Mask
- Hand Sanitizer
- Small scraper

Follow the Directions on the kit.

After you have used the kit, please notify your supervisor to get a replacement kit for the bus.

MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
Training Evaluation

Name _____ Job Title _____
Please print

Place the letter of the most correct answer in the blank provided.

- _____ 1. What is a bloodborne pathogen?
a. laboratory where blood is tested
b. microorganism found in blood of infected individuals
c. bacteria carried by mosquitoes
- _____ 2. Which of the following diseases are transmitted by blood?
a. HIV- AIDS
b. pneumonia
c. chicken pox
d. rheumatic fever
- _____ 3. HIV symptoms may include:
a. fever
b. diarrhea
c. fatigue
d. all of the above
- _____ 4. How can someone can become infected with HIV-AIDS, or Hepatitis B?
a. sexual intercourse with an infected person
b. exposure to blood and body fluids of a someone who has the disease
c. using or sharing infected needles for drug use or tattooing
d. all of the above
- _____ 5. Which bloodborne disease is "easier" to catch?
(That is, occurs in a higher frequency in the population?)
a. HIV - AIDS
b. Hepatitis B
- _____ 6. Which of the following tasks in your job is **NOT** likely to expose you to bloodborne pathogens?
a. giving first aid to other employees
b. eating in the lunch room
c. decontaminating equipment used to clean up after a body fluid spill
d. emptying trash containers
- _____ 7. Which of the following will prevent or reduce your risk of exposure to bloodborne pathogens like HIV or HBV?
a. washing hands with soap and water after exposure
b. wearing protective gloves when exposure is possible
c. being given Hepatitis B vaccination series
d. treating all blood products and body fluids as if infected.
e. all of the above will reduce your risk of exposure.

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- _____ 8. Warning labels used to identify materials contaminated with potentially infectious material will be marked with orange labels that say:
- a. Danger
 - b. Biohazard
 - c. Infectious Material

True or False? Answer the following by placing a T or F in the blank provided:

9. _____ Hepatitis B Virus has been shown to survive on environmental surfaces dried at room temperature for at least two weeks.
10. _____ Universal Precautions requires that you consider every person and all blood to be potentially infectious.
11. _____ You should throw blood soaked materials into any trash container without decontaminating it first.
12. _____ You must wear personal protective equipment each time you perform a job that involves blood or other potentially infectious body fluids.
13. _____ Always wear gloves and use care when reaching into trash cans or areas that you cannot see.
14. _____ You do not have to wear personal protective equipment when working with contaminated equipment.
15. _____ Only hospital workers should be vaccinated against HBV.
16. _____ You should not have the HBV vaccination if you are pregnant.
17. _____ The recommended anti-viral cleaning agent to be used for decontamination of blood or body fluid soaked surfaces or materials is a solution of 10% chlorine bleach

Fill in the blanks:

18. Who would you report the incident to if you got another person's blood into your body through a cut or open wound? _____

19. What personal protective equipment will be provided to you by your employer?

I have received, read and understand the Hepatitis B vaccination information sheet.

Employee Signature

Date

MERCED UNION HIGH SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
TRAINING DOCUMENTATION

Name _____ Social Security Number _____
Print

Job Title _____ Campus _____

Trainer Terri Prichard Are you a Coach? _____

Which Sport? _____

I have received training on the Merced Union High School District Exposure Control Plan for Bloodborne Pathogens. The contents on this training included:

- An accessible copy of the standard and an explanation of its contents
- Explanation of the epidemiology and symptoms of bloodborne diseases
- Modes of transmission of bloodborne pathogens
- Explanation of MUHSD Exposure Control Plan and how to obtain a copy
- Recognition of tasks and activities that may involve risk of exposure
- Use and limitations of methods that will reduce or prevent exposure
- Universal precautions
- Engineering controls
- Explanation of signs, warning labels and/or color coded
- Work practices
- Housekeeping practices
- Personal protective equipment - types, selection, use, location, removal, handling, decontamination, and disposal
- HBV vaccine - efficiency, safety, method of administration, benefits and cost
- Procedures to follow if an exposure occurs - reporting and medical follow-up
- Post exposure evaluation and follow-up

Employee's Signature

Date



Trainer's Signature

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HEPATITIS B (HBV) VACCINE WAIVER

NAME	DATE
SCHOOL DISTRICT	SCHOOL SITE
LAST 4 DIGITS SOCIAL SECURITY #	DATE OF BIRTH
GENDER	
NOTES	
<p>I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.</p>	
DATE	
SIGNED	WITNESS

Merced Union High School District
Utility Cart Safety Program

PURPOSE

The purpose of this program is to define the rules and regulations that will govern the use and operation of utility carts on school grounds.

