

Injury and Illness Prevention Program

Supplemental Information



Newport-Mesa Unified
School District

TABLE OF CONTENTS

1	Accident & Incident Investigation Procedure.....	1
	Policy Statement	
	Introduction	
	Purpose	
	Employee Accidents / Incidents	
	Reporting Procedures	
	Reporting Employee Injuries	
	Serious Emergency Reporting	
	Vehicle Accident Reporting	
	Reporting Forms	
	Record Keeping	
	Employee Injuries	
	Vehicle, Property Damage, and Public Liability Accident Reports	
2	Aerial Lift Devices Safety	6
	General Requirements	
	Pre-Work Checklist	
3	Blood-Borne Pathogens	9
	Purpose	
	Scope	
	Overview	
	Exposure Control	
	Exposure Control Plan	
	Exposure Determination	
	Exposure Incident	
	Implementation Schedule and Methodology	
	Universal Precautions	
	Engineering and Work Practice Controls	
	General Information	
	Control of Sharps	
	Definitions	
	Sharps Containers	
	Sharps Injury Log	
	Needleless System	
	Handling Contaminated Sharps	
	Prohibited Practices	
	Disposal of Sharps	
	Hand Washing	
	Antiseptic Hand Cleanser	
	Personal Protective Equipment	
	Removal of Personal Protective Equipment	
	Minimize Blood Splashing	
	Work Area Restrictions	
	Housekeeping and Decontamination	
	Guidelines for Maintaining a Clean District Environment	
	Cleaning and Disinfection	
	Schedule	
	Equipment or Supplies Needed for Proper Clean-Up and Disinfection	
	Regulated Waste	

- Hepatitis B Vaccination / Post-Exposure Evaluation and Follow-Up
 - Hepatitis B Vaccination
- Exposure Incident
 - Post-Exposure Evaluation and Follow-Up
- Information Provided to the Healthcare Professional
- Healthcare Professional's Written Opinion
- Communication of Hazards to Employees
 - Warning Labels
 - Employee Information and Training
- Record Keeping
 - Medical Records
 - Training Records
 - Body Fluid / Sharps Injury Log
 - Transfer of Records

- Appendix A – Proper Hand Washing Technique
- Appendix B – Proper Latex Glove Removal Technique
- Appendix C – Proper Cleaning of Resuscitation Devices
- Appendix D – Proper Bleach Solution
- Appendix E – First Aid and Body Fluid Emergency Kit
- Appendix F – Training Record
- Appendix G – Pre-Exposure Hepatitis B Immunization Consent or Declination and Voluntary Assumption of Risk
- Appendix H – Hepatitis B Vaccination Record
- Appendix I – Exposure Incident Report Responsibility
- Appendix J – Exposure Incident Report
- Appendix K – Body Fluid Exposure Log
- Appendix L – Source Individual Consent for Blood Testing
- Appendix M – Source Individual Refusal for Blood Testing
- Appendix N – Employee Consent for Release of Medical Information
- Appendix O – District Blood-Borne Pathogens Exposure Control Plan

4	Cal/OSHA Information	44
	Reports and Posting Requirements	
	Special OSHA Requirements	
	Classifying Injuries	
	Classifying Illnesses	
	Posting the Summary	
	Keeping the Log and Summary on File	
	What is an Incidence Rate?	
	Calculating the Incidence Rate	
	Posting Requirements	
	Other Suggested Postings	
	Cal/OSHA Guidelines on Inspections	
	Purpose	
	Guidelines	
	Actions to Take When Cal/OSHA Arrives at the Site	
	What to Expect on a Cal/OSHA Inspection	
	Cal/OSHA Inspection Criteria and Priorities	

- Cal/OSHA Citation Appeal Process
 - Mandatory Participation Notice
 - Written Communication with the Appeals Board
 - Withdrawal and Settlement
 - Discovery
 - Subpoenas
 - Prehearing Conference
 - Notice of Hearing
 - Continuance of Hearing
 - Failure to Appear
 - The Hearing
 - The Decision
 - Reconsideration
 - Judicial Review
 - Employer's Cost Recovery
 - Appeals Board Website

5	Chemical Hygiene Plan	61
	Scope	
	Chemical Hygiene in Laboratories	
	Scope and Application of the Chemical Hygiene Plan	
	Availability	
	Annual Review	
	Responsibilities for Chemical Hygiene	
	Principal	
	Science Department Chairperson	
	School Employees	
	Students	
	Access to Hazard Information	
	Employee Training	
	Material Safety Data Sheets	
	Laboratory Signs	
	Labels	
	Standard Operating Procedures	
	General Principles Guiding Handling and Use of Chemicals	
	General Laboratory Procedures	
	Planning	
	Conduct	
	Chemical Handling	
	Apparel	
	Inspections and Maintenance	
	Housekeeping and Personal Hygiene	
	Storage / Handling / Use of Certain Chemicals is Specifically Forbidden	
	Procedures for Specific Chemical Hazards	
	Toxic Chemicals	
	Flammable Chemicals	
	Corrosive Chemicals	
	Reactive Chemicals	

	Procedures for Specific Physical Hazards	
	Electrical Safety	
	Glassware	
	Laser Safety	
	Vacuum Safety	
	Compressed Gases	
	Cryogenics	
	Other Hazards	
	Chemical Procurement and Storage	
	Ordering and Receiving Chemicals	
	Standard District Chemical Inventory List	
	Requests to Use Chemicals not on Standard District Inventory	
	Chemical Storage Facilities	
	Chemical Storage Procedures (General)	
	Guidelines for Storage Chemicals from Specific Hazard Classes	
	Laboratory Facilities	
	Laboratory Design	
	Laboratory Ventilation	
	Laboratory Hoods	
	Protective Equipment	
6	Confined Space Entry.....	81
	General Information	
	Safe Entry Procedures	
	Rescue Procedures	
	Safe Work Permits	
7	Disciplinary Policy	84
	Introduction	
	Purpose	
	Summary	
	District Performance Report for Classified Personnel	
	District Performance Report for Management, Supervisor and Confidential Personnel	
	Certificated Evaluation Form "C"	
	Management Evaluation Tool	
8	District Code of Safe Practices	103
9	Driver Vehicle Inspection Report	107
10	Electrical and Lockout / Blockout Safety	109
	Electrical Hazards	
	Electrical Fires	
	Electrical Shock	
	Spotting Electrical Hazards	
	Reporting Electrical Hazards	
	First Aid to Electric Shock Victims	
	Assured Grounding	

Responsibilities	
Sites/Departments	
Employees	
Maintenance and Operations	
Contractors	
General Electrical Safety for Employees	
Safety Lockout / Blockout Procedures	
Introduction	
Procedure	
Equipment or Facilities	
Lock Out / Tag Out Sequence	
Other Systems	
Shop and Field Equipment	
Locks	
Warning	
Blocks	
Enforcement and Inspection	
Lockout / Blockout Procedure	
Purpose	
Responsibility	
Preparation for Lockout	
Sequence of Lockout Procedure	
Restoring Equipment to Service	
Procedure Involving More than One Person	
Rules for Using Lockout Procedure	
11 Elevated Work Platform Safety	119
Elevated Work Platform Pre-Work Checklist	
12 Emergency Action and Fire Prevention Plan	122
Purpose	
Readiness	
Prevention	
Reaction	
Recovery	
Review	
Emergency Response	
General Evacuation	
Emergency Evacuation	
Accountability	
What to Do If an Emergency Occurs	
Types of Emergency	
Earthquake	
Fire or Explosion	
Earthquakes	
District Emergency Operating Instructions	
Employee Responsibilities	
Actions to Take “During” an Earthquake	
Actions to Take “After” an Earthquake	
Outside During an Earthquake	
In a Vehicle During an Earthquake	
After an Earthquake	
Employee Responsibilities	

Bomb Threats	
Introduction	
Riot and Civil Commotion	
Fire and Explosion	
Fire Prevention Program	
13 Emergency First-Aid Action	132
Introduction	
When Calling for Help	
What to Say	
Choking	
Breathing	
Electrical Shock	
Heart Attack	
Seizure	
Poisoning	
Drug Overdose	
Burns	
Bleeding	
Head Injuries	
Internal Bleeding	
Broken Bones	
Smoke Inhalation	
14 Employee Recognition	139
Encourage Positive Performance	
Safety Incentive Program Recognition	
15 Employee Safety Training	141
General	
On-the-Job Training	
Specialized Training	
Supplemental Training	
Environmental Health	
Daily Safety Meetings	
Employee Safety Training Record	
Training Log	
16 Ergonomics	146
Written Program	
Employee Involvement	
Recognition of Ergonomic Problems	
Records Review	
Worksite Evaluation	
Employee Surveys / Interviews	
Ergonomic Program Elements	
Hazard Prevention and Control	
Medical Management	
Training and Education	
Three Step Ergonomic Program for Computer Operators	
Step One: Implementing the Computer Monitor Checklist	
Step Two: Consider all Options	
Step Three: Developing a Plan	
Correct Position for Computer Users	
Ergonomic Evaluation Form	

Classroom Ergonomics: Don't Lean	
Classroom Ergonomics: Clear the Clutter!	
Classroom Ergonomics: Avoiding Back Pain	
17 Fall Protection Program.....	158
Fall Protection Requirements	
Unprotected Sides and Edges	
Leading Edges	
Hoist Areas	
Ramps, Runways and Other Walkways	
Dangerous Equipment	
Wall Openings	
Walking / Working Surfaces Not Otherwise Addressed	
Fall Protection Systems Criteria and Practices	
Guardrail Systems	
Personal Fall Arrest Systems	
Positioning Device Systems	
Safety Monitoring Systems	
Training Requirements	
Training Programs	
Retraining	
18 Fire Prevention Area Safety.....	164
Introduction	
Operations	
Flammable Liquid Storage	
Smoking	
Housekeeping Procedures	
Electrical Hazards	
Extension Cords	
Electrical Outlets	
Older Structures	
Electrical Panels	
Heating Systems and Equipment	
Defective/Misused Systems	
Firing of Heating System	
Auxiliary Heating Devices	
Fire Extinguishers and Equipment	
Extinguisher Selection (CCR, Title 8, 6151)	
Halon Extinguishing Agent	
Extinguisher Location / Inspection	
Kitchen Automatic Extinguishing Systems	
Fire Hose	
Employee Training	
Fire Detection Systems	
Smoke / Heat Detector Selection	
Smoke Detector Systems	
Smoke Detector Placement	
Automatic Detection / Sprinkler Systems	

Emergency Evacuation Plans	
Emergency Procedures	
Practice Drills / Alarms	
Fire Exits	
Flame Proofing	
Christmas Trees	
19 Food Preparation Area Safety	171
Introduction	
Safety Guidelines for the Kitchen	
Food Service Safety Checklist	
Receiving Area	
Storage and Handling Area	
Food Preparation Area	
Dining Area	
Walk-In Coolers and Freezers	
Pots and Pans Area	
Soiled Dish Processing Area	
Waste Storage Area	
Hot Water Heating Area	
Electrical Equipment	
Fire Extinguishers and Emergency Equipment	
Microwave Area	
Lighting	
Doors, Stairways and Ramps	
Ventilation	
Employee Clothing	
20 Forklift Operators Checklist	181
21 Hand Tool Safety.....	183
Introduction	
The Four Basic Rules for Hand Safety	
Maintenance and Repair	
Safe Procedures for Carrying Tools	
Portable Power Tool Safety	
General Safety	
Safety Hazards Posed by Portable Power Tool	
Types of Power Tools and the Hazards They Post	
Injuries Resulting from Improper Use and Handling	
Basic Rules for Power Tools	
22 Hazard Communications Program.....	187
Introduction	
Responsibilities	
Summary of Hazard Communication Regulations	
Proposition 65 Warnings	
Hazard Communication Definitions	
Hazard Determination	
Written Hazard Communication Program	
Workplace Labels and Other Forms of Warnings	
Manufacturer, Importer or Distributor Labeling Requirements	
Employer Labeling Requirements	
Secondary Container Transfer Labeling Requirements	
Hazard Assessment	

	Types of Hazards	
	Degree of Hazards	
	Guideline for Understanding Health Hazard Ratings	
	Health	
	Flammability	
	Reactivity	
	Guideline for Understanding Personal Protection Symbols	
	Labeling of Pipes / Placarding	
	Purchasing Requirements	
	Material Safety Data Sheets (MSDS)	
	Product Information	
	Hazardous Components (Ingredients)	
	Physical Data	
	Fire and Explosion Hazards	
	Health Hazard Data	
	Reactivity Data	
	Spill and Leak Procedures	
	Personal Protective Equipment	
	Special Precautions	
	Other MSDS Information	
	Elements of Hazardous Substance Inventory	
	Employee Training	
	Trade Secrets	
	Other Hazardous Communications Objectives	
	Toxicity and Exposure	
	Personal Protective Equipment	
	Handling and Storage of Hazardous Substances	
	Disposal Procedures for Hazardous Substances	
	Emergency Procedures and Spill Cleanup	
	Outside Contractors	
	Non-Routine Tasks	
23	Hazard Recognition and Correction in the Workplace.....	209
	Purpose	
	Objective	
	Procedure	
	Definitions	
	Program Philosophy	
	Hazard Recognition and Control	
	Minimum Action Standard	
	Corrective Action	
	Safety Inspection Form	
	Employee Participation	
24	Hearing Conservation Program	213
25	Indoor Air Quality.....	214
26	Industrial Shop Safety	215

27	Integrated Pesticide Management	216
	Introduction	
	Definition of Integrated Pest Management	
	Pesticide	
	Policy Statement	
	School District Pest Management Statement	
	Pests	
	Pest Management	
	IPM Procedures	
	Education	
	Recordkeeping	
	Notification	
	Pesticide Applicators	
	Roles and Responsibilities	
	Students, Staff and Other Occupants	
	Parents and Guardians	
	IPM Coordinator	
	IPM Coordinator Designee	
	Site Administrators	
	Pesticide Applicators	
	Community Based School District Advisory Committee	
	IPM Criteria	
	Action Thresholds	
	IPM Decision Making Process	
	Identifying and Monitoring Pests	
	Plan for Least Hazardous Pest Control	
	Indoor Sites	
	Entryways	
	Classrooms and Offices	
	Food Preparation and Serving Areas	
	Rooms and Areas with Extensive Plumbing	
	Maintenance Areas	
	Outdoor Sites	
	Playground, Parking Lots, Athletic Fields, Loading Docks and Refuse	
	Dumpsters	
	Turf	
	Ornamental Shrubs and Trees	
	Contracting for Pest Management Services and Licensing Opportunities	
	In-House Services	
	Contracted Services	
	Licensing Opportunities	
	Education and Transition Time	
	Education	
	Pesticide Purchase, Use, Storage and Disposal	
	Pesticide Purchase	
	Pesticide Use, Storage and Disposal	
	Use	
	Storage	
	Evaluation and Recordkeeping	
28	Job Hazard Analysis Form and Job Safety Analysis	228
29	Laboratory Safety	230
30	Ladder Safety	231

31	Lifting Safety.....	232
32	Machine Guard Safety.....	234
33	Motor Vehicle and Utility Vehicle Safety	235
	Driver Selection	
	Driver Training	
	Preventive Maintenance	
	Vehicle Inspection	
	Vehicle Operation	
	Driver Safety Program	
	Introduction	
	Policy	
	Procedure	
	Responsibility	
	Monitoring	
	Drivers	
	Pre-Operation of Vehicles	
	Initial Assignment	
	Point System	
	Annual Review	
	Definitions	
	Special Note	
	Questions to Help Determine if a Vehicle Accident was Preventable	
	Intersection Accidents	
	We Pulled from Parked Position	
	We Hit the Other Vehicle in the Rear	
	We Were Backing	
	We Skidded	
	Pedestrians	
	Others Hit Us While We Were Stopped or Parked	
	Utility Vehicle Safety Guideline	
	Driver's Vehicle Inspection Report	
34	New Employee Orientation.....	246
	Employee Safety Orientation Guideline	
	Safety Policy	
	Employee Responsibilities for Safety	
	Use of Equipment	
	First Aid	
	First Aid Responders	
	Employee Conduct	
	Alcohol and Drug Abuse Policy	
	Hazard Communication	
	Sanitation and Personal Hygiene	
	Special Chemical Hazards	
	Special Training	
	Personal Protective Equipment	
	Special Clothing	
	Orientation Checklist for New Employees	
	Safety and Health Program	

35	Personal Protective Equipment	251
	Introduction	
	Responsibility	
	Mandatory Protective Equipment	
	Basic Personal Protective Equipment	
	Selecting Personal Protective Equipment	
	Foot Protection	
	Hearing Protection	
	Respiratory Protection	
	General	
	Cleaning of Respirators	
	Inspection of Respirators	
	Procedures	
	Gloves	
	Shoes and Boots	
	Eye and Face Protection	
	Protective Equipment for Specific Use	
	Personal Work Clothing	
	Hearing Protection	
	Head Protection	
	Back Supports	
	Training	
	Records	
36	Proposition 65 Notifications	257
	Scope and History	
	Exemptions	
	Enforcement	
	Exposure Warnings	
	Discharge Prohibitions	
	Employee Notification	
	Contractors and Visitors	
37	Respiratory Protection Program	260
	Policy Statement	
	Purpose	
	Responsibility	
	Program Elements	
	Program Administration	
	Workplace Exposure Assessment and Ongoing Surveillance	
	Respirator Selection	
	Evaluating Respirator Wearer Health Status	
	Referral for Medical Evaluation	
	Respirator Fit Testing and Assignment	
	Training	
	Sample Training Outline	
	Guide for Selection of Respirators	
	Guide for Selection of Canisters	
	Recordkeeping	

38	Rigging, Hoists and Slings Safety.....	267
	Introduction	
	Rigger’s Responsibilities	
	Planning the Lift	
	Potential Hazards	
	Type of Lift	
	Load Weight and Dimensions	
	Sling Selection and Inspection	
	Sling Selection	
	Sling Inspection	
	Alloy Steel Chain Slings	
	Synthetic Web Slings	
	Wire Rope Slings	
	Natural and Synthetic Fiber Rope Slings	
	Metal Mesh Slings	
	Sling Load Capacity	
	Sling Angle	
	Safe Work Practices	
	Center of Gravity	
	Using Attachments	
	Safe Lifting and Moving	
	Storing Equipment	
	Hoists and How to Use Them	
	Use the right Hoist for the Job	
	Using the Hoist Safely	
	Avoid These Hazards When Using the Hoist	
	Perform Regular Maintenance on the Hoist	
	Follow These Steps if you Find a Hoist Needs Repair	
	Inspect the Upper Limit Switch	
	Inspect the Chains and Ropes	
	Inspect the Hooks and Latches	
	Inspect the Pendant Control and Cord	
	Inspect Brake Slippage	
	Inspect Grabs and Attachments	
	Selecting the Right Sling for the Job	
	Using the Sling Properly	
	Store the Sling Properly	
39	Safety and Health Committee Meetings.....	278
	Introduction	
	Purpose	
	Objectives	
	Preparation and Planning	
40	Safety Harnesses and Lifelines	281
	Introduction	
	Full Body Harnesses Two Classifications	
	Lifelines	
	Care, Inspection and Testing of Harnesses and Lifelines	
	Use of Harness and Lifelines	
	Common Job Tasks Which Require Use of Fall Protection	
41	Sexual Harassment Policy.....	284

42	Supervisor Safety Training	288
	Job Hazard Analysis	
	Safety Inspections (Daily, Weekly and Unannounced)	
	Accident and Incident Identification	
	Daily Safety Meetings	
	Drug / Alcohol Abuse Training	
	General Safety Education and Training	
43	Tower Scaffolds and Rolling Scaffolds	292
	General Requirements	
44	Training Records	294
	Training Log	
45	Workplace Security: Preventing Violence in the Workplace	296
	Introduction	
	Responsibility	
	Compliance	
	Communication	
	Hazard Assessment	
	Incident Investigation	
	Hazard Correction	
	Training and Instruction	

Accident & Incident Investigation Procedure



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ACCIDENT & INCIDENT INVESTIGATION PROCEDURE

POLICY STATEMENT

All accidents/incidents which result in personal injury or damage to property and equipment are a needless waste of time, talent and materials. It is the policy of the District to maintain strict standards of loss control. It is our intention to eliminate or minimize accidental loss and to maintain a health and safety training program, which will permit us to produce and provide our students and employees with maximum efficiency, free from personal injuries and property damage.

INTRODUCTION

A supervisor, competent person, safety coordinator or designee must investigate all accidents, incidents, and near misses (near-accident), (including those of subcontractors, if applicable). An Accident Investigation Report form must be completed, signed by a supervisor, and then sent to the safety coordinator for each and every accident/incident.

The main purpose of the investigation is not to find fault, but to determine the root cause and what corrective action needs to be taken to eliminate a reoccurrence of the incident.

PURPOSE

The purpose of an accident/incident investigation is to identify those unsafe conditions and acts which contribute to injuries in order that solutions for accident prevention may be proposed. An accident/incident investigation is an invaluable tool in controlling losses. Each accident must be considered a total loss unless its true cause is objectively determined and all contributing deficiencies are corrected.

Thorough investigation, reporting, recording and corrective follow-up for each accident/incident can be time consuming. Putting forth the necessary time and effort to prevent a reoccurrence of each accident/incident is an invaluable investment that will pay compounded benefits to employees and management of the District as the number of accidents/incidents decreases.

EMPLOYEE ACCIDENTS/INCIDENTS

All accidents/incidents regardless of whether or not they result in injury should be thoroughly investigated by the employee's immediate supervisor and reported to the safety coordinator within eight hours. This should include "near miss" incidents. The investigation should be extensive enough to allow the supervisor to suggest practical corrective action.

The safety coordinator should make a decision on the severity of the situation to determine if the services of an outside consultant are needed.

Reporting Procedures

All accidents and incidents regardless of type or severity shall be reported to your supervisor immediately. The responding medical personnel must evaluate all injuries or illness to determine if further medical treatment is necessary.

Reporting Employee Injuries

1. Regardless of the degree of injury, the employee must report to his supervisor first. The supervisor will complete a Supervisor's Report of Employee Injury form.
2. If medical treatment is required, the supervisor will provide the employee with an "Employee's Claim for Worker's Compensation Benefits" (DWC – 1) form. THIS FORM MUST BE COMPLETED WITH 24 HOURS AFTER SEEKING MEDICAL TREATMENT AS REQUIRED BY THE STATE OF CALIFORNIA.

First aid/medical treatment will be provided or arranged for by the injured employee's supervisor. If necessary, the injured employee will be transported to a designated medical facility as applicable.

3. The supervisor must complete the form "**Supervisor's Report of Accident**" within eight hours. Once the supervisor is told by the employee or is aware of the work-related injury, it must be reported to the workers' compensation office within eight hours even if the injury is thought to be
 - a. minor
 - b. is not work related
 - c. caused by an unsafe act
 - d. aggravation of an old injury
 - e. caused by an unsafe act.

If the supervisor thinks any of the five above items are applicable, it should be stated on the "report" forms. At no time should a supervisor withhold or hinder the filing of an employee injury report to the workers' compensation office.

4. A supervisor must not allow an employee to return to work after an occupational injury or occupational illness unless they receive a signed authorization to return to work from the treating Physician.

Upon their return to work, the District will make every attempt to put the employee to work within the limitations specified by the treating physician.

5. Because of the complexity of worker's compensation laws, rules, and procedures, the supervisor should not attempt to answer any questions about workers' compensation insurance. Refer the employee to the workers' compensation analyst in the Benefits Management office.

Serious Emergency Reporting

Serious emergencies are accidents that are life threatening or require more than routine first aid.

If it is necessary to call for emergency medical service and transportation outside of the facility, in the southern California area the number is **911**. Tell them that you have a serious accident. Describe the nature of the accident, i.e., burn, fall, electrical shock, cut, etc.

Tell them the accident location. Give them directions to the accident site, especially the specific location. If the location is difficult to find, send an employee to meet and direct the emergency vehicle.

Insist on an immediate response. Note the time you called and with whom you talked. Make sure transportation for the injured to a doctor or a hospital is immediately dispatched. Give the doctor and/or hospital notice that the injured is in transit to them.

Attend to the injured. Make sure that there is no chance of further injury to the injured employee. Provide immediate first aid as necessary until the emergency personnel arrive. Treat the injured employee using first aid techniques for the likelihood of shock.

Clear and secure the area so that emergency treatment can be administered to the employee and there is clear access to the accident site for emergency vehicles and personnel.

After the injured has been removed from the area, rope off the area and do not allow access to anyone until completion of all investigations, and authorization to proceed by the safety coordinator.

The Workers' Compensation office should be notified of sudden severe illness or injury occurring to employees during regular hours that require **emergency medical treatment** (such as possible heart attacks, strokes, seizures, fainting, serious injuries, etc.). These must be reported to the workers' compensation analyst by telephone as soon as possible. The workers' compensation analyst or designee should then contact the family of the injured employee.

Cal/OSHA Notification: Serious injuries must also be reported to Cal/OSHA within eight hours. Serious injury is defined as "any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement".

Handling non-serious accidents: Provide first aid for the injured employee. First aid supplies are available in the first aid kits in the possession of the site supervisor. Arrange for the employee to be seen by a physician if there is any question that the first aid treatment may not be adequate.

If the employee receives medical treatment, they may not return to work unless they have a signed release from the doctor or treatment center.

All non-serious accidents and injuries are warning signs that a serious accident may occur. Report all non-serious accidents as soon as possible to the safety coordinator and the Benefits Management office, but don't delay in taking corrective action at the site.

First Aid Treatment: The first priority in the treatment of an injured employee is to obtain proper medical attention. In an emergency, immediate first aid may be necessary. Normally employees are sent to a medical facility where first aid treatment is readily available. In the event that there may be a delay in getting an injured employee to a medical facility or that there is not one reasonably accessible to provide treatment to the injured, a person with a valid certificate in **FIRST AID** and **CPR** training must be available at the work site.

Each shift must have at least one person (possibly a supervisor or competent person) on site at all times who is trained in First Aid. First Aid training should be **American Red Cross** or **MSHA** or their equivalent. All employees are encouraged to be CPR trained also. CCR, Title 8, Section 3400 will be adhered to regarding all first aid situations to any employee.

Property/Equipment Damage: When property or equipment, including vehicles, is damaged or stolen, it must be reported on the proper report form provided by our insurance carrier. A formal investigation should follow within 24 hours.

Vehicle Accident Reporting:

1. When an employee is involved in a collision while operating a District or personal vehicle during business hours, they must call the police to the scene for investigation. Supervision must not interfere with a police investigation.
2. The supervisor of the employee must also investigate the collision and complete the appropriate report within 24 hours.
3. Employees, supervisors and the safety coordinator must follow the District Motor Vehicle Safety policy.

Citizen/Public Accidents: Public accidents must be reported on the Accident/Incident Report and forwarded to the safety coordinator within 24 hours of the time the incident occurred. When there is a serious injury, it must be reported by telephone immediately to the Benefits Management office and followed by the appropriate report.

Reporting Forms

1. Accident/Incident Investigation Report

This report is to be used for the reporting or investigation of serious employee accidents/injuries, accidents involving property damage, or vehicle accidents and any other incident.

2. Employers First Report of Occupational Injury or Illness (5020)

The supervisor or designee will complete form and forward a copy to the workers' compensation analyst. The information supplied by the supervisor on the Accident/Incident Report will be placed onto the form. The information available on the medical reports and personnel records will be included.

3. Employee's Claim for Workers' Compensation Benefits (Form DWC-1).

It is imperative that any employee involved in a motor vehicle accident who has an injury, no matter how slight, be given this form by the supervisor to fill out and return. The safety coordinator will decide whether or not to forward the claim to the insurance carrier. This procedure should be thoroughly reviewed prior to accepting liability for the employee's injury/illness.

Record Keeping

All accidents or injuries of any type must be recorded, logged, and filed in the appropriate District file as well as the personnel folders as may be applicable. All documentation shall be retained for a minimum of five years.

1. Employee Injuries

a. "OSHA Log of Recordable Injuries

The workers compensation analyst will maintain the OSHA log of injuries when an injury occurs which is more than a first aid injury. This would be classified as a "recordable injury" by OSHA definition.

(NOTE: A "First Aid" injury is one in which only minor injuries occur and which a trained first aid person can normally handle. This also includes initial treatment and a one-time follow-up visit even if treated by a physician. However, once prescription medication is provided or stitches are required, the injury is then required to be classified as a "recordable injury" per OSHA.

b. "First Report of Injury"

A copy of the state "Employers' First Report of Injury" (5020) form must be attached to the supervisor's Accident/Incident Investigation Report" for all accidents entered on the OSHA log and must be retained for at least five years.

2. Vehicle, Property Damage, and Public Liability Accident Reports

All accidents reported to the Business Services office will be kept in separate accident files to maintain and monitor the accident history for each type category; i.e., vehicle accidents, customer property damage, and public liability. The files will identify the persons involved, i.e., driver, site/location, supervisor, a short description of the accident, injury, time, date, and estimated cost.

Aerial Lift Devices Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

AERIAL LIFT DEVICES SAFETY

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all aerial lift devices used on District premises shall comply with the following guidelines:

1. All employees shall be instructed in the proper use of all aerial devices prior to operation and only trained personnel shall operate the elevated work platform.
2. Inspect the equipment for damage on a daily basis and prior to use.
3. The surface upon which the unit is being operated must be level with no hazardous irregularities or accumulation of debris, which may cause a moving platform to overturn. The route and/or area in which the unit is to be used must be surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in pavement, ground or shoulder, ditches, slopes, etc.
4. Safety harnesses must be worn on all aerial devices.
5. Most equipment is not insulated for electrocution hazards. Do not use aerial devices within ten feet of electrical lines or equipment.
6. Ladders or other objects shall not be placed in or on top of the platform to gain greater height. Employees shall not sit or climb on the edge of the basket.
7. Do not load platforms beyond their rated capacity.
8. Climbers shall not be worn while performing work from an aerial device.
9. Never attempt to leave the basket while it is in the elevated position.
10. Aerial devices may never be used for crane purposes.
11. Do not operate an aerial device unless the access opening (gate entrance or side bar) is closed.
12. Do not jerk controls. Move the control lever slowly from neutral to start movement and return it to neutral slowly.
13. Do not move lever across neutral without stopping.
14. Do not allow overhanging loads on the work platform.
15. Do not operate an aerial device that is malfunctioning.
16. Do not make any modifications to an aerial device.
17. Do not use an aerial device for any other purpose than to position personnel and their tools or equipment. The aerial device is not designed for use as a crane.
18. Do not operate an aerial device when the wind velocity exceeds 25 miles per hour.
19. Towering aerial devices (driving with the boom or platform extended) is prohibited.
20. Aerial devices are not allowed on stages unless authorized to do so.



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

AERIAL LIFT PRE-WORK CHECKLIST

INSTRUCTIONS: Prior to operation of the lift, it is a policy of Newport-Mesa Unified School District, that the following inspections be made. Operation of the equipment is prohibited if any deficiencies are noted. Deficiencies must be brought to the attention of your supervisor immediately. Only trained and authorized personnel are permitted to operate this vehicle. Turn in this form to your supervisor upon completion of the vehicle inspection.

Vehicle Number:	Date:
Load Capacity:	Intended Load:
Operator:	Signature:

CHECKLIST	YES	NO
Are fluid levels at correct position (hydraulic, water, oil, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are tires properly inflated and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are all decals in place and legible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all hydraulic lines in good condition and properly connected?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety harnesses and lanyards available?	<input type="checkbox"/>	<input type="checkbox"/>
Is vehicle fully charged or fueled?	<input type="checkbox"/>	<input type="checkbox"/>
Are all controls operable from the ground level?	<input type="checkbox"/>	<input type="checkbox"/>
Are all controls operable from the basket?	<input type="checkbox"/>	<input type="checkbox"/>
Has the forward and reverse direction of the vehicle been identified?	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of any above problems: _____

Blood-Borne Pathogens



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

BLOOD-BORNE PATHOGENS

PURPOSE

In today's school/work place environment it is important that the latest information and means to protect students and staff of the District who could be exposed to blood borne pathogens. An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious body fluid that occurs during the performance of than employee's duties or tasks.

The purpose of the ***Newport-Mesa Unified School District Plan*** is to eliminate or minimize occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood-borne pathogens, which could lead to disease or death. This plan includes engineering control, work practices, personal protective equipment, and methods of compliance that coupled with employees, will reduce on-the-job risks for all employees with reasonably anticipated exposure to potentially infectious materials.

Accidents and injuries involving blood and body fluids occur every day in our nation's schools. Lacerations, abrasions, and bloody noses are common occurrences in the classroom and on the playground and other play areas (fields, courts, gymnasiums, etc). In addition, many schools or work sites encounter children who have a variety of physical or mental disabilities in self-contained or departmentalized classrooms (regular or special education). Developmentally delayed children often exhibit behaviors, such as biting, scratching, self-mutilation, drooling, and kissing, that may facilitate transmission of potentially infectious diseases. Additionally, schools are also encountering a growing number of children who have a variety of physical ailments that may pose a risk for transmission of blood-borne pathogens such as urinary catheters, feeding tubes, tracheotomies, etc

SCOPE

This exposure control plan applies to all District employees who can reasonably anticipate as the result of performing their job duties, contact with blood or other potentially infectious materials semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures or any body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following tasks or procedures in which occupational exposure to blood-borne pathogens may occur and may be performed in the District environment:

1. Direct first aid
2. Diapering/toileting
3. Changing menstrual pad
4. Feeding (oral or gastrostomy)
5. Catheterization secretion
6. Cleaning mouth/noise
7. Suctioning
8. Emenis clean up (vomit)
9. Changing ostomy bags
10. Blood glucose Monitoring
11. Injections
12. Tooth brushing
13. Combative student (biting)
14. Dressing change
15. Swallowing therapy
16. Cleaning body fluid spills
17. Regulated waste

OVERVIEW

Most personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties. In general, employees incur a very low risk of exposure to body fluids due to the nature of casual contact with individuals in the school environment.

A wide variety of viruses and bacteria are classified as blood-borne pathogens, inducing infection by entering the body through non-intact skin and mucous membranes. Some blood-borne pathogens encountered in the environment are:

- Human Immunodeficiency Virus (HIV)
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Hepatitis D Virus (HDV)
- Hepatitis G Virus (HGV)
- Cytomegalovirus (CMV)
- Parvovirus B19

Cal/OSHA recognized the need for a regulation that prescribed reasonable safeguards to protect employees against the health hazards from exposure to blood and certain body fluids and established regulations to be implemented in the work place. This safety program outlines universal precautions designed to reduce those risks

EXPOSURE CONTROL

Section 1: Exposure Control Plan

In accordance with the OSHA Blood-borne Pathogens Standard, 29 CFR 1910.1030 and the Cal/OSHA Blood-Borne Regulation CCR, Title 8, Section 5193, the following exposure control plan has been designed to eliminate or minimize employee exposure to blood or other potentially infectious materials.

This Exposure Control Plan must be made accessible to all employees. This plan also will be made available to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or NIOSH or their respective designee upon request for examination and copying.

This plan will be reviewed and updated annually and whenever necessary as follows:

- To reflect new or modified tasks and procedures which affect occupational exposure.
- To reflect progress in implementing the use of needle less systems and sharps with engineered sharps injury protection.
- To include new or revised employee positions with occupational exposure.
- To review and evaluate the exposure incidents which occurred since the previous update.
- To review and respond to information indicating that our Exposure Control Plan is deficient in any area.

The District safety committee will communicate with employees of the District for obtaining active involvement of employees in reviewing and updating the District's Blood-Borne Pathogens Exposure Control Plan.

Section 2: Exposure Determination

An exposure determination was made to identify which employees may incur occupational exposure to blood or other potentially infectious material. The exposure determination has been made without regard to use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

1. The following job classifications are the only classifications in which all employees of that job classification in the course of performing their job would have the potential for occupational exposure to blood-borne pathogens:

Job Classification	Task/Procedures
School Nurses/Health Clerks	See Part 2 - Section 2 – Scope
Playground Supervisors/ Noon-Duty Aides)	See Part 2 - Section 2 – Scope
Teacher/Instructional Aides of Severely Handicapped	See Part 2 - Section 2 – Scope
Home Teachers	See Part 2 - Section 2 – Scope
Custodians	See Part 2 - Section 2 – Scope
Office Managers/Assistants	See Part 2 – Section 2 - Scope

2. The following job classifications are the only classifications in which some employees may have the potential for occupational exposure to blood-borne pathogens:

Job Classification	Task/Procedures
First Responders (First Aid/Medical Teams)	See Part 2 - Section 2 – Scope
Classroom Teachers/Aides	See Part 2 - Section 2 – Scope
PE Teachers	See Part 2 - Section 2 – Scope
Administrators	See Part 2 - Section 2 – Scope

3. Any employee who experiences a specific exposure incident at work, though unrelated to the performance of their job duties, should comply with the post exposure evaluation and follow-up provisions of this plan.

Please note that employee's who are not "first aid responders" but go to an injured persons aid as a "good Samaritan" are not covered by the training and vaccination requirements of the law. They are, however, covered by the post exposure evaluation and follow-up provisions.

Section 3: Exposure Incident

An exposure incident is contact with blood or other potentially infectious materials that may include mucous membranes, non-intact skin, or parenteral contact that results from the performance of the employee's duties.

When an employee incurs an exposure incident, it should be reported immediately to the workers' compensation office. This is imperative because post-exposure prophylaxis (PEP) for HIV is most likely to be effective if implemented as soon after the exposure as possible. All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

The following steps will be taken once an employee has reported an exposure incident:

1. Detailing information concerning the exposure incident will be given by the exposed employee to workers compensation office or their designee, documenting the date and time of exposure, details of the procedure being performed, details about the exposure source, if known, route of exposure, and any circumstances related to the incident.
2. The exposed employee must sign a consent form for permission to release and exchange information with the exposed employee's medical provider.
3. If at all possible, the identification of the source individual and, if possible, the status of the source individual should be obtained, unless the employer can establish that identification is not feasible or prohibited by state or local law. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV/HCV infectivity (Appendix L). It must be noted that the results of the source individual's tests cannot be relied on solely. It is prudent to remember that HIV antibodies may not be detectable for a window of 6-12 weeks.
4. The exposed employee must be directed to a healthcare professional at the time of the exposure incident for evaluation and to determine the need for HIV PEP. Follow-up for HBV and HCV infections also should be conducted. The District's exposure control officer must provide the healthcare professional with a copy of the blood-borne pathogens standard, a description of the employee's job duties as they related to the incident and a report of the specific exposure, including date and time of exposure, route of exposure, and relevant employee medical records, including Hepatitis B vaccination status.
5. If a severe exposure occurs involving (1) a known infected individual or (2) copious amounts of blood or other potentially infectious materials, or (3) if the exposed person is pregnant or suspected to be resistant to antiretroviral drugs, the Center of Disease Control (CDC) has recommendations for post exposure prophylaxis.
6. The results of the source Individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
7. The exposed employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and instructions to report any related experiences to the appropriate (Immediate Supervisor or District's exposure control officer).
8. The District's exposure control officer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation. The healthcare professional will be instructed to limit their opinions to:
 - a. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following the incident;
 - b. Whether the employee has been informed of the results of the evaluation; and,
 - c. Whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. All other findings or diagnoses will remain confidential and will not be included in the written report.

Implementation Schedule and Methodology

Section 1: Universal Precautions

Universal precautions are the assumption that all human blood and certain human fluids are treated as if known to be infectious for HIV, HBV or HCV, and other blood-borne pathogens. Universal precautions will be observed throughout the District in order to prevent contact with blood or other potentially infectious materials.

All infectious materials will be considered infectious regardless of the perceived status of the source individual.

As defined in Section 5193 of Title 8 of the California Code of Regulations, "other potentially infectious materials" (OPIM) means the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids."

Also considered under other potentially infectious materials are any unfixed tissue or organ (other than intact skin) from a human (living or dead), cells, tissues, organ cultures from humans or experimental animals, blood, organs or other tissues from experimental animals or culture medium or other solutions.

Section 2: Engineering and Work Practice Controls

General Information

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees of the District. Where occupational exposure remains after implementation of engineering controls, personal protective equipment shall be utilized.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Work practices controls will be evaluated and updated on a regular schedule to ensure their effectiveness. The following subsections will describe engineering and work practice controls within the District.