STATEMENT OF INTENT

It is the intent of the Merced Union High School District (hereafter called the “District”) to foster a working environment that is safe and free from hazards. Utility carts have caused injuries and fatalities on school sites. Utility carts can be a hazard when driven in an unsafe manner. Therefore:

1. Utility carts which are used either regularly or occasionally by employees on campus must be operated in such a way as to safeguard employees, students, and visitors from potential risks.
2. All accidents or near misses, whether or not any injury or property loss occurs, must be immediately reported to MUHSD for investigation to prevent reoccurrence.

SCOPE

A utility cart is any powered low-speed (not street legal) vehicle such as a golf cart, club car, electric vehicle, gator, etc., which is owned, leased or operated on school premises, by school employees, volunteers, and other designated drivers, regardless of size, energy source, or reason for use. Street legal vehicles such as cars, pickups, and similar District vehicles are not included.

This program does not cover powered wheelchairs. The District reserves the right to require safe utility cart operation training for these vehicles on a case by case basis.

This program applies to all District employees and volunteers that operate utility carts on a school site. The District may require contractors or other personnel to attend safe utility cart operation training on a case by case basis.

Questions and suggestions regarding this program should be directed to the District Safety Officer.

EFFECTIVE DATE

This program version is effective on the date listed above and supersedes all prior programs. A printed copy of updated versions will be provided to all Cart Certified employees within 10 days of a version update. Providing an update does not change that employee’s certification expiration date.

TRAINING AND CERTIFICATION

The District will provide for Utility Cart Safety Training by a competent person familiar with utility cart hazards, school site hazards, and experience in safety training. Training shall include the contents of this plan, examples of accidents, and techniques for avoiding accidents.

1. Only persons that have completed the District’s Utility Cart Safety Training may be certified to drive utility carts. A current Utility Cart Certification Form, issued at the completion of training, will be kept by the District.
2. A Cart Certification Card, issued at the completion of training, shall be in the possession of the driver at all times when operating a utility cart. The Card must be shown to any employee upon request. A lost card may be reissued by the District if noted on the training form.
3. A valid California driver’s license is a prerequisite for a Cart Certification Card. No driving test is required as the license is proof of ability to drive. The District may waive the license requirement at the District’s discretion by noting such waiver, and the reasons for doing so, in the “comments” section of the training form. A driving test is required if the license requirement is waived.

Merced Union High School District
Utility Cart Safety Program

4. Employees shall immediately notify their supervisor whenever their driver's license or driving privileges have been suspended or revoked. The District may then choose to revoke cart certification on a case by case basis. That decision, for or against revocation, with the reasons for doing so, shall be noted in the "comments" section of the training form.
5. Retraining will occur at least every 3 years, when an accident occurs, when a new hazard is introduced, and whenever behavior indicates the need for retraining.
6. The District may revoke the Certification card for any reason such as failure to follow program regulations, leaving an unsecured cart unattended, loss of CA driver's license, unsafe driving, near misses, accidents, or any other reason deemed appropriate by the District whether or not there is a written rule defining the behavior.
7. Any management member may immediately confiscate any Certification Card for safety reasons at their discretion, but a final revocation decision shall be made by the site administrator or designee. The District shall note the date of the revocation decision and the reason for the decision in the "comments" section of the training form. Confiscation of the Cart Certification Card is desirable but not necessary.
8. Driving a utility cart without valid certification may be grounds for disciplinary action.
9. The District may allow recertification at the District's discretion. Retraining is required for recertification.

EQUIPMENT, MAINTENANCE AND REPAIRS

Each cart on site will be approved by the District. The site administrator or designee will designate a primary driver for each cart and will verify that driver maintains a valid Certification Card.

The Primary Driver will ensure that their designated Utility Cart receives preventive maintenance and service checks as prescribed by the owner's manual. The District transportation and/or maintenance departments are available for consultation on proper maintenance procedures.

1. It is the responsibility of every Utility Cart driver to inspect the cart before use and to report problems regarding both the cart and conditions on the site that affect cart use.
2. All utility carts shall be equipped at a minimum with a horn, parking brake, and reflectors on the front.
3. Only carts equipped with headlights may be driven at night outside of illuminated areas.
4. "Governors" are devices installed on carts to control speed; as such, they may not be removed or tampered with.
5. Chargers for low-speed electric vehicles must be plugged directly into a grounded receptacle. Extension cords may NOT be used.
6. Carts taken out of service shall be labeled "Out of Service" and chained in place or otherwise disabled until repaired.