Control of Sharps

Definitions

"Sharps" means any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in a exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and dental knives, drills and burs.

"Sharps Injury" means any injury caused by a sharp, including, but not limited to cuts, abrasions, or needle sticks.

"Sharps Injury Log" means a written or electronic record of each exposure incident involving a sharp.

Sharps Containers

Sharps containers must be easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers must be maintained upright throughout use and replaced as necessary to avoid overfilling.

Sharps containers must be rigid, puncture resistant and leak proof on the sides and bottom, portable (when necessary) and labeled with a proper biohazard waste or sharps waste symbol. Sharps containers or appropriate containers for potentially contaminated needles/sharps or infectious waste are located in the Nurse's Office inside a locked cabinet at each school site.

Sharps Injury Log

The District shall maintain a Sharps Injury Log, which is a record of each exposure incident involving a sharp. The exposure shall be recorded on the log within fourteen working days of the date the incident is reported.

The Sharps Injury Log shall contain the following information:

- Date and time of the exposure incident.
- Type and brand of sharp involved in the exposure incident.
- Description of the exposure incident.
- Job classification of the exposed employee.
- Department or work area where the exposure incident occurred.
- The procedure that the exposed employee was performing at the time of the incident.
- How the incident occurred.
- The body part involved in the exposure incident.
- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable.
- The employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Information to be included in the Sharps Injury Log will be gathered by District personnel responsible for investigating employee injuries. The Sharps Injury Log shall be maintained for five (5) years from the date the exposure occurred.

The District shall ensure that the Sharps Injury Log be provided upon request for examination and copying to employees, employee representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations (or designee), to the Department of Health Services, and to NIOSH.

Needleless System

District Nurses and other health practitioners employed by or contracted with the District will make every effort to utilize a needle less system, when possible, during the administration of medications or fluids, or other medical procedures.

If a needleless system cannot be used, needles with engineered sharps injury protection shall be used for the administration of medications or fluids, or other medical procedures involving the potential for an exposure incident.

Handling Contaminated Sharps

Any medical procedure involving the use of sharps in connection with patient care shall be performed using effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury.

Immediately or as soon as possible after use, contaminated sharps shall be placed in containers that are rigid, puncture resistant and leak proof on the sides and bottom, portable (when necessary) and labeled with a proper biohazard waste or sharps waste symbol.

In the event sharps are discovered at any District property, only personnel trained in proper handling of contaminated sharps shall remove them. Sharps shall be removed by picking up the item with one hand and

depositing it into a sharps container. Personal protective equipment (e.g. latex gloves) should always be utilized when handling sharps.

Prohibited Practices

The following practices shall be prohibited for any employee of the District:

- Shearing or breaking of contaminated needles and other contaminated sharps.
- Bending contaminated sharps.
- Recapping contaminated sharps (unless recapped utilizing a one-handed technique by school nurses or other health practitioners only when no alternative is feasible or that such action is required by a specific medical or dental procedure).
- Removing contaminated sharps from sharps containers.
- Reaching by hand into or otherwise accessing contents of sharps containers.
- Opening, emptying or manually cleaning sharps containers.
- Reusing disposable sharps.
- Picking up broken glassware that may be contaminated with blood or other potentially infectious material directly with hands.

Disposal of Sharps

Sharps shall be disposed of in a manner as defined in Section 5193 of Title 8 of the California Code of Regulations and in Sections 117600 through 118360 of the California Health and Safety Code, Chapter 6.1.

When a sharps container becomes full it must be taped closed immediately prior to removal or replacement to prevent spillage or protrusion of contents. If leakage is possible the container must be placed in a secondary container. The secondary container must be closable and constructed to contain all contents and prevent leakage.

Sharps containers ready for disposal should not be stored for not more than seven days. These containers must be labeled with the words "Sharps Waste" or with the international biohazard symbol and the word "Biohazard".

The actual removal of the containers from District facilities shall be contracted with an approved agency or medical waste hauler in accordance with all regulations pertaining to transportation, shipping, and handling of such waste. Additional sharps containers can be obtained by contacting the Los Angeles County Health Department.

Hand Washing

Hand washing is the single most effective means of preventing the spread of infectious diseases. Hand washing procedures should be instituted even if protective equipment has been worn. Employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Hands should be washed:

- Before and after contact with a patient.
- Before and after touching wounds (even with gloves).
- Before eating.
- After any direct exposure to blood or other potentially infectious materials.
- After removing gloves.
- After handling soiled or contaminated items and equipment.
- After using the toilet.

The method for correct hand cleaning and de-germing with water and plain soap is:

- Wet hands with hot water.
- Lather hands with either bar or liquid soap.
- Rub repeatedly for at least 15 seconds.
- Rinse hands.
- Turn faucets off using a dry paper towel.

Where employees have had an unprotected contact with blood, or potentially infectious materials, Employees shall wash skin with soap and water, flush mucous membranes with water or flush eyes with water or saline solution as soon as feasible following the contact. An evaluation of exposure incident report must be generated for any unprotected contact.

Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. The Director of Facilities is required to evaluate these facilities to ensure that these facilities are readily accessible to employees after incurring exposure. These facilities must also have available hot water and appropriate disinfecting soap or hand cleaner.

Hand washing facilities are commonly located in all restrooms.

Antiseptic Hand Cleanser

For those employee classifications where hand-washing facilities are not readily available after incurring exposure, employees will be provided either an antiseptic cleanser in conjunction with a clean cloth/paper towel or antiseptic towelettes. When this alternative is used in lieu of hand washing facilities, the employees, as soon as feasible, will wash their hands with soap and running water. Employee classifications that have the potential to utilize antiseptic hand cleansers include:

- Instructors
- Administrators
- Supervision Aides
- Other Instructional Aides
- Office Managers
- Coaches/PE Instructors
- All Other District Personnel

The Warehouse Lead Person is responsible for obtaining and maintaining appropriate levels of equipment and supplies for employee's use.

Personal Protective Equipment

All personal protective equipment used in the District will be provided cleaned, laundered, repaired and/or disposed of without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Appropriate personal protective equipment will not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use, and for the duration of time which the protective equipment will be used.

The District will ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible in the workplace or issued to employees as necessary. Hypoallergenic gloves, glove liners, powder less gloves or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided.

The appropriate PPE shall be used unless the Supervisor shows that the employee temporarily and briefly declined to use PPE. Only under rare and extraordinary circumstances, when it is the employee's professional judgment that in the specific instance the use of personal protective equipment would have increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented, in order to determine whether changes can be instituted to prevent such occurrences in the future.

Personal protective equipment available is as follows:

Gloves – Gloves must be worn when it can be reasonably anticipated that an employee may have hand contact with blood, other potentially infectious material, mucous membranes, and non-intact skin or when touching contaminated items or surfaces. Gloves are disposable and should not be cleaned for reuse. Gloves shall be replaced as soon as practical when contaminated, torn, punctured or lose their ability to function as a barrier. Gloves shall be disposed of in biohazard bags.

Face Shields, Masks, Goggles and Safety Glasses – These should be worn to prevent inhalation of blood containing mist and splashing of blood, other bodily fluids or blood containing solutions (such as during clean up) into the eyes. Eye protection may be decontaminated for reuse. Masks should be disposed of in biohazard bags.

Resuscitation Equipment – This includes mouthpieces, resuscitation bags and pocket masks. This equipment should be used for mouth-to-mouth resuscitation (CPR). Although saliva has not been found to transmit HIV or HBV, this extra precaution is advised. The bag mask may be decontaminated for reuse, and the portable mouthpieces should be disposed of in biohazard bags.

Gowns, Aprons and Other Protective Body Clothing – These should be worn in the event that blood or other potentially infectious materials may splash or otherwise come into contact with an employee's body. This type of equipment includes, but is not limited to, gowns, aprons, lab coats, coveralls, or similar outer garments.

Additional PPE – Additional protective clothing shall be worn in increased occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

Removal of Personal Protective Equipment

If blood or other potentially infectious material penetrates a garment, the garment must be removed immediately or as soon as feasible. All personal protective equipment must be removed prior to leaving the work area. Removed personal protective equipment must be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Biohazard bags – These bags are red in color and OSHA approved. These bags will be used to dispose of all blood or other potentially infectious materials. All biohazard will be sealed and disposed of appropriately.

Biohazard Waste Cans – The Biohazard container will be located in the Nurse/Health office. OSHA can/ must approve the biohazard waste. The can will have a lid and lined with a red biohazard bag. All bandages,

Band-Aids, tape, gauze and other blood or other potentially infectious materials will be disposed of in the waste can.

Minimizing Blood Splashing

All procedures involving blood or other potentially infectious materials will be conducted in a manner that will minimize splashing, spraying, spattering and generation of droplets of these substances. Employees shall make every effort to ensure that these substances do not become airborne as a result of their work activity.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposures to blood or other potentially infectious materials, the following restrictions shall be in place:

- No eating.
- No drinking.
- No smoking.
- No applying cosmetics.
- No applying lip balm.
- No handling of contact lenses.
- No storing food or drink in areas (refrigerators, freezers, shelves, cabinets, on countertops, etc) where blood or other potentially infectious materials are present.
- No handling broken glassware with bare hands.

Housekeeping & Decontamination

The District shall be maintained in a clean and sanitary condition. All employees are responsible for their work area. In the event a condition becomes hazardous or presents a situation where potential contamination may occur proper decontamination procedures shall be followed. Any District facility and equipment that has regular exposure to blood and other potentially infectious materials will be cleaned a minimum of once per day using a 10% household bleach solution or other EPA approved and registered germicidal solutions. Decontamination activity must be documented and maintained.

The method of cleaning or decontamination used shall be effective and appropriate for the location within the site or facility, the type of surface or equipment to be treated, the type of soil or contamination present, and the tasks or procedures being performed in the area.

Guidelines for Maintaining a Clean District Environment

Utility Gloves – Gloves must be worn when cleaning/disinfecting or sanitizing, when removing trash, or when performing any other activity that may place the individual at risk for body fluids. The gloves may be decontaminated and reused if they are completely intact. They should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tear, and other evidence of deterioration.

Disposable or Single Use Gloves – The Center for Devices and Radiological Health, FDA, has the responsibility for regulating the medical glove industry. Medical gloves include those marketed as sterile, surgical, or non-sterile. Examination gloves may be made of vinyl or latex. There are no reported differences in barrier effectiveness between intact latex and intact vinyl gloves. The gloves are to be used only once and replaced as soon as feasible when contaminated, torn, punctured, or their ability to function as a barrier is compromised.

Soiled Laundry and Clothing – This pertains to diapers, table covers (changing or couch), clothing and blankets soiled by body fluids. Although soiled laundry or clothing may harbor large numbers of pathogenic microorganisms the risk of actual disease transmission is negligible; however, common sense hygienic

practices for processing and cleaning are recommended. The addition of bleach will further reduce the number of potential infectious agents. Pre-soaking is required for heavily soiled clothing.

Soiled articles should be handled as little as possible and with minimum agitation. Utility gloves are to be used when handling contaminated clothing/laundry. All soiled clothing and laundry should be bagged or placed in containers identifying the contents. The container(s) must be leak proof.

District and Work Desks/Chairs – Desks or chairs that have been contaminated with a body fluid must be cleaned with soap and water and sanitized with an EPA germicide

Carpets – All carpets contaminated with body fluid spills must be sprinkled with a sanitary absorbent. After the soil is absorbed, carefully vacuum with a wet vacuum extractor or an industrial-grade vacuum with high efficiency filter. If the wet extractor or other industrial/hospital vacuum is not available, the contaminated absorbent must be scraped into a plastic bag while still wet.

Floors – A sanitary absorbent must be applied to the contaminated areas of the floor (hallways, classrooms, locker room, etc.); and, after absorbed the material is to be swept into a plastic bag. The areas should be cleaned with soap and water and then disinfected with an EPA germicide.

Garbage and Waste Can Liners – All garbage and waste cans shall be lined. All liners must be replaced daily. Biohazard labels must be affixed to containers identified for containing regulated waste. Red bags or red containers may be substituted in place of the biohazard label.

Restrooms – All restrooms are to be cleaned and disinfected on a daily basis. Employees must wear designated PPE gloves. In instances where toilets overflow or drains back up, the restrooms must be placed “Out of Service” until the area has been properly and thoroughly clean and disinfected.

Drinking Fountains – All drinking fountains should be cleaned and decontaminated daily

Health/Nurse’s Office – The health/nurse office must be cleaned and disinfected daily

Medical Devices – All contaminated medical devices must be washed with soap and water and disinfected with a germicidal tuberculocide agent.

Locker Rooms – All locker rooms should be cleaned and disinfected daily

Other Contaminated Work Surfaces – All contaminated work surfaces and equipment will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials. Any surface that has become contaminated since its last regular cleaning should be decontaminated immediately.

Any broken glassware that may be contaminated shall not be picked up directly with the hands. Disposable gloves in conjunction with mechanical means such as dustpan and brush, tongs or forceps shall be used.

Cleaning and Disinfection

Schedule

Cleaning and disinfection procedures should be followed regularly, daily, weekly, or as needed, regardless of the presences or absence of an exposure incident, which may include blood or other potentially infectious waste.

A hospital grade chemical germicide registered as a “tuberculocide” should be used to disinfect for micro-bacteria, most viruses, and bacteria. The Environmental Protection Agency (EPA) for use as a hospital disinfectant must register the product. Daily cleaning and disinfection in general areas should include the following areas in the work site:

1. Sinks and faucet handles.
2. Doorknobs and push plates.
3. Toilet seats and bowls (inside and out) and bathroom floors.
4. Table tops used for eating, including those used in employee lounges.
5. Classroom floors, hallways, lunch and kitchen floors.
6. Desks and chairs
7. Carpet vacuuming
8. Inside and outside of waster receptacles
9. All physical education equipment

Daily cleaning and disinfection in classrooms, storage areas for regulated waste, and the health/nurse office include:

1. Mats, bolsters, wedges, etc.
2. Changing surfaces, sinks and toilet seats.
3. All toys.
4. Any cot or vinyl couch in nurse/health office.
5. Any other equipment located in the rooms.

Weekly cleaning and disinfection should include the following areas:

1. Soap dispenser: empty, wash, disinfect, and air dry.
2. Walls above sinks
3. Partitions in bathrooms.

Equipment or Supplies Needed for Proper Clean-Up and Disinfection

- ✓ “Caution” or “Wet Floor” signs/cones
- ✓ Absorbent Towels
- ✓ Apron and/or gown
- ✓ Biohazard receptacle or color-coded (red) regulated waste containers
- ✓ Broom
- ✓ Cleaning rags
- ✓ Color-Code plastic bags
- ✓ Counter brush
- ✓ Disposable and/or utility gloves
- ✓ Dust pan
- ✓ Eye protection/goggles
- ✓ Measuring cup
- ✓ Mop bucket
- ✓ Quick absorbent products
- ✓ Registered EPA germicidal “tuberculocide” disinfectant
- ✓ Sponges
- ✓ Spray bottle properly labeled
- ✓ Tongs
- ✓ Vacuum clean (tank type)
- ✓ Wet mop

Section 3: Regulated Waste

The District will ensure that the handling, storage, treatment and disposal of all regulated waste will be in accordance with California Health and Safety Code, Chapter 6.1, Sections 117600 through 118360 and other applicable Federal, California State, Los Angeles County and City regulations.

Sharps containers shall be disposed of in a manner outlined in the section of this plan pertaining to sharps. Any regulated waste not consisting of sharps will be disposed of in containers that are:

- Closable;
- Constructed to contain all contents;
- Labeled and color-coded in accordance with CCR Title 8 Section 5193(g)(1)(a);
- Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

If outside contamination of a container of regulated waste occurs, it will be placed in a second container, which will have the characteristics listed above.

Containers are to be strategically placed (e.g. nurse's office, custodian's room), accessible, and visible to all whom must use them. The containers must be replaced routinely and not be overfilled thereby increasing the risk of needle sticks and cuts.

In general, there will be few items deemed regulated waste in the school setting (e.g. emesis absorbent material, blood soak gloves, masks, gowns, sharps). If a material is saturated to the point of dripping or would release fluids if compressed, then it should be considered regulated waste. Most items contaminated in a school environment setting are Band-Aids, bandages, gauze sponges, and facial tissues soiled with blood or other potentially infectious material. These substances can be placed in a designated trash container with color-coded liner for disposal of contaminated articles not meeting the definition of regulated waste.

Policies for defining, collecting, storing, decontaminating, and disposing of regulated waste shall be determined by the College District in accordance with federal, state and local regulations.

Hepatitis B Vaccination/Post-Exposure Evaluation and Follow-Up

Section 1: Hepatitis B Vaccination

The District will make available the Hepatitis B Vaccine and vaccination series (to designated unvaccinated first aid responders), and post exposure follow-up to all first aid responders only who have had an exposure incident. If an employee as a collateral duty and not on a regular basis renders first aid, the employee is not required to be offered pre-exposure Hepatitis B vaccinations.

This District will ensure that Hepatitis B vaccinations are:

- Made available after the employee has received the training required and within 10 working days of initial assignment (unless employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons).
- Made available at no cost to the employee.
- Made available to the employee at a reasonable time and place.
- Performed by, or under the supervision of a licensed physician, or by, or under the supervision of another licensed healthcare professional.
- Provided according to the current recommendation of the U.S. Public Health Service.

The District will not make participation in a prescreening program a prerequisite for receiving the Hepatitis B vaccination.

In the event the employee initially declines the Hepatitis B vaccination but at a later date while still covered under the blood-borne pathogens standard changes his/her mind and decides to accept the vaccination, the District will make the vaccination available at that time.

If the U.S. Public Health Service recommends routine booster doses of the Hepatitis B vaccine at a future date, such booster dose(s) will be made available to employees. Booster dose(s) will be administered by a licensed physician or under the care of another licensed healthcare professional at no cost to the employee and at a reasonable time and place.

District Human Resources Office, is responsible for managing the Hepatitis B vaccination program.

Employees, who decline the Hepatitis B vaccination offered, shall sign the required waiver indicating their refusal.

Section 2: Exposure Incident

An exposure incident occurs when there is a specific eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Employees must report all incidents that involve the presence of blood to their supervisors before the end of the work shift. A report must be completed that describes the incident, includes the date and time of the incident, and documents the determination of whether or not an exposure occurred. Employees suffering an occupational exposure to blood or other potentially infectious materials will undergo post-exposure evaluation. Exposure reports must be completed by District administrators or most senior manager at a site and forwarded to the Benefits Management Office. The Benefits Management Office will maintain an Exposure Incident Log. This log will be made available all employees and to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or designated representative upon request.

Section 3: Post Exposure Evaluation and Follow Up

All employees who incur an exposure will be offered post-exposure evaluation and follow-up. This process includes the following elements:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested, after consent is obtained, for HIV/HBV infectivity. If consent is not obtained, the District will establish that legally required consent cannot be obtained. If the source individual is already known to be infected with HBV, HCV or HIV, testing for the source individual's known HBV, HCV or HIV status need not be repeated.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The exposed employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to ninety (90) days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experience to appropriate personnel.

Section 4: Information Provided to the Healthcare Professional

The Director of Human Resources shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided with the following:

- A copy of the regulatory text in California Code of Regulations Title 8 Section 5193 (The District will ensure that clinics have one on file before setting up service with them),
- A written description of the exposed employee's duties as they relate to the exposure incident,
- Written documentation of the route of exposure and circumstances under which exposure occurred,
- Results of the source individual's blood testing, if available, and
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

Section 5: Healthcare Professional's Written Opinion

The District's designated exposure control plan manager will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen days of the completion of the evaluation.

The opinion should indicate whether Hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination.

The opinion should also state that the employee has been informed of the results of the evaluation and that the employees has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

The District will establish and maintain an accurate record for each employee with occupational exposure.

Communication of Hazards to Employees

Section 1: Warning Labels

The District will ensure that warning labels are affixed to containers or regulated waste, refrigerators and freezers that may contain blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials. Warning labels shall be in accordance with California Health and Safety Code Sections 118275 through 118320.

Labels must be either an integral part of the container or affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal. Labels shall state which portions of any equipment remain contaminated. Regulated waste that has been decontaminated does not need to be labeled or color-coded.

Red bags or red containers may be substituted for labels except for sharp containers or regulated waste red bags. Bags used to contain regulated waste must be color-coded red and labeled accordingly.

Labels must be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color, except when on red bags or red containers.



Section 2: Employee Information and Training

The District will ensure that all employees with occupational exposure participate in a training program, which will be provided at no cost to the employee during working hours. The workers' compensation office or designee will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that this training will be repeated within twelve months of the previous training. In the event that changes involving potential exposure (new exposures created, modification of tasks, new tasks) or exposure control (new engineering, administrative or work practice controls) are implemented, all affected employees must receive training.

Training shall be tailored to the educational level, literacy, and language of the employee. The training program will contain the following elements:

- An accessible copy of the regulatory text of CCR, Title 8, Section 5193;
- A discussion of the epidemiology and symptoms of blood-borne pathogens;
- An explanation of the modes of transmission of blood-borne pathogens;
- An explanation of the District's Blood borne Pathogen Exposure Control Plan and the means by which the employee can obtain a copy of the written plan;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, administrative or work practice controls and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- An explanation of the basis of selections of personal protective equipment;

- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available and the procedures for recording a sharps-related injury on the Sharps Injury Log.
- Information on the post-exposure evaluation and follow-up the District is required to provide for the employee following an exposure incident;
- An explanation of any signs and labels and/or color coding that employee's may encounter;
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter, and capable of answering questions.

Part 6: Record keeping

The District's Blood Borne Pathogens Exposure Control Plan requires that two types of records be kept for school employees who sustain an occupational exposure to blood or other potentially infectious materials: 1) medical and 2) training.

Section 1: Medical Records

The District will establish and maintain an accurate record for each employee with occupational exposure. The medical record shall include the following:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the healthcare professional's written opinion.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

The District will ensure that medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law. The District will maintain such records for the duration of the employee's employment plus thirty years. Medical records shall be located in the Human Resources Office. Medical records shall be maintained in accordance with California Code of Regulations, Title 8, Section 3204.

Section 2: Training Records

The District's exposure control officer is responsible for maintaining the following training records. These records will be kept in the Benefits Management Office and a copy is to be sent to the office of the District workers compensation analyst.

Training records will be maintained for a minimum of five years from the date of training. The following information shall be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Employee training records required will be provided upon request for examination and copying to employees, to employee representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or designated representative, and to NIOSH.

Section 3: Body Fluid/Sharps Injury Log

As mentioned in the Engineering and Work Practice Controls section of this plan, the District will maintain a Sharps Injury Log which is a record of each exposure incident involving a sharp. The exposure shall be recorded on the log within fourteen working days of the date the incident is reported.

The Sharps Injury Log shall contain the following information:

- Date and time of the exposure incident
- Type and brand of sharp involved in the exposure incident
- Description of the exposure incident
- Job classification of the exposed employee
- Department or work area where the exposure incident occurred
- The procedure that the exposed employee was performing at the time of the incident
- How the incident occurred
- The body part involved in the exposure incident
- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable.
- The employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Information to be included in the Sharps Injury Log will be gathered by District personnel responsible for investigating employee injuries.

The Sharps Injury Log shall be maintained for five (5) years from the date the exposure occurred. The District shall ensure that the Sharps Injury Log be provided upon request for examination and copying to employees, employee Representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations (or designee), to the Department of Health Services, and to NIOSH.

Section 4: Transfer of Records

In the event that the District closes and there is no successor Employer to receive and retain the records for the prescribed period, the Director of NIOSH will be contacted within three months of closure for final disposition.

APPENDIX A

District Blood-Borne Pathogens Exposure Control Plan

PROPER HAND WASHING TECHNIQUE

Hand washing is the single most universal precaution in preventing the spread of infection diseases.

Hands should be washed **BEFORE**: Eating

Hand should be washed **AFTER**: Using the toilet, diapering or assisting with personal hygiene, any contact with blood, body fluids, or soiled objects.

1. Wet hands with running water.
2. Apply soap and lather well. Liquid soap is preferred. Bar soap should be avoided.
3. Wash hands, using a circular motion and friction for 15-30 seconds. Include the front and back surfaces of the hands, between the fingers and knuckles, and around the nails and entire wrist. Wash under jewelry as well.
4. Rinse the hands well under warm running water.
5. Dry the hands well with paper towels turn off the water faucet with a paper towel and discard the towel(s).
6. Apply lotion as desired.

APPENDIX B

District Blood-Borne Pathogens Exposure Control Plan

PROPER LATEX GLOVE REMOVAL TECHNIQUE

Just as important as donning gloves is for protection against blood-borne pathogens and other potentially infectious materials, it is equally important to remove gloves in a safe manner to avoid contamination.

TO REMOVE SOILED GLOVES WITHOUT TOUCHING CONTAMINATED SURFACE WITH BARE HANDS:

1. With both hands gloved, pinch palm of glove on one hand and pull down off fingers. Form that glove into a ball and hold in fist of gloved hand.
2. Insert two fingers of the ungloved hand under the inside of gloved hand on palm side.
3. Push glove inside out and down onto fingers and over gloved hand.
4. Grasp gloves that are now together and inside out.
5. Discard gloves and any used first aid material in the appropriated designated regulated waste receptacle.
6. Wash hands. Remember wearing gloves is not a substitute for good hand washing.

APPENDIX C

District Blood-Borne Pathogens Exposure Control Plan

PROPER CLEANING OF RESUSCITATION DEVICES

Pocket masks and mechanical emergency respiratory devices are designed to isolate the rescuer from the victim's saliva or body fluids. Since most are reusable, proper disinfecting is essential.

1. Remove the one-way valve and discard in the designated waste receptacle.
2. Soak the mask in mild soap or dish detergent solution for a few minutes. Wash with a soft cloth, rinse, and dry.
3. Spray or soak the mask with an EPA registered tuberculocidal disinfectant. Rinse and dry

APPENDIX D

District Blood-Borne Pathogens Exposure Control Plan

PROPER BLEACH SOLUTION

The use of bleach (unscented) is a recommendation of the Center for Disease Control (CDC) for environmental disinfecting and sanitizing.

1. When using bleach and water in a 1:10 ratio solution, the mixture needed is **1 part bleach and 9 parts water**. The concentration achieved by mixing 8 teaspoons bleach (1/4 ounce) with 1 gallon of water. To make a smaller amount in a 16-ounce spray bottle, use 1 teaspoon bleach per 16-ounces of water.
2. Bleach should be mixed with **cold water**. Warm or hot water de-activates the basic ingredient (hypo chlorite).
3. The mixture should be made no more than 24 hours in advance to be effective.
4. It is recommended that a clearly labeled, tightly sealed bottle containing 1 part bleach and having a marked water fill line be kept handy and out of direct light for immediate small spills. It can be filled with cold water and be ready to use.
5. Disposable or utility gloves should be worn to remove as much of the contaminated spill as possible with soap and water. All surfaces should be visibly clean of feces, emesis, blood, and soap residue prior to using the solution.
6. Allow at least 10-15 minutes contact time with the bleach solution.

APPENDIX E

District Blood-Borne Pathogens Exposure Control Plan

FIRST AID AND BODY FLUID EMERGENCY KIT

An emergency involving a body fluid spill can exist any place, not just on school property. School employees need to be prepared and be ready to take sensible precautions. A first aid and body fluid emergency kit should be provided to all classroom instructors and/or other staff members for field trips or other outings where custodial help may not be readily available.

RECOMMENDED CONTENTS OF EMERGENCY KIT

1. Disposable gloves (2 pair)
2. Absorbent towels
3. Zip-lock plastic bags or plastic bags with a twist seal.
4. Several packets of liquid soap or antiseptic towelettes
5. Eight (8)-ounce bottle containing an EPA registered disinfectant.
6. Sterile 4X4's, Band-Aids, and other appropriate first aid equipment
7. Device for resuscitation

INSTRUCTIONS FOR USE:

1. Wear disposable gloves
2. Provide appropriate first aid treatment
3. If any blood or other potentially infectious body fluids come in contact with clothing, backpacks, or fanny packs:
 - a) Soak up body fluid spill with disposable absorbent towels
 - b) Scrub area with soap and water
 - c) Saturate area with disinfectant and allow standing for ten minutes before soaking up area with absorbent towels
 - d) Place all soiled materials in plastic bag.
 - e) Remove gloves, turning inside out during removal and place in plastic bag.
 - f) Seal bag and place in appropriate regulated waste receptacle.
 - g) Wash hand with soap and running water.

FIRST AID CLEANING PROCEDURES

1. If possible, help the injured student or staff member care for them.
2. Create a barrier between yourself and blood and body fluids that may contain blood.
3. Clean all surfaces and soiled items with an EPA registered tuberculocide disinfectant
4. Dispose of soiled gloves and other barrier materials in a sealed plastic bag
5. Wash hands with soap and warm running water.

APPENDIX G

District Blood-Borne Pathogens

Pre-Exposure Hepatitis B Immunization Consent or Declination and Voluntary Assumption of Risk

Dear Employee:

Date: _____

Per Cal/OSHA guidelines, employees working in the following programs are considered eligible for pre-exposure Hepatitis B immunization:

Nurses, CHDP Clerk, Bitely Aphasia Special Education Instructors and Instructional Assistants, Bitely Special Day Class Special Needs Class Instructors and Instructional Assistants, Bitely SELPA SDC Class Instructors and Instructional Assistants, Custodians. District Office Managers and Office Assistants

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons.

Immunization for Hepatitis B consists of a series of three shots over a one-year period. Those employees who are covered by one of our health insurance carriers may receive this series of shots from their physician. Employees who have no medical benefit plan may receive the shots through the District. There is no cost to the employee for these immunizations.

It is your choice to receive the immunization or not, but we must have a record of your decision.

Please check one of the boxes below, sign and return this entire form to the Human Resources Office, Attn:

ACCEPTANCE

I have health insurance with and will go to them for Hepatitis B (HBV) immunization.

Please bring proof of your immunizations to the Human Resources Office after you receive them.

I have no medical benefit plan and would like to receive the Hepatitis B (HBV) immunization through the District.

If you check this option, the Human Resources Office will send you an authorization form for your immunizations.

DECLINATION

I have been immunized against Hepatitis B prior to starting work in the District.

Dates of the immunizations are: #1 _____ #2 _____ #3 _____

I have been tested for Hepatitis B (HBV) and have been shown to be immune.

DECLINATION

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B (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.

Print name here: _____

Employee's Signature: _____

Worksite: _____

REF: Human Resources/BBP/Hepatitis B Immune. Consent-Declination (Appendix G)

APPENDIX H

District Blood-Borne Pathogens Exposure Control Plan

HEPATITIS B VACCINATION RECORD

Employee Name: _____

Employee ID #: _____

Hepatitis B Vaccinations:

	Dose #1	Dose #2	Dose #3
Date:			
Signature:			
Lot Number:			

Documentation of Previous Vaccination:

Copy Attached: Yes _____ No _____ Date Done: _____

Results of Antibody Testing:

Copy Attached: Yes _____ No _____ Date Tested: _____ Date of Results: _____

Documentation of Medical Contraindication:

Copy Attached: Yes _____ No _____ Date Done: _____

Consent Form for HBV Immunization Signed:

Copy Attached: Yes _____ No _____ Date Done: _____

APPENDIX I

District Blood-Borne Pathogens Exposure Control Plan

EXPOSURE INCIDENT REPORT RESPONSIBILITY

PURPOSE: In order to meet the requirements of Board Policy/Administrative Regulations 4119.42(a), 4219.42, 4319.42 Blood-Borne Pathogens Exposure Control Plan, all District employees must adhere to the following procedures in the case of an exposure to blood or other potentially infectious material.

WHOSE RESPONSIBILITY

ACTION TO BE TAKEN

Employee

Reports incident of a blood exposure or potentially infectious material to administrator or designee.

Supervising Administrator or Designee

Gives employee the following forms to complete:

Worker's Compensation Form DWC-1

Exposure Incident Report Form

Administrator/Designee completes the Worker's Compensation Form 5020.

Completes the Industrial Injury Referral for Medical Service form authorizing the employee to receive care. This is the only facility authorized by the District to handle the evaluation of blood or other potentially infectious material exposure cases.

If an employee has a pre-designated physician form in his/her file before the incident, he/she may be authorized to go to that physician. Please call the Benefits Management Office for verification before sending an employee to his/her physician.

Calls the Assistant Superintendent of Human Resources to report the incident and sends copies of the Worker's Compensation forms and the Exposure Incident Report to the Benefits Management Office.

Employee

Completes forms. Takes medical authorization form and exposure incident report to the Health Care Provider.

APPENDIX J

District Blood-Borne Pathogens Exposure Control Plan

EXPOSURE INCIDENT REPORT

Employee Name _____

Job Title _____

Employee ID # _____ Work Site _____

Date of Incident: _____ Date Incident Reported: _____ Time of Incident: _____

AM/PM Incident Reported To: _____

Title of Person Reported To: _____

Date/Time Exposure Control Officer Notified: _____
Date Time (AM/PM)

Initials of Exposure Control Officer: _____

Date Initialed by Exposure Control Officer: _____

Description of Exposure Incident (Include time, route of exposure and circumstances. Use back of form if more space is needed)

Identification of Source Individual(s) _____

First Aid Given:

Referral to HealthCare Provider: (*Circle one*) Yes No

Signature of Employee: _____

Date: _____ Time: _____

Signature of Immediate Supervisor: _____

Date: _____ Time: _____

Signature of Exposure Control Officer: _____

Date: _____ Time: _____

APPENDIX K

District Blood-Borne Pathogens Exposure Control Plan

BODY FLUID EXPOSURE LOG

(Unanticipated/Accidental or Sharp's Exposure)

School Name: _____

Room # or Work Area: _____

Name of Exposed: _____

Source Individual (If known) _____

Date and Time Exposure Occurred or Was Found:

Date: _____ Time: _____ AM/PM

Exposure Incident Reported by: _____

Title _____

Date: _____ Time: _____ AM/PM

Exposure Incident Reported to: _____

Title: _____

Description of Exposure Incident: (Include route and circumstances)

Who cleaned and disinfected exposure:

Explain method used to clean and disinfect exposure incident:

Was consultation with District Exposure Control Officer sought? Yes No

If yes, what was recommendation of Exposure Control Officer:

APPENDIX L

District Blood-Borne Pathogens Exposure Control Plan

SOURCE INDIVIDUAL CONSENT FOR BLOOD TESTING

I hereby authorize an exchange of information to occur between the three agencies/persons listed below and the exposed individual. I realize that my child or I have been identified as a source individual where an employee may have been exposed to blood or other potentially infectious body fluids.

1. School District Name and Address:

2. Exposed Employee's Health Care Provider:

Name: _____

Phone: _____

Address: _____

City: _____ State: _____

3. Source Individual's Health Care Provider:

Name: _____

Phone: _____

Address: _____

City: _____ State: _____

I am aware of the risks to the exposed employee; and I have agreed to blood testing to be performed for HBV, HCV, and HIV. I have been informed that by consenting to this testing, the test results will only be released to the exposed employee's medical provider and implications with the employee.

Student Name: _____ Birthdate: _____

Printed name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

APPENDIX M

District Blood-Borne Pathogens Exposure Control Plan

SOURCE INDIVIDUAL REFUSAL FOR BLOOD TESTING

(School District Name, Address, Phone Number)

Student/Employee Name: _____ Birthdate: _____

Parent or Guardian Name: _____

Address: _____

Date Student/Employee Exposed: _____

Date Parent/Student Notified: _____

Signature of District Exposure Control Officer: _____

(Please read, sign below, and return to District Exposure Control Officer at above address)

I have been informed by District Exposure Control Officer, that I/my child have/has been identified as being a source individual in an employee exposure incident to blood or other potentially infectious body fluids.

I am aware of the risks to the employee; and I have declined blood testing to be performed for HBV, HCV and HIV. I have been informed that if I had consented to this testing, this information would only be released to the exposed employee and to the exposed employee's medical provider.

(Signature of Employee or Parent or Guardian) (Date)

APPENDIX N

District Blood-Borne Pathogens Exposure Control Plan

EMPLOYEE CONSENT FOR RELEASE OF MEDICAL INFORMATION

I hereby authorize any exchange of information to occur between my physician and hospital and District Exposure Control Officer listed below and as it pertains to the exposure incident and myself.

(School District Name, Exposure Control Officer, Address, Phone Number)

Employee's Health Care Provider:

Name: _____

Phone: (____) _____

Address: _____

City: _____ State: _____ ZIP _____

Employee Signature: _____

Date: _____

Physician Signature: _____

Date: _____

APPENDIX O

District Blood-Borne Pathogens Exposure Control Plan

(Attached is the California Code of Regulation, Title 8, Section 5193, Blood-Borne Pathogens – 20 pages)

Cal/OSHA Information



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Cal/OSHA REPORTS AND POSTING REQUIREMENTS

Every employer, with few exceptions, must keep occupational injury and illness records for their employees. The record keeping forms are available in the booklet entitled "Recordkeeping Requirements under the Occupational Safety and Health Act", published by California State Occupational Safety & Health Administration. **Newport- Mesa Unified School District** is classified as one of California's employers' who is exempt with this requirement.

SPECIAL OSHA REQUIREMENTS

The State Occupational Safety and Health Act prescribe the following mandatory requirements:

The Log of Work-Related Injuries and Illnesses (Cal-OSHA Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an accident occurs, use the log to record specific details about what happened and how it happened. The summary, a separate form (Cal-OSHA 300A) shows the totals for the year in each category. February 1 through April 30, post the summary for the previous calendar year in a visible location so that the employees are aware of the injuries and illnesses occurring in the workplace.

The District may wish to maintain a log for their internal recording. The cases listed on the log of Work-Related Injuries and Illnesses are not necessarily eligible for workers compensation or other insurance benefits. Listing a case on the log does not mean that the District or any employee was at fault or that a Cal/OSHA standard was violated.

Work-related Injury or Illness: An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a perplexing condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies.

The work environment includes the District property where one or more employees are working or are present as a condition of their employment.

Work-related injuries and illnesses that need recording: The District will record those work-related injuries and illnesses that result in:

- Death
- Loss of consciousness
- Days away from work; restricted work activity or job transfer
- Medical treatment beyond first aid.

The District will also record any work-related injury or illness that is significant. The District will record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. This includes any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.

The District will record the following conditions when they are work-related:

- Any needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of a Cal/OSHA health standard.

The District recognizes that medical treatment includes the managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- Visits to a doctor or health care professional solely for observation or counseling.
- Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes.
- Any procedure that can be labeled first aid.

The District recognizes if the incident requires the following types of treatment, it is considered first aid. We will not record any case if it involves only:

- Using non-prescription medications at non-prescription strength.
- Administering tetanus immunizations.
- Cleaning, flushing, or soaking wounds on the skin surface.
- Using wound coverings, such as bandages, band-aids, gauze pads, etc., or using steri-strips or butterfly bandages.
- Using hot or cold therapy.
- Using any totally non-rigid means of support such as elastic bandages, wraps, non-rigid back belts.
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters.
- Using eye patches.
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye.
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye.
- Using finger guards.
- Using massages.
- Drinking fluids to relieve heat stress.

The District will decide if a case involves restricted work:

- Restricted work activity occurs when as the result of a work related injury or illness, the District or health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

The District will count the number of days of restricted work activity or the number of days away from work:

- By counting the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Will not count the day on which the injury or illness occurred in this number. Will begin counting days from the day after the incident occurs.
- If a single injury or illness involved both days away from work and days of restricted work activity, will enter the total number of days for each. Will stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days,

The District will not enter an employee's name on the Cal/OSHA Form 300 when considering the following types of injuries or illnesses to be privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system.
- An injury or illness resulting from a sexual assault.
- A mental illness.
- A case of HIV infection, hepatitis or tuberculosis.
- Needles stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material.
- Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

Instead of entering the employee's name on the Cal/OSHA 300 Log for these cases, enter "privacy case" in the space normally used for the employee's name. A separate, confidential list of the case numbers and employees names for the District's privacy concern cases will be used so that we can update the cases and provide information to the government if asked to do so.

If it is found to have a reasonable basis to believe that information describing the privacy concern cases may be personally identifiable even though the employee's name has been omitted, we will use discretion in describing the injury or illness on both the Cal/OSHA 300 and 301 forms. The District will enter enough information to identify the cause of the incident and the general severity of the injury or illness, but will not include details of an intimate or private nature.