RULES AND REGULATIONS FOR DRIVING CARTS

DRIVING BEHAVIOR

Each day before use, a driver shall perform a pre-operation safety check on the Utility Cart, i.e., check lights, brakes, back-up alarm, lights, horn, and tire pressure, as applicable. If any deficiencies are noted, the Utility Cart must be taken out of service and management notified.

1. Drivers will check the cart perimeter to verify there are no hazards or students near the cart before moving the cart.
2. Sound the horn before moving the cart to let others know the cart is now moving.
3. Drivers of utility carts which are not equipped with turn indicators shall use appropriate hand signals.
4. Drivers and passengers of the cart must keep their arms/legs/head/etc inside the cab of the cart (except when using hand signals).

Merced Union High School District
Utility Cart Safety Program

5. While driving, drivers must not engage in any activity other than those actions necessary to operate the vehicle. This includes, but is not limited to operating a radio, eating, drinking, reading, etc. These activities will be performed only when the cart is stopped.
6. Headsets and other audio/communications devices will not be worn while driving. Drivers will stop before holding conversations on cellphones, radios, or using other equipment that requires attention.
7. Drivers must stop the cart when looking at something that could distract them more than momentarily from their driving duties (no rubbernecking!).
8. Reduce speed and sound the horn when negotiating corners, particularly blind corners. Approach blind corners wide to lessen the chance of a collision with a pedestrian coming around the corner.
9. Reduce speed when negotiating walkways that have doors opening on to them. A pedestrian may suddenly exit a door into the path of the cart. Never assume a room is empty or that you are alone.
10. Carts are designed to transport passengers and/or loads. They are not to be used for any other purpose.
11. Reckless driving, stunts, racing, horseplay, or other unsafe behavior is grounds for immediate certification revocation and further disciplinary action.

ROAD RULES

Utility Carts are not allowed on public roads, except to cross from one side to the other alongside marked pedestrian crosswalks. A written exception to this regulation may be obtained from local law enforcement to travel between school sites. All DMV regulations for low-speed vehicles apply when driving on a public road.

1. Obey all traffic regulations when driving on campus roadways. Observe all stop signs. Slow down for speed bumps.
2. Whenever possible, drive on campus roadways. Driving on sidewalks is prohibited unless no other means of access is available.
3. Drivers must come to a complete stop and yield the right of way before crossing roadways, emerging from behind parked cars, proceeding through crosswalks or accessing other areas that are shared with vehicles.
4. Use caution when driving on lawns, fields, and landscaped areas. Carts get stuck easily.
5. Do not drive across steep slopes or over curbs. Use regular access.
6. When operating carts in fields, use extreme caution on slopes and muddy/wet areas. Do not exceed the site speed limit, even in an open field.
7. Carts have a high center of gravity and can tip over easily. Cart roofs may not reliably provide rollover protection but a roof can prevent being thrown clear. If a cart with a roof begins to tip, lean away from the ground and brace. Keep arms and legs inside the cab to prevent being pinned. If the cart has no roof, being thrown clear is the best option.

SPEED LIMIT

The site speed limit for Utility Carts is 5 mph. 5 mph can be estimated by driving no faster than a brisk walking pace. As carts typically weigh as much as a small car, even 5 mph is enough to cause a fatality. Carts can reach top speeds of 25 mph. Even small increases in speed result in a much greater chance of injury and higher speeds decrease reaction time. Even minor speeding is cause for revocation of certification.

1. Drivers must account for conditions that require driving at slower speeds such as:
2. Slippery conditions due to ice, snow, rain, wet grass, sand, or oil.
3. Pedestrian traffic (slow to no more than 1 mph faster than the speed of the pedestrian traffic)
4. Reduced visibility due to weather conditions
5. When negotiating intersections, blind spots, slopes, or other dangerous areas
6. When transporting cargo, injured persons, or other special cart uses requiring caution
7. When around vehicular traffic
8. Avoid driving during times of class change and other high traffic periods.

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PEDESTRIANS

Utility carts shall be operated with the utmost courtesy, care and consideration for the safety and comfort of pedestrians. Drivers should never drive in ways that make others feel unsafe, such as driving aggressively. Complaints of aggressive driving can result in revocation of certification.