If the outcome or extent of an injury or illness changes after recording the case, we will simply draw a line through the original entry or delete or whiteout the original entry. A new entry will be written in where it belongs.

Classifying Injuries

An injury is any wound or damage to the body resulting from an event in the work environment such as: cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, fall or other similar accidents.

Classifying Illnesses

- **Skin diseases or disorders:** are illnesses involving the Employee's skins that are caused by work exposure to chemicals, plants, or other substances.
Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.
- **Respiratory conditions:** Illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.
Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmers lung, beryllium disease, tuberculosis, occupational asthma, reactive airways, dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonia, toxic inhalation injury such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.
- **Poisoning:** Includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.
Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzyl, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.
- **All other illnesses:** Includes all other occupational illnesses
Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; blood borne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

Posting the Summary

- The summary only, not the log must be posted by February 1 of the year following the year covered by the form and kept posted until April 30 of that year. The posting shall be in a conspicuous location such as the time clock area or the posting board. This is not a requirement of the District.

Keeping the Log and Summary on file

- The Log 300 and Summary will be kept on file for a minimum of five years following the year to which they pertain.

What is an Incidence Rate?

- An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time Employees (usually 100 full-time employees) over a given period of time (usually one year). To evaluate our District's injury and illness experience over time or to compare our District's experience with that of our Industry as a whole, we need to compute our incidence rate. Because a specific number of employee's and a specific period of time are involved, these rates can help to identify problems in our workplace.

Calculating the Incidence Rate

- We compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work.
 - (a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on the Cal/OSHA Form 300, or refer to the Cal/OSHA Form 300A and sum the entries for columns (G),(H),(I), and (J).
 - (b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your Cal/OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the Cal/OSHA Form 300A.
 - (c) The number of hours all employees actually worked during the year. Refer to Cal/OSHA Form 300A and optional worksheet to calculate this number.

To compute the incidence rate for all recordable cases of injuries and illnesses, use the following formula:

Total number of injuries and illnesses + Number of hours worked by all employees x 200,000 hours = Total recordable case rate.

(The 200,000 figures in the formula represent the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates).

Compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

Number of injuries in column H + Number of entries in Column I + Number of hours worked by all Employees x 200,000 hours = DART incidence rate.

Use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (1) on Form 300A, cases involving skin disorders (column M-2 on Form 300A). You substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

POSTING REQUIREMENTS

- **Cal/OSHA POSTER “Safety and Health Protection on the Job”**
- **EMERGENCY TELEPHONE NUMBERS**
- **NOTICE OF WORKER’S COMPENSATION COMPANY**
- **PAYDAY NOTICE**
- **FEDERAL/STATE MINIMUM WAGE NOTICE “INDUSTRIAL WELFARE COMMISSION ORDERS”**
- **UNEMPLOYMENT AND DISABILITY INSURANCE**
- **DISCRIMINATION IN EMPLOYMENT**
- **NOTICE REGARDING EMPLOYEE RIGHTS**
- **NOTICE REGARDING EMPLOYEE POLYGRAPHS**
- **EQUAL EMPLOYMENT OPPORTUNITY NOTICE**
- **Cal/OSHA CITATIONS (Individual site location)**
- **CONFIDENTIALITY OF MEDICAL RECORDS**
- **TIME OFF FOR VOTING (election day notice)**

OTHER SUGGESTED POSTINGS

- **EXIT SIGNS**
- **ROOM CAPACITIES**
- **SUGGESTION BOX LOCATION**
- **LOCATION OF EMERGENCY EQUIPMENT**
- **LOCATION OF FIRST AID KIT**
- **EMERGENCY EVACUATION FLOOR PLAN**



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

GUIDELINES ON Cal/OSHA INSPECTIONS

PURPOSE

This document has been established to communicate the Newport-Mesa Unified School District's guidelines on the procedures to follow whenever the California Division of Occupational Safety and Health (Cal/OSHA) inspections are made. All departments and employees shall comply with the requirements of this guideline.

GUIDELINE

It is the guideline of the Newport-Mesa Unified School District (hereafter referred to as District) that all school sites and District departments shall immediately notify either:

1. Administrative Director Facilities Support Services
2. Director Facilities Maintenance & Operations
3. Energy Manager
4. Workers' Compensation Analyst

whenever a Cal/OSHA Compliance Representative is at a District worksite.

The Energy Manager or his designee must accompany the Cal/OSHA Representative during the inspection. The Site Administrator or Department Director (i.e., a management-level representative at the worksite or, if none is present at the time of a Cal/OSHA inspection, the highest ranking representative available at the worksite) shall initially meet with the Cal/OSHA Representative until the Administrative Director Facilities Support Services or his designee arrives at the worksite. In the event that the Administrative Director Facilities Support Services or his designee is not at the worksite within one hour of the Representative's arrival, the Site Administrator or Department Director shall accompany the Cal/OSHA Representative throughout the inspection process in accordance with the procedures outlined in this document.

All school sites and District departments shall also immediately notify the Deputy Superintendent and Chief Business Official and the Administrative Director Facilities Maintenance and Operations whenever a telephone inquiry, inspection, letter or other correspondence, including a citation, is received from Cal/OSHA. The Deputy Superintendent and Chief Business Official shall clear any and all written response(s) to the District Cal/OSHA office. If a Cal/OSHA inspection includes more than one school site or District department, the Deputy Superintendent and Chief Business Official shall be the focal point for all related actions.

REFERENCE ITEMS

Topic	Page
Actions to take when Cal/OSHA arrives at the site	2
Actions to take when Cal/OSHA inspects your site and the District Representative is not present	3
Action to take when Cal/OSHA conducts an inspection by letter, facsimile or telephone	4
What to expect in a Cal/OSHA inspection	5
Cal/OSHA inspection criteria and priorities	6

ACTIONS TO TAKE WHEN Cal/OSHA ARRIVES AT THE SITE

Who does it	What actions should be taken																																		
Front Counter Clerk, Receptionist, or Administrative Personnel	<ol style="list-style-type: none"> 1. Ask the Cal/OSHA representative for his/her identification and the nature of the visit. <i>Note:</i> If an inspection is being conducted because of an imminent hazard, the Inspector, after identifying themselves, will ask to be taken to the imminent hazard immediately to remove any employees from exposure to the imminent hazard. 2. Contact the Site Administrator or Department Director at the site. 3. Contact the District Office Representatives at the numbers listed below until you reach someone other than voice mail. 4. District Office Representatives are: <table border="0" style="margin-left: 20px; width: 100%;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Paul H. Reed</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-5001</td> </tr> <tr> <td>Deputy Superintendent</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Tim Marsh</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-7527</td> </tr> <tr> <td>Administrative Director Facilities and Maintenance</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Tris Aley</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-7545</td> </tr> <tr> <td>Director of Facilities Maintenance</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Jim Lamond</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-7568</td> </tr> <tr> <td>Director Facilities Development-Planning and Design</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Kent Ramseyer</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-7546</td> </tr> <tr> <td>Energy Manager</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">JoAnn Hurtt</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">714-424-5011</td> </tr> <tr> <td>Workers Compensation Analyst</td> <td style="text-align: right;">Phone</td> </tr> </table> 	Paul H. Reed	714-424-5001	Deputy Superintendent	Phone			Tim Marsh	714-424-7527	Administrative Director Facilities and Maintenance	Phone			Tris Aley	714-424-7545	Director of Facilities Maintenance	Phone			Jim Lamond	714-424-7568	Director Facilities Development-Planning and Design	Phone			Kent Ramseyer	714-424-7546	Energy Manager	Phone			JoAnn Hurtt	714-424-5011	Workers Compensation Analyst	Phone
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Who does it	What actions should be taken
Administrator, Department Director, Director of Maintenance	1. Meet with the Cal/OSHA Inspector to discuss the nature of the visit. Do not refuse entry or ask the Inspector to come back at a more convenient time. Doing so could result in Cal/OSHA obtaining a court ordered inspection warrant, which may expose the District to a more exhaustive inspection
Site Administrator, Department Director, Director of Maintenance	2. If necessary, Site Administrators or Department Directors will inform the Cal/OSHA Representative that per District guidelines, you have been directed to wait for the designated District representative before proceeding with an opening conference and inspection. The Cal/OSHA Representative may allow up to one hour before proceeding with the inspection. If the designated District representative is not available, the Site Administrator or Department Director will accompany the Cal/OSHA Representative throughout the inspection.
Site Administrator or Management Level Representative at the site	In the absence of the District Office Representative or his designee, you will serve as the District's representative during the inspection and must also accompany the Cal/OSHA Representative throughout the inspection.

Opening Conference:

- Once you determine the reason for the inspection, try and limit the extent of the inspection to that reason.
- Remain courteous and answer questions truthfully but **do not offer information beyond what they are asking for or speculate when responding to questions.**
- Avoid making any statements that the Cal/OSHA Representative could construe as an admission of violating any laws or regulations. If the inspection is related to an accident and the District's internal accident investigation is not yet completed, do not speculate as to the cause of the accident or how it could have been prevented. All information expressed should be accurate and factual. Never relay information that is hearsay.
- Provide only requested documents rather than giving free access to document storage.

Site Inspection:

- If the Cal/OSHA Representative requests an inspection of a work area, choose a path to the inspection area carefully. Avoid any areas that are under construction or where Maintenance and Operations may be working.
- If possible, do what you can to immediately correct any hazards that are found during the inspection.
- Takes notes during the opening conference and take the same pictures during the inspection that the Cal/OSHA Representative took.
- If environmental monitoring or sampling was taken, ask what was sampled and what sampling method was used. What were the results, if any, of any direct reading devices?

At the Closing Conference:

- Take notes of alleged violations of standards that the Cal/OSHA Representative discusses with you and any requirements for abatement. Without admitting a violation, estimate the time, if possible, for any corrective action to be taken.
- Attempt to clarify whether or not a citation(s) will be issued or if a follow-up inspection will be conducted.
- Provide the Cal/OSHA with your telephone number, the correct name of your site or department and the mailing address for future correspondence. Request that copies of all future correspondence also be sent to the District Office at 2985A Bear Street Costa Mesa, CA 92626.
- Upon completion of the inspection and closing conference, prepare a report of the inspection incorporating any notes and or photographs taken and statements made by you and or the Cal/OSHA Representative. Provide copies for the District office file.

WHAT TO EXPECT ON A CAL OSHA INSPECTION

A Cal/OSHA Compliance Representative hereinafter referred to as “Inspector” is directed to follow these procedures when conducting an inspection at a worksite:

Initial Contact:

The Inspector must:

- Present their state of California photo identification card and Division of Occupational Safety and Health business card to the initial contact person at the worksite.
- Request permission to conduct an inspection from a management-level representative of the employer.

Opening Conference:

During the opening conference with an employer representative (i.e., a management-level representative at the worksite, the Inspector will:

- Explain the reason for and scope of the inspection. (If the Inspector is responding to a Complaint Inspection, they are not allowed to provide the employer with a copy of the complaint, the identity of the complainant(s) or any of the specific complaint items.
- Ask to review the employer’s occupational safety and health records (i.e, inspections, training records, the written Injury and Illness Prevention Program, **but not the OSHA 300 Log**, and, if applicable, any permits and registrations.

Walk Around Inspection:

The Inspector will conduct an inspection for the purpose of determining whether or not the workplace complies with California Code of Regulations, Title 8. The Inspector will ask for an employee representative to accompany them during the walk around inspection. During the inspection:

- Employees may be interviewed.
- Photographs may be taken
- Testing and environmental samples may be taken. *Note:* If the Inspector concludes that an imminent hazard condition or practice exists at the workplace, an Order Prohibiting Use (yellow tag) can be issued which prohibits employee use of the area, machine or equipment that presents the hazard. Only the Inspector can remove the yellow tag when the hazardous condition is corrected.

Closing Conference:

At the conclusion of the inspection, the Inspector will discuss:

- Any alleged violations observed and any requirements for abatement.
- Possibility of a follow-up inspection.
- Employer's right to appeal any and all citations.
- Abatement period for any citations.
- Right to request an informal conference with the Cal/OSHA District Manager.
- Employer's responsibility to post citations.

CAL OSHA INSPECTION CRITERIA AND PRIORITIES

Inspection Criteria:

Cal/OSHA inspections are based on one or more of the following criteria:

- Accident: An inspection resulting from a report of an employee fatality, catastrophe, or serious injury or illness.
- Complaint (Formal): An inspection of a valid complaint filed by an employee, employee representative, or employer of an employee.
 1. Imminent Danger. Immediate inspection.
 2. Government agency.
 3. Media report.
 4. Follow-up. An inspection conducted to determine whether the employer has abated violations previously cited on an inspection.

Inspection Priorities:

Cal/OSHA inspections may be conducted based on the following priorities:

- Imminent danger
- A fatality or serious accident
- Employee complaints.
- Programmed high-hazard inspection.
- Follow-up inspection.

Cal/OSHA Compliance personnel are not permitted to give an employer advance notice that an inspection is to be conducted, except by specific permission of the

- Cal/OSHA Chief or authorized representative (CCR, Title 8, and Section 331).



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Cal/OSHA CITATION APPEAL PROCESS

Employers may appeal a citation and notification of penalty, notification of failure to abate alleged violation, special order, or order to take special action. An employer has fifteen working days from receipt of one of these documents to file an appeal with the Appeals Board's Sacramento office.

If an appeal is filed after the deadline of fifteen working days, the Appeals Board may accept the appeal only upon a showing of good cause for the late filing. Good cause for a late appeal generally means circumstances beyond one's control which could not have been reasonably anticipated.

An employer may appeal the existence or the classification of the violation alleged in a citation, the reasonableness of the abatement date, the reasonableness of the abatement changes required by the Division, and the amount of any proposed civil penalty. An employee or employee representative may only appeal the reasonableness of an abatement date.

Affected employees may request party status to participate in an appeal filed by an employer by filing a motion. The motion must be filed not later than twenty days before the hearing date.

An appeal may be initiated by a communication to the Appeals Board's Sacramento office by telephone, fax, or mail. An appeal is perfected when a signed, completed appeal form is received, indicating the statutory grounds upon which the appeal is based and the issues to be raised, along with copies of the citations to be appealed.

When the Appeals Board receives a signed, completed appeal form, it is reviewed for timeliness and assigned a docket number. Thereafter, the docket number must appear on all communications with the Appeals Board. Dates will then be set for a telephonic prehearing conference and an appeal hearing.

Mandatory Participation Notice

An employer must notify employees that an appeal has been filed and of the employees' right to participate in the appeal as a party. The participation notice and a copy of the docketed appeal form along with the citations that the employer is appealing must be posted, immediately upon receipt, near the site of the alleged violation, in a conspicuous place, or where employees report or carry out their duties. Following posting, an employer must file with the Division, not later than the second working day following the posting, proof that it has posted the participation notice, the docketed appeal form, and the citations. The employer must also serve these documents on any employee who suffered a serious injury and on the representative of union employees or on the representative of any employee who was killed.

Written Communication with the Appeals Board

After an appeal is docketed, a party shall not communicate with the Appeals Board unless all other parties to the appeal (for example: the Division, the employer, and all third parties) are provided a copy of the communication.

Service of the document on another party to an appeal may be made by personal delivery, by first class mail, by fax, or by overnight delivery. Proof of service must accompany all documents or writings filed with the Appeals Board. The Appeals Board shall accept the following as proof of service: a declaration, a written statement, or a letter of transmittal.

Withdrawal and Settlement

An employer may withdraw its appeal and terminate the proceedings at any time. The Division, upon approval of the Appeals Board, may also withdraw its enforcement actions. Written settlement agreements must be submitted to the Appeals Board for approval.

Discovery

All parties to a proceeding have the right, upon written request, to obtain the names and addresses of the witnesses known to an opposing party, including the names of those intended to be called to testify at a hearing. All parties to a proceeding also have the right to review and copy records including photographs held by an opposing party.

All parties must cooperate and make requested records and documents available. Discovery requests made to the Division must be addressed to the district office issuing the citation or to any attorney representing the Division. If a party does not comply with a discovery request, the requesting party must file a motion to compel discovery in accordance with Section 372.6 of the Appeals Board's regulations.

Subpoenas

A subpoena is used to compel the attendance of necessary witnesses. A subpoenaed witness is entitled to witness fees from the party calling the witness. Subpoenas are available from the Appeals Board. A subpoena duces tecum is used to require a person to bring documents and evidence to a hearing. An application, in the form of an affidavit or declaration, must be filed with the Appeals Board to obtain a subpoena duces tecum. More specific information on this process is provided in Section 372.2.

Prehearing Conference

A prehearing administrative law judge is assigned when an appeal is docketed. This administrative law judge is responsible for ruling on all prehearing motions and conducting a prehearing conference by telephone. A prehearing conference is conducted with all parties to determine if discovery has been completed, to simplify the issues, to estimate the time required for a hearing, and to explore settlement of the appeal. All parties must be prepared to participate in this prehearing conference by being knowledgeable about, and having authority to address all matters on appeal.

Notice of Hearing

At least thirty days prior to a hearing, the Appeals Board will send the parties a notice of hearing, specifying the location, date, and time of the hearing before an administrative law judge, who will be someone other than the prehearing judge.

An employer has the responsibility of notifying employees of the pending hearing by posting, immediately upon receipt, the notice near the site of the alleged violation, in a conspicuous place, or where employees report or carry out their duties.

The notice also must be served on any employee who suffered a serious injury and on the representative of union employees or on the representative of any employee who was killed. Any party requesting an interpreter must request one no later than ten working days before the hearing.'

Continuance of a Hearing

Continuances are disfavored. A hearing will only be postponed if an emergency arises or there is a showing of good cause. Failure to notify the Appeals Board of the need for a continuance at the earliest possible time may result in its denial. Section 371.1.

Failure to Appear

If an employer fails to appear for a regularly scheduled hearing, the appeal may be dismissed. If the Division fails to appear, the appeal may be granted.

The Hearing

Hearings before the Appeals Board are designed to permit the parties a full opportunity to present all of the necessary information that is required for the administrative law judge (ALJ) to decide the issues raised by the appeal. The process is subject to the rules of the Appeals Board, but conducted in a manner which is simple and informal. The ALJ will explain the procedures and answer any questions from the parties. The official record is a tape recording. Parties may present oral and documentary evidence.

Each party to a hearing should produce witnesses with firsthand knowledge of the key events. If documents, photographs or business records are to be introduced, there must be a witness who can personally attest to their accuracy and explain their relevance to the proceedings.

The party with the burden of proof will be asked to proceed first by calling witnesses and presenting evidence to establish the allegation or affirmative defense it must prove. Solid, credible evidence is necessary to establish the burden of proof. Although the Division has the burden of proof regarding most issues related to citations it has issued, employers have the burden for several important issues.

Each party has the right to cross-examine witnesses called by an opposing party. Closing summaries are permitted.

The Appeals Board's rules limit the use of hearsay evidence. Whenever a witness testifies to what another person stated orally or in writing, the witnesses' testimony is hearsay evidence of what the other person said.

The Appeals Board's rules allow parties to introduce hearsay evidence at hearings. However, if an opposing party objects to the evidence because it is hearsay, it alone cannot support a finding by the ALJ that what the other person told the witness is a fact unless the party offering the evidence can show that it is subject to one of the exceptions to the hearsay rule.

Hearsay exceptions commonly asserted in hearings include statements (admissions) by management representatives admitting a fact for which the Division has the burden of proof in establishing the alleged violation.

Business records, such as training records may be used under an exception to the hearsay rule if a responsible witness can testify where the records are kept and how they are prepared. If a party intends to rely on exceptions to the hearsay rule to prove facts at the hearing the applicable provisions of the California Evidence Code (Division 10, Chapter 2, Sections 1220-1380) should be reviewed prior to the hearing because the requirements for demonstrating that the exceptions apply are not all the same.

The ALJ's decision will be based on the evidence presented. Evidence consists of the sworn testimony of witnesses and properly admitted documents, photographs, exhibits, and other records. The oral arguments made by any party at the beginning or end of the hearing are not evidence.

Being well prepared will ensure that all of the relevant information is presented to the ALJ.

The Decision

The administrative law judge will issue a written decision, usually within 30 days, after the hearing ends. The decision will summarize the evidence received and relied upon, make findings of fact for all the issues involved in the appeal, and give the reasons or grounds for the decision. The decision will be mailed to each party or the representative appearing for each party.

Reconsideration

Any party to an appeal has the right to petition the Appeals Board to reconsider an order or decision of an administrative law judge or the Appeals Board. The Appeals Board may also order reconsideration from an order or decision on its own motion.

A party must file a petition for reconsideration with the Appeals Board within 35 days from the date on the proof of service attached to the order or decision. The Appeals Board cannot accept a petition for reconsideration that is filed beyond the 35 day deadline, regardless of the cause for the late filing.

A petition for reconsideration must set forth every issue to be considered by the Appeals Board on reconsideration and at least one of the following grounds:

1. That the order or decision, the Appeals Board or administrative law judge acted without or in excess of its powers.
2. That the order or decision was procured by fraud.
3. That the evidence does not justify the findings of fact.
4. That the petitioner has discovered new material evidence that could not, with reasonable diligence have been produced at the hearing.
5. That the findings of fact do not support the order or decision.

A petition for reconsideration must be supported by specific references to the record and to the principles of law involved. Any objection, including one based on hearsay, not set forth in the petition is waived and will not be considered.

A petition for reconsideration must be: (1) signed by the party requesting reconsideration; (2) verified under penalty of perjury; and (3) served on all parties to the appeal. Please contact the Appeals Board if you need assistance in verifying or serving a petition for reconsideration.

Opposing parties may file an answer to the petition within 35 days of service of a petition for reconsideration. An answer must be signed, verified, and served on all parties to the appeal.

The Appeals Board may agree to grant the petition and reconsider the order or decision of the administrative law judge or the Appeals Board, or it may deny the petition and let the order or decision of the administrative law judge or the Appeals Board stand without further review. The Appeals Board does not usually request oral argument.

Judicial Review

Any party to an appeal who disagrees with a decision after reconsideration or the denial of a petition for reconsideration may apply to the California Superior Court for a writ of mandate pursuant to Code of Civil Procedure Section 1094.5. A petition for a writ of mandate must be filed with the superior court within 30 days following the issuance of the Appeals Board's decision after reconsideration or denial of a petition for reconsideration.

Employer's Cost Recovery

An employer may petition the Appeals Board to recover its costs for an appeal, up to \$ 5,000 per citation, if: (1) the employer's appeal is upheld or the Division withdraws the citation, and (2) issuance of the citation was the result of arbitrary or capricious action or conduct by the Division. The employer has the burden of proof.

A petition for costs must be filed not more than 60 days after the filing of a final decision granting an appeal or the order granting the Division's motion to withdraw.

The Appeals Board will review the petition for costs and either summarily dismisses it if sufficient grounds or facts are not alleged or it may set the proceeding for hearing. If a hearing is held, the Board may deny the petition or award costs.

Appeals Board Website

The Appeals Board has its own website as part of the California Department of Industrial Relations Homepage. The Appeals Board's website address is: www.dir.ca.gov/OSHAB/oshab.html. Information available includes:

- The most recent Decisions After Reconsideration issued by the Appeals Board, including a selection of Denials of Petitions for Reconsideration which set forth the main reasons why the Appeals Board denies such actions.
- A listing of Public Meetings and Hearings.
- The Appeals Board's rules of practice and procedure published in Sections 345 through 397 of Title 8 of the California Code of Regulations.
- The Appeal Form.

Chemical Hygiene Plan



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

CHEMICAL HYGIENE PLAN

SCOPE

Chemical Hygiene in Laboratories

It is the policy of the District to commit to providing a safe working environment for its employees, and believes that all employees have a right to know about health hazards associated with their work.

The District has the responsibility to adopt procedures that minimize exposure of employees to hazardous chemicals present in school laboratories. It has the further responsibility to provide information and appropriate training to make employees aware of potential hazards and safe work practices. The District Chemical Hygiene Plan is the document that specifies how these responsibilities will be discharged.

Employees have the responsibility to participate actively in training programs, to know and follow the policies and procedures contained in the Chemical Hygiene Plan and to conduct their work activities in a manner that minimizes their risk of exposure. Because the people who work in any given laboratory are best able to detect potential hazards in either the facility or in work procedures, when safety concerns arise, employees are encouraged to discuss their concerns with their principal or supervisor for communication to the proper administrative authority.

Scope and Application of the Chemical Hygiene Plan

The Standard called the Laboratory Standard (see Appendix A), applies to all laboratories that use hazardous chemicals in accordance with the definitions of "laboratory use" and "laboratory scale" provided in the standard (see Appendix B). Laboratories covered by this standard have the obligation to maintain employee exposure at or below permissible exposure limits (PEL's) specified by OSHA. However, the manner in which this obligation is achieved will be determined by each employer through the formulation and implementation of a Chemical Hygiene Plan (CHP).

Because schools contain facilities and programs that meet the "laboratory scale" criteria in the final standard, they must be covered under an appropriate CHP. Moreover, school employees whose assignments include working in a laboratory area must receive appropriate training and information about the CHP and the practices it prescribes.

This document serves as the written guide for the District's compliance with the Laboratory Standard and the Chemical Hygiene Plan (CHP) requirements contained herein.

The Chemical Hygiene Plan for the District affirms the District's commitment to a safe working environment for all employees working in laboratories.

The plan details the District's standards of acceptable operation regarding laboratory procedures: chemical procurement, labeling and storage, availability, inspection and maintenance of laboratory facilities and protective equipment and employee information and training programs. The plan has been developed and implemented as required under the California Code of Regulations, Title 8, Section 5191.

All units of the school District engaged in the laboratory use (as defined by this document) of hazardous chemicals are required to comply with this document.

The Chemical Hygiene Plan must be consistent with the District's Hazard Communication Plan, in particular the availability of Material Safety Data Sheets, procedures for chemical storage and labeling and the provision of employee training.

The Chemical Hygiene Plan will supersede the Hazard Communication Plan where specific differences are necessary to address unique conditions of school laboratories.

The following standards are particularly pertinent to laboratories in addition to the Laboratory Standard. Their provisions apply except where the Chemical Hygiene Plan specifies a higher standard of operation:

- General requirements-personal protective equipment,
- The control of hazardous energy (lockout/blockout),
- Medical services and first aid,
- Portable fire extinguishers,
- Access to Employee exposure and medical records,
- Blood borne pathogens.

Availability

The Chemical Hygiene Plan must be readily available to all employees and employee representatives. Copies will be maintained by the District Maintenance and Operations Department and the Science Department chairperson of each school having a laboratory.

Annual Review

The Chemical Hygiene Plan will be reviewed annually on its effective date by the District Maintenance and Operations Department.

RESPONSIBILITIES FOR CHEMICAL HYGIENE

Principal

The Principal is responsible for chemical hygiene in the school and monitors school employees' compliance with the Chemical Hygiene Plan. The Principal maintains required records of incidents, employee exposures and chemical hygiene training of employees outside the science department.

Science Department Chairperson

The Science Department Chairperson is the building's contact person for the Chemical Hygiene Program with the following responsibilities:

- Ensure that employees have received appropriate training and have access to the Chemical Hygiene Plan; material safety data sheets (MSDS) and other reference materials.
- Coordinate a regular process for conducting chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.
- Coordinate requests to the Hazard Review Committee for acquisition and use of chemicals not on the standard district inventory list due to explosive, carcinogenic, mutagenic, highly toxic or other characteristics that make them unsuitable for general school laboratories.
- Oversee purchase, storage and disposal of chemicals in accordance with the Chemical Hygiene Plan,
- Maintain required records of science teacher training, current inventory and inspections and maintenance of facilities and equipment.

In buildings lacking a "Science Department Chairperson" position, the Principal will appoint a qualified teacher to act as "School Chemical Hygiene Officer" with the responsibilities listed above.

School Employees

Employees are responsible for their own safety. All employees performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been trained and informed about the extent of risk and safe procedures for their activities. All school employees whose normal work locations include a laboratory area have the specific responsibility to:

- Maintain awareness of health and safety hazards through participating in required training programs and updating knowledge through optional training and consulting reference materials;
- Plan and conduct daily activities in accordance with the district chemical hygiene standards and procedures, including chemical preparation, handling and disposal;
- Use good personal chemical hygiene habits in their own work as well as modeling and enforcing these habits for students; and
- Inform supervisors of any accidents and work practices or working conditions they believe are hazardous to their health or to the health of others.

Students

While students are not covered under the provisions of the Laboratory Standard, students should be made aware of chemical health and safety hazards in classroom situations and should be provided with information and equipment to protect themselves from those hazards. Teachers should provide student training at the beginning of each course in which hazardous chemicals are used and specific safety instructions should be provided at the beginning of each laboratory period.

ACCESS TO HAZARD INFORMATION

Identifying the specific hazards associated with a chemical greatly reduces chances of misuse by regular laboratory employees, new users, or visitors to the laboratory. The goal of the District's chemical Hygiene Plan is to assure that all individuals at risk are adequately informed about: the physical and health hazards associated with hazardous chemicals present in the laboratory; the proper procedures to minimize risk of exposure; and the proper response to workplace accidents. This goal is achieved through two means: (1) formal training (2) readily available hazard information on signs, labels and material safety data sheets.

Employee Training

All school employees whose normal work assignment includes working in a laboratory area shall participate in an ongoing chemical hygiene training program. This includes custodial and maintenance personnel as well as appropriate teaching staff (including substitute teachers whose assignment is likely to include a laboratory area). Employees new to the District who possess records certifying their participation in chemical hygiene training with a previous employer will be excused from the general introductory training, but must participate in training that covers the specifics of the District Chemical Hygiene Plan.

The precise nature of the training that a particular employee receives is determined by the nature of his/her work assignment in the laboratory. For example, the training for science teachers would include safe handling of chemicals during experimental procedures, training for custodians would include procedures for performing necessary cleaning operations in the possible presence of hazardous chemicals.

The training approach will be directed to categories or groups of hazardous chemicals rather than to the specific characteristics of many individual chemicals. Training may take the form of individual instruction, group workshops, audiovisual presentations, handout material or any combination of these procedures.

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

- The state chemical hygiene standards.
- The contents of the District's Chemical Hygiene Plan and where copies of the plan are located in each school building.
- Safe practices for handling hazardous chemicals and transporting them within the facility.
- Hazards of chemicals on the school site including PEL's or other exposure limits.
- Procedures for requesting authorization to obtain and use chemicals considered too hazardous for general school laboratories.
- Information on concepts necessary to understand reference materials such as PEL, TLV, LD50 and routes of entry,
- Content of MSDS's and the location in each school building of the MSDS's for chemicals in that building as well as the location and content of other reference materials on the properties, safe handling, storage and disposal of hazardous chemicals.
- Proper use of available protective apparel and equipment.
- Signs and symptoms associated with exposures to hazardous chemicals.
- Appropriate procedures for responding to and reporting accidents involving chemical exposures. Selected Employees may, at the District's discretion, also receive training in the use of specialized emergency response equipment. At least one employee per building will be trained in first aid/CPR techniques.

The training program will be a regular, continuing activity, not simply a onetime initial orientation for new employees. The Science Department Chairperson will maintain records documenting the ongoing training received by science teachers; the Principal will maintain training records for other employees in the building.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS's.) were created with the worker in mind. They give details about chemicals and their hazards. A typical MSDS is divided into the categories: Identification, Toxicity Hazards, Health Hazard Data, Physical Data, Fire and Explosion Data, Reactivity Data, Spill or Leak Procedures, and Additional Precautions and Comments.

While there is no required standard format, all MSDS's supply the following information:

Identity

- Name of the chemical
- Name, address and phone number of the supplier
- Chemical formula and EPA number

Physical Characteristics

- Boiling point (special fire hazard for flammables)
- Vapor pressure (high values mean easy inhalation)
- Vapor density (accumulates in low areas)
- Water solubility
- Appearance and odor
- Specific gravity
- Water reactivity (important for cleanup operations)

Special Hazards

- Flashpoint (lowest temperatures at which vapor will ignite)
- Auto-ignition temperature (lowest temperature at which material will ignite spontaneously)
- Fire-fighting information-extinguishing material to use (dry chemical, CO₂, etc.)
- Explosive limits (maximum concentrations of vapors allowed)

Reactivity Data

- Stability and reaction paths of dangerous decomposition Health Hazard Data
- Routes of exposure (inhalation, absorption through skin, etc.)
- Health symptoms (irritant, corrosive, carcinogen, etc.)
- Emergency first aid

Personal Protective Equipment

- Respiration, goggles, gloves, etc.
- Types of ventilation required
- Hygiene procedure-washing hands after use, etc.

Hazardous Waste Disposal

- Protective equipment to use
- Spill cleanup
- Method of disposal

Each school will maintain the most current MSDS received for all chemicals stored and/or used in the science department. MSDS's will be kept in a location readily accessible to Employees working in school laboratories.

The system a school uses to store MSDS's can vary from keeping them in a notebook or file cabinet to a computerized data file. However, the system adopted must provide easy and immediate access in an emergency situation.

All chemical orders will include a request for the most recent MSDS from the supplier. It is a state requirement to provide MSDS's on chemicals upon request.

Laboratory Signs

Warning signs should allow both employees and those unfamiliar with the laboratory surroundings to identify hazardous chemical use and storage areas, safety facilities, emergency information, protective equipment and exit routes. Signs will be clearly posted in all laboratory, preparation and chemical storage areas. The District will provide standard signage including:

- Telephone numbers of emergency response personnel (fire, medical, chemical spill and poison control). These signs are also posted in the main school office and in areas containing telephones accessible to laboratory personnel.
- Standard laboratory procedures, safety precautions and emergency medical procedures.
- Location signs for exits, evacuation routes, safety showers, eye wash stations, fire extinguishers, fire blankets, first aid kits, used chemical containers and other safety equipment.

Labels

Identity labels will be placed on all containers used for stock preparations, reagents for laboratory procedures and used chemical receptacles. Labels will include the following minimum information:

- Chemical name (chemical formula alone is not permitted)
- Concentration, where applicable
- Hazard information
- Date prepared and name/initials of the preparer.

Labels on stock bottles will not be removed or altered. Additional information labels may be affixed if they do not obscure the original labels.

The labels described above are not required for “secondary use” containers that are prepared and will be used and emptied within the school day and are only handled by the employee preparing them. “Secondary use” containers are required to be labeled with only the identity of the chemical and its concentration, where applicable.

The chemical storeroom index will show the location and storage pattern for all chemicals contained in the storeroom.

STANDARD OPERATING PROCEDURES

General Principles Guiding Handling and Use of Chemicals

Understand the Hazards Before Using any Chemical. The permissible Exposure Limits (PEL’s) and Threshold Limit Values (TLV’s) of chemicals approved use in school laboratories of District are available to employees in the Material Safety Data Sheet (MSDS) for each chemical and in publication NIOSH *Pocket Guide to Chemical Hazards*, or the *Manual of Safety and Health Hazards in the School Science Laboratory*. Employees will make use of this information to familiarize themselves with the hazards associated with the chemicals.

Minimize All Chemical Exposures. It is prudent to minimize all chemical exposures because few laboratory chemicals are without hazards. Employees will follow the standard general precautions listed in this plan for handling all laboratory chemicals. Other specific procedures must also be followed for chemicals with particular hazardous properties such as corrosive, flammable, toxic, or oxidizers.

Do Not Underestimate Risks. Employees must not underestimate the risk involved in any given laboratory procedure. Exposure to substances of unknown risk should be minimized. The decision to use a particular substance in the school laboratory must be based on the best available knowledge of the chemical’s particular hazards and the availability of proper facilities and equipment to store, handle, use and dispose of the chemical. Substitutions, either of chemicals or procedures often can be made to reduce hazards without sacrificing instructional objectives. When the risk outweighs the instructional benefit and no safer substitutes are available, the experiment or procedure cannot be performed.

Adequate Ventilation is Essential. The best way to prevent exposure to airborne substances is to prevent their accumulation in the working atmosphere. General laboratory ventilation will be maintained at specified levels and additional devices such as hoods and auxiliary ventilation will be used when necessary to keep airborne concentrations below the PEL or TLV for the chemicals in use.

Follow the Chemical Hygiene Plan. The chemical hygiene program specifies laboratory practices designed to minimize Employee exposure to hazardous chemicals. Because of the large number of chemicals that may be stored and used in school laboratories, employees must follow the practices specified in the Chemical Hygiene Plan in order to minimize their health and safety risks. When employees are in doubt about particular procedures and safeguards in the Plan, they must consult with their Science Department Chairperson before proceeding.

General Laboratory Procedures

1. Planning

- a. Consult the Material Safety Data Sheets before undertaking an activity. Textbooks, laboratory manuals, and other instructional materials often designate safety precautions needed for a particular laboratory activity. However, total reliance on such publications to provide complete and accurate information is not advisable. The MSDS specifies handling precautions, spill cleanup and storage guidelines.
- b. Do not perform a laboratory procedure unless the following three criteria have been met:
 - All persons involved in the procedure are knowledgeable about the hazards of the procedure and can perform the manipulations required.
 - All necessary facilities and protective equipment and apparel are available and in good operating condition for use during the procedure.

- The instructional benefits to be gained from the procedure clearly outweigh the risks involved in the procedure.
- c. Adjust the scale of procedures to minimize risk of exposure and to reduce generation of used or waste chemicals.

2. Conduct

- a. Do not eat, drink, smoke, chew gum, apply cosmetics, manipulate contact lenses or other such activities in the laboratory.
- b. Do not perform procedures using unauthorized chemicals.
- c. Avoid walking alone in the laboratory whenever possible. Otherwise, inform another person where you will be and what you will be doing.
- d. Do not engage in horseplay, practical jokes or other behavior that might confuse, startle or distract another person in the laboratory.
- e. Do not leave the laboratory unattended while operations are ongoing.
- f. Use laboratory equipment only for its designated purpose.

3. Chemical Handling

- a. Read the label on the chemical container at least twice – once when you get the container, and again before you dispense the chemical.
- b. Work in the fume hood whenever the PEL for a chemical is 50 ppm or less. Hood sash should remain closed, except when placing or removing apparatus. The hood fan should be kept on whenever chemicals are present in the hood.
- c. Always use the proper method of transporting chemicals within the facility. Use acid/base carriers when moving corrosive materials. Use cylinder carts when transporting cylinders. Make sure that any carts used to transport chemicals are sturdy and tight, without loose connections.
- d. Avoid inhalation of chemicals; do not sniff to test chemicals. Do not taste chemicals.
- e. Do not mouth pipette anything; use suction bulbs.
- f. When mixing solutions, always pour the more concentrated solutions into water or into the less concentrated solutions. Pour slowly, while stirring to dissipate heat.
- g. Do not mix chemicals known to have incompatible properties. Check the MSDS for both chemicals (Appendix C).
- h. Know the symptoms of exposure for the chemicals being used and the precautions necessary to prevent exposure.

4. Apparel

- a. Wear appropriate chemical splash eye protection whenever manipulating chemicals (impact goggles do not provide sufficient protection and must not be worn for chemical work).
- b. Wear a chemical-resistant lab apron or coat to protect exposed body parts and clothing.
- c. Wear non-permeable gloves whenever there is potential for contact with corrosive or toxic material. Check gloves for pinholes.

- d. Confine long hair and loose clothing. Remove jewelry from fingers, wrists and neck. Wear shoes at all times, but do not wear sandals, open-toed or perforated shoes.
- e. Contact lenses normally should not be worn in the laboratory when fumes are present that could adhere to the lenses. If contact lenses are worn for other laboratory procedures, appropriate chemical splash goggles must be worn at all times.

5. Inspections and Maintenance

- 1. Perform a visual inspection of safety equipment prior to beginning a chemical procedure in the laboratory. The purpose of such visual inspections is to check for obvious problems with equipment. It is not intended to substitute for thorough periodic inspections. Any safety equipment not operating to the general standards must be taken out of service and reported to the Science Department Chairperson.
- 2. Know how to use all protective equipment – eyewash, shower, fire extinguisher and fire blanket. If you are uncertain, ask the Science Department Chairperson for assistance. **DO NOT PERFORM LABORATORY WORK UNTIL YOU CAN USE PROTECTIVE EQUIPMENT TO RESPOND TO AN EMERGENCY.**
- 3. Be alert to unsafe conditions and see that they are corrected. Ensure that aisles, exits, and paths to safety equipment are unblocked.
- 4. Know the location of safety devices wherever you are working – in the stockroom, preparation areas, and laboratories.
- 5. Check that the equipment is in good operating condition and that glassware is free of chips and cracks.