1. Drivers must account for the fact that a pedestrian may be physically impaired, unable to hear or see the Utility Cart, or unable to move quickly.
2. Pedestrians shall be afforded the right-of-way at all times.
3. Drivers must reduce speeds in heavy pedestrian traffic to no more than 1 mph faster than the speed of the pedestrians, or stop until the traffic has lessened.
4. Horns are to be used to make pedestrians aware of the location of the cart. They are not to be used to make pedestrians clear a path for the cart.
5. Whenever a pedestrian is moving unpredictably or could suddenly turn into the travel path of the cart, the operator must come to a complete stop and proceed only when safe.
6. Drivers shall assume that pedestrians are not aware of the presence of the vehicle. Eye contact is not a reliable indicator of awareness. Try to elicit a response such as a wave or a nod.
7. Any cart-pedestrian contact without an injury must be reported as a near miss. Any cart-object contact without damage must be reported as a near miss. Any contact resulting in injury or damage must be reported as an accident. Both near misses and accidents shall be investigated and documented using accepted accident investigation procedures.

PASSENGERS.

The number of occupants in a two-seat utility cart is limited to two, a driver and one passenger. If additional passenger seats are part of the cart design, one additional passenger per additional seat may be transported when the cart seats are configured for passengers.

1. No riding on the back, front, or sides of a vehicle is permitted.
2. Riders must remain seated. Standing, such as on the running board, is prohibited.
3. Use caution and slower speeds when turning and maneuvering with passengers in the cart. Passengers, especially rear-facing ones, may not expect a turn and fall out of the cart. Left turns are especially dangerous.
4. Passengers may not ride on the flatbed of a Utility Cart.
 - a. In the event of a severe injury and the utility cart is needed to transport the victim, it is permissible to allow the victim and any necessary assistance personnel to ride in the bed of a utility cart, as needed.

Use extreme caution and slow speeds to protect the safety of the passenger(s).

LOADS

Loads should not extend more than one foot from either the side or the front of a Utility Cart. Loads that extend more than three feet from the rear of the cart must be flagged with a brightly colored material when driving where pedestrians may be present as turning with long loads could hit unsuspecting pedestrians.

1. Nothing is to be transported on the roof of the cart.
2. Do not exceed the weight capacity of the cart (include drivers/passengers in any load calculation).
3. Use caution when placing materials on the bed or the seat of the cart, as they can shift during transport. Secure any loads that might fall over during turns, braking, or other maneuvers.

Merced Union High School District
Utility Cart Safety Program

STUDENTS

1. Students are NOT allowed to drive a utility cart at any time.
2. Allowing a student to ride as a passenger is not recommended. Only transport a student when absolutely necessary, such as when injured or for security purposes.
3. Failure to exercise good judgment when transporting a student is grounds for revoking certification.

PARKING

Utility Carts must never be parked in a way that blocks emergency exits, doors, stairs, sidewalks, site gates, fire hydrants, fire lanes, handicap ramps, or otherwise impedes the safe flow of pedestrian traffic. Safe evacuation routes and ADA accessible routes shall be observed at all times.

1. Utility carts shall not be parked within 20 feet of a building exit or site gate.
2. When the utility cart is to be left parked or unattended, it must be secured. Unsecured carts are a significant cause of accidents and deaths. "Secured" means to place the shifter in neutral, fully set the parking brake, turn the key to the "off" position, and pocket the key. It is critical that an unattended cart cannot be stolen, rolled, pushed, or otherwise moved. Unattended/parked carts are the responsibility of the most recent driver.
3. When working with a cart in the field, the cart must be secured before exiting the cab. Carts can move and roll over/injure when loading, unloading, or when simply working in the vicinity.
4. Carts should be kept in a locked garage when not in use. Chaining in place is recommended.

Lockout Tagout

Purpose

Control of Hazardous energy is the purpose of the Lockout- Tagout Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. Reference: OSHA Standard 29 CFR 1910. 147, the control of hazardous energy.

Hazards - Improper or failure to use Lockout - Tagout procedures may result in:

- Electrical shock
- Chemical exposure
- Skin burns
- Lacerations & amputation
- Fires & explosions
- Chemical releases
- Eye injury
- Death

Hazard Controls

- Only authorized and trained employees may engage in tasks that require use of lockout-tagout procedures
- All equipment has single sources of electrical power
- Lockout procedures have been developed for all equipment and processes
- Restoration from Lockout is a controlled operation

Definitions

Authorized (Qualified) Employees are the only persons certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee, who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be "qualified" for the performance of those duties.

Affected Employees are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

Training

Authorized Employees Training

All Maintenance Employees, Transportation Mechanics, and Custodial employees will be trained to use the Lock and Tag Out Procedures. The Director of Risk Management or the Consultant will conduct the training at time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

1. Review of General Procedures
2. Review of Specific Procedures for machinery, equipment and processes
3. Location and use of Specific Procedures
4. Procedures when questions arise

Affected Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes
2. Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
3. Purpose and use of the lockout procedures.

Other Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.
2. Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

Preparation for Lock and Tag Out Procedures

A Lockout - Tagout survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Tagout Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnects, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tagout Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout - Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

Routine Maintenance & Machine Adjustments

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. Only trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training may use this rare exception. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

Locks, Hasps and Tags

All Qualified Maintenance Personnel and Transportation Mechanics will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual issues a series of locks for complex lockout-tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor on a shift-by-shift basis. All locks and hasps shall be uniquely identifiable to a specific employee.

SOP: General Lock and Tag Out Procedures

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

Preparation for Shutdown

Before authorized or affected employee's turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

Notify all affected Employees that the machinery, equipment or process will be out of service

Machine or Equipment Shutdown

The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).

Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

Machine or Equipment Isolation

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

Lockout or Tagout Device Application

Authorized employees will affix lockout or tagout devices to energy isolating devices. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the "safe" or "off" position.

Where tagout devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.

The tagout devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Lock and tag out all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

Stored Energy

Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.

After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

Caution: After Test, place controls in neutral position.

Extended Lockout - Tagout

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

SOP: Release from LOCKOUT/TAGOUT

Before lockout or tagout devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work is will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tagout devices are removed, the affected employees will be notified that the lockout or tagout devices are being removed.
3. Each lockout or tagout device will be removed from each energy-isolating device by the employee who applied the device.

SOP: LOTO Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, vehicle lifts, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.
3. An exception is granted to not lock & tag the plug if the cord & plug remains in the exclusive control of the Employee working on, adjusting or inspecting the equipment.
4. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
5. Perform required operations.
6. Replace all guards removed.
7. Remove Lock & Plug Box and Tag.
8. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

SOP: LOTO Procedures Involving More Than One Employee

In the preceding SOPs, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

SOP: Management's Removal of Lock and Tag Out

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Director of Maintenance may remove the lock and tag. The Director of Maintenance must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

Contractors

Contractors, working on any MUHSD site, property, or equipment must use this Lockout Tagout procedure while servicing or maintaining equipment, machinery or processes.

Heat Illness Prevention Plan

Objective

The purpose of the Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to Merced Union High School District's Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that workers are knowledgeable in the prevention and recognition of heat related illness, including heat illness prevention guidance, to ensure their own safety and the safety of others.

It is the policy of Merced Union High School District to prevent heat illnesses among District employees.

Employee Groups considered to be at risk include the following job areas:

- Food Service
- Maintenance, Custodial and Grounds
- Coaches, PE Teachers
- Security, Campus Liaisons
- Playground Supervisors
- Bus Drivers and Mechanics

The trigger temperature that supervisors will use to alter schedules and prevent employees from working in excessive heat is 103° F – **OR** a Heat Index of 84 (see the Temperature Humidity Chart on Page 4). A Heat Illness App for SmartPhones can be downloaded at https://www.osha.gov/SLTC/heatillness/heat_index/heat_app.html or directly from the PlayStore or iTunes.

When the temperature is between 100° F and 103° F, employee work may be modified to allow for tasks away from the outside heat.

In addition, shade and water will always be available to all staff, **no matter the temperature**.

Please report any incidents involving heat illness to the District Office.

A second trigger temperature of 104°F to 109°F will be used to terminate any outside work or activity.

To accomplish these objectives, the School District has adopted the following policies and procedures:

Water:

All employees who work in a hot environment shall be provided with water adequate to prevent dehydration and heat illness. This will be accomplished by assuring that piped, potable drinking water is available in or near all fixed facility work sites. Employees who work away from fixed sites shall take with them a minimum of one quart of water per employee per hour for the period they will be working away from a potable water source. Water shall be stored in insulated containers filled with enough ice to keep the water at a palatable temperature throughout the work period. Containers will be cleaned and sanitized on a regular basis; damaged containers shall be replaced.

MERCED UNION HIGH SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

Shade:

Any employee who becomes ill due to dehydration or exposure to high heat must be provided a shaded place to rest and recuperate. A vehicle equipped with a working air conditioning system can be used to provide shade for an employee who needs it. All workers subject to this plan shall be provided with a working vehicle equipped with adequate air conditioning, and shall be directed to rest in the vehicle when they begin to experience the effects of any heat illness. In addition, Grounds and Maintenance Personnel will be provided with an umbrella for field work where vehicle shade is not appropriate or available. All employees have access to air conditioned buildings at each MUHSD campus. For serious illness, employees in the field shall call the MUHSD District Office at (209) 385-6551 to obtain emergency medical services referrals and information.

Training:

All employees who may be exposed to high heat in their work shall attend annual training covering the dangers of heat illnesses, how to recognize those illnesses, and the proper first aid for each illness. Employees shall also learn the appropriate methods for seeking emergency medical assistance.