6. Housekeeping and Personal Hygiene

- a. Keep chemical containers out of the laboratory except when in active use; return to the storage area at the end of each day.
- b. Keep rooms clean and in orderly condition. Keep floors, shelves and tables clear of chemicals not in use. Clean up the work area on completion of an operation or at the end of the day.
- c. Wash areas or exposed skin well before leaving the laboratory.
- d. Never use the same refrigerator to store both chemicals and foods.
- e. Place excess reagents and reaction products in proper used chemical containers; do not return reagents to the stock containers.
- f. Promptly clean-up spills, using appropriate protective apparel and proper procedures.
- g. Keep aisles and passageways to all exits and safety equipment clear. Do not store materials near doorways.
- h. Before leaving the laboratory, turn off all services (gas, water, and electricity). Lower the fume hood sash. Lock the laboratory door.
- i. Clean chemical storage rooms prior to the opening of school and at the close of the school year, under supervision of a trained and qualified employee.
- j. At the end of each workday, treat the contents of all containers of used chemicals in accordance with district-approved procedures for used and waste chemicals.

Storage/Handling/Use of Certain Chemicals is Specifically Forbidden

Certain chemicals have severe hazards that far outweigh any instructional benefits that might result from their use in school laboratories. Chemicals in the following categories may not be stored, handled or used in any laboratory in the District without specific approval and only under tightly controlled conditions:

- Select carcinogens, listed by the National Toxicology Program (NTP) as “known to be carcinogens” or “reasonably anticipated to be carcinogens” or by the International Agency for Research on Cancer (IARC) as Group 1, 2A, or 2B carcinogens.
- Reproductive toxicants
- Chemicals with high degree of acute and chronic toxicity
- Unstable, shock-sensitive or highly reactive chemicals

In addition, other chemicals may be designated by the district as unsuitable for school laboratories.

Procedures for Specific Chemical Hazards

Materials which represent physical and/or health hazards can be used safely if the specific hazards are understood, appropriate equipment and facilities are available and proper procedures are followed. If appropriate precautions are not taken, personal injury or property damage may occur.

Additionally, certain chemicals cannot be safely mixed or stored with other chemicals because of the danger of severe reaction or toxic products.

1. Toxic Chemicals

- a. Use non-permeable gloves when handling containers of toxic chemicals. Wash affected areas immediately if the chemicals come in contact with the skin.
- b. If the PEL or TLV for a substance is less than 50 ppm, the substance should only be handled in a properly functioning fume hood.
- c. Know the signs and symptoms of exposure to toxic substances. Review emergency response procedures.

2. Flammable Chemicals

- a. Store flammable liquids in approved NFPA flammable storage cabinets. Ground safety cans and other metal containers of flammable liquids used near electrical equipment or other sources of electrostatic fields.
- b. When working with flammable chemicals, be certain that there are no open flames, hot surfaces, sparks or other sources of ignition near enough to cause a fire or explosion in the event of a vapor release or liquid spill.
- c. Assure that appropriate fire extinguishers are mounted and identified in the area. Always have vermiculite, absorbent pillows or some other chemical absorbent available in sufficient amounts available in the event of a spill.

3. Corrosive Chemicals

- a. Eye protection and appropriate apron and gloves should always be used when handling corrosive materials. An eyewash and safety shower station must be readily accessible to areas where corrosives are used and stored.
- b. Carry bottles of acids or bases in protective carriers to reduce possibility of breakage or spills.
- c. Acid or base exposure demands immediate attention. Exposure can occur through direct skin contact, ingestion, inhalation of vapors or skin exposure to mists in the air. Symptoms of exposure include:
 - Irritation of skin, eyes, nose, throat or lungs
 - Dermatitis
 - Skin and eye burns
 - Difficulty breathing

Splashes should be washed off immediately with plenty of water for at least fifteen minutes. Remove all affected clothing and seek medical help.

- d. Mineral acids (sulfuric, nitric, and hydrochloric) are quite reactive with metals, generating flammable hydrogen gas.
- e. When performing dilutions, always pour acid into water, never the reverse.
- f. Completely neutralize a spill (with baking soda for acid spills, vinegar for base spills) before cleaning up the area with plenty of water.

4. Reactive Chemicals

- a. Oxidizers: Know the reactivity of the materials involved in the reaction. Ensure that there are no extraneous materials in the area that could become involved in a reaction. Use shields or other methods for isolating the process if the reaction is expected to be violent.
- b. Water reactive (react with water to produce a flammable or toxic gas): Safe handling of water reactive materials depends on the specific materials and the conditions of use and storage. See the MSDS for specific instructions.
- c. Pyrophoric (ignite spontaneously upon contact with air): Pyrophoric chemicals should be used and stored in inert environments. Often the flame is invisible.
- d. Peroxidizable (materials which react with air to form explosive peroxides): Peroxides can explode with impact, heat or friction. Peroxides can form even when the container has not been opened. Date all peroxidizables upon receipt and upon opening. Dispose of after three months. Do not open any container that has obvious solid formation around the lid.
- e. Light-sensitive (degrade in the presence of light): Light sensitive materials can form new compounds that may be hazardous or may cause pressure build-up in containers. Store the chemical in a cool, dark location in amber colored bottles.

Procedures for Specific Physical Hazards

Materials and equipment that present physical hazards can be used safely if the specific hazards are understood, appropriate equipment and facilities are available and proper procedures are followed. If appropriate precautions are not taken, personal injury or property damage may occur.

1. Electrical Safety

- a. Water can turn anything into an electrical conductor, so don't stand in water or have water on your hands when using electrical equipment.
- b. Electrical shocks are caused from electrical current flowing into your body as an easy path to ground is formed, not only from high voltage. Be very cautious when dealing with voltages high enough to generate this current. Electrical current as low as fifty mill amperes can kill a person.
- c. Use only one hand when probing for high voltage readings, as two hands allows a path through the heart. The best procedure is to rest your elbow on a grounded surface so that, if a circuit is accidentally completed, the current will flow in your hand and out your elbow, avoiding passing through the heart.
- d. All electrical outlets should carry a grounding connection requiring a three-prong plug. All electrical equipment should be wired with a three-prong plug, unless the equipment is double-shielded. Never remove the ground post from a three-prong plug.
- e. The condition of wiring, plugs and cords should be checked regularly. Confirm that the insulation on electrical cords and cables is intact and not frayed or cracked.
- f. All laboratories should have circuit breakers readily accessible. Employees should know how to cut off electrical service to the laboratory in case of emergency. Laboratory lighting should be on separate circuits from electrical outlets in case electric service must be cut off in an emergency.
- g. If electrical equipment shows evidence of undue heating, unplug it immediately.
- h. When unplugging electrical equipment, grasp the plug instead of the cord.
- i. In case of an electrical fire, don't touch the burning object or douse it with water. If possible, turn off the current. For a small fire, extinguish it with a multipurpose ABC extinguisher, or with baking soda.

2. Glassware

- a. Adequate hand protection (heavy gloves) should be used when inserting glass tubing into rubber stoppers or corks or when placing rubber tubing onto glass tubing. Tubing must be fire polished and lubricated and hands should be used close together to minimize the possibility of fracturing the glass.
- b. Use leather gloves when picking up broken glass or use tools such as brooms, dustpans, forceps, etc.
- c. Glassware should be stored on well-lighted stockroom shelves designed to prevent the pieces from falling off.
- d. Select glassware that is designed for the type of work planned. In particular, be sure that glassware to be used in vacuum apparatus is constructed for that purpose.
- e. When cutting glass tubing or rod, place a towel over the strike mark and break away from the body. Fire polishes all glass before usage. After heating glassware, allow ample time for cooling to occur. Hot glass looks the same as cool glass.
- f. Glass containers of acids, alkalis or flammable chemicals should be transported in carriers to protect from breakage and to contain leaks.

- g. Each laboratory should have a container specifically designed and labeled for broken glass. Do not place broken glass in the general trash container.

3. Laser Safety

- a. It is imperative that personnel do not look down the barrel of any laser while it is in operation. Even low energy output lasers can cause eye damage.
- b. Protection for the eyes requires goggles that have sufficient protective material and so fitted that stray light cannot come in from any angle.
- c. Be particularly careful about reflections of the laser beam. Specular reflections (from polished, flat surfaces) are the most seriously damaging to the eye due to the collimated nature of the laser beam. No protection is offered by distance from the source.
- d. Working conditions must be in compliance with ANSI Z136.1-1993, the American National Standard for Safe Use of Lasers. In the laboratory area warning signs are required.

4. Vacuum Safety

- a. All reduced-pressure or vacuum conditions present serious hazards.
- b. One of the biggest dangers associated with working under vacuum is the danger of implosion. When the vacuum vessel is constructed of glass or other shatter able materials, this danger can be extreme. Even stainless steel vacuum systems will occasionally have some component made of glass. Take the necessary precautions like taping the vessel in a crisscross pattern if it doesn't have to be heated or work behind a mechanical shield using safety glasses or safety shield.
- c. Achieving and measuring vacuum often involves dangerous mechanical motions (rotary pumps). Cover belts and wheels with guards and exercise caution so as not to get body parts and clothing caught in these devices; cover exposed high voltage sources.

5. Compressed Gases

- a. Laboratories using compressed gases need to comply with the Compressed Gas Association guidelines contained in CGA P-1 (1965), "Safe Handling of Compressed Gases".
- b. Always use the minimum-sized cylinder adequate to perform the desired laboratory activity.
- c. Cylinders of compressed or liquefied gases must not be stored in the laboratory. They should be kept in the storage area, secured by straps on a suitable stand vertically. Do not expose cylinders to temperatures above 50 degrees Centigrade. Always store cylinders upright, secured, with the safety cap threaded on.
- d. Never transport a cylinder without the safety cap in place. Use a cylinder cart for transporting.
- e. Never force threaded connections.
- f. Teflon tape should not be used on a new Swagelok fitting, as it will tend to deform the threads prematurely.
- g. Replace the protective cap when a cylinder is empty or before moving. Do not bleed a cylinder completely empty. Leave a slight pressure to keep containments out.
- h. Do not interchange gauges, regulators or fittings, especially with oxygen cylinders. Use only the appropriate gauges, fittings and materials compatible with the particular gas being handled.
- i. Do not use a cylinder that cannot be positively identified.
- j. Always wear safety goggles when handling or using compressed gases.

- k. Note specific handling requirements for cylinders of toxic, corrosive or reactive gases, especially requirements for ventilation (using in a fume hood).

6. Cryogenics

- a. Liquefied gases that condense oxygen from the air create an oxygen rich atmosphere and increase potential for fire if flammable or combustible materials and a source of ignition are present. Mixtures of gases or fluids should be strictly controlled to prevent formation of flammable or explosive mixtures.
- b. Pressure is a hazard due to the large expansion ratio from liquid to gas, causing pressure build up in containers. Containers and systems containing cryogenics should have pressure relief mechanisms.
- c. Many materials become brittle at extremely low temperatures. Containers and systems should be capable of withstanding extreme cold without becoming brittle.
- d. Always wear safety glasses with side shields or goggles when handling any materials. If there is a chance of a splash or spray, a full-face protection shield, an impervious apron or coat, cuff less trousers and high-topped shoes should be worn. Watches, rings and other jewelry should not be worn. Brief contact with materials at extremely low temperatures can cause burns similar to thermal burns. Gloves should be impervious and sufficiently large to be readily thrown off should a cryogenics spill occur. Potholders should also be used.

7. Other Hazards

- a. When using a centrifuge, be sure the arms are balanced and that it is securely anchored.
- b. Reactions should never be carried out in, nor heat applied to, an apparatus that is a closed system (stopper or fitted with a septum). A pressurized apparatus should have an appropriate relief device. An inert gas purge or bubbler system is usually appropriate.

CHEMICAL PROCUREMENT AND STORAGE

Ordering and Receiving Chemicals

Prior to ordering any chemical, the need should be verified, based on the desired use of the chemical. Amounts ordered should not exceed what is expected to be used in one year. All chemical orders will request the latest MSDS from the vendor.

Before new chemicals are ordered or used, employees will be trained in their hazards, storage and handling.

Standard District Chemical Inventory List

Several chemicals have hazards that outweigh their educational usefulness. In general, explosive, carcinogenic, mutagenic and highly toxic chemicals are considered too hazardous for use in school laboratories. The Maintenance and Operations Department will oversee development of a standard District Chemical Inventory that specifies which chemicals are acceptable for use at the elementary, middle school, and high school levels. Other chemicals may not be ordered, stored or used in school laboratories without specific, written authorization from the Maintenance and Operations Department.

Requests to Use Chemicals not on Standard District Inventory

Employees wishing to obtain and use chemicals not on the standard district inventory must submit a request, through the School Science Department Chairperson. The request will include the following information:

- a. Name of the person submitting the request;
- b. Chemical name(s) (if any) and Chemical Abstract Service (CAS) Registry Number of the desired chemical;
- c. Name and address of the supplier and quantity of the chemical desired;
- d. Name of the course and copy of the specific laboratory activity for which the chemical is needed, together with rationale for performing the activity;
- e. Justification that adequate facilities, equipment and apparel are present at the school laboratory to provide a safe working environment in which exposures will not exceed PEL or TLV for the chemical;
- f. Description of specific handling guidelines (such as NIOSH);
- g. Documentation that the employee has appropriate certification, as well as sufficient knowledge and skills to handle the chemical in the prescribed manner;
- h. Estimate of the length of time the chemical will be stored in the school building and justification that school storage facilities are appropriate for housing the chemical;
- i. Plan for proper disposal of used chemical products and excess reagents;
- j. Date that use of the chemical is desired.

Chemical Storage Facilities

All middle and high schools will have a designated chemical storage room with suitable shelf space, arrangement and ventilation for the nature of the chemicals housed. Laboratory rooms shall not be used for storage of chemicals. Chemical storage rooms will have the following features:

- a. Lockable door to restrict access by unauthorized persons. Deadbolt locks or hasp locks are not permitted since they may inadvertently trap someone inside. Crash hardware affixed to the inside of the door is recommended to permit a person to exit the room.
- b. Ventilation sufficient to prevent buildup of vapors above recommended levels that specifies six room changes per hour (calculated), exhausted to the outside air.
- c. Temperature controlled to remain in a moderate range, not to exceed to flash point of stored flammable substances, at all times during the year (including the summer months).
- d. Shelves or cabinets are firmly secured to the wall, with a maximum shelf height of six feet.
- e. ABC fire extinguisher and fire blanket near storeroom exit or within 25 feet of storage area. If reactive metals (sodium, magnesium, etc.) are stored, a Class D extinguisher will be available within 25 feet of the storage area.
- f. Eyewash and shower within 25 feet of storage area. Eyewash will have the capability to produce continuous flow of potable water.
- g. Ceiling-mounted smoke or fire detector with outside alarm.
- h. Dedicated NFPA cabinets for flammables and acids.
- i. Spill control kit, with chemical splash goggles, chemical-resistant gloves, appropriate neutralizing materials and absorbent materials, plastic bags and scooper.

Chemical Storage Procedures (General)

- a. Chemicals are arranged in chemically compatible families, not in alphabetical order.
- b. Amounts stored should correspond to no more than one year's projected supply.
- c. When more than 10 gallons of flammable or combustible liquids (total) are present in a building, they must be stored in a dedicated NFPA approved cabinet. If the cabinet is vented, the ductwork will not be less fire-resistant than the cabinet. The amount of material stored in the cabinet will not exceed its specified rating.
- d. Chemical storerooms are not to be used as prep rooms for repackaging chemicals or preparing solutions.
- e. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or segregation from other chemicals.
- f. No chemicals are to be stored in aisles or stairwells, on desks or laboratory benches, on floors or in hallways, in fume hoods or in rooms other than the specified chemical storage room.
- g. Maintain a complete inventory in the room where chemicals are stored, and update the inventory at least annually.
- h. Mark the acquisition dates on all containers; dispose of peroxide-forming chemicals after six months.
- i. Do not store chemicals on shelves above eye level or below knee level.
- j. Inspect bottles at least annually and dispose of those that show signs of corrosion or leakage.

- k. Gas cylinders must be secured in place, with protective caps on to prevent valve damage in event the cylinder falls over.

Guidelines for Storing Chemicals from Specific Hazard Classes

Flammable Liquids

Conditions for Storage: Store in a cool place away from heat, sun or sources of ignition. Automatic fire detection equipment and spray devices should be used. Adequate ventilation should be provided to prevent vapor buildup. Use approved NFPA storage cabinets or safety cans for flammable liquids. Ground metal containers.

Store away from: Oxidizers
Chemicals capable of spontaneous heating
Explosives
Materials that react with air or moisture to liberate heat
Ignition sources

Corrosive Chemicals

Conditions for Storage: Separate acids from bases.
Separate oxidizing acids (nitric acid) from other acids.
Cabinets should be non-corroding or covered with fume resistant paint.
Corrosives should not be stored above eye level.
Use bottle carriers for transporting containers of corrosives.
Have spill control pillows and neutralizing materials readily available.

Store away from: Toxic materials.
Active metals (sodium, magnesium, etc.)
Substances that release corrosive, toxic or flammable fumes on reaction
Organic materials
Flammable substances
Uncoated structural material

Toxic Chemicals

Conditions for Storage: Store away from heat, moisture and fire hazard areas.
Protect from contamination with acids and fumes.

Store away from: Acids and other corrosives
Reactive chemicals
Fire hazards
Heat
Moisture

Reactive Chemicals

Conditions for Storage: A fire sprinkler, except where water sensitive chemicals are stored. Protect from extremes of temperature and rapid changes in temperature. Store oxidizers away from flammable or combustible materials and away from reducing agents such as zinc and alkaline earth metals. Store peroxide-forming chemicals in airtight containers and label with receiving and disposal dates. Store light sensitive chemicals in amber bottles.

Store away from: Organic materials
Flammable materials
Corrosives
Toxic materials

Water and Air Sensitive Chemicals

Conditions for Storage: Store in waterproof, fire-resistant NFPA cabinet. Smoke and/or heat detector should be provided in the storage area. Eliminate all ignition sources.

Store away from: Water and moist air
Solutions of aqueous acids and bases
Flammable storage area
Reactive chemicals

LABORATORY FACILITIES

Laboratory Design

The design of the laboratory facility will provide sufficient space for safe work by the number of persons assigned to be in the laboratory. Exit doors will be clearly marked and free of obstructions to permit a safe escape in an emergency. Furniture will be arranged for maximum use of available space while maintaining safe conditions. Desks will be separated from lab benches and aisles will be unobstructed.

Laboratory facilities will be used only by persons with proper qualifications and training. Any employee assigned to work in a classroom or other area in which laboratory procedures are performed must receive appropriate training as specified in the Chemical Hygiene Plan, even if that employee's assigned work does not entail laboratory procedures.

Classroom areas will be assigned for use for science laboratory activities only if they meet the standards for facilities, safety equipment and safe operating procedures specified in the Chemical Hygiene Plan. The use of laboratory facilities for purposes such as teaching classes outside the subject area, monitoring study halls or other non-laboratory based school functions should be avoided.

The design of new laboratories and renovation of existing laboratories will incorporate safety features as specified in the Chemical Hygiene Plan. Non-critical facility deficiencies requiring major structural work will typically be addressed in the normal schedule of renovation.

Laboratory Ventilation

The movement of air in the general ventilation system for a building will be from non-laboratory areas and corridors into the laboratories. Air from laboratories will be exhausted outdoors and not recycled. Air pressure in the laboratories will be slightly negative with respect to the rest of the building. General laboratory ventilation will not be adequate to exchange room air no less than six nor more than twelve times per hour (calculated) when chemicals are in use in the laboratory. This may be achieved through the use of a switchable auxiliary exhaust system.

The following procedures shall apply to the use of laboratory exhaust ventilation: Capture hoods of local exhaust ventilation systems shall be as close as practicable to the source of the containments. Laboratory exhaust fans shall be operating effectively when exhaust hoods are being used. After using the laboratory exhaust, the ventilation fan shall be operated for an additional period of time sufficient to clear residual containments from the ductwork. The ventilation system shall be inspected at least annually by the maintenance department.

Any change in the laboratory facility, particularly in the ventilation system, it will be instituted only if a thorough analysis of its effects demonstrates that employees will continue to have adequate protection from hazardous concentrations of toxic substances.

Laboratory Hoods

Work practices shall follow the requirements of California Code of Regulations, Title 8, Section 5154.1, **Ventilation Requirements for Laboratory-Type Hood Operations**. Prior to the introduction of new chemicals, the adequacy of hood systems available shall be determined by the Department Science Chairperson.

Ductless fume hoods shall not be used for volatile toxic materials and should be posted as “**Not for Use with Toxic Materials.**” Consult with the Department Science Chairperson before using these hoods to control laboratory vapors.

Although fume hoods are local ventilation devices to be used to prevent toxic, offensive or flammable vapors from entering the laboratory atmosphere, hoods also offer other significant protection. Placing a reacting chemical system within a hood, especially with a hood sash closed, also places a physical barrier between the workers in the laboratory and the chemical reaction. This barrier can afford workers significant protection from chemical splashes, fires and minor explosions.

To determine whether a fume hood is needed for handling a particular chemical, assess the MSDS. Some MSDS terminology may indicate a need for special ventilation, such as: *use with adequate ventilation; avoid vapor inhalation; use in a fume hood; or provide local exhaust ventilation.*

For use of hazardous chemicals warranting local ventilation controls, the following guidelines should be observed:

1. Conduct all operations that may generate air contaminants at or above the appropriate PEL or TLV inside the fume hood.
2. Equipment and chemicals kept in the hood will interrupt the even airflow. Fume hoods are not intended for the primary storage of chemicals. Minimize chemicals and apparatus present in the hood to include only those items being used for the current procedure. Keep all apparatus at least six inches back from the face of the hood and keep the slots in the hood baffle free of obstructions by apparatus or containers. Large equipment should be elevated at least two inches off the base of the fume hood to allow for the passage of air underneath the apparatus.
3. Do not use the hood as a waste disposal mechanism except for very small quantities of volatile materials.
4. Keep the hood sash closed at all times except when the hood is in use.
5. Do not have sources of ignition inside the hood when flammable liquids or gases are present.
6. Use sash as a safety shield when boiling liquids or conducting an experiment with reactive chemicals.

7. Periodically check the airflow in the hood using a continuous monitoring device or another source such as a visible airflow indicator. If the airflow has changed, notify the Science Department chairperson to contact the District office for an inspection or repair. Fume hood sashes will be marked in the position at which they are calibrated to deliver 100 feet per minute. The sash should not be left in the fully open or fully closed position for an extended period or the efficiency of the fume hood is diminished. Fume hoods will be equipped with a manometer, pressure differential meter, velometer or similar device to verify adequate airflow before each use. The system must be checked prior to each use to assure it is operating efficiently. Never work with hazardous chemicals if the hood is not functioning properly.

PROTECTIVE EQUIPMENT

Maintaining a safe laboratory environment is the responsibility of both the school district and its employees. Personal protective devices and safety equipment must be provided to all employees under the appropriate circumstances and employees have the responsibility of safely using such equipment and apparel.

The MSDS will provide some information on the personal protective equipment and safety procedures recommended for a given chemical. The MSDS may not provide sufficient information concerning the specific type of safety equipment required.

Confined Space Entry



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

CONFINED SPACE ENTRY

GENERAL INFORMATION

Confined or enclosed space is any space having limited means of egress (exit), which is subject to the accumulation of dangerous toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to: storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than four feet in depth such as: pits tubs, vaults, and vessels.

SAFE ENTRY PROCEDURES

1. Atmospheric tests must be performed to determine an excess or deficiency of oxygen, and/or the presence of flammable or toxic gases or vapors prior to entry into a confined space. District policy is to monitor the atmosphere continuously while employees are in the confined space.
 - a. Excess levels of oxygen greatly increases the risk of an explosion of fire therefore, when the confined space oxygen levels are too rich, the confined space shall be mechanically ventilated to bring the oxygen level to 20.9%.
 - b. Oxygen deficient atmosphere can result in dizziness, sudden unconsciousness, or death. Since low oxygen levels cannot be seen or smelled, employees fail to recognize this condition until they are too weak to escape. For this reason, oxygen deficient atmospheres must be regarded as one of the most dangerous hazards in confined spaces. Employees shall not be permitted to enter any confined space before an atmospheric test is performed and proper ventilation of the confined space is established, or the employee is properly suited with an air-supplied respirator.
 - c. Atmospheric tests shall be performed in several locations, to assure the surrounding area is free of flammable or toxic gases.
2. **A Self Contained Breathing Apparatus (SCBA)** shall be worn during emergency situations involving **Immediate Dangerous to Life or Health (IDLH)** atmospheres or where the contaminant is unknown.
3. Safe entry and exit procedures must be established prior to entry into the confined space.
4. Employees shall use an air supplied respirator or a **Self Contained Breathing Apparatus (SCBA)** when working in a confined space.
5. All confined space workers must be equipped with a lifeline and must be in constant communications with standby personnel while they are in the confined space.
6. The confined space shall be lighted with equipment approved for the present and potential hazards that might occur. Low-voltage lights, shielded lights, explosion-proof equipment, and ground fault interrupter (**GFCI**) shall be used where needed.
7. To ensure that all employees are informed about the hazards and locations of each particular confined space, we shall establish an inventory list of all confined spaces.
8. A standby person must be present at the confined space opening at all times to assist the confined space worker in emergencies.
9. The standby person has no other function than observing and maintaining contact with the confined space worker. They must be properly suited-up with emergency rescue equipment. They must know the locations of all the confined space entries and exits. They are trained to initiate rescue operations.

RESCUE PROCEDURES

1. Under no circumstances shall a rescue be attempted by anyone except a well-trained and properly equipped rescue team.
2. The standby worker shall be CPR/First-Aid trained and a qualified member of the District's rescue team.
3. The rescue workers shall immediately call for assistance. They shall wait until the rescue team arrives or until there are two other qualified standbys to assist in the rescue operation.

SAFE WORK PERMITS

1. A confined space safe permit must be obtained from the supervisor in charge of the confined space entry operation. This permit is valid only for the date and times specified on the permit. If the work extends beyond the specified time, a new permit must be completed.
2. All permits must have the name(s) of the confined space worker(s) and the name of the supervisor in charge of the operation. At the completion of the confined space work, the worker(s) and the supervisor in charge of the operation, noting the date and time the operation was completed, must sign off the permit.

Any Contractors performing work activities on District facilities shall ensure that they conform to the District's existing Confined Space Entry requirements prior to entering any confined space.

Disciplinary Policy



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

DISCIPLINARY POLICY

INTRODUCTION

This policy is intended to provide rules and guidelines for administering disciplinary action to employees, who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

PURPOSE

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

SUMMARY

Depending on the circumstances or the severity of the violation or incident, any level of discipline, which is most appropriate for the time and action up to, and including termination, may be implemented?

Approved by _____
Superintendent

Probationary (3 mo.)	
Probationary (5 mo.)	
Annual	
Unscheduled	

PERFORMANCE REPORT FOR CLASSIFIED PERSONNEL

Employee Name (Please Print)

Due Date

Job Title School or Department Evaluation Period: From: To:

Specific reasons for a rating of “needs to improve” and “unsatisfactory” must be clearly stated and include suggestions to assist the employee to improve performance.

4-Regularly exceeds work performance standards
 3-Regularly meets work performance standards
 2-Needs to improve
 1-Unsatisfactory
 NA-Not applicable

ATTENDANCE

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Attendance perfect or nearly so. (Requires comments).

Work not adversely affected by absences. Observes work hours.

Absences and/or tardies adversely affect work. Employee may not follow procedures to report his/her absence.

Consistent pattern of absence and/or tardiness.

Comments:

QUALITY OF WORK

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently completes tasks at a level that is above and beyond what is required. Anticipates needs of the site/department. (Requires comments).

Accurate and thorough in performing tasks. Consistently completes all tasks in a timely manner.

Is not consistently accurate and thorough in performing tasks. May require corrections by supervisor and additional training/skill acquisition.

Is not accurate and thorough in performing tasks. Tasks not completed in a timely manner. Has not improved performance following clarification of expectation and/or assistance.

Comments:

PLANNING/ORGANIZING WORK

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Prioritizes and completes more than the required amount of tasks and is knowledgeable about all aspects of the job. (Requires comments).

Completes appropriate amount of tasks based on job knowledge. Performs job tasks in a timely manner using allotted time and resources efficiently and effectively.

Does not consistently complete required tasks in a timely manner or uses resources efficiently and effectively. May need assistance with prioritizing and reminders to complete assignments.

Prioritizing often neglected, resulting in important tasks not being completed. May not consistently use resources efficiently and effectively within timelines.

Comments:

DEPENDABILITY ON THE JOB

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Does not need to be reminded to follow-through on tasks from start to finish. Reacts quickly, appropriately and without specific instructions to all demands of the job. (Requires comments).

Uses good decision making skills and follows through on tasks from start to finish. Little supervision required.

Does not consistently follow through on tasks and does not consistently use effective decision making skills. Supervision may be required to complete assigned work.

Does not follow through on tasks and does not use effective decision making skills.

Comments: _____

HUMAN RELATIONS

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently communicates well and works effectively with:
 ▪ Supervisors
 ▪ Co-Workers
 ▪ Public/other District staff
 ▪ Students
 (Requires comments).

Communicates well and works effectively with:
 ▪ Supervisors
 ▪ Co-Workers
 ▪ Public/other District staff
 ▪ Students

Does not consistently communicate well and work effectively with others. Does not effectively apply positive customer service.

Does not communicate well and work effectively with others. May require supervisor intervention.

Comments: _____

PERSONAL QUALITIES

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently utilizes initiative and readily adapts to changing situations. (Requires comments).

Generally utilizes initiative and works with very little supervision. Demonstrates flexibility in adapting to changes.

Infrequently utilizes initiative in completing job related tasks or work without immediate supervision. Is not consistently flexible in adjusting to changes.

Does not utilize initiative in completing job related tasks or have the ability to work without supervision. Is not flexible in adjusting to changes.

Comments: _____

SAFETY PRACTICES

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Always observes safety rules and practices. Always works quickly and safely with equipment and job related materials. Shows the concern of safety for others. (Requires comments).

Observes safety rules and practices. Works quickly and safely with equipment and job related materials.

Does not consistently observe safety rules and practices and does not consistently work quickly and safely with equipment and job related materials.

Does not observe safety rules and practices and does not work quickly and safely with equipment and job related materials.

Comments: _____

OVERALL EVALUATION RATING (check one) (Note any exceptions).

Any category marked unsatisfactory will require an improvement plan and a reevaluation of that category within three months.

Exceeds Standards **Meets Standards** **Needs to Improve** **Unsatisfactory**

Additional comments/goals if applicable:

I have received a copy of this evaluation and it has been discussed with me. Signing this form does not necessarily mean that I agree with the ratings.

Employee's Signature _____ Date _____

Signature of Evaluator _____ Title of Evaluator _____ Date _____

Signature of Reviewer _____ Title of Reviewer _____ Date _____

Comments by Employee:

ATTACHMENT INCLUDED:

RECOMMENDATION BY SUPERVISOR: It is recommended that this employee:

Probation three (3) months	
Be granted permanent status	
Not be granted permanent status	
Requires Improvement Plan	
Permanent Employee - Not Applicable	

DISTRIBUTION: Original to Human Resources - One Copy to Supervisor - One Copy to Employee
Classified Personnel S:/Evaluation 5/29/02

Probationary (3 mo.)	
Probationary (5 mo.)	
Annual	
Unscheduled	

**PERFORMANCE REPORT FOR MANAGEMENT,
SUPERVISORY AND CONFIDENTIAL PERSONNEL**

Employee Name (Please Print)

Due Date

Job Title School or Department Evaluation Period: From: To:

Specific reasons for a rating of “needs to improve” and “unsatisfactory” must be clearly stated and include suggestions to assist the employee to improve performance.

4-Regularly exceeds work performance standards
 3-Regularly meets work performance standards
 2-Needs to improve
 1-Unsatisfactory
 NA-Not applicable

ATTENDANCE

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Attendance perfect or nearly so. (Requires comments).

Work not adversely affected by absences. Observes work hours.

Absences and/or tardies adversely affect work. Employee may not follow procedures to report his/her absence.

Consistent pattern of absence and/or tardiness.

Comments:

QUALITY OF WORK

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently completes tasks at a level that is above and beyond what is required. Anticipates needs of the site/department. (Requires comments).

Accurate and thorough in performing tasks.

Is not consistently accurate and thorough in performing tasks. May require corrections by supervisor and additional training/skill acquisition.

Is not accurate and thorough in performing tasks. Tasks not completed in a timely manner. Has not improved performance following clarification of expectation and/or assistance.

Comments:

PLANNING/ORGANIZING WORK

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Prioritizes and completes more than the required amount of tasks and is knowledgeable about all aspects of the job. (Requires comments).

Completes appropriate amount of tasks based on job knowledge. Performs job tasks in a timely manner using allotted time and resources efficiently and effectively.

Does not consistently complete required tasks in a timely manner or uses resources efficiently and effectively. May need assistance with prioritizing and reminders to complete assignments.

Prioritizing often neglected, resulting in important tasks not being completed. May not consistently use resources efficiently and effectively within timelines.

Comments:

DEPENDABILITY ON THE JOB

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Does not need to be reminded to follow-through on tasks from start to finish. Reacts quickly, appropriately and without specific instructions to all demands of the job. Anticipates site/department needs and follows through in advance of Superintendent's request. (Requires comments).

Uses good decision making skills and follows through on tasks from start to finish. Little supervision required.

Does not consistently follow through on tasks and does not consistently use effective decision making skills. Supervision may be required to complete assigned work.

Does not follow through on tasks and does not use effective decision making skills.

Comments:

HUMAN RELATIONS

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently communicates well and works effectively with:
 ▪ Supervisors
 ▪ Co-Workers
 ▪ Public/other District staff
 ▪ Students
 (Requires comments).

Communicates well and works effectively with:
 ▪ Supervisors
 ▪ Co-Workers
 ▪ Public/other District staff
 ▪ Students

Does not consistently communicate well and work effectively with others. Does not effectively apply positive customer service.

Does not communicate well and work effectively with others. May require supervisor intervention.

Comments:

PERSONAL QUALITIES

Exceeds

Meets

Needs to Improve

Unsatisfactory

4	3	2	1	NA

Consistently utilizes initiative and readily adapts to changing situations. (Requires comments).

Generally utilizes initiative and works with very little supervision. Demonstrates flexibility in adapting to changes.

Infrequently utilizes initiative in completing job related tasks or work without immediate supervision. Is not consistently flexible in adjusting to changes.

Does not utilize initiative in completing job related tasks or have the ability to work without supervision. Is not flexible in adjusting to changes.

Comments:

SAFETY PRACTICES

Exceeds

Always observes safety rules and practices. Always works quickly and safely with equipment and job related materials. Shows the concern of safety for others. (Requires comments).

Meets

Observes safety rules and practices. Works quickly and safely with equipment and job related materials.

Needs to Improve

Does not consistently observe safety rules and practices and does not consistently work quickly and safely with equipment and job related materials.

Unsatisfactory

Does not observe safety rules and practices and does not work quickly and safely with equipment and job related materials.

4	3	2	1	NA

Comments:

LEADERSHIP/MAINTAINING MOTIVATION

Exceeds

Consistently communicates thoughts, feelings and ideas to encourage, persuade, convince or otherwise motivate an individual or group, including responsibly challenging existing procedures, policies or authority. Sets high expectations for self and others. Is a positive role model. Provides frequent feedback to co-workers regarding performance expectations. Seeks continual improvement and professional growth.

Meets

Usually communicates thoughts, feelings and ideas to encourage, persuade, convince or otherwise motivate an individual or group, including responsibly challenging existing procedures, policies or authority. Supports co-workers in reaching goals. Challenges self to continually learn and grow.

Needs to Improve

Inconsistently or occasionally communicates thoughts, feelings or ideas to encourage, persuade, convince or otherwise motivate an individual or group, including responsibly challenging existing procedures, policies or authority.

Unsatisfactory

Ineffectively communicates thoughts, feelings or ideas to encourage, persuade, convince or otherwise motivate an individual or group, including responsibly challenging existing procedures, policies or authority. Does not communicate difficulties or needs. Becomes defensive when positions/opinions are questioned. Does not support the growth of others to reach District goals. Inconsistent behavior and/or actions toward staff and customers.

4	3	2	1	NA

Comments:

OPERATIONAL ECONOMY/EFFICIENCY

Exceeds

Successfully uses or prepares budgets; may include making cost and revenue forecasts; keeps accurate records to track budget performance and makes adjustments when appropriate. Focus is on meeting District Strategic Plan goals.

Meets

Plays a keep role in budget preparation. Successfully makes cost and revenue forecasts.

Needs to Improve

Rarely tracks budget to ensure correct alignment of costs vs. funds.

Unsatisfactory

Does not align spending with budget which may result in cost overruns and inability to ascertain accurate account balances throughout the year.

4	3	2	1	NA

Comments:

SCHEDULING AND COORDINATION

<u>Exceeds</u> Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities; understands, prepares and follows schedules. Goals are always met on time. (Requires comments).	<u>Meets</u> Establishes schedules and coordinates resources which result in timelines being met.	<u>Needs to Improve</u> Inconsistently structures available resources appropriately. Experiences difficulty in scheduling which may result in time conflicts and loss of resources.	<u>Unsatisfactory</u> Goals are rarely completed on time. Frequently experiences difficulty in scheduling.
--	---	---	--

4	3	2	1	NA

Comments:

EVALUATION OF PERSONNEL

<u>Exceeds</u> Effectively assesses knowledge and skills, evaluates performance and provides timely and meaningful feedback. Effectively utilizes improvement process which consistently results in improved employee performance. (Requires comments).	<u>Meets</u> Adequately assess knowledge and skills, evaluates performance and provides appropriate feedback. Uses the improvement process when appropriate.	<u>Needs to Improve</u> Inconsistently assess knowledge and skills, minimally evaluates performance and provides some feedback. Timelines are not met.	<u>Unsatisfactory</u> Rarely assesses knowledge and skills, fails to appropriately evaluate performance, feedback seldom provided.
---	--	--	--

4	3	2	1	NA

Comments:

TRAINING/INSTRUCTION/ACHIEVEMENT OF ESTABLISHED GOALS

<u>Exceeds</u> Effectively establishes goals and seeks out professional growth opportunities for self and staff including new technologies; consistently uses professional literature and development opportunities to improve learning. (Requires comments).	<u>Meets</u> Establishes goals and seeks out professional growth opportunities and training for staff, uses professional literature and/or development opportunities to improve learning.	<u>Needs to Improve</u> Ineffective development of goals and gives little thought to professional growth activities; rarely uses professional literature and development opportunities to improve teaching and learning.	<u>Unsatisfactory</u> Develops superficial goals with little thought or action. Does not seek out professional development activities; rarely uses professional literature and development opportunities to improve teaching and learning.
---	---	--	--

4	3	2	1	NA

Comments:

OVERALL EVALUATION RATING (check one) (Note any exceptions).

Any category marked unsatisfactory will require an improvement plan and a reevaluation of that category within three months.

Exceeds Standards **Meets Standards** **Needs to Improve** **Unsatisfactory**

Additional comments/goals if applicable:

I have received a copy of this evaluation and it has been discussed with me. Signing this form does not necessarily mean that I agree with the ratings.

Employee's Signature _____ Date _____

Signature of Evaluator _____

Title of Evaluator _____

Date _____

Comments by Employee:

ATTACHMENT INCLUDED:

RECOMMENDATION BY SUPERVISOR: It is recommended that this employee:

Be granted permanent status	<input type="checkbox"/>
Not be granted permanent status	<input type="checkbox"/>
Requires Improvement Plan	<input type="checkbox"/>
Permanent Employee - Not Applicable	<input type="checkbox"/>

DISTRIBUTION: Original to Human Resources - One Copy to Supervisor - One Copy to Employee

Classified Personnel S:/Evaluation 12/13/00

Newport-Mesa Unified School District

EVALUATION OF TEACHING PERFORMANCE – Page 1 of 2

Received on: _____ (Teacher signature and date)
 Teacher: _____ Date: _____
 School: _____ Assignment: _____

1. Does Not Meet Standards - UNSATISFACTORY
2. Partially Meets Standards
3. Meets Standards

STANDARD	1	2	3
Standard One: <i>Engaging and Supporting All Student Learning</i>			
Standard Two: <i>Creating and Maintaining an Effective Environment for All</i>			
Standard Three: <i>Understanding and Organizing Subject Matter Knowledge</i>			
Standard Four: <i>Planning Instruction and Designing Learning Experiences for All</i>			
Standard Five: <i>Assessing Student Learning</i>			
Standard Six: <i>Developing as a Professional Educator</i>			

Certificated Evaluation Form "C"

** NOTE: A "Does Not Meet Standards – UNSATISFACTORY" rating for a permanent/tenured teacher in one or more of Standards One through Six will result in required participation in the N-MUSD Peer Assistance and Review Program.