Employees shall be trained in the factors that can make them more susceptible to heat illness and methods to protect themselves when working in a hot environment.

The attached handout, titled "Heat Illness Prevention", shall be provided to each employee during training.

Record Keeping:

Training records shall be kept for each employee who attends annual heat illness prevention training. Records of any heat-related illness shall be maintained with the employee's medical and/or workers compensation records.

Summon Emergency Medical Assistance

To summon emergency medical assistance, use one of the following methods. Be prepared to describe your location and the nature of the emergency. Answer any questions and stay on the line until you are told to hang up.

911

Mercy Medical Center
333 Mercy Avenue
Merced, CA 95340

(209) 564-5000

MERCED UNION HIGH SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

When the body becomes overheated, a condition of heat stress exists. Heat stress can lead to a number of problems, including heat exhaustion, heat stroke, heat cramps, fainting, or heat rash.

Heat Exhaustion

Although not the most serious health problem, heat exhaustion is very common. Heat exhaustion happens when a worker sweats a lot and does not drink enough fluids or take in enough salt or both. The simple way to describe the worker is wet, pale (almost white), and weak.

Signs and symptoms

- Sweaty
- Weak or tired, possibly giddy
- Nausea
- Normal or slightly higher body temperature
- Pale, clammy skin (sometimes flushed)

What to do

- Rest in a cool place
- Drink an electrolyte solution, such as Gatorade or another sports drink. Avoid caffeinated beverages such as colas, iced tea or coffee.
- In severe cases involving vomiting or fainting, have the worker taken to the hospital.

Heat Stroke

Heat stroke is the most serious health problem for people working in the heat, but is not very common. It is caused by the failure of the body to regulate its core temperature. Sweating stops and the body can not get rid of excess heat. Victims will die unless they receive proper treatment promptly.

Signs and symptoms

- Mental confusion, delirium, fainting, or seizures
- Body temperature of 106°F or higher
- Hot, dry skin, usually red or bluish color

What to do:

- Call 9-1-1 immediately and request an ambulance
- Move victim to a cool area
- Soak the victim with cool water
- Fan the victim vigorously to increase cooling

Heat Cramps

Heat cramps are painful muscle spasms. They occur when a worker drinks a lot of water, but does not replace salts lost from sweating. Tired muscles – those used for performing the work – are usually the most likely to have the cramps.

Signs and symptoms:

- Cramping or spasms of muscles
- May occur during or after the work

What to do

- Drink an electrolyte solution (sports drink) such as Gatorade
- If the cramps are severe or not relieved by drinking a sports drink, seek medical.

Fainting (Heat Syncope)

Fainting usually happens to someone who is not used to working in the hot environment and simply stands around. Moving around, rather than standing still, will usually reduce the likelihood of fainting.

Signs and symptoms

- Brief loss of consciousness
- Sweaty skin, normal body temperature
- No signs of heat stroke or heat exhaustion

What to do:

- Lie down in a cool place
- Seek medical attention if not recovered after brief period of lying down

Heat Rash

Heat rash, also called prickly heat, may occur in hot and humid environments where sweat cannot evaporate easily. When the rash covers a large area or if it becomes infected, it may become very uncomfortable. Heat rash may be prevented by resting in a cool place and allowing the skin to dry.

Signs and symptoms

- rash characterized by small pink or red bumps
- irritation or prickly sensation
- itching

What to do

- keep skin clean and dry to prevent infection
- wear loose cotton clothing
- cool baths and air conditioning are very helpful
- some over-the counter lotions may help ease pain and itching

MERCED UNION HIGH SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

Work Practices

- **Clothing:** Wear loose-fitting, lightweight clothing, such as cotton, to allow sweat to evaporate. Light colors absorb less heat than dark colors. When working outside, wear a lightweight hat with a good brim to keep the sun off your head and face.
- **Drinking:** Drink plenty of liquids, especially if your urine is dark yellow, to replace the fluids you lose from sweating – as much as one quart per hour may be necessary. Water and/or sports drinks are recommended. Since caffeine is a diuretic (makes you urinate more), beverage such as cola, iced tea and coffee should be avoided. Thirst is not a reliable sign that your body needs fluids. When doing heavy work, it is better to sip rather than gulp the liquids.
- **Acclimatization:** New employees and workers returning from an absence of two weeks or more should have 5 days to get used to the heat. Begin with 50 percent of the normal workload and time exposure the first day and gradually build up to 100 percent on the fifth day.
- **Work Schedule:** If possible, heavy work should be scheduled during the cooler parts of the day. Otherwise, alternate heavy work in the heat with lighter work or work in cooler areas.