Newport-Mesa Unified School District
EVALUATION OF TEACHING PERFORMANCE – Page 2 of 2

Teacher: _____ Date: _____
School: _____ Assignment: _____

COMMENDATIONS:

RECOMMENDATIONS:

CURRENT EMPLOYMENT STATUS:

- Permanent
 - Probationary (Year 1 ___/ Year 2 ___)
 - Temporary
-

SIGNATURES Evaluator: _____ Date: _____

Evaluatee: _____ Date: _____

This report has been discussed with me in a conference with my evaluator. My signature on this evaluation does not necessarily signify my agreement with the content of this evaluation. An opportunity has been extended to me to attach comments regarding this evaluation.

Comments attached: YES NO



NEWPORT-MESA Unified School District

2985-A Bear Street • Costa Mesa • California 92626 • (714) 424-5000

NEWPORT -MESA UNIFIED MANAGEMENT EVALUATION TOOL

EMPLOYEE NAME: _____

DATE COMPLETED: _____

SUPERVISOR NAME: _____

DATE COMPLETED: _____

EACH COMPETENCY AREA WILL BE RATED USING THE FOLLOWING SCALE:

4=Area of Strength 3=Proficient 2=Area for Further Development 1=Unsatisfactory

INSTRUCTIONS FOR EMPLOYEES:

- Comments (a) are not required for each competency area, (b) should be used to cite specific supporting evidence, and (c) should be succinct and kept to a maximum of two sentences
- The final section titled “Employee Self-evaluation comments” is provided for global or summary perceptions and limited to four sentences.
- The deadline for Classified Management employees to complete and submit this form to their supervisor is three weeks prior to the employee’s anniversary date.
- The deadline for Certificated Management employees to complete and submit this form to their supervisor per their agreed upon time line within the current school year.

INSTRUCTIONS FOR SUPERVISORS:

- Please respond to each competency area for the employee rating number in the box provided using the scale below:
- Comments are required for any rating of 4, 2, or 1. Comments (a) should be used to cite specific supporting evidence for the rating, and (b) should be succinct and kept to a maximum of two sentences.
- The final section titled “Supervisor comments” is provided for summative evaluation comments; the section should not exceed four sentences.
- The deadline to complete and submit this form to Classified Management employees is on or before the employee’s anniversary date. The deadline to hold a conference regarding the evaluation is *within three weeks after the employee’s anniversary date.*
- The deadline to complete and submit this form to Certificated Management employees and hold the conference is per the supervisor’s and employee’s agreed upon timeline within the current school year.
- The Evaluator will send the completed document to Human Resources office with original signatures.

GENERAL INFORMATION:

- District Policy 3150 specifies that Classified Management employees will receive a written evaluation each year, and Certificated Management employees will receive a written evaluation at least once every two years.
 - The supervisor determines if the employee and supervisor meet to complete the evaluation together or the Supervisor may also determine if the employee’s self-evaluation is complete before the meeting.
 - The employee may bring a completed self evaluation to use for discussion.
 - If the supervisor and employee meet together to complete the evaluation, the employee will have the opportunity to review and or respond to any part of the evaluation in writing after the meeting.
 - Any supervisory ratings of “1” (unsatisfactory) should lead to specific suggestions for improvement of performance and a written plan to implement needed changes.
-

COMPETENCIES:

1. Values and integrity

<u>Employee</u>	<u>Supervisor</u>
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- Engenders trust
- Communicates in a direct, dignified and truthful manner
- Practices integrity at the moment of choice
- Understands and acts in accordance with the expectations and duties of ones position
- Communicates the truth in an appropriate and helpful manner
- Keeps confidences
- Admits mistakes and apologizes if necessary

Employee Comments:

Supervisor Comments:

2. Leadership Skills

<u>Employee</u>	<u>Supervisor</u>
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- Leads with enthusiasm and passion for the shared vision
- Takes unpopular stands, when necessary, in the best interests of students
- Encourages direct debate without creating fear of retribution
- Takes responsibility for leadership in the face of adversity
- Identifies issues and seeks creative solutions in a timely manner
- Maintains a sense of humor
- Understands staff's capacity for change and sets goals and objectives accordingly
- Acknowledges own mistakes and limitations
- Seeks and accepts constructive criticism
- Projects self-assurance and unshakable confidence
- Builds confidence and inspires support in a articulated and convincing manner
- Views organizational and community politics as a necessary part of the organizational life and works to adjust to that reality
- Anticipates politically sensitive issues and plans his/her approach accordingly
- Demonstrates sensitivity to the culture of the organization
- Fosters a culture of collaboration

Employee Comments:

Supervisor Comments:

3. Communication Skills

(Includes verbal, written, electronic)

<u>Employee</u>	<u>Supervisor</u>
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- Facilitates effective meetings
- Gives appropriate direction in a crisis
- Understands communication is a strategic issue
- Communicates with courage regarding difficult topics
- Maintains ongoing day-to-day effective and productive communication with all stakeholders.

Employee Comments:

Supervisor Comments:

4. Decision Quality

<u>Employee</u>	<u>Supervisor</u>
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- Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment in a timely manner
- Gives appropriate advice and solutions respected by others
- Identifies decision-making structure prior to the decision:
 1. decisions made by the leader alone
 2. decisions made by the leader after getting input from the staff
 3. decisions made by consensus or by the staff independently
- Links decisions to vision, mission, and strategic plan
- Makes decisions in the best interests of students

Employee Comments:

Supervisor Comments:

5. Customer Service

<u>Employee</u>	<u>Supervisor</u>
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- Monitors stakeholder satisfaction and follows up on inquiries, requests, and complaints in a timely manner
- Seeks to understand issues from the stakeholder's perspective
- Clarifies or verifies understanding of stakeholder needs or expectations and discusses options
- Responds quickly and decisively to stakeholder needs and problems
- Addresses conflict in a timely manner and sees it as an opportunity
- Reads situations clearly and objectively
- Listens actively to all sides of an issue
- Settles disputes equitably
- Finds common ground and gets cooperation
- Manages difficult staff effectively to promote a positive environment

Employee Comments:

Supervisor Comments:

6. Human Resource Development

<u>Employee</u>	<u>Supervisor</u>
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- Attracts and selects highly qualified, talented individuals
- Builds a strong diverse team whose members have complementary strengths
- Provides accurate, motivating feedback and constructive criticism
- Recognizes and promotes the full potential and/or goals of others (e.g. resources, coaching, experiences, etc.)
- Develops successors and talent pools for key positions
- Shares credit and gives opportunities for visibility to others

Employee Comments:

Supervisor Comments:

7. Planning and Use of Resources

<u>Employee</u>	<u>Supervisor</u>
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- Identifies appropriate goals and objectives
- Implements effective strategies to accomplish tasks
- Develops schedules and task/people assignments
- Monitors and adjusts implementation as appropriate
- Measures performance against goals
- Reflects and evaluates success of implementation
- Fosters a culture of collaboration in managing resources
- Uses good judgment to creatively deploy available resources
- Seeks additional resources to meet a need or goal
- Manages internal and external resources effectively
- Budget decisions support the District Strategic Plan

Employee Comments:

Supervisor Comments:

8. Flexibility

<u>Employee</u>	<u>Supervisor</u>
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- Responds resourcefully to new demands and challenges
- Works constructively and calmly under stress and pressure
- Handles tense situations without overreacting or becoming overly emotional
- Maintains a constructive positive outlook even when plans are thwarted

Employee Comments:

Supervisor Comments:

9. Professional Growth

<u>Employee</u>	<u>Supervisor</u>
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- Dedicates time and effort to continuously improve leadership skills
- Identifies areas of strength and works to enhance them
- Identifies areas of weakness and works to improve them

Employee Comments:

Supervisor Comments:

10. Instructional Leadership

NOT APPLICABLE TO CLASSIFIED MANAGEMENT EMPLOYEES

<u>Employee</u>	<u>Supervisor</u>
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- Understands student requirements and academic standards
- Uses student achievement data to make sound instructional decisions
- Promotes best instructional practice through effective supervision
- Monitors and adjusts the instructional program to meet student needs

Employee Comments:

Supervisor Comments:

Employee

Summary of Self-evaluation Comments:

Supervisor

Summary Comments:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

Please submit a copy to the Human Resources office complete with both the Employee and Evaluator's ratings, comments and original signatures.

District Code of Safe Practices



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

DISTRICT CODE OF SAFE PRACTICES

It is the District's policy that everything possible will be done to protect employees, students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that employees observe all applicable District and state safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, employees shall:

1. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
2. Cleaning supplies should be stored away from edible items on kitchen shelves.
3. Cleaning solvents and flammable liquids should be stored in appropriate containers.
4. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
5. Report all unsafe conditions and equipment to your supervisor or workers' compensation office immediately.
6. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
7. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.
8. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
9. Portable electric tools shall not be lifted or lowered by means of the power cord.
10. Report all injuries and illnesses to your supervisor or the workers' compensation office immediately.
11. Being under the influence of any drugs or alcohol is prohibited.
12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
13. Means of egress shall be kept un-locked and well lighted during normal work hours.
14. In the event of fire, sound the alarm, follow the company emergency action plan.
15. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.
17. Never stack material precariously on top of lockers, file cabinets or other elevated locations.
18. Only trained and designated employees shall attempt to respond to a fire or other emergency.

19. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
20. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
21. All exit doors must comply with the fire safety regulations during normal business hours.
22. Shut off engine, set brakes and block wheels prior to leaving vehicle unattended.
23. Inspect pallets and their loads for integrity and stability before loading or moving.
24. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.
25. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.
26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be "confined spaces" unless authorized to do so.
27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
29. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
30. Do not stack material in an unstable manner.
31. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.
32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.
36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
38. All tools and equipment shall be maintained in good condition.
39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
40. All designated aisles must be kept clear at all times.
41. Only appropriate tools shall be used for a specific task.

42. All spills shall be wiped up immediately.
43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
45. Wear hearing protection in all areas identified as having high noise exposure.
46. Only authorized persons shall operate machinery or equipment.
47. Goggles or face shields must be worn when grinding.
48. Do not use any faulty or worn hand tools.
49. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
50. Guard all floor openings with a cover, guardrail, or equivalent.
51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.
52. Always keep flammable or toxic chemicals in closed containers when not in use.
53. Do not eat in areas where hazardous chemicals are present.
54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

I have read, understand, and agree to comply with all the elements in the District's Health and Safety Program.

Print Name

Signature

Employee Identification Number (10-digit number beginning with 78)

Date

Witness

Date

Driver Vehicle Inspection Report

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

DRIVER'S VEHICLE INSPECTION REPORT

Department: _____

Address: _____

Date: _____ Time: _____ AM PM

Vehicle No: _____ Odometer Reading: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head-Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Body | Tail-Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Brakes, Parking | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input type="checkbox"/> Muffler | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Wheels & Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Radiator | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Rear End | <input type="checkbox"/> Windshield |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Safety Equipment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Exhaust | Fire Extinguisher | |
| <input type="checkbox"/> Fifth Wheel | Reflective Triangles | |
| <input type="checkbox"/> Frame & Assembly | Flags/Flares/Fuses | |
| <input type="checkbox"/> Front Axle | Spare Bulbs/Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Seal Beam | |
| <input type="checkbox"/> Generator | | |

Trailer(s) No: (s) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights – All | <input type="checkbox"/> Wheels & Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

Driver's Signature: _____

Above Defects Corrected

Above Defects need not be corrected for safe operation of vehicle

Mechanic's Signature: _____ e: _____

Driver's Signature: _____ e: _____

Electrical and Lockout / Blockout Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ELECTRICAL and LOCKOUT/BLOCKOUT SAFETY

The District's electrical safety program is designed and intended to protect all persons, buildings and their contents from hazards arising from the use of electricity.

This program is intended to serve as a general guide for the use of electrical equipment, during the installation and/or repair of electrical circuitry and for construction and renovation projects affecting electrical systems.

ELECTRICAL HAZARDS

Electrical Fires

Electricity is the biggest single cause of industrial and construction fires.

1. Most of these fires stem from improper installation of electrical equipment and poor electrical maintenance.
2. Electricity is taken for granted. Many electrical hazards cannot be seen.

Electrical Shock

The severity of such an accident depends not only on the voltage conducted through the victim, but if the electricity passes through the heart and out to ground. This causes fibrillation of the heart and fatalities are not uncommon.

Spotting Electrical Hazards

Know what constitutes an electrical hazard and where in the work area these hazards are most likely to exist.

1. Ungrounded tools and equipment.
2. Wiring, electrical plugs, extension cords.
3. High-voltage equipment.
4. Switches.
5. Static electricity.
6. Fuses and circuit breakers.

Reporting Electrical Hazards

Preventive measures.

1. Never let yourself be part of the circuit between one wire and another, or between one wire and ground.
2. Ground faults can occur anywhere that electrical equipment is in operation without protection.
3. Ground fault interrupters are one form of protection designed to limit electric shock to a current and length of time that will not produce serious injury.

First Aid to Electric Shock Victims

1. Mouth-to-mouth resuscitation, CPR (if trained to do so).
2. Get medical help immediately.
3. Call paramedics or **911**.

Assured Grounding

1. It is the policy of the District to use Ground Fault Circuit Interrupters (GFCI) for all electrically powered tools or equipment.
2. Flammable or combustible liquids may be transferred from a drum to an approved container by gravity through an approved self-closing valve or approved pump. Containers must be electrically grounded to each other.
3. GFCI must be used with all tools and equipment. The GFCI device acts as a circuit breaker for the neutral side of the circuit and adds further protection from shock. Check equipment before and after each use for damaged or frayed cords or plugs with missing grounds. Portable electric tools must be double insulated.

RESPONSIBILITIES

Sites/Departments:

- Ensure that all electrical installations conform to the standards in the National Electric Code, California Building Code, California Code of Regulations, Title 8, Electrical Safety Orders and any prevailing local electrical codes.
- Ensure that no electrical installations or modifications will be made by other than District Electricians or duly authorized contractors.
- Ensure that personnel exposed to live electrical hazards are provided with adequate electrical safety equipment and electrical safety training.
- Ensure full compliance with employee responsibilities.

Employees:

- Follow safe work practices while working on or around electrical equipment.
- Report to supervisors any unexpected electrical hazards.
- Ask supervisors for assistance or clarification of work procedures as necessary.

Maintenance and Operations:

- Assist Principals and Department Directors with their electrical safety program.
- Develop and conduct electrical safety training.
- Review procedures to ensure compliance.

Contractors:

- Ensure that their activities do not interfere with the electric supply of critical equipment or operations.
- Post appropriate caution signs when performing operations that create new electrical hazards.
- Ensure their employees abide with the District electrical safety program.

General Electrical Safety for Employees

1. Extension cords should not be used as a substitute for permanent fixed wiring and should never run through holes in walls or ceilings or be attached to building surfaces or hung from nails, wires, staples, etc.
2. Multiple outlet power strips should have overload protection and have a maximum cord length of 6 feet and should never be connected in series.
3. Electrical power panels should always be unobstructed and have clearly marked individual switches identifying the equipment they operate.
4. All electrical junction boxes, outlets and switches must have covers.
5. Electrical equipment should not be used with exposed electrical wires, frayed cords, or when the insulation has been pulled away from the cord plug or where the cord is connected to the equipment. Damaged equipment or cords should be repaired by a qualified electrician.
6. All portable electrical power tools and equipment must have cords with double insulation or grounded connections.
7. The electrical circuit to permanent fixed power machinery shall be capable of being locked out.
8. No Employee should make unauthorized repairs to any type of electrical equipment and should not attempt to replace electrical components unless the equipment has been locked out.
9. All electrical equipment and wiring should be approved for the type of environment and purpose of use.
10. Coffee pots should be unplugged when not in use even if shut off timers are used and should not be placed on or near combustibles. Coffee pots should not be left on whenever the room is left unattended.

SAFETY LOCKOUT/ BLOCKOUT PROCEDURES

INTRODUCTION

The District has adopted the lockout/blockout procedure to prevent injury and/or death to personnel by requiring that certain precautions are taken before servicing or repairing equipment.

Lockout/blockout means that any energy source such as electrical, hydraulic, mechanical, compressed air or any other source that might cause unexpected movement must be disengaged or blocked, and electrical sources must be de-energized and **LOCKED** or positively sealed in the **OFF** position.

Even a locked-out machine may not be safe if there are parts of the machine that are not **BLOCKED** to prevent inadvertent movement.

Potential energy that may need to be blocked can come from suspended parts, subject to gravity, or may be energy stored in springs.

There is a difference between turning off a machine and actually disengaging or de-energizing a piece of equipment. When you turn off a control switch, you are opening a circuit.

There is still electrical energy at the switch and a short in the switch or some fellow employee inadvertently turning on the machine may start the machine to run again.

On pneumatic and hydraulic systems, the pressure must be released and lines either disconnected or double locked (with bleed) or blinded, and locked out.

In addition, a **DANGER, “Do Not Use”, “Do Not Open” or “Do Not Operate”** tag is to be placed at the power sources and valves of all equipment being serviced.

To prevent these kinds of lockout/blockout incidents, the District has inaugurated and will maintain the following:

1. A training program designed to instruct employees in general safe work practices, plus specific instruction with regard to hazards unique to any job assignment.
2. Scheduled periodic inspections to identify and correct any unsafe conditions and work practices that may be found. The District will correct all unsafe conditions and work practices found as a result of hazard surveys.
3. The lockout/blockout program will include the following to insure effectiveness:
 - A survey of the equipment by competent persons who are thoroughly familiar with its operation and associated hazards, in order to identify which machinery should be locked and blocked out.
 - Identification and labeling of lockout devices.
 - Selection of locks, tags and blocks.
 - A District standard operating procedure that is documented and complied with.

SAFETY LOCKOUT/ BLOCKOUT PROCEDURE

Danger tags are not to be considered as a positive means of securing equipment, but are to be used in conjunction with locks.

Tags will be used only to identify that work is being performed on a valve, switch, or piece of equipment when the potential for injury or property damage could result from the operation.

No work is to be performed on any operable equipment until the operation of it is prevented by the use of this procedure.

Danger tags should be used as outlined below:

1. Only the standard construction **DANGER** tags are to be used. These may also include either the words “**Do Not Use**” or “**Do Not Open**” depending on the operations at hand.
2. All tags are to be securely attached, dated, and signed by the person performing the work.
3. Tags should be destroyed immediately upon removal except those that are designed to be re-used. However, no alterations to the tag are permitted.
4. No piece of equipment or device should be operated when there is a tag or lock attached, regardless of circumstance.
5. No person should ever remove a worker’s tag or lock. Only the worker who placed the lock and tag on the equipment should remove it.
6. It is the responsibility of the supervisor to see that no work is performed beyond the protection of locks and tags, which have been installed.
7. Workers may place “multi-lock” devices on the equipment if other employees or trades workers are involved. All persons working on the equipment must have their own lock, and tag in place.

EQUIPMENT OR FACILITIES

Lock Out/Tag out Sequence

1. The worker places the tag on all controls to warn others that the equipment is not to be operated. The worker writes the reason on the tag(s) identifies the equipment and dates and signs each tag.
2. The worker will pull power switches and/or circuit breakers and place a lockout clip(s) and a lock(s) on the controls to make the inoperable. Other power sources such as air, steam, water, or hydraulic may require bleeding, disconnection, or valve locking.
3. After the worker has tagged and locked out the equipment, the equipment should then be tried to assure that it would not operate.
4. All District locks and tags should be installed first and removed last, if possible.
5. When other sub contractors or crafts are required to work on the same equipment, they must place their own personal locks and tags on each piece of equipment.
6. All crafts must “try” the equipment after installing their personal locks to assure, once again that the equipment will not start.
7. Locks and tags must remain on controls until work has been completed and it is safe to start the equipment. If maintenance or electrical work is to continue into the next shift, persons going off shift shall remove their “personal” lock and leave their tag on the equipment. Persons coming on shift must install their own personal lock and tag if they will be working on the equipment.
8. Upon completion of work, all other sub contractors or crafts will remove their locks and tags first. Locks and tags are to be removed last after it is determined that the equipment is safe to operate.
9. No equipment should be started by anyone (including bumping to check rotation) without permission from the supervisor responsible for the equipment.

Other Systems

1. Appropriate person de-energizes, tags, locks, and “tries” the system.
2. Workers performing the work are to place their locks and tags.
3. Workers are to remove their locks and tags when their work is completed and then the appropriate person removes his lock and tag and then re-energizes the equipment.

Shop and Field Equipment

1. The qualified operator of shop equipment may lock out their equipment to change tools, chucks, blades, and perform similar tasks.
2. A power disconnect switch must be provided for this purpose at or near the equipment unless the equipment can be unplugged.
3. Push-button or butterfly controls may not be used for purposes of lockout.
4. A lock with a tag may be used for this purpose.
5. The above does not apply to any maintenance or repair work that is done by other than the authorized operator.

Locks

1. Only individual keyed locks may be used. The key must remain in the possession of the person placing the locks.
2. A master series of locks to be used specifically for lockout may be provided to each person that requires them. Master keys for the locks will remain in the possession of the Safety Coordinator.

Warning

Any person who operates a switch or device to which “**DANGER**” tags are attached or removes a tag without permission will be subject to disciplinary action.

Blocks

1. Suitable blocks are another important safety device for making a piece of equipment safe to be repaired or serviced. Blocks must be placed under raised dies, lifts, or any equipment that might inadvertently move by sliding, falling, or rolling.
2. Blocks, special brackets, or special stands such as those commonly used under raised vehicles, shall be available and used.
3. Another form of blocking is the placement of a blind. A blind is a disk of metal placed in a pipe to ensure that no air, steam, or other substance will pass through that point if the system is accidentally activated.
4. Prior to the installation of blinds or blocks, the system needs to bleed down steam, air or hydraulic lines to rid them of any pressure. Coiled springs, spring-loaded devices, or suspended loads must also be released so that the stored energy will not result in inadvertent movement.

All employees who are responsible for following this procedure must receive training in the procedure.

This includes all employees who perform the following duties: maintenance, repair, installation workers, or clean-up personnel.

Following initial training in lockout, blockout, tagout principals, each employee will receive an annual follow-up training session.

Each training session shall include at a minimum the following:

1. Formal lecture regarding this procedure including its purpose, scope, and application.
2. Visual support materials including but not limited to video or film presentation of "Lockout Safety Procedures".
3. Written quiz to establish the proficiency of the worker.

Enforcement and Inspection

The primary responsibility lies with each supervisor for monitoring the performance of his or her workers. Those employees found to be in violation of this procedure will be subject to disciplinary action.

All surveys of worker performance shall be documented on the Safety Survey Form. The survey must include the following information:

1. Identity of the machine or equipment on which the "Lock Out" procedure has been utilized.
2. Date of the survey.
3. Employees included in the survey.
4. Person(s) performing the survey.

It must be the responsibility of all supervisors of employee performing such operations to:

1. Instruct their employee as to the content of this procedure.
2. Periodically follow-up to assure compliance with this procedure.

LOCKOUT/BLOCKOUT PROCEDURE

Purpose

This procedure establishes the requirements for lockout of energy sources that could cause injury to personnel. All employee shall comply with this procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employee. Designated competent personnel in the purpose and use of the lockout procedure shall instruct all employee in the safety significance of the lockout procedure.

Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. The employees shall clear any questionable identification sources with their supervisors. Before lockout commences, job authorization should be obtained.

Sequence of Lockout Procedure

1. Notify all affected employee that a lockout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress the button, open toggle switch).
3. Operate the switch, valve, or other isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.
4. Lockout energy isolating devices with an assigned individual lock.
5. After assuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
6. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one Employee is required to lock out equipment, each shall place their own personal lock on the energy isolating device(s). One designated Employee of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew.

In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment.

Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

Elevated Work Platform Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ELEVATED WORK PLATFORM SAFETY

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all elevated work platforms lifts used on District premises shall comply with the following guidelines:

1. All employees shall be instructed in the proper use of all lifts prior to operation and only trained personnel shall operate the elevated work platform.
2. Inspect the equipment for damage on a daily basis and prior to use.
3. The surface upon which the unit is being operated must be level with no hazardous irregularities or accumulation of debris, which may cause a moving platform to overturn. The route and/or area in which the unit is to be used must be surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in pavement, ground or shoulder, ditches, slopes, etc.
4. Full body harnesses and tag lines must be worn on all elevated work platforms.
5. Most equipment is not insulated for electrocution hazards. Do not use elevated work platforms within ten feet of electrical lines or equipment.
6. Ladders or other objects shall not be placed in or on top of the platform to gain greater height. Employees shall not sit or climb on the edge of the basket.
7. Do not load elevated work platforms beyond their rated capacity.
8. Climbers shall not be worn while performing work from an elevated work platform.
9. Never attempt to leave the platform while it is in the elevated position.
10. Elevated work platforms may never be used for crane purposes.
11. Do not operate an elevated work platform unless the access gate is closed.
12. Do not jerk controls. Move the control lever slowly from neutral to start movement and return it to neutral slowly.
13. Do not move lever across neutral without stopping.
14. Do not allow overhanging loads on the elevated work platform.
15. Do not operate an elevated work platform that is malfunctioning.
16. Do not make any modifications to an elevated work platform.
17. Do not use an elevated work platform for any other purpose than to position personnel and their tools or equipment.
18. Do not operate an elevated work platform when the wind velocity exceeds 25 miles per hour.
19. Towering man lifts (driving with the platform and personnel in an elevated mode) is prohibited.
20. Use common sense when operating an elevated work platform.



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ELEVATED WORK PLATFORM PRE-WORK CHECKLIST

INSTRUCTIONS: Prior to operation of your assigned lift, it is a policy of Newport-Mesa Unified School District, that the following inspections be made. Operation of the equipment is prohibited if any deficiencies are noted. Deficiencies must be brought to the attention of your supervisor immediately. Only trained and authorized personnel are permitted to operate this vehicle. Turn in this form to your supervisor upon completion of assigned task.

Vehicle Number:	Date:
Load Capacity:	Intended Load:
Operator/Inspector:	Signature:

CHECKLIST	YES	NO
Are fluid levels at correct position (hydraulic, water, oil, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are tires properly inflated and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are all decals in place and legible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all hydraulic lines in good condition and properly connected?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety harnesses and lanyards available?	<input type="checkbox"/>	<input type="checkbox"/>
Is vehicle fully charged or fueled?	<input type="checkbox"/>	<input type="checkbox"/>
Are all controls operable from the ground level?	<input type="checkbox"/>	<input type="checkbox"/>
Are all controls operable from the basket?	<input type="checkbox"/>	<input type="checkbox"/>
Has the forward and reverse direction of the vehicle been identified?	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

CONTACT YOUR SUPERVISOR WITH ANY QUESTIONS OR CONCERNS YOU MAY HAVE PRIOR TO OPERATING THE EQUIPMENT.

Emergency Action and Fire Prevention Plan



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

EMERGENCY ACTION & FIRE PREVENTION PLAN

SECTION I: PURPOSE

The District's Emergency Action and Fire Prevention Plan is designed to provide all employees with a course of action for saving lives and reducing property damage through preparedness in the event of a major disaster. A major disaster constitutes any one of the following: fire, explosion, earthquake, bomb threat, flood, civil disturbances, potential terrorist attacks or other disaster.

In the event of any disaster, the Emergency Action and Fire Prevention Plan describes the responsibilities and actions to be taken to protect all employees at any of the District's facilities. This program conforms to the requirements spelled out in California Code of Regulations, Title 8, Section 3220 & 3221.

The Emergency Action Plan is a coordinated effort between safety experts and the District that cares about its most valued assets, the students and the employees. This program is flexible enough so that it may be improved upon at any time, as the need arises.

To insure that this measure is acted upon, the District's Safety Committee will review the contents of this program on a quarterly basis to ensure that the implementation of this program is functioning in a thorough and efficient manner.

They shall also determine whether all employees are continually aware of what to do in the event of an emergency, through periodic training and constant reminders of management and employees' duties and responsibilities.

The largest and most important segment of emergency planning is preparation. Being able to respond properly to an emergency requires the development of a smooth organizational system designed to carry out the required task. Effective training will ensure that each employee knows his or her duties and responsibilities when an emergency arises.

The District's Emergency Action Plan includes the following:

1. The name of the individual who shall bear authority and management responsibility in an emergency.
2. A **WARNING SYSTEM** for all personnel in the event of an emergency.
3. An **EVACUATION PROCEDURE** that will be both swift and practical.
4. A list of **KEY PERSONNEL** and the capacity in which their contributions will be most necessary.
5. A **PRACTICAL PLAN** for utilization of security and safety forces in emergencies.
6. An **EMERGENCY CONTROL CENTER** for operations.
7. A **PLAN FOR THE PROTECTION OF VITAL RECORDS AND FILES.**
8. **MUTUAL ASSISTANCE AGREEMENTS** with local agencies.
9. **POTENTIAL SHELTER AREAS** available to the District.

Our Emergency Evacuation Program will be based on the following elements: **READINESS; PREVENTION; REACTION; RECOVERY; REVIEW.**

The development and implementation of each of these phases will guarantee that unexpected crises can be handled in a controlled and effective manner.

READINESS

Readiness is essentially being in a state of preparedness that anticipates the crises and provides for a controlled, effective response by trained, qualified personnel. Readiness involves the evaluation and classifications of types of emergencies and disasters, which could disrupt the operations. Prompt and effective response to an emergency crisis will ensure a return to normal operating conditions in the shortest possible time.

PREVENTION

The application of effective accident preventative measures will not only minimize the possibilities of serious injuries to employees, but will reduce the possibility of property and equipment losses and injuries to outsiders. These preventative measures will include the following elements:

1. An identified person or persons in authority and responsibility for implementing the program.
2. A hazard recognition program to identify and evaluate workplace or worksite hazards on a continual basis.
3. Establish methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.
4. A safety-training program to ensure that training is provided.
5. A system to communicate with employees about health and safety matters and to encourage feedback on safety concerns for them.
6. An enforcement and disciplinary system to insure that all employees comply with the District's policy.

REACTION

The first minutes of any emergency are the most critical. How the members of the Emergency Action Team react during this critical period will largely determine the extent of facility damage and loss of life.

RECOVERY

The salvage, repair and restoration of the operations to normal levels of production are of vital economic importance. The corporate head, to ensure that District interruption is minimized will coordinate these recovery activities. In addition, an administrative review will be conducted of the action taken in an emergency to evaluate the effectiveness of the program.

REVIEW

After an incident has occurred, it is time for thorough review. This is needed to prevent recurrences and to evaluate the overall effectiveness of the initial response.

SECTION II: EMERGENCY RESPONSE

GENERAL EVACUATION

Management must educate all employees regarding what appropriate actions to take when the building alarm sounds. Locations for general personnel assembly points should meet the following criteria:

1. It is at least 300 feet away from any building, to protect against explosion hazards.
2. It is large enough area to accommodate the number of people required, without overcrowding.
3. It is out of the way of all likely paths of emergency vehicles.
4. If possible, it is not in the direct line of sight of a particularly hazardous area.
5. It is situated so that personnel can be evacuated from the property without violating criteria number 1, 3, and 4 above.
6. In the case of multi-building sites, a separate area for the personnel from each building should be designated, to correspond with the criteria listed above. These areas can be adjacent to one another so long as they are somewhat separated.
7. **EVACUATION MAPS** showing assembly points and the safest routes of travel from each exit should be provided to all supervisory personnel.
8. Evacuation maps with the below listed elements should be posted in designated work areas:
 - The direction of NORTH
 - Aisles and passageways
 - Access and egress locations
 - Emergency exit routes indicated by red arrows
 - Traffic flow patterns
 - Fire extinguisher locations
 - Hazardous materials storage locations
 - Any emergency supplies (i.e. first aid, blankets)
 - Locations of emergency shut-off switches for gas, water, etc.
 - Locations of electrical panels
 - Sprinkler riser shut-off valve location
 - Emergency treatment locations
 - The **EVACUATION ASSEMBLY AREA** (outside) should be clearly identified.

EMERGENCY EVACUATION

Accountability

1. A roster of all employees should be maintained. Names of any employees leaving the facilities during the day will also be recorded. Supervisors are responsible for notification of any absent employees
2. A 24-hour notice is required for excused absences (if possible) to assist with attendance records.
3. During an evacuation, employees from each department will report to their designated areas, where a roll call will be taken to ensure 100% accountability.
4. Employees are encouraged to use the "buddy system." Be aware of who is working next to you in case that person needs your help.

What to Do If an Emergency Occurs

1. **REMAIN CALM – DO NOT PANIC.**
2. Sound the pre-designated alarm response.
3. If a fire occurs, try to extinguish it with the proper fire extinguisher if there is no danger to you.
4. Evacuate the building.
5. Report the emergency: **DIAL 9-1-1.**
6. Notify and supervise.
7. If there is no immediate danger, assist any injured persons and check to see if anyone has to be evacuated.
8. Supervisors will determine what shall be secured, turned-off, or deactivated during each emergency.
 - This shall include, but not be limited to: gas supplies, air compressors, electrical systems, hot water, and any ammonia systems.
 - When possible, District equipment such as forklifts, trucks, and/or cars should be removed from the premises and turned-off.
9. Close all fire doors.

Types of Emergency

1. Earthquake

- If an exit is not nearby, get under anything solid (i.e. machines, desks, doorways).
- Stay clear of windows.
- If you are outside, get into the open away from buildings and power lines.

2. Fire or Explosion

- Follow evacuation procedures to the letter.
- Do not return to the building.
- Assist Fire Department personnel, only as requested.
- Keep clear of “emergency” vehicles.
- Give first-aid (if trained) or assistance to any injured persons.

SECTION III: EARTHQUAKES

DISTRICT EMERGENCY OPERATING INSTRUCTIONS

Employee Responsibilities

- Follow the instructions of your supervisor or appointed assistant.
- Know all available means of egress (exit).
- Know and understand emergency alarm signals.
- Remove objects from top of storage cabinets, bookcases, cabinets.
- Bolt (secure) all storage cabinets, file cabinets, and bookcases to the wall to prevent tipping and or falling.

Actions to Take “During” an Earthquake

- Get at least 15 feet away from all windows.
- Move toward the center or core of the building.
- Find shelter and take cover under a sturdy desk or table.
- Kneel down and cover your head with your arms.
- If in a wheelchair, take cover at desk by placing blotter, arms, etc. over your head or, if possible, go into a doorframe or inner wall. Protect the upper trunk position of your body.
- Remain in position for a few minutes, an initial shock usually lasts less than a minute, but other tremors can follow.
- Keep calm.

Actions to Take “After” an Earthquake

- Do **NOT** attempt to evacuate the building.
- Follow the instructions of your supervisor.
- Stay away from outer walls, windows, glass, or temporary partitions, shelves, and free standing objects.
- Discourage the spreading of rumors.

Outside During an Earthquake

- Move to an open area away from buildings, overhead power lines.
- Do not touch downed power lines or objects touching power lines.
- Do not enter buildings unless they are deemed safe for re-entry.

In a Vehicle during an Earthquake

- Stop your vehicle in an open area, if possible, away from overpasses, power lines, etc.
- Remain inside your vehicle.

AFTER AN EARTHQUAKE

Employee Responsibilities

- Remain calm – assess your situation.
- Be prepared for aftershocks. They often cause more damage to buildings weakened by the initial shock.
- Help anyone who is hurt. Administer emergency first-aid (if trained) when necessary. Seek medical help for those who need it. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Check water, gas, and electric utilities. If damaged, shut off the lines at the mains.
- Do NOT light matches, use open flames, turn on lights or other electrical switches until certain there is no gas leak.
- If gas leakage is detected, open windows, leave the building, and report the situation to authorities.
- Check for fires. Put out fires immediately, if you can.
- If in a company building **Do Not Evacuate** until directed.
- Do not use telephones, except for extreme emergencies.
- Turn on a battery-powered radio or car radio, and listen for emergency bulletins.
- If the electricity is out, consume foods from the refrigerator, which will spoil, then use dried and canned food.
- Check to see that sewage lines are intact before permitting toilets to be flushed.
- Immediately clean up spilled medicines, drugs, chemicals, and other potentially harmful materials.
- Cautiously open any closet and cupboard doors- objects may fall on you.
- Check the building for structural damage.
- Use camp stoves and barbeques for emergency cooking.
- Wear sturdy shoes, in order to avoid injury.
- Be reassuring and helpful to personnel who may suffer psychological trauma.
- Don't spread rumors; they often do great harm after disasters.
- Do not go sightseeing.

- Stay out of damaged buildings, aftershocks can shake them down.
- Cooperate with public safety officials.
- Respond to requests for volunteer assistance from District supervisors, police, fire fighters, civil defense personnel, and any relief organizations.

SECTION IV: BOMB THREATS

INTRODUCTION

Although many bomb threats turn out to be hoaxes, the small percentage that is true could have disastrous results. Thus, all bomb threats should be treated as though they are real.

Well in advance of any problem, the safety coordinator should contact the nearest bomb disposal unit, in order to determine what services are available. Some determinations must be made as to who will look for the bomb. Many public fire departments feel that their responsibility is to stand by should their services be needed, and do not join in on the search.

Identification of likely places in which to hide a bomb needs to be made. Bombs are usually placed in areas where they will cause the most disruption, such as boiler rooms or strategic equipment areas. Encourage employees to report any suspicious packages, actions or conditions. It is important that the person(s) answering the telephone be trained to properly handle calls from suspected bombers. Bombings are usually a mischievous retaliation of a disgruntled person. It becomes necessary for the bomber to make contact with the District for personal gains. If a bomb threat is received over the telephone, the operator should obtain as much information as possible from the caller. The operator should attempt to discover how many devices are involved and at what time the devices are due to explode. They should caution the caller that many innocent persons might be injured. The operator should also be particularly alert to listen and not interrupt the caller.

Once a bomb threat has been received, the safety coordinator will evacuate all non-essential personnel from the affected area; notify the local outside agencies, police and fire departments. If District policy permits, the safety coordinator should detail volunteers to look for the bomb. Bomb searchers must be familiar with the area to be searched and conduct a complete search. Importantly, if a bomb is not found, searchers must leave the area well before the device is set to explode. The safety coordinator will determine an appropriate "all clear time period". If a bomb is found, searchers should immediately leave the area and notify the safety coordinator.

SECTION V: RIOT AND CIVIL COMMOTION

There are many different disturbances to which a facility may be subjected. They can range from the acts of pranksters to mass armed aggression. Some of the more common causes of these disturbances are labor problems, racial tension, or public displeasure with company policy.

In the event of such minor disturbances as rock throwing and other acts of localized vandalism, the steps that should be taken include:

1. The safety coordinator will alert all employees.
2. Contact the local law enforcement officials.
3. Encourage all employees to alert the safety coordinator promptly of any suspicious person(s) in the area.

In the event of major disturbances in which groups threaten life and property, it may be necessary to:

1. Contact the local law enforcement officials.
2. Make utilities and fire protection equipment as secure as possible.
3. Shut down the facility. Be certain that employees:
 - Lock up vital information.
 - Secure their work areas as they would for an intended holiday.
 - Lock doors and draw shades or blinds on windows.
 - Lock and patrol all points of egress until police arrive.

Escort employees to their cars if necessary and ensure the area is accessible to emergency vehicles.

SECTION VI: FIRE AND EXPLOSION

Certain actions must be promptly undertaken when a fire or explosion occurs, in order to minimize its effect. The following, which will be supplemented or expanded to encompass unusual situations, will be the general plan:

1. The fire department must be notified. This should be done by telephone. If the sprinkler system is operating when the emergency is discovered, do not assume that an alarm has been transmitted to the fire department.
2. The emergency area should be identified internally using some other audible system. This should summon the responsible people and serve as an evacuation alert to employees.
3. The safety coordinator should be notified promptly in order to initiate appropriate action.
4. The orderly evacuation of non-essential personnel should be monitored.
5. All available means of fire extinguishments should be used. It must be understood that employees are not trained fire fighters and the suppression of any fire beyond the use of portable fire extinguishers shall be discouraged.
6. An accurate head count must be taken to ensure that all employees are accounted for prior to the fire department arriving. Meet the fire department and report the head count and location of the fire.
7. Initiate traffic control. All unnecessary traffic should be routed away from the premises to ensure that emergency equipment has access to the facility.
8. Any injuries to employees shall be reported to the safety coordinator to insure that prompt medical care can be obtained.