Temperature-Humidity Index

A useful guide to summertime comfort is the Temperature-Humidity Index (THI).

To use the table, find out the temperature and relative humidity of the work area.

- Start at the temperature listed on the left, and read across to the number under the relative humidity level (round up to the higher percentage). This number is the temperature-humidity index.
- The lightly highlighted area is uncomfortable for everyone. For moderate to heavy activity, workers should be concerned about heat stress and should alternate time working in the heat and time in cooler areas or light work.
- When the THI is in the darkly highlighted area, extreme caution is indicated. Try to schedule work to allow only 25% of time performing heavy work in such an environment.

 Warning Zone
 Danger Zone

		Relative Humidity									
		10%	20%	30%	40%	60%	80%	70%	80%	90%	100%
	80°	69	70	72	73	74	76	78	78	79	80
	81°	70	71	72	73	75	76	77	78	80	81
	82°	70	72	73	74	75	77	78	79	81	82
	83°	71	72	73	75	76	78	79	80	82	83
	84°	71	73	74	75	77	78	79	81	83	84
	85°	72	73	75	76	78	79	80	82	84	85
	86°	72	74	75	77	78	80	81	83	84	86
	87°	73	74	76	77	79	81	82	84	85	87
	88°	73	75	76	78	80	81	83	85	86	88
	89°	74	75	77	79	81	82	84	86	87	89
	90°	74	76	77	79	81	83	85	87	88	90
	91°	75	76	78	80	82	84	85	87	89	91
	92°	75	77	79	81	83	85	86	88	90	92
	93°	76	78	80	81	83	85	87	89	91	93
	94°	76	78	80	82	84	86	88	90	92	94
	95°	77	79	81	83	85	87	89	91	93	95
	96°	77	79	81	84	86	88	90	92	94	96
	97°	78	80	82	84	86	88	91	93	95	
	98°	78	80	83	85	87	89	91	94	96	
	99°	79	81	83	85	88	90	92	95		
	100°	79	82	84	86	89	91	93	95		
	101°	80	82	84	87	89	91	94	96		
	102°	80	83	85	88	90	92	95			
	103°	81	83	86	88	91	93	96			
	104°	81	84	86	89	91	94	96			
	105°	82	84	87	90	92	95				
	106°	82	85	87	90	93	96				
	107°	83	85	88	91	94	96				
	108°	83	86	89	92	95					
	109°	84	87	89	92	95					

The values are for people wearing the right amount of clothing doing light work, with very little wind.

Drink plenty of fluids and be on the lookout for signs of heat stress.

MERCED UNION HIGH SCHOOL DISTRICT



HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM

Alan Peterson, Superintendent

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

I. Employee Training

Employee training will be provided on the hazardous substances to which an employee is exposed or for which there is potential exposure. Current employees will receive training as a group. Each group will consist of employees utilizing or having exposure to the same or similar hazardous substances to enable the training to be as specific as possible. The training will be on going with additional training given for any new substances utilized by the District. Retraining will be done if the Material Safety Data Sheets for substances in present use are revised significantly. A significant revision entails receipt of new information indicating increased risks in the use of the substances and/or changes in the measures necessary to protect the employees from exposure as compared to the prior Material Safety Data Sheets. All newly hired employees will receive training upon employment with the District.

The training and re-training programs may be conducted under the direction of the Supervisor or classroom Instructor at the location of the substance use. All training and retraining sessions will be thoroughly documented as to the trainers, content and attendees. Records of these sessions will be kept on file by the supervisor at the work location. A sample of this record is included in this program.

The employee hazardous substance training program shall include the following:

- A. An explanation of what a Material Safety Data Sheet is, its intended purpose, and how to read and interpret the information provided on the Material Safety Data Sheets.
- B. An explanation of the information on container labels
- C. An explanation of the employee's right to obtain a copy of the Material Safety Data Sheet from the District and the procedures to be followed for the employee to obtain these copies.
- D. An explanation of the right for the Collective Bargaining Agent or a treating physician to receive a Material Safety Data Sheet from the District and the procedure to be followed in order to obtain the copies.
- E. An explanation of the employee's protection from termination, discrimination or retaliation by the district for exercising rights under General Industry Safety Order 5194.
- F. Specific safety training of non-routine tasks as determined by the area supervisor prior to employees undertaking these tasks.

When the District contracts an outside vendor for a service or function, the employees of the vendors must receive training on the hazardous substances with which they will come in contact while on District premises. The supervisor or classroom Instructor of the area in which the work is being done shall provide the substance inventory for the work area prior to the vendor's employees beginning work on District premises. Contracts with vendors shall state that their employees will be properly trained by the contractor before beginning work at the district.