Fire Prevention Program

A fire brigade should be formed consisting of a group of competent employees who shall qualify according to the criteria listed below.

- Trained in the use of fire extinguishers and other fire-fighting equipment.
- They are to respond to the point of emergency, and:
 1. Assist in the evacuation of fellow employees to the nearest exits.
 2. Carry out rescues and render first aid.
 3. One person should be stationed outside to make certain that outside help will report to the proper location.
 4. One person should be stationed outside to make certain the employees are properly directed.
 5. Remember, employees are not to assume the role of a firefighter.

Alarms and emergency communications equipment need to be tested at least every six months. Mock evacuations need to be conducted at least every six months. An unannounced evacuation will be conducted at least once a year.

Records of all training and drills will be maintained and retained for a minimum of five years.

Emergency First Aid Action



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

EMERGENCY FIRST-AID ACTION

INTRODUCTION

A sudden illness or physical injury can strike anyone at anytime. Medical authorities state that some 10,000 victims per year die or suffer disabling effects from the lack of proper care immediately after an accident, disaster or the start of an illness.

In a major disaster, telephone lines to emergency services may be overloaded or damaged. This section offers District directions for initiating basic emergency medical services.

When a person stops breathing, death may occur within four to six minutes. When a person is bleeding badly, they may die within about fifteen minutes unless the bleeding is stopped.

Remember, in an emergency, seconds and minutes can make the difference between life and death. Decisive, quick, and proper action can save a fellow employee's life.

In an accident occurring on the District premises, whereby it is determined that it is in the best interest of the victim to be transported to the nearest medical facility, it will become the responsibility of the person making such a judgment to notify the medical facility that the victim is in transit to their facility.

When calling for help:

- If an injured employee is in distress, but is breathing, telephone for help at once.
- If the employee is not breathing, help first and telephone later, or get someone else to make the call.

What to say:

- Give the telephone number from which you are calling.
- Give the District's name and address and any special description of how to get to the victim.
- Describe the victim's condition as best as you can (i.e. "burn," "bleeding," broken bones.)
- Give your name.
- **DO NOT HANG UP!** Let the emergency person end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives.

NOTE: There will be a "Red Cross or equivalent" first-aid trained person among our employees who are working at any given time.

SECTION I: CHOKING

Anything stuck in the throat blocking the air passage can stop breathing and cause unconsciousness and death within four to six minutes. Do not interfere with a choking victim who can speak, cough, or breathe. However, if the choking continues without lessening, seek medical help. If the victim cannot speak, cough, or breathe, immediately have someone call for emergency medical help while you take the following actions:

1. For a conscious victim:

- Stand just behind and to the side of the victim who can be standing or sitting. Support the victim with one hand on the chest. The victim's head should be lowered. Give four sharp blows between the shoulder blades.

If unsuccessful:

- Stand behind the victim, who can be standing or sitting, wrap around their middle just above the navel. Clasp your hands together in a doubled fist and press in and up in quick thrusts. Repeat several times. If still unsuccessful, repeat until victim is no longer choking or becomes unconscious.

2. For an unconscious victim:

- Place the victim on the floor or ground and give rescue breathing. If the victim does not start breathing, and it appears that your air is not going into the victim's lungs:
 - Roll the victim onto their side, facing you, with the victim's chest against your knee and give four sharp blows between the shoulder blades. If the victim still does not start breathing:
 - Roll the victim onto their back and give one or more manual thrusts. To give the thrusts, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press the victim's abdomen with a quick upward thrust. Do not press to either side. Repeat four times if needed.
- Clear the airway:
 - Hold the victim's mouth open with one hand using your thumb to depress the tongue. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion reach into the victim's throat and feel for a swallowed foreign object, which may be blocking the air passage. Repeat above until successful.

SECTION II: BREATHING

Breathing is the most critical thing we must do to stay alive. A primary cause of death is the lack of air. Be careful approaching an unconscious person; they could be in contact with electrical current. If that is the case, turn off the electricity before you touch the victim.

There are hundreds of other possible causes of unconsciousness, but the first thing you must check for is breathing:

1. Try to awaken the person. Shake the victim's shoulder vigorously. Shout, "Are you all right?"
2. If there is no response, check for signs of breathing.

SECTION III: ELECTRICAL SHOCK

Normal electrical current can be deadly, and it is all around us.

1. Do not touch a person who has been in contact with electrical current until you are certain that the electricity has been turned off. Shut off the power at the plug, circuit breaker, or fuse box.
2. If the victim is in contact with a wire, where the power cannot be shut-off, use a dry stick to remove it.
3. Check for breathing. If the victim's breathing is weak or has stopped, give rescue breathing immediately.
4. Call for emergency help and while you wait for help to arrive, keep the victim warm.

SECTION IV: HEART ATTACK

Heart attack is the number one killer of adults over the age of 35. Many heart attack victims die needlessly, because they do not get help in time. Warning signs include:

1. Severe squeezing pains in the chest.
2. Pain that radiates from the chest into the arm, neck or jaw.
3. Sweating and weakness, nausea or vomiting.
4. Pain that extends across the shoulders to the back.

If the victim is experiencing any of these sensations, take no chances, call for emergency help at once. Two critical life-threatening things happen to the victim of a heart attack:

1. Breathing slows down or stops.
2. The heart slows down or stops pumping blood.

If the victim is not breathing, give rescue breathing immediately, and have someone call for emergency help.

SECTION V: SEIZURE

A seizure is an alarming sight. A person's limbs jerk violently, eyes may roll upward and breathing may become heavy with dribbling or frothing at the mouth. Breathing may stop in some seizures. The victim may bite their tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth.

During the seizure:

1. There is little you can do to stop the seizure.
2. Call for help.
3. Let the seizure run its course.
4. Help the victim to lie down flat and keep from falling.
5. Loosen any restrictive clothing.
6. Use no force and do not try to restrain a seizure victim.

After the seizure check to see if the victim is breathing. If not, give rescue breathing at once. Check to see if the victim is wearing a **Medic Alert Bracelet**. It describes emergency medical requirements. Check to see if the victim has any burns around the mouth. This would indicate poison ingestion.

The victim of a seizure or convulsion may be conscious, but confused and not talkative when the intense movement stops. Stay with the victim. Be certain that breathing continues. Then, when the victim seems able to move, get medical attention.

SECTION VI: POISONING

At all sites in the District, as well as at home and most everywhere, people are in contact with poisons. **Material Safety Data Sheets (MSDS's)** are to be maintained on all chemicals used. They will contain the instructions on what actions are to be taken. Many poisonous products are not listed such as some paints; paint thinner, glues, gas and other petroleum products.

If there is a reason to believe a victim has been accidentally poisoned:

Take the following actions:

1. **Call the Poison Control Center: 213-484-5151.**
2. If transportation to a medical facility is necessary, be sure to take the suspected item and container with you.
3. If the victim is unconscious, make sure the victim is breathing. If not, tilt the head back and perform mouth-to-mouth breathing. Do not give the victim anything by mouth. Do not attempt to stimulate the victim. Call the paramedics immediately.
4. If the victim is vomiting, roll them on the left side so that the victim will not choke on what is brought up.
5. Be prepared. Determine and verify the Poison Control Center telephone number and refer to the District Emergency Action Telephone List.

SECTION VII: DRUG OVERDOSE

A drug overdose is a poisoning. Alcohol is as much a poison as stimulants, tranquilizers, narcotics, hallucinogens or inhalants. Don't take drunkenness lightly. Alcohol in combination with certain other drugs can be deadly.

1. Call for emergency help at once.
2. Check the victim's breathing and pulse. If breathing has stopped or is very weak, give rescue breathing.

CAUTION: Victims being revived of alcohol poisoning can be violent. Be careful; they can harm themselves and or others.

3. While waiting for help:
 - Watch the victim's breathing.
 - Cover the person with a blanket, for warmth.
 - Do not throw water on the victim's face.
 - Do not give liquor or a stimulant to the victim.

SECTION VIII: BURNS

Burns in this section will be divided into three classes:

1. **MINOR BURNS** – caused by fire, covering only a small area of the body. These burns can be treated with cold water for 20 to 30 minutes to relieve swelling and pain. Do not use grease of any kind. Grease traps heat and continues the burning process.
2. **SERIOUS BURNS** – require prompt professional care. Call for help immediately.
 - Wrap the victim with a serious burn caused by fire, in a clean sheet or towel that has been moistened at a warm temperature.
 - Do not attempt to clean the burns or remove the clothing or other particles attached to the burned area. Keep the victim lying down, calm and reassured.
3. **CHEMICAL BURNS** – Wash with large amounts of cool running water. Get the victim under a cool shower if possible. Remove all chemical soaked clothing immediately. Avoid contact with the soaked clothing. Continue water flushing for at least ten minutes. If emergency medical attention is not on site by this time, wrap the victim in a clean sheet; keep the victim calm and reassured.

SECTION IX: BLEEDING

The best way to control bleeding is with direct pressure over the site of the wound:

1. Use a pad of sterile gauze from the emergency first aid kit.
2. A sanitary napkin, a clean handkerchief, or even your bare hand, if necessary, will do.
3. Apply firm steady direct pressure from five to fifteen minutes. If bleeding is from a foot, leg or arm, use gravity to help slow the flow of blood. Elevate the limb so that it is higher than the victim's heart.

SECTION X: HEAD INJURIES

If there is bleeding from the ear, it usually means that there is a skull fracture.

1. Special care must be taken to stop any scalp bleeding when there are suspected skull fractures. Bleeding from the scalp can be very heavy even when the injury is not too serious.
2. Don't press too hard. Be extremely careful when applying pressure over the wound so that bone chips from a possible fracture will not be pressed into the brain.
3. Always suspect a neck injury when there is a serious head injury. Immobilize the head and neck.
4. Call for emergency help. Let a professional medical person clean the wound and stitch it if necessary.
5. Do not give alcohol or other drugs. They may mask important symptoms.

SECTION XI: INTERNAL BLEEDING

Warning signs: Coughing or vomiting of blood or “coffee ground” materials. These symptoms require immediate medical attention.

1. Have the victim lie flat and breathe deeply.
2. Do not let the victim take any medication or fluid by mouth until seen by a doctor who permits it.
3. Obtain emergency medical help immediately.

SECTION XII: BROKEN BONES

Broken bones usually do not kill. Do not move the victim unless the victim is in immediate danger of further injury. Broken bones usually are a result of a severe blow requiring medical assistance or other means.

Check for breathing, and if necessary, give rescue breathing; bleeding, apply direct pressure over the site if necessary; shock, keep the victim calm and warm.

1. Call for emergency help.
2. Do not try to push broken bones back into place if it is sticking out of the skin. Apply a moist dressing to prevent drying.
3. Do not try to straighten out a fracture. Let a doctor or trained person do that.
4. Do not permit the victim to walk about.
5. Splint unstable fractures to prevent painful motion.

SECTION XIII: SMOKE INHALATION

If trapped in a smoke-filled room or space, stay low, and crawl if necessary to the nearest exit. If possible, cover your nose and mouth with a damp cloth.

Employee Recognition



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

EMPLOYEE RECOGNITION

ENCOURAGE POSITIVE PERFORMANCE

Monitoring performance is a constant reminder that safety should be practiced at all times. Proper safety practices will result in an easier job, and better working conditions for everyone. Each supervisor, as an example setter, is held responsible for monitoring performance.

Whenever an unsafe practice is observed, it must be immediately brought to the attention of the employee. On the other hand, when an employee is observed making an effort to approach a problem in a safe manner, a gesture of recognition and approval should be immediately made.

Performance is monitored to encourage safety consciousness and to convince employees that unsafe working habits will not be tolerated. Where a continued failure to comply with safety procedures is observed, the employee will receive a written warning form from their supervisor according to written policy. See the Disciplinary Policy for establishing corrective action.

SAFETY INCENTIVE PROGRAM RECOGNITION

The District will periodically conduct incentive programs to recognize the significant contributions that have a positive impact on the safety and health program. Awards will be established for individual accomplishments, for the recognition of groups of employees, or by job location.

It is the District's belief that these programs will improve the accident/injury performance by encouraging individuals as well as groups of workers to a higher level of safety awareness. These programs are designed to stimulate interest and recognize special achievement and personal contributions to the safety program and concepts.

The safety incentive program is not to be taken as a "bribe" to encourage employees to comply with the established District safety and health requirements spelled out in the District Code of Safe Practices.

Employee Safety Training



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

EMPLOYEE SAFETY TRAINING

GENERAL

Personal training in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or systems are the most important elements in achieving safe operations. Supervisors will be responsible to assure all newly assigned individuals receive adequate training in their job titles and descriptions before beginning work.

ON-THE-JOB-TRAINING

Primarily supervisors and lead persons will accomplish on-the-job-training for the individual employee.

The training will consist of and not be limited to:

District's Code of Safe Practices

Personal Protective Equipment Usage

Equipment used on the job

Procedures to use for reporting fires, emergencies, all injuries and incidents

Specific hazards associated with the job

General hazards encountered in the work area and how to recognize them

Treatment of first aid of minor injuries

If an employee demonstrates, through incidents or continued unsafe acts, that they do not understand the safety requirements of their job, it will be necessary for the employee to be provided personal training programs for retraining, repeat on-the-job-training, or personally counseled by the employee's supervisor. The results of the retraining will be forwarded to the safety coordinator or designee for review.

SPECIALIZED TRAINING

Specialized training will be required from time to time for special areas of operations and to meet specific requirements of unique tasks. These will include special equipment for personnel working with or exposed to toxic or corrosive chemicals, storage of toxic or corrosive liquids or solids and other special requirements.

SUPPLEMENTAL TRAINING

Supplemental safety training and promotion of safety activities will be accomplished by the safety coordinator to include hands on training, safety videos and color slide presentations in various work activities, promotional literature such as safety posters, booklets, and other media. An appropriately designed safety board is available to display safety information.

ENVIRONMENTAL HEALTH

The safety coordinator will maintain close association with environmental health activities to coordinate District requirements for those functions falling within their purview.

There is a direct relationship between accident prevention and occupational health. For example, some industrial chemicals present a variety of serious hazards to health and property when improperly handled. That is, depending on conditions, the vapor from chemicals can ignite or explode; it can cause dizziness or death when inhaled, or dermatitis when touched.

The safety coordinator and the local Health Department will cooperate in their efforts to ensure the success of the safety program and to minimize occupational health and safety hazards.

DAILY SAFETY MEETINGS

A major element of our safety program is personal communication with our employees. The daily safety meeting is an excellent way to personally communicate with our employees on the subject of health, safety and loss control.

1. We will cover the safety aspects of each day's work tasks, this will help us and our employees to stay focused on controlling or eliminating accidents, incidents or near misses.
2. Daily safety meetings will be conducted before beginning work each day.
3. The job supervisor should review the topic before the meeting. This will allow time to think of personal examples relating to the topic.
4. Job supervisors will not allow the daily safety meetings to become a complaint session. The purpose is to discuss the day's topic at hand.
5. Supervisors will discuss any accidents or close call incidents (if any) with the employees. The purpose of this discussion is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.
6. Supervisors will document the safety topic covered. The daily safety-meeting document must be signed and dated by the supervisor and by employees.
7. Supervisors are responsible for turning in the daily safety meeting documents at the end of each day.
8. The daily safety meetings will aid the District in determining if additional employee training is needed and identify areas where corrective actions are necessary.



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

NAME OF EMPLOYEE

WORKSITE OF EMPLOYEE

Employee Safety Training Record

	TOPIC	TRAINING DATE	TRAINING DATE	TRAINING DATE
1	Accident and Incident Investigation (Supervisors)			
2	Alcohol/Substance Abuse			
3	Blood-Borne Pathogens			
4	Cal/OSHA Reports & Posting Requirements			
5	Code of Safety practices			
6	Compressed Gas Cylinders			
7	Confined Space Entry			
8	Cranes/Hoists			
9	Discipline Policy			
10	Electrical Safety			
11	Elevated Work Platforms			
12	Emergency Evacuation Procedures			
13	Ergonomics			
14	Excavation, Trenching, Shoring			
15	Eye Safety			
16	Fall Protection			
17	Fire Prevention Program			
18	First Aid & CPR			
19	Hazard Communication, Recognition & Control			
20	Hearing Conservation			
21	Heat Stress			
22	How to Lift Safely			
23	Industrial Forklift Truck Training			
24	Injury and Illness Prevention Program			
25	Ladder Safety			
26	Lock Out / Block Out Procedures			
27	Machine Guarding			
28	Motor Vehicle Safety			
29	New Employee Orientation			
30	OSHA Reporting and Posting Requirements			
31	Personal Protective Equipment (PPE)			
32	Reporting / Correction of Hazardous Conditions			
33	Respiratory Protection			
34	Proposition 65			
35	Scaffolding Safety			
36	Sexual Harassment Policy			
37	Shop Safety/Hand & Power Tools			
38	Welding Safety			
39	Workers' Compensation			
40	Workplace Security			
41	Worksite Inspections and Safety Audits			

Ergonomics



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ERGONOMICS

The District has established an effective ergonomics program designed to prevent work-related musculoskeletal disorders (WMSD's). In our program we define the key elements of an effective program in a format that allows us to tailor the information to a particular work setting or situation.

WRITTEN PROGRAM

Effective implementation of the District's ergonomics program requires written documentation of policies for job safety, health and ergonomics that is endorsed by the highest level of management.

EMPLOYEE INVOLVEMENT

Employees often have special insights into ways of improving their own jobs, especially if given the proper training in ergonomic principles. Participation often helps pave the way to accept change. Management will encourage employee participation in corrective change. Methods to include employee input include:

- Suggestion/complaint system to allow workers to voice concerns to management and to provide feedback without fear of reprisal.
- Interviews with employees when job evaluations of their workstations are made.
- Employee surveys to identify potential symptoms.
- Documented procedure that encourages prompt and accurate reporting of signs and symptoms of **Cumulative Trauma Disorders (CTD)** by employees so that they can be evaluated and treated as needed.

RECOGNITION OF ERGONOMIC PROBLEMS

Systematic approaches to job analysis are needed to identify ergonomic problems.

1. Records Review

- a. **One-Time Records Review:** The District shall insure that a one-time review of our existing records for the three-year period ending on the date the review is initiated to determine whether employees have reported symptoms or been diagnoses with any CTD or whether records indicate that a CTD risk exists at the workplace. The OSHA 300 log review will contain information about what kinds of injuries have occurred on which jobs. These may need to be supplemented with information from the "First Report of Injury", Workers' Compensation or safety records.
- b. **Reporting:** The District will implement an effective procedure to encourage employees to report verbally or in writing, CTD symptoms or risk without fear of reprisal or discrimination. If any employee is unable to write, the District will transcribe the verbal report to writing. All written reports and documentation shall be maintained for a period of five years.

2. Worksite Evaluation

The District will promptly perform an ergonomic evaluation when an employee reports a CTD symptom that is likely to be work-related, an employee is diagnosed with a CTD as indicated from the records review, or the District obtains information that identifies CTD risk for a specific job task in the workplace.

The purpose of this evaluation is to ensure that the District recognizes any ergonomic problems that exist and to identify areas for potential improvement. The worksite evaluation can be accomplished in several ways to include:

- Walk-through hazard surveys and observation of job tasks.
- Job checklists.
- Still photographs or camcorder recordings of selected job/activities.
- Formal job analysis including methods analysis, risk factor identification and detailed ergonomic evaluations.

Worksite evaluations need to be repeated if control measures are implemented which affect any work activity in the workplace, new processes, procedures or work activities which may increase CTD risk are introduced into the workplace or if the District acquires information that the initial worksite evaluation was deficient.

3. Employee Surveys/Interviews

In conjunction with a worksite evaluation, employee surveys and/or interviews should be conducted to determine if they recently experienced or are experiencing CTD symptoms related to CTD risk at the workplace.

This inquiry should include the nature of the symptoms and which work activities, if any, seem to precipitate these symptoms.

ERGONOMIC PROGRAM ELEMENTS

Program elements are to be adapted as appropriate, to the size and resources of the work place.

1. Hazard Prevention and Control

After ergonomic hazards are identified through records review and worksite analysis, the next step is to design measures to prevent or control these hazards. Control measures are necessary when any work-related CTD risk causes or aggravates CTD symptoms or when job activities are substantially likely to result in the development of a CTD. Control measures include:

- **Engineering Controls:** Engineering controls are the preferred method of control as possible. The goal of an effective ergonomics program is to design the job to fit the worker, not to force the worker to fit the job. Designing or modifying the workstation, the work methods and tools to eliminate awkward postures, to eliminate excessive exertion and to decrease repetitive motion, can accomplish this.
- **Work Practice Controls:** Key elements of a good work practice program for ergonomics include proper work techniques, employee conditioning, regular monitoring and feedback, and adjustment, modifications and enforcement.
- **Administrative Controls:** An effective ergonomics program will include administrative controls that decrease the duration, frequency and severity of exposures to ergonomic stressors. Administrative controls include: decreasing the number of repetitions per employee by reducing production rates and limiting overtime hours; providing scheduled rest pauses; using job rotation to rotate employees among other jobs that use different muscle-tendon groups; increasing the number of employees assigned to perform tasks; job enlargement to increase scope of assigned tasks.

- **Personal Protective Equipment (PPE):** PPE should not be used as a substitute for engineering, work practice and administrative controls. Appropriate PPE should accommodate the physical requirements of the worker and jobs and be available in a range of sizes. Proper fit is essential.

2. Medical Management

The District shall make available at no cost to the employee, effective medical management when any employee reports a CTD symptom. Methods to identify and treat employees with CTD symptoms will be developed. Early recognition is important since the sooner the symptoms are identified, the better the chances for effective and less costly treatment. Methods of symptom identification include: Employee-training sessions in which employees are instructed to identify problems, employee surveys or periodic physical examinations. Steps should be taken to ensure that once employee reports symptoms, standardized procedures are followed for evaluation and treatment. Medical management will include early detection and evaluation of work-related CTD's and CTD symptoms by a qualified medical evaluator.

3. Training and Education

The purpose of training and education is to ensure that employees are informed about basic ergonomic hazards to which they may be exposed so that they are able to participate actively in their own protection. Training allows managers, supervisors and employees to understand ergonomic and other job hazards, prevention and control of hazards and medical consequences. This program is designed and implemented by qualified individuals.

General Training These training sessions should be given to employees who are potentially exposed to ergonomic risks to provide basic information about CTD symptoms and ergonomic principles used to prevent injuries.

Job Specific Training Each newly hired employee should receive training in proper work procedures and in safe use of machines/equipment. Training should also be provided to employees where there are changes in work procedures, when new machines or equipment are used and when changes have been made after an ergonomic evaluation.

THREE STEP ERGONOMICS PROGRAM FOR COMPUTER OPERATORS

Step One: Implementing the Computer Checklist

1. The Operator is encouraged to report to management any physical problems that the operator associates with the use of the computer workstation.
2. Is the operator free of physical problems that the operator associates with the use of the computer workstation?

Step Two: Consider all Options

1. Computer Operators:
 - Develop and implement problem-reporting procedures.
 - If a quick fix to the work practice or workstation will not work, consider an evaluation for physical problems reported as being associated with computer use.
2. Lighting and Glare:
 - Use blinds or curtains over windows that create glare.
 - Position computer operator and monitor so that direct light is not in the operator's eyes or reflected on the monitor.
 - Install a dimmer switch and/or remove some light bulbs.
 - Turn off some overhead light and use task lighting, if needed.

- Install a glare screen on the monitor.

3. Workstation Seating

- A chair adjustable for height and tilt of seat pan and backrest.
- Any other chair, which allows the operator to assume safe neutral working postures as, described above. Armrests, if present, should be removable or adjustable.
- Provide a lumbar support cushion if chair does not provide adequate back support.
- Provide a footrest if computer user's feet do not rest firmly and comfortably on the floor.

4. Keyboards, Monitors and Work Surfaces

- Provide work surfaces with adequate space for computer accessories and any work materials.
- A bi-level table easily adjustable for screen and keyboard height.
- A lower or higher desk or table.
- A height adjustable keyboard that that can be attached to existing desk or table.
- Raise or lower monitor by putting it on, or removing it from, the top of hard drive, boxes or books.
- Adjustable monitor arm.
- Eye exam for computer Operator and a new prescription for glasses if necessary.

5. Work Practices

- Place documents and equipment in front of operator.
- Frequent periods of alternative work, or rest, which allow a brief respite from key stroking.
- Vary the job tasks
- Sensible job demands
- Adequate training.

6. Computer Workstation Accessories

- Padded surfaces for wrists.
- Work surface large enough to accommodate all equipment within comfortable reach.
- Document holder adjustable to screen height.
- Telephone headset for employees who engage in more than occasional simultaneous use of telephone and computer.

Step Three: Developing a Plan:

Once employees become familiar with their computer workstations and their options, the next step is to decide whether management or the computer operators should or need to make any changes. If the answer is yes, then it's time to develop a Plan. This means the District will choose the specific changes needed to make (from the Options suggested in Step Two) and set a schedule. The District will decide whether and how to make improvements that will depend on our financial resources, and how to define the priorities and input from our employees.

Adjustable equipment is convenient for workstations used by more than one employee, because the workstation can be modified instantly and easily to suit the needs of each. Reorganizing a workstation will assist the employee in a more comfortable and ergonomically safe workstation.

Training is a must to prevent ergonomic injuries to the employees and supervisors. When training the employees, the District informs the employees how things are done in our business with what equipment is used and what work practices are to be followed. Hands-on training is provided allowing for ample opportunity for questions and answers, as a way to get the message across.

The ergonomic program should prevent, eliminate and/or reduce occupational exposure to ergonomic hazards on the job. Employees will accomplish this through identification and intervention by the employer and through implementation.

Chair

- Sit fully back in chair to allow for proper spinal support and weight distribution.
- The seatback is positioned upright with lumbar support at small of back and head aligned over shoulders.
- Hips should be positioned slightly higher than knees. There should be a 3-4 finger width clearance between the seat pad and the back of the knees. Feet flat on floor or footrest.

Keyboard

- Keyboard is flat on surface.
- Shoulders should be relaxed with arms hanging comfortably by sides.
- Elbows are bent to 90 degrees and the wrists are in a neutral position.
- A mouse should be located at the same level as the keyboard, immediately beside.

Monitor

- Top of screen should be at eye level (except if wearing bifocals).
- Optimum viewing distance is arms distance away.
- Minimize glare by placing screen perpendicular to windows, using an anti-glare screen, or adjusting screen angle.

Document Holder

- The document holder should be placed at the same height as the monitor or modify with a desktop document holder placed in front of the monitor.

Shelves

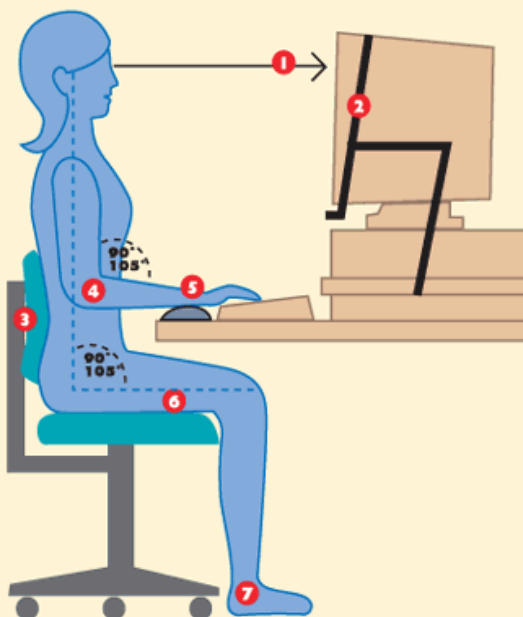
- Frequently used items located in shelving above shoulder level should be moved down below shoulder height within arms distance.

Stretch/Exercise Breaks

- Incorporate stretch/exercise breaks throughout the workday to reduce neck, low back and upper extremity fatigue.

CHECKLIST FOR A USER-FRIENDLY WORKSTATION

- Top of screen at eye level; lower for bifocal wearers
 Screen distant at arm's length (15-32)
- Document holder adjustable to screen height
- Chair backrest provides firm lower back support
 Chair back and seat easily adjustable for height and tilt by user
- Keyboard height promotes relaxed arms with forearms parallel to floor
- Wrists straight (neutral)
 Padded, movable wrist rest, same height as keyboard home row, if needed
- Thighs parallel to floor
 Ample legroom under work surface
- Feet rest firmly on floor or footrest



ERGONOMICS



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ERGONOMIC EVALUATION FORM

COMPUTER OPERATORS	Y	N
Is the operator encouraged to report to management any physical problems that the operator associates with the use of the computer workstation?		
Is the operator free of physical problems that the operator associates with the use of the computer workstation?		
LIGHTING AND GLARE	Y	N
Is the computer workstation arranged to minimize glare and visual discomfort?		
Is the computer screen clean and free of perceptible flicker?		
WORKSTATION SEATING	Y	N
Does the seat/backrest of the chair support comfortable postures permitting occasional variation in the seating?		
Does the seat height allow the operator to comfortably place the entire sole of the foot flat on the floor or flat on a footrest?		
Do the backs of the lower legs behind the knees remain free of contact with the seat pan?		
Does the seat pan angle allow the operator to assume a comfortable position with the thighs approximately parallel to the floor and the lower leg approximately perpendicular to the floor?		
Does the angle between the seat back and the seat pan allow the operator to assume a comfortable upright position with the torso approximately perpendicular to the floor?		
Is the seat back width comfortable for the operator?		
Does the seat back allow the operator to assume a comfortable position with ample support for the lower back?		
If present, do arm rests allow the operator to assume a comfortable position and (a) relax the shoulders and arms in a position close to the body; (b) operate the keyboard with the home row at approximately elbow height and the hands, wrists and forearms in a straight line approximately parallel to the floor; (c) move as close as desired to the keyboard; and (d) easily reach primary work materials and accessories?		
If present, do arm rests have a minimum inside distance between them which is at least equal to the width of the hips of the operator?		
If present, are adjustable seat pans, seat backs, and arm rests readily operable by the operator without the use of tools?		
MONITORS, KEYBOARDS AND WORK SURFACES	Y	N
Is the topmost line of the computer monitor slightly below eye level when the operator is seated in an upright position?		
When seated in a comfortable position, can the operator perform key stroking with the torso in an upright posture?		
Can the operator wearing bifocals or trifocals look at the screen without tilting the head?		
Are the keyboard, seating and work surfaces positioned so that the operator, while seated in the most comfortable upright position, can perform key stroking with the keyboard approximately at elbow level, and the forearms, wrists and hands in a straight line approximately parallel to the floor?		



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ERGONOMIC EVALUATION FORM

MONITORS, KEYBOARDS AND WORK SURFACES (continued)	Y	N
Can the operator, while seated in the most comfortable position, perform key stroking with shoulders relaxed (<i>i.e., not elevated</i>) and arms resting close to the sides of the body (<i>i.e., not extended outward or stretched forward</i>)?		
Is the keyboard positioned (<i>i.e., angled</i>) so that key stroking can be performed with the wrist, hands, and fingers in a relaxed, natural (<i>neutral</i>) position?		
Is the work surface high enough underneath so that it does not contact the top of the legs of the operator whenever the operator is sitting at the computer with the feet flat on the floor or on a footrest?		
Is the work surface large enough to hold all needed input devices (<i>e.g., keyboard, mouse, and trackball</i>), task materials and related accessories?		
Are input devices positioned on the work surface at approximately the same height and distance from the operator as the keyboard?		
Are input devices, primary work materials and frequently used accessories positioned on the work surface in front of the operator?		
If present, are adjustable screens, keyboards and work surfaces readily operable by the operator without using tools?		
WORK PRACTICES	Y	N
Does the operator have frequent short interruptions from key stroking at regular intervals throughout the shift, during which the operator can perform other duties or otherwise give the hands and wrists a break from key stroking?		
Does the operator routinely perform stretching and movement exercises?		
Does the operator routinely provide their eyes with short rest breaks?		
Does the operator work without a lot of overtime at a computer?		
Is the operator normally able to complete daily work and meet deadlines without excessive stress?		
COMPUTER ACCESSORIES	Y	N
Is a document holder provided upon request for any operator who types from documents?		
Is the document holder positioned so that reading material is at approximately the same height and distance from the operator as the computer screen?		
If present, does the wrist rest assist the operator in maintaining a straight, neutral position of the wrists and hands while key stroking?		
If present, is the wrist rest (a) approximately the same height as the keyboard; (b) positioned directly adjacent to the keyboard without gaps; and (c) positioned and padded to allow the operator to avoid resting the arms/wrists or hands on hard, sharp or square edged surfaces?*		
Is a footrest provided as needed to allow the operator to place the entire sole of the foot flat on a stable surface?		
Is a telephone headset provided upon request for the operator who frequently answers telephones as part of normal work activities?		

***NOTE: A "NO" response to any single item in [a] through [c] should be recorded as a "NO" to this question. The specific item causing the "NO" response should be noted.**

CLASSROOM ERGONOMICS: DON'T LEAN!

Leaning against classroom furniture for extended periods of time can aggravate the sciatic nerve. This nerve runs down the back of the leg and once irritated, can cause pain, numbness and tingling in the leg and foot.

Don't Perch Against Desk Edge

- Many teachers lean against the front side of their desk or table when teaching. This sharp desk edge can press against the sciatic nerve in the back of the leg.



Incorrect

Don't Lean on One Foot / Hip

- Stand centered on both feet. Leaning on one foot / hip can alter our posture and cause soreness in one side of the body.

Don't Sit On Your Foot

- Avoid the temptation to place your leg and foot on the chair seat and then sit on it. If you are trying to get higher by doing this, raise your chair instead.



Incorrect

CLASSROOM ERGONOMICS: CLEAR THE CLUTTER!

With locker removal, higher numbers of students, and piles of backpacks storage space quickly becomes an issue. Clutter in the classroom often becomes a tripping hazard that can cause injuries.

Clear A Pathway Between Desks

- Have students place backpacks completely under their desks.
- Learn to visually inspect aisles for tripping hazards when walking around the room.



Hang Backpacks on Wall Space

- Consider hanging backpacks on posts that are placed on unused wall space. This will get the backpacks off the ground and reduce the tripping hazard.



Place Items On Shelves

- Place backpacks on clutter items on shelves in the room to get them off the floor.



CLASSROOM ERGONOMICS: AVOIDING BACK PAIN

Back pain isn't limited to employees who are working outdoors, or those lifting and carrying products. Here are some ways to help keep your back safe:

Use the Chair to Your Advantage

- Adjust the chair properly.
- Sit **BACK** into the chair and use the support from the back rest.



Incorrect



Transporting Materials

- Use a dolly or cart.
- Set items on your chair and push them rather than carrying them.

Lift Properly

- Remember to "Squat, Lock & Lift".
- Bend the knees when lifting items from the floor. Never lift with straight, locked legs!
- Lift with your legs, not your back.



Incorrect

Fall Protection Program



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

FALL PROTECTION PROGRAM

The District has adopted the new fall protection requirements and will determine if the walking and working surfaces on which it's employees are to work have the strength and structural integrity to support employees safely. Employees will be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

Unprotected Sides and Edges

Each employee on a walkway/working surface (horizontal and vertical surface) with an unprotected side or edge which is six feet or more above a lower level will be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

Leading Edges

Each employee who is constructing a leading edge six feet or more above the lower levels will be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. **Exception:** When the District can demonstrate that it is not feasible or creates a greater hazard to use these systems, the District will develop and implement a fall protection plan that surpasses the fall protection requirements set forth in California Code of Regulations, Title 8 1670.

If a guardrail system is chosen to provide the fall protection and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

Hoist Areas

If guardrail systems (or chain gate or guardrail) or portions thereof are removed to facilitate the hoisting operation (during landing of materials) and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials), that employees will be protected from fall hazards by a personal fall arrest system.

Ramps, Runways, and Other Walkways

Each employee on ramps, runways, and other walkways will be protected from falling six feet or more to lower levels by guardrail systems.

Dangerous Equipment

Each employee less than six feet above dangerous equipment will be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards. Each employee six feet or more above dangerous equipment will be protected from fall hazards by guardrail systems, personal fall arrest systems or safety net systems.

Wall Openings

All employees working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is six feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, will be protected from falling by use of a guardrail system, safety net system, or a personal fall arrest system.

Walking/Working Surface Not Otherwise Addressed

Each employee on a walking/working surface six feet or more above lower levels will be protected from falling by a guardrail system, safety net system or personal fall arrest system.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

The District will provide and install all fall protection systems for an employee before that employee begins the work that necessitates the fall protection.

Guardrail Systems

Guardrail systems and their use will comply with the following provisions:

- Top edge height of top rails, or equivalent guardrail system members will be 42 to 45 inches above the walking/working level.
- Midrails, screens, mesh; intermediate vertical members or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
- Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.
- Intermediate members (such as balusters), when used between posts, will be not more than 19 inches apart.
- Other structural members (such as additional midrails and architectural panels) will be installed such that there are no openings in the guardrail system that are more than 19 inches wide.
- Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
- When the 200 pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.
- Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.
- Guardrail systems will be so surfaced as to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.
- The ends of all top rails and midrails will not overhang the terminal posts, except where such overhand does not constitute a projection hazard.
- Steel banding and plastic banding will not be used as top rails or midrails.
- Top rails and midrails will be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6-foot intervals with high visibility material.
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.

- When guardrail systems are used around holes used for the passage of materials, the hole will have no more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a secure cover or a guardrail system will be provided along all unprotected sides or edges.
- When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they will be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems and their use will comply with the provisions set forth below:

- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.
- Dee-rings and snap hooks will have a minimum tensile strength of 5,000 pounds.
- Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking or taking permanent deformation.
- On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions on the lifeline.
- Horizontal lifelines will be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to two feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with a lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines and strength components of full body harnesses will be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached.
- Full body harnesses and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems will be inspected prior to each use for wear; damage and other deterioration and defective components will be removed from service.

POSITIONING DEVICE SYSTEMS

- Positioning devices will be rigged such that an employee cannot fall more than two feet.
- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors will be drop forged, pressed steel, or made of equivalent materials.
- Connectors will have a corrosion-resistant finish and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.
- Connecting assemblies will have a minimum tensile strength of 5,000 pounds.
- Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking or taking permanent deformation.
- Positioning device systems will be inspected prior to each use for wear; damage and other deterioration and defective components will be removed from service.
- Full body harnesses and components will be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

SAFETY MONITORING SYSTEMS

Safety monitoring systems and their use will comply with the following provisions:

- The District will designate a competent person to monitor the safety of other employees and the District will ensure that the safety monitor complies with the following:
 1. The safety monitor will be competent to recognize fall hazards.
 2. The safety monitor will warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.
 3. The safety monitor will be on the same walking/working surface and within visual sighting distance of the employee being monitored.
 4. The safety monitor will be close enough to communicate orally with the employee.
 5. The safety monitor will not have other responsibilities, which could take the monitor's attention from the monitoring function.
- Each employee working in a controlled access zone will be directed to comply promptly with fall hazard warnings from safety monitors.

TRAINING REQUIREMENTS

Training Program

The District will provide a training program for each employee who might be exposed to fall hazards. The program will enable each employee to recognize the hazards of falling and will train each employee in the procedures to be followed in order to minimize these hazards.

The District will assure that a competent person qualified in the following areas has trained each employee, as necessary:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail system, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this system is used.
- The role of employees in fall protection plans.

Retraining

When the supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by the above paragraph, the District would retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete.
- Changes in the types of fall protection equipment to be used render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

The District's policy regarding any Contractor performing work on District premises shall conform to the District's established Fall Protection Program.

Fire Prevention Area Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

FIRE PREVENTION AREA SAFETY

INTRODUCTION

A fire safety program should be concerned with both fire prevention and fire protection. Unfortunately, many school districts' place their entire emphasis on fire protection equipment and neglect what should be the most effective means of fire protection which is preventing fires. A basic fire prevention program should include policies and procedures that address fire safety concerns, regularly scheduled fire inspections and a preventive maintenance program for high fire-risk equipment.