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

II. Inventory

An inventory will be taken and a complete list of all hazardous substances will be compiled. Material Safety Data Sheets will be requested from the manufacturers or from vendors of these substances. All purchases of hazardous substances must include the Material Safety Data Sheets with the delivery. Any supplies received without the appropriate Material Safety Data Sheets require follow up by the Director of Risk Management with the vendor. If the vendor has not provided the Material Safety Data Sheets within 15 working days of the request, the Director of Risk Management shall notify Cal-OSHA or Fed-OSHA and request assistance.

A master inventory of hazardous substances will be kept current and maintained by the Director of Risk Management at the District Office.

A list of the substances that are either being stored, handled, or used in the classroom or work place will be available at the school site. The District Office should be informed of any additions or deletions to the substance inventory by means of a yearly inventory to be done at the classroom or work place level. The site inventory will be kept current and maintained by the area supervisor or classroom Instructor.

It is the responsibility of the individual ordering the substance to control what materials and at what quantity are purchased, handled and stored. The District has established a goal of only purchasing enough for each school year so that the supply is exhausted each year. This will avoid most storage, age and labeling problems.

Strict guidelines for acceptance of "Donations" must be followed. The substance must be able to be identified as to age, quantity and nature. Movement of a hazardous substance from one location to another may be a violation of state or federal law and shall only be attempted by trained and licensed personnel. A Material Safety Data Sheet will accompany all "donations".

All substances will be dated when received by the District. A yearly inventory will be planned and used to verify and quantify substances that have exceeded the recommended shelf life.

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

III. Material Safety Data Sheets

A Material Safety Data Sheet (MSDS) is a summary of data about a specific substance. They will be filed by product name and many times will provide a list of synonyms, common or commercial names.

Material Safety Data Sheets will be obtained and kept on file for all hazardous substances purchased, stored, used or handled by Merced Union High . A complete collection of the Material Safety Data Sheets for all substances stored at Merced Union High will be kept on file at the District Office and can be obtained upon written request from the District Safety Officer. (See appendix).

A typical Material Safety Data Sheet will include:

- Identification of the substance, including physical and reactivity data
- The health hazards associated with the use and/or exposure to the substance
- Proper handling for safety to reduce the exposure
- Personal protective equipment which is necessary or recommended during handling or use of the substance
- Emergency procedures for spills, fires, first aid and disposal
- Other safety precautions necessary to prevent or minimize exposure to the substance

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

IV. Containers

All containers holding hazardous substances will be labeled with the following information:

- Complete identity of the substance
- Appropriate hazard warnings and safety precautions
- Name and address of the address of the manufacturer

Hazardous substances shall not be transferred from the original container to another container without the permission and direction of the work area supervisor or classroom Instructor. It is the responsibility of the supervisor or classroom Instructor to be certain the new container has the proper label and information and the label is securely attached to the container.

All containers must be compatible with the substance. These containers should be non-reactive with the substance and leakproof.

All containers must be dated when received and then again when the container is opened and the substance is put into use.

Substances which do not have the proper label and/or cannot be immediately identified will be segregated. The supervisor or classroom Instructor and District Safety Officer must be notified immediately. The substance will then be either identified properly and/or removed under the direction of the District Safety Officer.

Disposal of hazardous materials must not be attempted by untrained personnel. If a substance has been deemed hazardous waste and must be disposed, the following procedure should be followed:

1. The substance must be identified, quantified and labeled.
2. A licensed disposal firm will be contacted and informed of the volume, number and size of containers. They will recommend a packaging procedure to follow depending upon the substance to be transported. Once this information is known the disposal firm can quote a price and upon approval will proceed with the disposal.
3. While the above procedure is being carried out the substance will be segregated and stored in an area which is compatible with its class.

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

V. Disciplinary Procedures

Employees will comply with all safety rules and regulations implemented by Merced Union High for the purchasing, storing, handling and/or using of hazardous substances. Disciplinary action taken will be within the guidelines as defined in district policy. A copy of this policy may be obtained from the District office.

Any disciplinary action taken shall not violate the employee's rights as defined under General Industry Safety Order 5194 or other Cal-OSHA or Fed-OSHA regulation.

**MERCED UNION HIGH SCHOOL DISTRICT
HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM**

MATERIAL SAFETY DATA SHEET REQUEST

REQUESTOR NAME: _____

WORK PLACE: _____

CHEMICAL OR SUBSTANCE NAME: _____

CHEMICAL FORMULA: _____

COMMERCIAL OR COMMON NAME: _____

MANUFACTURER OR VENDOR: _____

Any other synonym or information about the substance that would help in retrieving the correct Material Safety Data Sheet.