An effective program should include fire related items to help identify and correct hazardous situations before a fire loss occurs. Hazard identification forms are included in the manual.

Fire protection equipment and emergency procedures should be selected and designed to minimize loss of life and property damage once a fire occurs. This equipment should be included in the self-inspection and preventative maintenance programs to ensure proper operation in the event of a fire emergency. Fire procedures and evacuation plans should be reviewed periodically and revised to meet the needs of any building or operational change.

The following information offers basic fire prevention and protection guidelines for common educational operations based on studies of school and other structural fires. Unique and unusual fire hazards may be found at any location and special protective measures, not specifically mentioned in this section may be warranted. The local fire department should be consulted regarding the applicable local codes, but for reference, general citations from the National Fire Protection Association (NFPA) and Cal/OSHA have been provided.

OPERATIONS

Flammable Liquid Storage

- No flammables or combustibles are to be stored beneath stairways.
- Flammable liquids should be stored outside whenever possible.
- Indoor storage of flammable liquids must be stored in NFPA approved cabinets.
- Indoor stockpiling of flammable liquids outside of approved cabinets should not occur.
- Refillable flammable liquid containers should be approved/listed types with self-closing lids and spark arresters in the spout.
- Self-closing flammable waste containers should be used for disposal of chemical soaked rags.
- Flammable waste should be emptied outside all buildings at the end of each day.

Smoking

- No smoking should be permitted anywhere near flammables and highly combustible materials.
- Trash containing cigarette butts should be emptied outside the buildings after meetings/activities.

Housekeeping Procedures

- Good housekeeping practices should be enforced.
- Regular inspections should be made on all storage areas.
- Keys should be readily available for inspections and for emergency access.

ELECTRICAL HAZARDS

Extension Cords

- To be used for temporary, short term operations only.
- No substitute for permanent, approved wiring.
- Should not be run across aisle ways.
- Must be rated for the current draw by the equipment/appliance.
- Three-wire, grounded cords should be used with three-wire grounded equipment.

Electrical Outlets

- Should have three-slot, ground receptacles.
- Two-slot receptacles should utilize adaptor plug with ground clip/wire attached to cover plate screw.
- Connections behind equipment subject to crushing damage need spacer blocks.
- Octopus electrical connections should be rerouted for more balanced load.
- Exterior receptacles or receptacles in damp areas should have ground fault circuit interrupters,

Older Structures

- May have problems with electrical overloading, use fused outlet strips.
- Should be upgraded by competent electrician.
- Bridging of fuses/blocking of circuit breakers not permitted.
- Fuses/breakers need the UL seal.
- Fuses should be size specified in panel.
- Fuses/breakers should be labeled.

Electrical Panels

- Panels/disconnect boxes should be labeled.
- Panel area needs a three foot clearance.
- All panels, boxes, switches, outlets need cover plates or closable secure doors.
- Lockout/blockout all energized switches whenever electrical work is being performed.
- Surge protection should be provided for areas with sensitive electronic equipment like computers.

HEATING SYSTEMS AND EQUIPMENT

Defective/Misused Systems

- Overheated chimneys/exhaust stacks on furnaces are often caused by poor maintenance.
- Automatic system shut-offs/limit switches on heating/cooling systems should have a yearly inspection.
- Furnaces/boilers need a yearly inspection and cleaning.
- Chimneys and exhaust stacks need inspection/repairs before system use in fall to insure that they are not blocked.

Firing of Heating System

- Systems often overtaxed by failure to maintain moderate temperature.
- Overtaxed systems result in overheated exhaust stacks and chimney fires.
- Maintenance personnel should utilize extreme care when heating devices are first fired.

Auxiliary Heating Devices

- Portable electric space heaters should be UL listed and equipped with an automatic shutoff which activates when the unit is tipped over.
- Avoid placement of space heaters near boxes, paper or other combustibles.
- Avoid use in areas with flammable liquids or combustible dusts.
- Avoid use in high traffic areas.

FIRE EXTINGUISHERS AND EQUIPMENT

Extinguisher Selection (CCR, Title 8, 6151)

- Select and place extinguishers according to fire hazards in each zone or area.
- Water extinguishers have a Class A rating and are used where paper/wood are most serious fire hazards.
- Carbon dioxide or CO-2 extinguishers have BC ratings and are used for flammable liquid or electrical fire hazards.
- Dry chemical extinguishers have BC or tri-class, ABC fire ratings.
- Obsolete soda acid and inversion-type extinguishers are not approved and should be replaced.

Halon Extinguishing Agent

- Extinguishers (Halon 1211) or automatic systems (Halon 1301) should be considered for computers and sensitive electronic equipment.
- Dry chemical agent has a corrosive effect on printed circuitry.
- CO-2 does not have a Class A rating for paper/wood combustibles found in most areas,
- Halon 1211 leaves no residue, is non-corrosive and units of nine pounds and greater have tri-class ABC ratings.
- Halon 1211 is twice as effective as CO-2 and has twice the range.
- Halon 1211 is toxic at excessive levels in confined spaces.
- A licensed extinguisher contractor needs to inspect all extinguishers on a yearly basis.

Extinguisher Location/Inspection

- Locate along normal traffic paths, conspicuously mounted and marked.
- Each fire extinguisher needs to be internally inspected monthly, dated and initialed by inspecting person.
- CO-2 units should be weighed every six months, recharged if weight loss exceeds 10 percent of full unit weight.
- Extinguisher maintenance must be completed annually to check the condition of mechanical parts, agent, expelling means, etc.
- Recharging/repairs should be made by a licensed contractor.

Kitchen Automatic Extinguishing Systems

- Consider for range, hood, and duct and fryer protection.
- Use a dry chemical agent.
- Should include automatic gas shut-offs for appliances covered by the system.

Fire Hose

- Inspect monthly for damage, leaking valves, accessibility.
- Remove hose from rack yearly and examine for damage.
- Fire hoses are never to be used by District employees to fight fires, only fire fighting personnel are authorized to use the hoses.

Employee Training

- All employees need hands on fire extinguisher training yearly.

FIRE DETECTION SYSTEMS

Smoke/Heat Detector Selection

- Photoelectric smoke detectors installed in areas subject to smoldering fires.
- Ionization smoke detectors installed in areas subject to flame and open fires.
- Combination detectors provide photoelectric and ionization protection.
- Heat detectors are usually installed in confined areas or over equipment where flaming fires are expected.

Smoke Detector Systems

- Low cost systems with automatic tie to fire department or monitoring service are recommended.

Smoke Detector Placement

- Should be considered for all major buildings.
- Install units on or near ceilings where smoke is likely to pass.
- Install detectors at the top of stairs and on each building level.

Automatic Detection/Sprinkler Systems

- Sprinkler system equipment should be installed, tested, maintained according to manufacturer's specifications.
- Building personnel should be well versed in sprinkler system operation.

EMERGENCY EVACUATION PLANS

Emergency Procedures

- All personnel should know the procedure for summoning the fire department.
- Fire evacuation plan and emergency telephone numbers should be developed and posted in each area.
- Provisions should be made for evacuation of handicapped persons.
- Special events/activities should be evaluated to ensure maximum room occupancy is not exceeded and adequate number of exits is available.
- Emergency lighting should be installed in all interior stairs/corridors and all normally occupied areas except administrative areas, personal classrooms and mechanical/storage rooms.

Practice Drills/Alarms

- Conduct fire exit drills monthly in elementary and intermediate schools, twice each school year for secondary schools.
- Conduct drills at different hours of the day.
- Document drills in school records.
- Confirm building drill schedule with state and local fire officials.
- Test fire alarm pull boxes on a regular basis and document.

Fire Exits

- The means of egress such as stairs, aisles, corridors leading to an exit must be illuminated and have readily visible signs above exits.
- Exit doors should open outward.
- Exit doors should have panic bar hardware or be kept unlocked during occupancy.
- Exit ways should be kept in good condition and free of obstructions.
- No building modifications should be made that will defeat or reduce the architectural fire protection/evacuation provisions.

Flame Proofing

- All draperies, curtains, decorations and other similar furnishings must be flame resistant.
- Flame proofing may be performed by commercial laundries with fire department approval.
- Fire departments may suggest other means of flame proofing.
- Art work should not be placed on walls near exit access doors.
- Art work/teaching materials on walls should not exceed 20 percent of the wall area.

Christmas Trees (Check with local fire department regarding live trees)

- Flameproof according to fire department recommendations.
- Use only flameproof or non-combustible decorations.
- Lighting sets should be in good condition and UL approved.

Food Preparation Area Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

FOOD PREPARATION AREA SAFETY

INTRODUCTION

Food preparation areas can be the scene for many types of accidents, injuries and property losses. Activities are rather brisk in these areas during peak periods which create hazards that may go unattended or cause unsafe practices. There are numerous types of accidents from fires, slips, falls, burns, cuts and less common problems like food poisoning. Exposures are present for both employees and students which must be monitored in order to control problems.

In order to better understand what potential problems can occur in food preparation areas, it is useful to examine the cause of accidents in this setting. By their very nature, food preparation areas are dangerous due to the presence of heat, water, electricity, open flames, knives, slicers, mixers and glass.

The following are typical causes of accidents involving these items.

1. **MOVING TO FAST** Through congested areas, not looking in the direction headed or observing surroundings.
2. **HANDLING KNIVES IMPROPERLY** Knives should be put away after use in a drawer or holder, not left exposed on tables where they may be knocked off or run into. Close attention should be paid to avoid being distracted when using knives.
3. **LIFTING OR CARRYING TOO HEAVY A LOAD** For safe lifting, squat down, get a good footing and firm hand hold, make use of the strong leg and thigh muscles. Keep the back straight as possible. Get assistance when lifting heavy or bulky objects.
4. **FAILURE TO USE HANDLES** In opening or closing refrigerators, drawers, etc.
5. **EXPOSED BLADES OF CUTTING MACHINE** Safety guards should be replaced immediately after cleaning or adjusting the equipment.
6. **FAILURE TO USE POT HOLDERS OR TOWELS** On hot pans and plates.
7. **IMPROPER USE OF ENTRANCE AND EXIT DOORS** To and from the kitchen.
8. **OVERREACHING OR FILLING PAN TOO FULL** When washing and refilling coffee urns or coffee makers.
9. **IMPROPER LOADING OF TRAYS** Heavier objects should be in the center of tray or give proper balance; avoid overloading.
10. **WET AND SLIPPERY FLOORS** All spillage should be wiped up immediately and continual mopping up carried out.
11. **POT HANDLES PROTRUDING IN AISLES** All pot handles should be turned toward the center of the stove, away from other burners.
12. **IMPROPERLY STORED MOPS, BROOMS, SUPPLIES** Aisles should remain clear at all times; there should be a place for everything.
13. **IMPROPER MAINTENANCE OF EXHAUST DUCT AND FILTERS** All exhaust ducts and filters over cooking facilities should be cleaned regularly.
14. **IMPROPER LIGHTING** Aisles, hallways, stairs and store rooms must be provided with adequate lighting facilities. Burned out bulbs should be reported and replaced immediately.

15. **NO HANDRAIL ON STAIRWAY OR LOOSE BOARD ON STEPS** All stairways must be equipped with an adequate handrail. All loose boards or defects in steps or treads should be reported and repaired immediately.
16. **FAILURE TO GET FIRST AID** All injuries should be reported and first aid obtained immediately to prevent possible infection.

SAFETY GUIDELINES FOR THE KITCHEN

1. Do not wear ruffles, loose long sleeves or trimmings which may catch on protruding objects or which may catch on fire.
2. Remove dangling jewelry which may interfere with food preparation.
3. Do not lean against the stove.
4. If clothing catches fire, drop to the floor and roll to smother the flames.
5. Know where the fire blanket is kept.
6. Always use potholders – do not pick up hot pans with a tea towel, apron, or wet dishcloth.
7. Place hot pans on trivets before putting them on tables or countertops.
8. Be sure that hands are dry before touching electric cords or appliances.
9. Pull the electric plug rather than the electric cord.
10. Wipe up any spilled food immediately.
11. Keep cupboard doors, oven doors, and drawers closed when not in use.
12. Check burner controls to see that they are turned off when not in use.
13. Pick up broken glass or dishes with a wet paper towel, never with bare hands.
14. Burners should be turned only high enough for proper cooking.
15. Melt fat over a low flame – do not leave cooking fat or oil near an open flame.
16. Keep all handles of cooking pans turned toward the center of the stove – handles must not extend over the edge of the stove.
17. Cooking spoons or utensils should be placed beside the stove when not in use.
18. When using a knife, cut away from the body and hands.
19. When washing or wiping knives, keep the sharp edge away from the hands.
20. Don't allow prepared foods and condiments to sit out at room temperature uncovered for extended periods of time.
21. Food preparation areas and equipment should be thoroughly cleaned daily.

FOOD SERVICE SAFETY CHECKLIST

1. RECEIVING AREA

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Are floors in safe condition? |
| _____ | _____ | 2. Are garbage cans washed daily in hot water? |
| _____ | _____ | 3. Is garbage disposal area maintained in a clean condition? |
| _____ | _____ | 4. Is there a proper rack for handling garbage containers? |
| _____ | _____ | 5. Are garbage containers on dollies? |
| _____ | _____ | 6. Are employees instructed on correct handling procedures? |
| _____ | _____ | 7. Are adequate tools available for opening boxes? |
| _____ | _____ | 8. Are opening of containers done away from exposed foods? |

2. STORAGE AND HANDLING AREA

- | YES | NO | |
|-------|-------|---|
| _____ | _____ | 1. Are shelves adequate to bear weight of items stored? |
| _____ | _____ | 2. Are heavy items stored on the lower shelves? |
| _____ | _____ | 3. Is a safe ladder provided for use in reaching high items? |
| _____ | _____ | 4. Is an ABC fire extinguisher mounted near the exit? |
| _____ | _____ | 5. Are toxic materials, hazardous substances properly stored? |
| _____ | _____ | 6. Are combustibles and flammables stored properly? |
| _____ | _____ | 7. Are compressed gas cylinders stored properly? |
| _____ | _____ | 8. Are compressed gas protective valve caps in place? |
| _____ | _____ | 9. Are cylinders secured, strapped or chained properly? |
| _____ | _____ | 10. Are cylinders stored away from live electricity? |
| _____ | _____ | 11. Is there sufficient space for storage of products? |
| _____ | _____ | 12. Are shelves adequate to bear weight of items stored? |
| _____ | _____ | 13. Are paper products stored away from light bulbs? |
| _____ | _____ | 14. Are portable storage racks in safe condition? |
| _____ | _____ | 15. Is there a safety device on the walk-in-cooler? |
| _____ | _____ | 16. Is the refrigerant in the refrigerator non-toxic? |

3. FOOD PREPARATION AREA

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Is all electrical equipment properly grounded? |
| _____ | _____ | 2. Are electrical switches located where they can be reached in the event of emergency? |
| _____ | _____ | 3. Are the safety valves on equipment operative? |
| _____ | _____ | 4. Are serving counters and tables free of broken parts? |
| _____ | _____ | 5. Are floors and or ramps in good condition? |
| _____ | _____ | 6. Is the traffic flow set so that employees do not collide when carrying trays or obtaining food? |
| _____ | _____ | 7. Is glassware, china, silverware, plastic ware, enamel ware, regularly inspected for chips, cracks, flaws? |
| _____ | _____ | 8. Is there a program for disposing of broken glass and china? |
| _____ | _____ | 9. Are tray counter rails adequate and set to prevent trays from slipping or falling at the end or at corners? |

4. DINING AREA

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Are floors free from broken tile and defective floor boards? |
| _____ | _____ | 2. Are floors covered with non-skid wax? |
| _____ | _____ | 3. Are all pictures securely fastened to the walls? |
| _____ | _____ | 4. Are drapes and curtains fireproofed and securely fastened? |
| _____ | _____ | 5. Are floors "policed" for cleaning up of spillage and other materials? |
| _____ | _____ | 6. Is special attention given to the floor adjacent to the water station and service station? |
| _____ | _____ | 7. If dishes are removed on portable racks or bus trucks, are these units in safe operating condition? |

5. WALK-IN COOLERS AND FREEZERS

YES NO

- _____ _____ 1. Are floors in the units in good condition and covered with slip-proof material?
- _____ _____ 2. Are floors mopped at least once a week?
- _____ _____ 3. Is there an outside safety light to indicate use of the cooler?
- _____ _____ 4. Is there a by-pass device on the door exit if an employee is locked inside?
- _____ _____ 5. Is there an operational alarm device?
- _____ _____ 6. Are the heavier items stored on the lower shelves?
- _____ _____ 7. Is the refrigerant in the refrigerator non-toxic?

6. POTS AND PANS AREA

YES NO

- _____ _____ 1. Are adequate rubber gloves provided and used?
- _____ _____ 2. Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them?
- _____ _____ 3. Do drain plugs function properly?
- _____ _____ 4. Are adequate floor sinks provided and properly covered with grating?

7. SOILED DISH PROCESSING AREA

YES NO

- _____ _____ 1. Are floors covered by non-skid materials?
- _____ _____ 2. Are all electrical units properly grounded and are switches located to permit rapid shutdown in event of emergency?
- _____ _____ 3. Can employees easily reach switches without touching or leaning against such metal units as tables and counters?
- _____ _____ 4. Are controls in passageways recessed or guarded to prevent breakage or accidental starting?
- _____ _____ 5. If trays and or soiled dishes are placed on conveyor units, are the conveyor edges guarded to keep persons from catching fingers or clothing in the moving parts?
- _____ _____ 6. Are dish racks kept off the floor to prevent tripping and falling hazards?
- _____ _____ 7. Are employees properly instructed in the use of correct amounts of detergent and cleaning agents and sanitizers?
- _____ _____ 8. Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them?
- _____ _____ 9. Are utensil racks provided for submersion in hot water?
- _____ _____ 10. Are gloves and hooks provided for submersion methods?
- _____ _____ 11. Are drain plugs mechanically operated or provided with chains to permit draining?

8. WASTE STORAGE AREA

YES NO

- _____ _____ 1. Are garbage and waste containers constructed of leak proof material?
- _____ _____ 2. Are garbage and waste containers covered when not used?
- _____ _____ 3. Are all containers adequate in number and size?
- _____ _____ 4. Are the containers washed and cleaned frequently?
- _____ _____ 5. Are disposal area floors and surrounding areas kept clean and clear of refuse?
- _____ _____ 6. Is there a designated rack for holding garbage containers?
- _____ _____ 7. Are containers on dollies or other wheel units to eliminate lifting by employees?

9. HOT WATER HEATING AREA

YES NO

- _____ _____ 1. Are safety devices provided to prevent any explosions?
- _____ _____ 2. Do the pressurized systems (closed or open) have safety devices?
- _____ _____ 3. Do the safety valves meet approval standards of the American Standards Association (ASA) or the American Society of Mechanical Engineers (ASME)?
- _____ _____ 4. Is hot water temperature properly controlled in lavatory and sink area or provided with mixing faucets to prevent burning the employee?
- _____ _____ 5. Are siphon breakers installed where necessary?
- _____ _____ 6. Are motors properly mounted, ventilated and located to prevent injury or accidents?

10. ELECTRICAL EQUIPMENT

YES	NO	
_____	_____	1. Is all electrical equipment properly grounded?
_____	_____	2. Is all electrical equipment properly wired and fused?
_____	_____	3. Is all electrical equipment of the approved type?
_____	_____	4. Does all electrical equipment meet the National Electrical Code specifications or local ordinances and bear the seal of the Underwriters Laboratories?
_____	_____	5. Are routine inspections regularly made on electrical systems by a qualified person?
_____	_____	6. Is all electrical equipment protected against the entrance of water?
_____	_____	7. Are all cords, plugs and receptacles weather-proofed?
_____	_____	8. Are protective pads or platforms provided for service personnel who use or vend from machines?
_____	_____	9. Are service cords of proper length provided to prevent the use of extension cords?
_____	_____	10. Are all electrical cords maintained free of splices, cracks or worn areas?
_____	_____	11. Are any electrical cords stapled or anchored or run through holes in walls, floors or ceilings?
_____	_____	12. Is electrical wiring placed on surfaces that are subject to vibration, placed on floors or under equipment?
_____	_____	13. Are ground prongs provided on all plugs?
_____	_____	14. Are adapters used with proper connection of pigtail to screw on the receptacle plate?

11. FIRE EXTINGUISHERS AND EMERGENCY EQUIPMENT

YES	NO	
_____	_____	1. Are emergency telephone numbers made available to all food service staff?
_____	_____	2. Is adequate first aid equipment readily available to staff?
_____	_____	3. Is all food service staff fully acquainted with the operation of all emergency equipment?
_____	_____	4. Are all fire extinguishers mounted and located conveniently and accessible at locations where fires are most likely to occur?
_____	_____	5. Are all fire extinguishers fully charged and inspected?
_____	_____	6. Have all employees been effectively trained in the use of fire extinguishers?
_____	_____	7. Have all measures been taken to prevent fires?
_____	_____	8. Are sprinklers or automatic alarms provided?
_____	_____	9. Are definite shut-down procedures a part of the fire drill?

12. MICROWAVE AREA

YES NO

- _____ _____ 1. Are strict rules set forth in regard to the safety interlocks, insofar as they must not be tampered with to allow oven operation with the door open?
- _____ _____ 2. Are doors, hinges, seals and seams tight, clean and fitted properly?
- _____ _____ 3. Is the microwave oven grounded properly?
- _____ _____ 4. Are all questions relative to operation, maintenance, repair, on the microwave explained to service personnel effectively?

13. LIGHTING

YES NO

- _____ _____ 1. Is adequate lighting available in the receiving area?
- _____ _____ 2. Is adequate lighting available in the storage area?
- _____ _____ 3. Is adequate lighting available in the pots and pans area?
- _____ _____ 4. Is adequate lighting available in the walk-in cooler and freezer areas?
- _____ _____ 5. Is adequate lighting available in the food preparation areas?
- _____ _____ 6. Is adequate lighting available in the serving areas?
- _____ _____ 7. Is adequate lighting available in the dining areas?
- _____ _____ 8. Is adequate lighting available in the dish washing area?
- _____ _____ 9. Is adequate lighting available in the waste storage areas?

14. DOORS, STAIRWAYS AND RAMPS

YES NO

- _____ _____ 1. Do doors open into passageways where they could cause an accident?
- _____ _____ 2. Are all fire exits clearly marked and passageways kept clear of equipment and materials?
- _____ _____ 3. Are stairs and ramps adequately lighted?
- _____ _____ 4. If stairs are metal, wood or marble, have abrasive materials been used to provide protection against slips and falls?

15. VENTILATION

YES NO

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Is the ventilation adequate in the receiving area? |
| _____ | _____ | 2. Is the ventilation adequate in the storage area? |
| _____ | _____ | 3. Is the ventilation adequate in the pots and pans area? |
| _____ | _____ | 4. Is the ventilation adequate in the walk-in cooler and freezer areas? |
| _____ | _____ | 5. Is the ventilation adequate in the food preparation areas? |
| _____ | _____ | 6. Is the ventilation adequate in the serving areas? |
| _____ | _____ | 7. Is the ventilation adequate in the dining areas? |
| _____ | _____ | 8. Is the ventilation adequate in the dish washing areas? |
| _____ | _____ | 9. Is the ventilation adequate in the dish washing areas? |
| _____ | _____ | 10. Are fresh air intakes provided? |

16. EMPLOYEE CLOTHING

YES NO

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Do all employees wear serviceable shoes with non-skid soles? |
| _____ | _____ | 2. Is employee clothing free of loose parts that could get caught in moving parts of machinery? |

Fork Lift Operators Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

FORK LIFT OPERATORS CHECKLIST

INSTRUCTIONS: Prior to operation of the lift, it is a policy of Newport-Mesa Unified School District, that the following inspections be made. Operation of the equipment is prohibited if any deficiencies are noted. Deficiencies must be brought to the attention of your supervisor immediately. Only trained and authorized personnel are permitted to operate this vehicle. Turn in this form to your supervisor upon completion of the vehicle inspection.

Vehicle Number:	Date:
Load Capacity:	Intended Load:
Operator:	Signature:

CHECKLIST	YES	NO
Tires/wheels, wear damage, nuts tight.	<input type="checkbox"/>	<input type="checkbox"/>
Forks, bent, worn. Stops OK.	<input type="checkbox"/>	<input type="checkbox"/>
Warning Decals.	<input type="checkbox"/>	<input type="checkbox"/>
Overhead guard in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Hoses in good repair, any leaks.	<input type="checkbox"/>	<input type="checkbox"/>
Engine oil level.	<input type="checkbox"/>	<input type="checkbox"/>
Gauges operational.	<input type="checkbox"/>	<input type="checkbox"/>
Battery test, indicator in green.	<input type="checkbox"/>	<input type="checkbox"/>
Brakes, parking and service.	<input type="checkbox"/>	<input type="checkbox"/>
Front & backlights operational.	<input type="checkbox"/>	<input type="checkbox"/>
Horn operational.	<input type="checkbox"/>	<input type="checkbox"/>
Steering, loose, bleeding leaks.	<input type="checkbox"/>	<input type="checkbox"/>
Lift lever operational.	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic controls.	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of any above problems: _____

Hand and Power Tool Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

HAND TOOL SAFETY

INTRODUCTION

The District has established the following policy to protect all employees against inadvertent injury using hand tools.

1. Loss of eyes/vision, e.g., using striking tools without eye protection.
2. Puncture wounds, e.g., using a screwdriver with a loose handle, which causes the hand to slip.
3. Severed fingers, tendons, and arteries, e.g., are using a dull knife, which requires so much force that the hand may slip down on the blade.
4. Broken bones, e.g., using the wrong hammer for the job and smashing a finger or hand.
5. Contusions, e.g., using a small wrench for a big job.
6. Infections, e.g., ignoring a cut in the skin made by a dirty tool.

Perhaps the major reason for such accidents is that most employees' take hand tools for granted. They are used at home and are not accustomed to following regular inspection and maintenance procedures.

The Four Basic Rules for Hand Safety

1. Select the right tool for the job.
2. Keep the tools in good condition.
3. Learn and follow the proper technique for using tools.
4. Keep tools in a safe place.

Maintenance and Repair

1. Employee's responsibility is to use the right tool for the job, to use it correctly, to check its condition before using, to return it to its right spot.
2. Supervisor's responsibility is to periodically inspect tools, housekeeping, and tool maintenance.
3. Regular maintenance procedures
 - a. Tempering
 - b. Safe-ending
 - c. Dressing
 - d. Checking handles

Safe Procedures for Carrying Tools

1. Carrying tools while climbing, e.g., should be properly secured.
2. Chisels, screwdrivers, and pointed tools, e.g., should never be stuck into pockets.
3. Handling tools from one employee to another, e.g., always offer the handle of the tool.

PORTABLE POWER TOOL SAFETY

GENERAL SAFETY

Safety Hazards Posed by Portable Power Tools.

1. Portable power tools are difficult to guard completely.
2. Because of their mobility, there is the added hazard of coming in contact with the worker's body.
3. Because the tool may have been dropped or mishandled, there is the possibility of breakage or damage that is not readily apparent.
4. The source of power (electrical, hydraulic, etc.) comes in close contact with the operator.

Types of Power Tools and the Hazards They Pose

1. Electric tools: Electric shock hazard.
2. Pneumatic tools: Noise, flying chips.
3. Gasoline-powered tools: Combustible fuel hazards.
4. Hydraulic tools: Leaks and pressure hazards.

Injuries Resulting From Improper Use and Handling

1. Burns
2. Cuts
3. Electric shock
4. Particles in the eye
5. Falls (tripping over cords and hoses)

Basic Rules for Power Tools

1. Know your tools - read the owner/operator's manual carefully.
2. Ground all tools – unless they are double insulated.
3. Keep guards in place and in safe operating condition.
4. Keep the work area clean.
5. Avoid dangerous environments (especially dark or wet locations).
6. Use the right tool for the job- never uses an undersized tool.
7. Never leave a tool in an overhead place where it might fall.

8. Suspend power cords and hoses over aisles where they won't pose a tripping hazard.
 - a. Don't hang cords or hoses over nails, bolts, or sharp edges.
 - b. Keep the cords and hoses away from oils, chemicals, and hot surfaces.
9. Use the proper personal protective equipment- goggles, face shields, earplugs, respirators, gloves, safety shoes, aprons, etc.
10. Don't overreach – keep proper footing and balance.
11. Disconnect tools when not in use.
12. Remove adjusting keys and wrenches before turning the tool on.
13. Avoid accidental starting-don't carry plugged-in tool with finger on switch.
14. Use clamps or a vice- not your hands to secure your work.
15. Do not attempt to repair electrical power tools.

Hazard Communication Program



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

This manual has been designed to provide written guidelines for the Newport-Mesa Unified School District's (hereafter referred to as the District) Hazard Communication Program). This program has been developed to comply with federal and state hazard communication regulations by providing all employees who use or may be exposed to, hazardous substances with the necessary information to safely work with those substances.

The Hazard Communication Regulations require all manufacturers to prepare particular information about their chemical products and provide that information to any purchaser (user) of those chemical products.

RESPONSIBILITIES

The Director of Facilities Maintenance & Operations will serve as the District-wide hazard communication program coordinator for the Newport-Mesa Unified School District. Each site administrator will serve as the site specific program coordinator. The site administrators will consult and work with the Director of Facilities Maintenance & Operations in order to establish a uniformed hazard communication program throughout the District.

The Purchasing Department and site administrators will ensure that all hazardous substances when ordered appear on the District's hazardous substances list. If the substance is not on the list, a Material Safety Data Sheet (MSDS) must be faxed to the Safety & Security Programs Supervisor prior to the District receiving the substance.

The Purchasing Department will ensure that hazardous materials identification labels are available to be requisitioned by various sites and departments.

All hazard communication program coordinators are responsible for compliance to the hazard communication standard within their sites. They shall ensure the following:

- Hazardous substances may not be used by site employees until employees have successfully completed the hazard communication training program.
- MSDS binder is clearly displayed and maintains the current hazardous chemical inventory.
- Produce copies of the written hazard communication program or MSDS upon demand by District employee, volunteer or a representative from the local, state or federal agency.
- The Maintenance and Operations Department is promptly advised of all new hazardous substances under consideration for use.
- Personal Protective Equipment (PPE) is available to all employees using chemicals.
- Employees are using required PPE.
- Ordering labels and PPE as needed through the Purchasing Department.
- Initiating disciplinary actions against employees for non-compliance to the hazard communication standard.
- MSDS shall be required as a condition of sale for all appropriate materials/chemicals. The District's purchase requisition or order form will reference the requirement of a MSDS with the shipment of the hazardous substance.

- Both the hazardous substance purchased and its MSDS will be sent to the District's site or department which ordered the product.
- The Maintenance and Operations Department shall be informed when a hazardous material is received without an MSDS.

Employees who may use hazardous materials shall comply with the following:

- Employees may not use any chemical until they have successfully completed necessary hazard communication training, read and understand the MSDS, read the label on the chemical container in order to use the proper PPE specified on the label.
- Employees shall use chemicals as directed and will not mix chemicals without supervisory authorization.
- Employees who transfer authorized hazardous substances into a secondary container will ensure proper labeling of the secondary container.
- After taking appropriate first aid action, employees shall report personal exposure to hazardous materials immediately to their supervisor.

SUMMARY OF HAZARD COMMUNICATION REGULATIONS

The hazard communication regulations were established to ensure the identification of hazards associated with substances used in the workplace and the communication of that information to employers and to all affected employees through a comprehensive hazard communication program.

This written program includes information on hazard determination; written hazard communication program; labeling and other forms of warning; Material Safety Data Sheets (MSDS); employee information and training; and trade secrets.

The hazard communication regulations apply to any hazardous substance known to be present in the workplace to which employees may be exposed under normal working conditions or in a reasonably foreseeable emergency resulting from workplace operations.

The hazard communications excludes some hazardous substances which are covered under other federal or state regulations. It is worth noting in a school district environment, hazard communication excludes:

- *Foods, drugs or cosmetics intended for personal consumption by employees while in the workplace; and*
- *Consumer products packaged for distribution to, and use by, the general public, provided that employee exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product.*

PROPOSITION 65 WARNINGS

See Table of Contents Section: Proposition 65 Notifications

HAZARD COMMUNICATION DEFINITIONS

Article: A manufactured item: (1) Which is formed to specific shape or design manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release or otherwise result in exposure to a hazardous substance under normal condition of use or in a reasonably foreseeable emergency resulting from workplace operations.

CAS Number: The unique identification number assigned by the Chief Abstracts Service (CAS) to specific chemical substances.

Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the CAS rules of nomenclature or a name which will clearly identify the substance for the purpose of conducting a hazard evaluation.

Chief: The Chief of the Division of Occupational Safety and Health.

Combustible Liquid: Any liquid having a flashpoint at or above 100 degrees Fahrenheit (37.9 degrees Celsius), but below 200 degrees Fahrenheit (93.3 degrees Celsius), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Common Name: Any designation or identification such as code name, code number, trade name, brand name, or generic name to identify a substance other than by its chemical name.

Compressed Gas:

- (A) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees F (54.4 degrees C) regardless of the pressure at 70 degrees F (21.1 degrees C); or
- (B) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees F (54.4 degrees C) regardless of the pressure at 70 degrees F (21.1 degrees C); or
- (C) A liquid having a vapor pressure exceeding 40 psi at 100 degrees F (37.8 degrees C) as determined by ASTM D-323-72.

Container: Any bag, barrel, bottle box, can, drum, reaction vessel, storage tank, tank truck or the like that contains a hazardous substance. For purposes of this section, pipes or piping systems are not considered to be containers.

Department: The Department of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142 or designee.

Designated Representative: Any individual or organization to which an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director: The Director of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142 or designee.

Distributor: A business, other than a manufacturer or importer, which supplies hazardous substances to other distributors or to employees.

Division: The Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations, or designee.

Emergency: Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous substance into the workplace.

Employee: Every person who is required or directed by an Employer, to engage in any employment, or to go to work or be at any time in any place of employment.

Employer:

- (A) A State and every State agency.
- (B) Each county, city, district and all public and quasi-public corporations and public agencies therein.
- (C) Every person including any public service corporation which has any natural person in service.
- (D) The legal representative of any deceased employer.

Explosive: A substance that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature.

Exposure or Exposed: Any situations arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Flammable:

- (A) Aerosol, flammable. An aerosol that, when tested by the method described in CCR, Title 8, 5194, yields a flame projection exceeding 18 inches at full valve opening or flashback (a flame extending back to the valve) at any degree of valve opening;
- (B) Gas, flammable.
 - a. A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent of volume or less; or
 - b. A gas, that at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
 - c. Liquid, flammable. Any liquid having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

Solid, flammable: A solid, other than a blasting agent or explosive as defined in CCR, Section 5237, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Hazard warning: Any words, pictures, symbols or combination thereof appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).

Hazardous substance: Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to California Labor Code, Section 6382.

Health hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, and neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes. Appendix A provides further definitions and explanations of the scope of health hazards covered by this section, and Appendix B describes the criteria to be used to determine whether or not a substance is to be considered hazardous for purposes of this standard.

Identity: Any chemical or common name which is indicated on the material safety data sheet (MSDS) for the substance. The identity used shall permit cross-references to be made among the required list of hazardous substances, the label and the MSDS.

Immediate use: The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer: The first business with employees within the customs territory of the United States which receives hazardous substances produced in other countries for the purpose of supplying them to distributors or purchasers within the United States.

Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Manufacturer: A person, who produces, synthesizes, extracts, or otherwise makes a hazardous substance.

Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous substance which is prepared in accordance with CCR, Title 8, and Section 5194(g).

Mixture: Any solution or intimate admixture of two or more substances, at least one of which is present as a hazardous substance, which do not react chemically with each other.

NIOSH: The National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

Organic peroxide: An organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer: A substance other than a blasting agent or explosive as defined in CCR, title 8, Section 5237 (a). That initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard: A substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Produce: To manufacture, process, formulate, repackage, or re-label.

Pyrophoric: A substance that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party: Someone who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

Specific chemical identity: The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance: Any element, chemical compound or mixture of elements and/or compounds.

Trade secret: Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identity information which is readily discoverable through quantitative analysis.

Unstable (reactive): A substance which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use: To package, handle, react, or transfer.

Water-reactive: A substance that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area: A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

Workplace: Any place, and the premises appurtenant thereto, where employment is carried on, except a place the health and safety jurisdiction over which is vested by law in, and actively exercised by, any state or Federal agency other than the Division.

HAZARD DETERMINATION

Hazard substance manufacturers shall evaluate substances produced in their workplaces or imported by them to determine if they are hazardous. Employers are not required to evaluate substances unless they choose not to rely on the evaluation performed by the manufacturer or importer for the substance to satisfy this requirement. The District has elected to rely on the hazardous substance manufacturer or importer to determine if a substance purchased is hazardous.

A hazardous substance becomes hazardous waste when it is no longer of personal or commercial use and, thus is only suitable for disposal. The Code of Federal Regulations (CFR) defines a hazardous waste as one either having definitive characteristics or one that is "listed" as a hazardous waste. The CFR characteristics of a waste include: ignitability – the ability of waste to catch fire; corrosivity – the ability of waste to weaken or destroy; reactivity – a waste's response to humidity, shock, temperature changes, etc.; toxicity – the degree to which a tested waste contains a high concentration of certain toxic chemicals.

WRITTEN HAZARD COMMUNICATION PROGRAM

Newport-Mesa Unified School district has developed, implemented and maintained this written hazard communication program in order to disseminate hazardous substances labeling and other forms or warning, MSDS and information on how employee training will be met. This program also includes:

- A list of the hazardous substances known to be present using an identity that is referenced on the appropriate material safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas);
- The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of a heavy machinery), and the hazards associated with substances contained in unlabeled pipes in their work areas.
- In multi-employer workplaces, the written hazard communications program shall include the methods employers will use to inform any employers sharing the same work area of the hazardous substances to which their employees may be exposed while performing their work, and any suggestions for appropriate protective measures, including the following:
 - The methods the employer will use to provide the other employer(s) with access to the material safety data sheet, or to make it available at a central location in the workplace, for each hazardous substance the other employer(s) employees may be exposed to while working;
 - The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies;
 - The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.
- The employer shall make the written hazard communications program available, upon request, to employees, their designated representatives, the Chief, and NIOSH, in accordance with the requirements in CCR, title 8, Section 3204 (e).

WORKPLACE LABELS AND OTHER FORMS OF WARNINGS

The Hazard Communication Standard requires the use of a workplace labeling system for identifying decanted hazardous materials.

Manufacturer, Importer, or Distributor Labeling Requirements

Manufacturers, importers, or distributors of chemicals are required to label all containers. This label must include the identity of the hazardous substance(s), the manufacturer's/supplier's name and address, a list of hazardous ingredients and appropriate hazard warnings. Manufacturer labels will not be removed, defaced or covered.

Upon receiving all hazardous substances the District will ensure containers are labeled. The District will not accept improperly labeled or unidentified chemical containers.

1. If the substance cannot be identified, DO NOT USE. Send the substance back to the supplier.
2. Supplier labels on incoming containers of hazardous substances are not to be removed or defaced.
3. Hazardous substances transferred from labeled containers to portable containers must have workplace labels affixed to the portable containers.

Employer Labeling Requirements

The District shall ensure each container of hazardous substances in the workplace is labeled, tagged, or marked with the following information:

1. Identity of the hazardous substance(s);
2. Appropriate hazard warnings;
3. Signs, placards, process sheets, batch tickets, operating procedures, or other written material in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required to be on the label. The written materials shall be readily accessible to the employees in their work area throughout each work shift.

The District is not required to label portable containers into which hazardous substances are transferred from labeled containers, and which are intended only for the *immediate use of the employee who performs the transfer*.

4. Employees of the District shall not remove or intentionally deface existing labels on incoming containers of hazardous substances, unless the container is immediately marked with the required information.

The District shall ensure labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. The District may choose to add information in the language of employees whose primary language is not English; however, labeling requirements will always be in English.

Secondary Container Transfer Labeling Requirements

In the event a hazardous substance is transferred from the labeled container provided by the manufacturer/distributor, a label must be affixed to the secondary container. This label must be color-coded and contain the identity of the hazardous substance, appropriate hazard warnings and required personal protective equipment information.

Hazard Assessment

Prior to use, all chemicals used in the District will be evaluated with regards to health, fire, and reactivity hazards.

The District will rely upon supplier-provided MSDS sheets for the hazard determination. If hazard ratings for a chemical are not provided by the manufacturer, the Maintenance and Operations Department (or designee) will determine the hazard ratings for each category. The resulting H-F-R ratings are to be inputted onto the Master Chemical List. This list is to be maintained from which the workplace labels can be repeatedly and consistently copied from.

Materials that have H (Health) hazard assessment of "4" or R (Reactivity) hazard assessment of "3" or "4" should not be used in the District. These materials are extremely hazardous and present an unnecessary risk. Purchase of such hazardous substances will be considered, however, if the purchasing requirements outlined later in this document are met.

Types of Hazards

Labels are divided into four categories.

- Health (blue)
- Flammability (red)
- Reactivity (yellow)
- Protective Equipment (white)

Degree of Hazards

Each of the hazards listed on the label has a box in which the degree of hazard can be written.

- 0=minimal hazard
- 1=slight hazard
- 2=moderate hazard
- 3=serious hazard
- 4=extreme hazard

Guideline for Understanding Health Hazard Ratings:

HEALTH	
4 Extreme	Highly toxic material. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • On very short exposure could cause death or major residual injury even though prompt medical treatment is given. • A known or suspect human carcinogen, mutagen or teratogen
3 Serious	Toxic material. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • May cause serious temporary or residual injury on short term exposure even though prompt medical attention is given. • A known or suspected small animal carcinogen, mutagen or teratogen.
2 Moderate	Moderately toxic material. Will have one or both of the following characteristics: <ul style="list-style-type: none"> • Intense or continued exposure could cause temporary incapacitation • Possible residual injury unless prompt medical treatment is given.
1 Slight	Slightly toxic material. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • May cause irritation but only minor residual injury even without treatment • Recognized innocuous material when used with responsible care.
0 Minimal	Non-hazardous

Guideline for Understanding Flammability Hazard Ratings:

FLAMMABILITY	
4 Extreme	Extremely flammable. Flash point below 73°F (22.8C)
3 Serious	Flammable. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • Vaporizes readily and can be ignited under almost all ambient conditions. • May form explosive mixtures with or burn rapidly in air. • May burn rapidly due to self-contained oxygen. • May ignite spontaneously in air. • Flash point at or above 73°F (22.8C) but less than 100°F (37.8C)
2 Moderate	Combustible. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • Must be moderately heated or exposed to relatively high temperatures for ignition to occur. • Solids, which readily give off flammable vapors. • Flash point at or above 100°F (37.8C) but less than 200°F (93.4C)
1 Slight	Slightly combustible. Will have one or more of the following characteristics: <ul style="list-style-type: none"> • Must be pre-heated for ignition to occur. • Will burn in air when exposed at 1500°F (811.5C) for 5 minutes. • Flash point at or above 200°F (94.3C)
0 Minimal	Will have one or more of the following characteristics: <ul style="list-style-type: none"> • Will not burn. • Will not exhibit a flash point • Will not burn in air when exposed at 1500°F (811.5C) for 5 minutes

Guideline for Understanding Reactivity Hazard Ratings:

REACTIVITY	
4 Extreme	<p>Will have one or more of the following characteristics:</p> <ul style="list-style-type: none"> • Can explode or decompose violently at normal temperature and pressure. • Can undergo a violent self-accelerating exothermic reaction with common materials or by itself. • May be sensitive to mechanical or local thermal shock at normal temperatures and pressure.
3 Serious	<p>Will have one or more of the following characteristics:</p> <ul style="list-style-type: none"> • Can detonate or explode but requires a strong initiating force or confined heating before initiation. • Readily promotes oxidation with combustible materials and may cause fires. • Is sensitive to thermal or mechanical shock at elevated temperatures. • May react explosively with water without requiring heat or confinement.
2 Moderate	<p>Will have one or more of the following characteristics:</p> <ul style="list-style-type: none"> • Normally unstable and readily undergoes violent change but does not detonate. • May undergo chemical change with rapid release of energy at normal temperature and pressure, • May react violently with water. • Forms potentially explosive mixtures with water.
1 Slight	<p>Will have one or more of the following characteristics:</p> <ul style="list-style-type: none"> • Normally stable material which can become unstable at high temperature and pressure burn in air when exposed at 1500°F (811.5C) for 5 minutes.
0 Minimal	<p>Normally stable material that is not reactive with water.</p>

Guideline for Understanding Personal Protection Symbols:

The Personal Protective Equipment (PPE) required for a hazardous substance must be evaluated and inputted onto the workplace label.

The personal protective equipment required when handling a hazardous substance is to be determined by the manager or supervisor and is based on specific use of the hazardous substance.

A reference to the MSDS for the hazardous substance should be made in making this determination. Letters should be inputted onto the label in the personal protective equipment area.

The letters below signify which equipment is to be used:

	Personal Protection Equipment Index
A	Safety Glasses
B	Safety Glasses & Gloves
C	Safety Glasses; Gloves & Synthetic Apron
D	Face Shield; Gloves & Synthetic Apron
E	Safety Glasses; Gloves & Dust Respirator
F	Safety Glasses; Gloves; Synthetic Apron & Dust Respirator
G	Safety Glasses; Gloves & Vapor Respirator
H	Splash Goggles; Gloves; Synthetic Apron & Vapor Respirator
I	Safety Glasses; Gloves & Combination Dust/Vapor Respirator
J	Splash Goggles; Gloves; Synthetic Apron & Combination Dust/Vapor Respirator
K	Airline Hood/Mask; Gloves; Full Protective Suite and Boots
X	Ask your supervisor for specialized handling directions

LABELING OF PIPES/PLACARDING

1. Chemicals in pipes or piping systems (i.e. tanks) must be identified, either using the workplace labels or by using a placard. They should also be included in the hazardous substance inventory and must have an MSDS on file.
2. The Manager of Maintenance and Operations is responsible for providing the appropriate labels and for labeling all pipes and piping systems.
3. If the workplace label system is used, assign the appropriate hazard rating numbers (H-F-R) to the label and affix labels (at regular intervals) on pipes and piping systems throughout the District.
4. If placards are used, Cal/OSHA requires specific colors for different hazardous materials.

Cal/OSHA HAZARD COLORS		
Color	Hazard	Examples
RED	Fire Protection Materials	Sprinkler Systems Sprinkler Water
YELLOW	Materials Hazardous to Life and Property	Natural Gas Boiler Feed Hydraulic Oil Lines
BLUE	Low Hazard Gases	Compressed Air Low Pressure Nitrogen Gas
GREEN	Low Hazard Liquids	Chilled Water Domestic Water Roof & Sanitary Drains

5. If placards are to be used, all pipes and piping systems throughout the District must be affixed with placards.
6. Arrows are required on the pipe identification markers (labels or placards) to indicate the flow direction of the material within the piping system.
7. Affected employees must be informed on selected pipe identification.

PURCHASING REQUIREMENTS

In maintaining a safe working environment for all employees, the District shall utilize a chemical purchasing committee in the area of procurement of hazardous materials. Appropriate purchasing controls should be exercised to assist in managing hazardous materials programs.

A hazardous material is any material that may cause acute or chronic health hazards and/or any material that is flammable and/or any material that is reactive with other conditions. All chemicals purchased for the use of maintenance, cleaning and other operational functions shall be considered hazardous.

The chemical purchasing committee must review MSDS's for hazardous substances under consideration for purchase. The MSDS must be obtained at least two weeks prior to the intended use of the hazardous substance. Only upon approval of the chemical purchasing committee may a new hazardous substance be purchased and used at the District.

The chemical purchasing committee shall be comprised of the following employees:

1. Designee from Purchasing and Warehouse
2. Designee from the Deputy Superintendents Office
3. The Director of Facilities Maintenance & Operations
4. The Safety & Security Programs Supervisor
- 5.

Supervisors are responsible to provide employees using the new hazardous substance with appropriate safety training and any required personal protective equipment. When introducing a new hazardous substance into the workplace or when changes to a hazardous substance have been made which changes the hazard ratings, a hazard communication update memo must be distributed and posted in the area, which the hazardous substance will be used. All pertinent information, including a completed label, must be attached. This information shall be posted for (90) days.

It is important that substances purchased are purchased in as small as quantities as possible due to their hazards. If at any time a substance containing an extremely hazardous material is requested to be purchased, the department supervisor should provide the following information to the Director of Facilities, Maintenance and Operation: a) a written statement demonstrating an overwhelming need for that substance; and b) a comprehensive, written safety program detailing the storage procedures, who will use this hazardous substance and under what conditions, how unauthorized personnel will be kept from using or handling the substance, expected shelf life of the substance and how disposal of the substance will be handled.

If it is determined that all of the safety rules for its use can be met the substance may be purchased. If subsequent findings determine the substance is not being used according to the rules set, the privilege to use it will be immediately revoked.

MATERIAL SAFETY DATA SHEETS (MSDS)

According to the Hazardous Substance Information Act and Hazard Communication Regulations, employers must provide employees with specific information on the hazardous substances in their work areas. This information is contained in the Material Safety Data Sheets (MSDS), which must be kept in a readily accessible location to the employee's work area. Supervisors will ensure that employees are aware of the location of the MSDS binder. The supervisor will review any new or updated MSDS with affected employees when they are received.

All new or revised MSDS will be filed in the MSDS binder. If an employee is unable to locate the appropriate MSDS, they are to immediately notify their supervisor so that one may be obtained as soon as possible. The supervisor is responsible for making sure that the missing MSDS is requested from the manufacturer and is received.

Products packaged for and intended for use by the general public (consumer products) are exempted from Hazard Communication Regulations. However, if a consumer product is being used in the workplace and employee exposure is significantly greater than that of a normal consumer, an MSDS should be obtained.

For a product or mixture that is labeled pursuant to FIFRA, the manufacturer is obligated to provide an MSDS. This will assist in ensuring proper handling, use and storage of the materials. MSDS are technical documents that provide information on how to safely use, handle, store and dispose of hazardous substances properly and the procedures to follow in the event of spills, fires or overexposure. They also provide information on the health effects, physical properties, reactivity of the substance and the proper personal protective equipment that should be used. MSDS are required for all hazardous substances and should be reviewed by all personnel using the substances.

Cal/OSHA mandates each MSDS shall be in English and shall contain the following information or sections.

Section I – Product Information

Includes manufacturer's name, address, the product number (if there is one), and the common or trade name of the product. The chemical name only applies to products consisting of a single element or compound. The chemical family is the group or class name of the materials that the product belongs to. The formula refers to the chemical formula of the material.

Section II – Hazardous Components (Ingredients)

Describes the various chemicals that the substance contains. These chemicals may be listed by their proper chemical name or by their proper Chemical Abstract Services (CAS) number. The percentage for each chemical ingredient is noted to show a total of 100 percent. The Threshold Limit Value (TLV) is also listed in this section.

Section III – Physical Data

Describes the physical data of the material, including (a) boiling point; (b) vapor density; or the relative density or weight of a vapor or gas (with no air present), composed with an equal volume of air; (c) solubility in water, or the ability to tendency of a substance to blend uniformly with another, (d) specific gravity, or the ratio of the weight of a volume of material to the weight of an equal volume of water at 68 degrees Fahrenheit; (e) percent volatile by volume, or the percentage of the liquid or solid by volume that evaporates at the evaporation rate of the material; (f) appearance and odor, or a description of the physical state of the material including viscosity, color, and any characteristic odor.

Section IV – Fire and Explosion Hazards

The flash point of a material is considered important because it indicates the lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air and produce a flame when a source of ignition is present. All flammable liquids have a minimum and maximum concentration of vapor in the air below which propagation of the flame does not occur upon contact with the ignition source. These levels are known as the Low Flammable Explosive Limit (LEL) and the Upper Flammable Explosive Limit (UEL). Fire extinguishing methods vary depending on the flammable liquid involved. The standard fire fighting agents are water, fog, foam, alcohol foam and dry chemicals. If the use of water is unsuitable, this must be stated. It is also very important to note if any personal protection equipment may be needed by the firefighters to protect them from toxic products or combination.

Section V – Health Hazard Data

This section describes the effects of overexposure to a hazardous substance to the eyes and skin if it is contacted, to the respiratory system if inhaled, and to the digestive system if swallowed. The Threshold Limit Value (TLV) is used to express the airborne concentration of a substance to which most persons can be exposed day after day. The TLV allowable limit is a weighted average concentration for a normal 8 hour day or 40 hour week with a 16 hour daily non-exposure rest period. Emergency and first aid procedures describe what to do in the event any of the above exposures occur. The victim should be examined by a physician as soon as possible after the exposure.

Section VI – Reactivity Data

Reactivity encompasses stability, conditions to avoid, incompatibility, hazardous decomposition products, and polymerization. Stability indicates if the substance is stable or unstable under reasonably foreseeable conditions of storage, use, or misuse. The listed conditions to avoid allow the user which conditions may cause a dangerous reaction. Incompatibility describes common materials and contaminants with which the product may come into contact that may produce a reaction and create a hazardous situation. Polymerization occurs when polymers are formed at such a rate that large amounts of energy are released. Hazardous decomposition substances may produce dangerous amounts of the product through burning, oxidation, or heating and welding.

Section VII – Spill and Leak Procedures

This section addresses emergency procedures for controlling a spill or leak. These include avoiding inhalation of gases and vapors, avoiding contact with liquids and solids, and removing any source of ignition. The proper equipment and protective clothing required for cleanup of the spill are also discussed.

Section VIII – Personal Protective Equipment

This section indicates the proper protective clothing and protective equipment that is necessary for the safe handling and use of the substances and materials in the work place.

Section IX – Special Precautions

This section discusses the proper handling and storage precautions that should be taken to avoid unnecessary hazardous reactions and outlines any special equipment or containers required for transport or storage. Any other special precaution that the manufacturer must describe will also be listed here.

Other Information on MSDS

An MSDS is to be obtained and on file in the MSDS Binder before a hazardous substance is used by an employee. The MSDS will be filed alphabetically by product name in the MSDS Binder. The Maintenance and Operations Department (or designee) is the only person permitted to add or remove MSDS sheets from the master and departmental binders. The only exception to this is during an emergency situation when the MSDS is necessary to determine appropriate response to the emergency. MSDS binders shall be readily accessible to all employees. Employees need not obtain their supervisor's permission to review the MSDS binder. The master MSDS binder is located in the Maintenance and Operations Department at the District Office.

Suppliers of hazardous substances are required by law to submit MSDS with the initial shipment. Thereafter, suppliers will only send updated or changed MSDS. For substances not purchased regularly or where there is no MSDS received with the initial shipment, the site or department's designated representative is to contact the supplier and request the most recent MSDS be sent by mail. The product should then be removed and stored separately until the MSDS is received.

Any difficulty encountered in obtaining the MSDS should be brought to the attention of the Maintenance and Operations Office. The Maintenance and Operations Office will then contact the supplier by letter requesting the most recent MSDS. All attempts and letters issued to suppliers to obtain the MSDS are to be documented.

Original MSDS shall be maintained within the master binder(s) located in the Maintenance and Operations Office at the District. All MSDS for hazardous substances that are no longer used in the Newport-Mesa Unified School District will be filed for at least (30) years for future reference, if necessary.

When employees of the district must travel between workplaces during a work shift, the MSDS binder is kept in a central location at each school site or departmental office.

District Department Offices

- Superintendent
- Educational Services
- Personnel
- Student Services
- Business & Fiscal Services
- Food & Nutritional Services
- Maintenance & Operations
- Transportation
- Purchasing

MSDS Binders shall always be available, upon request, to designated representatives.

OTHER MSDS INFORMATION

Elements of Hazardous Substance Inventory

A list of hazardous substances (as required under Title 8 CCR, Section 5194) shall be maintained by the Maintenance and Operations Office. A copy of the hazardous substances list must be included in each MSDS Binder to serve as an index. Hazardous substances shall be listed in alphabetical order by chemical/common name. Each employee will receive a copy of the current hazardous substance list during the Hazard Communication Training Program. The list shall be reviewed for accuracy, at least annually, updated and distributed by the Maintenance and Operations Office. Each appropriate site shall receive a copy of the master as well as a site-specific chemical list.

The Maintenance and Operations Office will assign a representative to perform a complete inventory of all hazardous substances and list the chemical name, supplier name, hazard ratings and any special comments/hazards of the chemical. The inventory should be forwarded to the Maintenance and Operations Office. The Maintenance and Operations Office (or designee) will update the site and District master hazardous substances lists and distribute the lists appropriately.

The Hazardous Substance List will contain the following information:

- Chemical Name
- Manufacturer/Supplier Name
- Health/Fire/Reactive Rating
- Chronic/Carcinogenic Hazard

When a hazardous substance is deleted from the list, the Maintenance and Operations Office (or designee) will draw a line through the deleted chemical and date and initial the line. When a new hazardous substance is added, the Maintenance and Operations Office (or designee) will designate that chemical by an asterisk (*) prior to the chemical name. A Hazard Communication Update Memo will also be posted in the work area where that substance is used for ninety (90) days.

EMPLOYEE TRAINING

All District employees must be provided with the necessary information to perform their duties safely when using hazardous substances. All District employees are required to attend training on the Hazard Communication Program. Training is also required of new employees prior to their commencing work with hazardous substances. Training is conducted to ensure compliance with both Federal and State Hazard Communication Regulations.

Training will consist of the following:

- Informing employees of the Hazard Communication Standard's requirements and the details of the Districts Hazard Communication Program.
- Informing employees of the location and availability of the written Hazard Communication Program.
- Informing employees of any operations in their work area where hazardous substances are present.
- Informing employees of the location(s) of MSDS binders.
- Explanation of workplace labels and the labeling system.
- Explanation of MSDS and how to read them.
- Informing employees of measures employees can take to protect themselves from the hazards, including work practices, engineering controls, personal protective equipment, etc.
- Informing employees in methods and observations that may be used to detect the presence or release of hazardous substances in the work area.
- Informing employees of physical and health hazards of substances in the work area.

- Informing employees of their right to receive information regarding hazardous substances to which they may be exposed.
- Informing employees of their right for personal physicians or collective bargaining agents to receive information regarding hazardous substances to which the employee may be exposed.
- Informing employees of their right against discharge or other discrimination due to the exercising the right afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
- Informing employees that whenever the District receives new or revised MSDS sheets, information regarding increased risks or modified protection measures will be provided to employees on a timely basis, not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employees health as compared to those stated on the MSDS previously provided.

TRADE SECRETS

A manufacturer, importer, or employer may withhold the specific chemical identity of a hazardous substance from the MSDS. Where a physician or nurse determines that a medical emergency exists and the specific chemical identity of a hazardous substance is necessary for emergency or first-aid treatment, the manufacturer, importer, or employer shall immediately disclose the specific chemical identity of a trade secret substance to that physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, as soon as circumstances permit.

OTHER HAZARDOUS COMMUNICATIONS OBJECTIVES

Toxicity and Exposure

A toxic substance is a health hazard only when it has entered the body. Toxic substances or chemicals are considered toxic if they can cause either short-term or long-term health effects. There is no substance or chemical that is completely nontoxic. Toxicity is dependent on several factors, including route of entry, degree or exposure, length of exposure, concentration of chemical, and a person's susceptibility. Toxicity is also affected by human factors such as age, diet, heredity, lifestyle and exposures to other chemicals.

The entry point of a toxic substance is commonly referred to as the "route of entry." It is important for employees to review MSDS's to become aware of the entry routes for the chemicals they may be working with.

Exposure to toxic substances may occur through absorption, ingestion, inhalation or injection.

Absorption – This is the most common for the four routes of entry. Absorption takes place as the chemical comes in contact with the skin and destroys some of the protective outer layer, thus allowing the toxic chemical to come in contact with the inner tissues and possibly the bloodstream.

Inhalation – Toxic substances can create dusts, fumes, mists, vapors and smoke that can become airborne and affect the air being inhaled. The toxic substance is thus allowed to enter the respiratory tract through the nose and mouth and move downward through the windpipe and into the lungs.

Ingestion – A toxic material when ingested is absorbed through the stomach and intestines into the bloodstream. The bloodstream may carry toxic substances to the liver, which may or may not be able to detoxify all of the toxic materials. Liver cells may be destroyed.

Injection – Exposure to toxic chemicals by injection occurs as the result of puncturing the skin with glass, metals or other materials that are contaminated by toxic substances, or when syringes contain toxic substances.

The concentration of the toxic substance is based on the dose a person receives over a specific time. The effect of a substance is a result of the doses received and the toxicity of the substance. The concentration

and effect of toxic substances has prompted Cal/OSHA to issue and enforce Permissible Exposure Limits (PEL).

Personal Protective Equipment

Employees using hazardous substances should review the respective Material Safety Data Sheets for information on required personal protective equipment (PPE) and on precautions that should be taken to ensure against overexposure. Employees should also be aware of a substance's routes of entry in order to understand how overexposure can occur. Employees shall practice good personal hygiene. Employees shall use proper hand, eye, face and respiratory protection.

Employees should not work with or use hazardous substances for prolonged or repeated periods unless the proper precautions have been taken to keep exposures to safe levels. It is essential that supervisors instruct all employees in their area to follow the manufacturer's guidelines regarding a substance's use and the required personal protective measures. Supervisors shall ensure that all necessary personal protective equipment is available to employees.

Handling and Storage of Hazardous Substances

The use, handling and storage of hazardous substances are necessary for the continued operation of the District. Therefore, employees who handle these substances must follow safe procedures to minimize any potential losses. Such losses include employee injury or illness, injury to students or visitors and damage to District property or the property of others.

Each hazardous substance should be handled, used and stored in accordance with the information provided by the manufacturer through its container labels and MSDS's. Hazardous substances should be handled only with proper protective equipment and only under the proper conditions. If a chemical is specified to be used only in a chemical hood area that must be the only place it is used. Following sound safety procedures will ensure that accidents are kept to a minimum.

The proper storage of hazardous substances is as important as their proper handling. Inadequate storage space can result in overcrowding and the storage of incompatible chemicals. It is also important that supervisors provide a storage area where an employee should never have to reach above their waist to get a hazardous substance. This will prevent containers from slipping off shelves and spilling their contents on employees or over a large area of the floor.

Shelf-stored hazardous substances should be visually checked on a monthly basis. This visual inspection will help identify those substances that have questionable labels, may be leaking, have corroded caps, or have developed other problems, which show that they should be immediately disposed of in a safe manner.

Disposal Procedures for Hazardous Substances

Proper disposal of hazardous substances is the responsibility of all employees. It is a basic principle that hazardous substances must be disposed of in ways that avoid harm to people and the environment. Hazardous substances must not be disposed of into the sanitary sewer system.

For disposal of hazardous wastes, it is important that a qualified disposal company be utilized. A qualified disposal company will meet the federal and state hazardous waste disposal requirements, which include having the appropriate Environmental Protection Agency (EPA) permit, California State Waste Haulers permits, Certificates of Insurance, etc.

The District has obtained an EPA Identification number for each district facility generating hazardous waste. This number is unique to the individual facility and must appear on all Hazardous Waste Manifests. It will be the responsibility of the employee who signs the Hazardous Waste Manifest to ensure that it is filled out correctly and to visually inspect the waste hauler's vehicle for adequate placarding and physical condition.

The District will investigate all waste haulers before deciding on any one hauler. This investigation will include discussions, site review and background check with other users and with the CAL-EPA's Toxic Substances Control Division to determine if any notices of violation have been issued.

Emergency Procedures and Spill Cleanup

The following emergency procedures should be followed whenever a hazardous substance spill or gas leak occurs. All spills must be reported immediately to the Manager of Maintenance and Operations. Small spills shall be assessed by the Manager of Maintenance and Operations and cleanup activities directed accordingly.

Any spill reported to the Manager of Maintenance and Operations must be documented on a spill report. It is important that the following information be obtained to ensure proper notification of the appropriate agencies and to have a complete report of the incident on file.

- Name of the person reporting the spill
- The substance spilled
- Location of the spill
- Approximate amount spilled
- Extent of any injuries

The following general guidelines are to be followed in the event of a spill or other emergency:

- If the emergency response team members, under the direction of the Director of Facilities Maintenance & Operations (or designee) are unable to properly clean up a spill or extinguish a fire, they are to immediately leave the area and secure it, preventing access and further contamination of others.
- The Manager of Maintenance and Operations (or designee) must, from the nearest safe, accessible phone, notify the Fire Department by calling 9-1-1 and report the spill. Provide as much information as possible and await the arrival of emergency response crews at a safe distance from the spill.
- Injured personnel should not be moved if possible to avoid further injury. Injured personnel should only be moved if there is an immediate threat to life. If it is essential to move an injured person, move them away from the affected area before administering first aid.
- Anyone that has been contaminated by a spilled substance must avoid contact with others.
- MSDS for the spilled substance should be provided to medical authorities treating victims of a chemical spill.
- Only personnel with information regarding the spill or injured parties should remain in the immediate vicinity of the spill to inform responding public agencies.
- The Manager of Maintenance and Operations may implement the facility contingency plan and evacuate, if the emergency warrants such measures.
- All employees are to meet at their designated assembly area after evacuating for roll call.
- No persons are permitted to re-enter the building unless instructed to do so by the Manager of Maintenance and Operations.
- Do not hinder any emergency operations.

Outside Contractors

The Hazard Communication standard also applies to all contractors, vendors and service companies (i.e. outside cleaners, pest control, construction/renovation, etc.)

The School District is obligated to the contractor by giving authorization to work, ensure safe working conditions and to provide information on the District's hazardous substances and procedures for emergencies. Conversely, the contractor has to agree to abide by the District's safety rules and regulations and inform the District of any hazardous substances they intend to bring onto any site in order to perform their work.

1. Contractors are required to provide a list of all hazardous substances they intend to use at the District in the bid package. The list is to be maintained by the Director of Facilities Maintenance and Operations.
2. The District reserves the right to deny use of any chemical the Contractor wishes to use which is deemed hazardous and may affect District employees, students or visitors.
3. The Contractor is required to maintain copies (on site) of the MSDS of the chemicals they will use throughout the work place.
4. All chemicals brought onto the premises must be labeled as required by the HazCom Standard.
5. The Contractor may be asked to provide records of their HazCom Training Program.
6. The Contractor's employees may be required to attend a Safety Orientation prior to commencing work at the District. The orientation will cover the following:
 - (A) The District's Safety Rules.
 - (B) The District's emergency procedures for medical, spills, fires, accident reporting, property damage and evacuation.
 - (C) Specific hazards (chemical or physical) in area where Contractor will be working.
 - (D) Any other hazards as conditions warrant.
7. In the event of an emergency, the Contractor must immediately notify the Manager of Maintenance and Operations. Indicate what the emergency is and what assistance is required.
8. All accidents, chemical spills, fires, accidents, property damage, etc., no matter how small, must be reported to the Manager of Maintenance and Operations immediately for investigation and documentation.

Non-Routine Tasks

Supervisors shall determine if their employees might be involved in non-routine tasks. These tasks will be identified when assigned. Each employee responsible for working in a non-routine situation involving hazardous substances will be trained before beginning the process.

Non-routine tasks include outside contractors working at the District and using hazardous substances that may pose a health or physical hazard. Employees will be informed of the hazard and the method of protection before the contractor is allowed to begin work.

Hazard Recognition and Correction in the Workplace



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

WORKPLACE HAZARD RECOGNITION & CORRECTION

PURPOSE

The purpose of the District's workplace recognition, hazard correction and control is to ensure that all unsafe acts and conditions are acted upon in an immediate and systematic fashion to eliminate potential of injuries, exposures and property damage.

OBJECTIVE

- Eliminate or control unsafe acts and conditions before they result in accidents or exposures that may produce injury and/or damage.
- Stimulate regular employee hazard detection and control activity.
- Provide a mechanism for employees to formally report hazards and to make safety recommendations.
- Monitor and control the introduction of new substances, processes, procedures and/or equipment.

PROCEDURE

Definitions

Hazard: An unsafe act or unsafe condition that may cause an exposure, incident or injury.

Unsafe Act: Not following proper work procedures or the violation of the District's safety rules. It is what the employee did or failed to do that has or could have resulted in an exposure or accident (there are various factors which influence the employee to act in an unsafe manner including mental, emotional, physical, and attitudinal problems).

Unsafe Condition: Any hazardous physical condition that is uncontrolled is an "unsafe condition". It is any part of employee's physical surroundings that has or could have resulted in an accident, incident or exposure (factors such as the deterioration of equipment, poor design of equipment, inadequate maintenance; even the unsafe actions of employees are the source of unsafe conditions).

Program Philosophy

It is the responsibility of "all" employees to identify any hazardous condition on the job. However, it is each supervisor's responsibility to make a planned systematic daily survey of his or her areas for hazard detection and control.

Thoughtful preparation for hazard detection produces a greater likelihood of identifying critical (high risk) hazards. It is generally the more obscure high-risk hazard that produces the severe injuries and illnesses. The supervisor of the employee performing the work is in the best position to detect and control high risk, unsafe acts.

Hazard Recognition and Control

Minimum Action Standard: At least monthly, the actions listed below will be incorporated into each supervisor's work activities. It is the supervisor's responsibility to monitor the job for unsafe acts and unsafe conditions by implementing the following actions:

- Conduct observations of employees performing job/task, record any unsafe acts, and take the required hazard control action.
- Make a survey of work areas, machines, equipment, or other elements to identify any unsafe condition and take any required hazard control action.
- Record and act on any unsafe acts or unsafe conditions brought to their attention by others.

Corrective Action: When any unsafe act or unsafe condition is observed, it will require the supervisor to take one or more of the following actions within 24 hours after identifying and recording a hazard:

- Eliminate or control the detected hazard. Always take immediate temporary control action. For those hazards, which cannot be immediately controlled or eliminated, the action necessary for correction should be documented with a date established for completion.
- Should an imminent danger be associated with any job, the hazard must be immediately corrected before work continues or the job shut down and all personnel removed from the area until the hazard is corrected. If it is necessary for personnel to enter the area of "**imminent danger**" to correct the hazard, then only the minimum number of personnel necessary are permitted to re-enter the area using extreme caution and with the necessary safeguards, equipment and provisions that will minimize their exposure to the hazard.
- Schedule for correction those hazards, which may require more than 24 hours for control and provide protection against the hazards until they are corrected.
- Pass to higher supervision all hazards, which may require assistance due to limitations of responsibility or authority. The supervisor will retain the responsibility for follow-up and corrective action until the hazard is corrected.

SAFETY INSPECTION FORM

- The Safety Inspection Form is to be used on a minimum of a monthly basis to record all job/task observations and hazard detection and control activity.
- The Safety Inspection Form is to be sent to the safety coordinator who will maintain the inspection forms and monitor completion of the items.
- The reports will remain on file for a minimum of five (5) years for audit and reference purposes.
- Job/task observation and unsafe act recording; the name of employee(s) should be recorded for necessary follow-up.

EMPLOYEE PARTICIPATION

Each supervisor will encourage employees to bring hazards to their attention without fear of reprisals. When an employee advises the supervisor of a hazard, the supervisor will immediately record the hazard and note the employee's name on the form. The supervisor should discuss the employee's views on the significance or urgency of the hazard in question to avoid any possible misconceptions concerning control timing. After the supervisor has evaluated and/or controlled the hazard, they should personally advise the employee of what action was taken. In the event the supervisor and the employee differ regarding the existence of a hazard and in the supervisor's best judgment, no action is necessary; the following steps should be taken:

- Avoid any rejecting comments during the initial contact.
- Provide impersonal, objective reasons for the rejection after review.
- If the employee persists, review the question with the safety coordinator for final disposition.

Hearing Conservation Program

Indoor Air Quality

Industrial Shop Safety

Integrated Pesticide Management



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

INTEGRATED PEST MANAGEMENT

INTRODUCTION

In 1993, the California Department of Pesticide Regulation (DPR) began a pilot program to work with interested school districts to provide them with information about integrated pest management (IPM) practices and assist them in developing an IPM program.

As part of the Children's Health Initiative, California enacted Assembly Bill 2260 (AB 2260) which adds language in Sections 17608 to 17613 of the California Education Code and 13180 to 13188 of the Food and Agricultural Code.

The Healthy Schools Act bill requires the Department of Pesticide Regulation (DPR) to promote and facilitate the voluntary adoption of integrated pest management programs as specified, maintain an internet website and establish an integrated pest management training program.

The District has implemented an IPM program in order to effectively communicate the existing program to staff, students, volunteers and the public.

Management activities such as preventative maintenance, janitorial practices, landscaping, occupant education and staff training are all part of an IPM program.

The following sections in this program will help define the District's IPM program.

DEFINITION OF INTEGRATED PEST MANAGEMENT

Section 13181 of the Food and Agricultural Code defines IPM as: a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation and employing mechanical and physical controls.

Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment, are used only after careful monitoring indicates that they are needed according to pre-established guidelines and treatment thresholds.

Pesticide

Any substance intended to control, destroy, repel or attract a pest. Some common pesticide types include herbicides, insecticides, disinfectants, sanitizers and rodenticides.

POLICY STATEMENT

School District Pest Management Statement

Structural and landscape pests can pose a significant problem to people and the environment. Toxic pest control chemicals can also pose a significant problem to people and the environment.

It is, therefore, the policy of a District to incorporate a pest management program for the control of structural and landscape pests. It is the desire of the Board of Education that pest problems be alleviated with the least possible hazard to people, property and the environment by using methods that are safe, efficient and economically feasible. Pesticides will be carefully evaluated before use and will only be used after non-toxic and other safer methods have been considered.

Pests

Pests are populations of animals, plants, insects or microorganisms that interfere with the use of District work sites for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property or the environment.

Pest Management

Pest management will be developed for each work site and will include proposed pest management measures. Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to District property.
- Prevent pests from spreading into the community or to plant and animal populations beyond District property.
- Enhance the quality of life for students, staff and the public.

IPM Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the least invasive pest control methods.

Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least hazard to people, property and the environment. The choice of using a pesticide will be based on a review of all other available actions and a determination that the alternative options are not feasible.

Selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the practice of the District to utilize IPM principles to manage pest populations. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet pest management goals, the least hazardous pesticide will be used. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, EPA regulations, Cal/OSHA regulations and District policies and procedures.

Education

Staff, students, parents, guardians, volunteers and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Recordkeeping

Records of pesticide use shall be maintained in accordance with the requirements of the District and of Federal, State and Local regulatory agencies. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations will be maintained to verify the need for pest management.

Notification

The District is responsible to notify the work site staff, students, parents, guardians and volunteers of upcoming pesticide application. Notices will be posted in designated areas at work sites and sent home to parents who wish to be informed in advance of pesticide applications.

Pesticide applicators

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by the District. Applicators must follow Federal, State, and Local agency regulations and pesticide label precautions when applying pesticides. Applicators must be State of California licensed as structural and agricultural pesticide applicators and must comply with the District's IPM Policy and IPM Plans. Integrated Pest Management is a team approach to managing pests. Each member of the team has roles and responsibilities.

ROLES AND RESPONSIBILITIES

Students, Staff and other Occupants

Sanitation is the most important responsibility of students, staff and other occupants. Prevention and reduction of pest infestation at each school site occurs when:

- Food is cleaned up after breaks and lunch.
- Food in lockers and storage areas are at a minimum.
- No placing of gum or candy under desks.
- Maintaining desk, storage spaces and work areas free of clutter.

Parents and Guardians

Parents and Guardians first school pest management responsibility is to learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, clothing or the child's person.

Next, parent and guardians should be aware of the pest management practices in their children's school. Parent and guardians are encouraged to participate in their school site's advisory committee with school staff and periodically discuss IPM policy and practice including methods to minimize problems causing pest infestations.

IPM Coordinator

In an IPM program, the pest manager is the person who observes and evaluates the site or directs others to do so and decides what needs to be done to achieve the site pest management objectives. The IPM Coordinator's main responsibilities include:

- Serving as the primary contact for pest control matters.
- Adhering to the requirements of the Healthy Schools Act of 2000 (Education Code 17610 to 17612).
- Overseeing District employees or outside contractors responsible for pest management.
- Coordinating pest management decisions for the District.
- Devising and overseeing a monitoring program.
- Maintaining written records of monitoring data and pest sightings by staff and students.
- Identifying key pests and key management sites and devising an IPM plan for these pest or sites.
- Evaluating the effectiveness of any treatments.
- Evaluating the progress of the IPM program.

IPM Coordinator Designee

Assist the IPM Coordinator in scheduling, attending and facilitating site based advisory committee meetings on IPM.

Site Administrators

Site Administrators are responsible for periodic building and grounds inspection to inventory conditions that could lead to pest problems. Site Administrators and the IPM Coordinator will monitor key pest populations to determine if, and when, they should be treated.

Pesticide Applicators

Anyone applying a restricted use pesticide to school grounds or property will be licensed or certified by the California Department of Pesticide Regulations (DPR) or by the California Structural Pest Control Board (SPCB) and will comply with District IPM policy.

Applicators must be trained in the principles and practices of IPM and the use of pesticides approved by the District and they must follow regulations and label precautions. Unauthorized persons are prohibited from bringing and/or applying pesticides to school property.

Community Based School District Advisory Committee

The District's IPM Advisory Committee assists with developing and implementing the District's pest management policy.

While the committee does not have authority in making policy, the committee will aid the IPM Coordinator or designee in tracking and evaluating the progress of the IPM program in meeting District wide pest management goals.

The committee includes parents, school administrators, faculty, staff, pest control operators, school facilities and grounds operations and other members of the community.

The committee's responsibilities also include:

- Periodic reevaluation and advice of the committee on goals, objectives and implementation.
- Scheduling meetings at least twice a year.

IPM CRITERIA

Pest management objectives will differ at each school site and these differences must be considered before setting action threshold levels. The criteria for identifying least hazardous pest control practices are included in the IPM decision-making process.

Action Thresholds

An action threshold is the level at which action is initiated. It is determined by deciding, based upon the sensitivity of the school site occupants, how many pests can be tolerated.

The action threshold is set by the pest manager and the occupants and should reflect the pest management objectives for the site. The presence of some pests does not always require immediate action.

When pest populations exceed pre-established action thresholds, action should be taken. The action taken must be based on the evaluation of information obtained through inspecting, identifying and monitoring.

IPM Decision Making Process

The decision making process in an action threshold involves four key pest management questions:

- If treatment action is necessary.
- Where treatment activity should take place.
- When action should take place.
- Which mix of treatment practices are best to use?

IDENTIFYING AND MONITORING PESTS

An IPM program consists of routine inspection, monitoring and evaluation. Routine inspection and accurate identification of pests are important steps in IPM to ensure effective control methods.

Once the pest has been identified and the source of its activity pinpointed, habitat modification, primarily exclusion, repair and sanitation efforts, may greatly reduce the pest population without the application of pesticides.

Monitoring includes inspecting areas for evidence of pests, entry points, food, water and harborage sites, and estimating pest population levels. The information gathered through monitoring is evaluated to determine whether the action threshold has been exceeded and what can be done in the way of prevention.

PLAN FOR LEAST HAZARDOUS PEST CONTROL

Prevention measures reduce the need for pesticide applications and include structural repair, sanitation and employing physical and mechanical controls such as screens and traps. The health of school occupants and long-term suppression of pests must be the primary objectives that guide pest control in school settings. To accomplish these objectives, an IPM program must always look for alternatives first and use pesticides only as a last resort. There are many chemical products to choose from that are relatively benign to the larger environment and at the same time effective against target pests. Least hazardous pesticides are those with all or most of the following characteristics: they are effective against the target pest, have a low acute and chronic toxicity to mammals, biodegrade rapidly, kill a narrow range of target pests, and have little or no impact on non-target organisms.

There are many least hazardous products being registered in California, including materials such as:

- Pheromones and other attractants.
- Insect growth regulators (IGR's).
- Repellents.
- Desiccating dusts.
- Pesticide soaps and oils.
- Some botanical pesticides.

Other indoor and outdoor plans in the least hazardous pest control methods are outlined below.

Indoor Sites

Typical indoor environment pests are mice, rats, cockroaches, spiders, wasps, flies, bees, hornets, yellow jackets, mosquitoes, microorganisms, termites, carpenter ants and other wood destroying insects.

Strategies to prevent these pests include:

Entryways

- Keep doors shut when not in use.
- Place weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Keep vegetation, shrubs and wood mulch at least one foot away from structures.

Classrooms and Offices

- Allow food and beverages only in designated areas.
- If indoor plants are present, keep them healthy.
- Keep areas as dry as possible by removing standing water and water damaged or wet materials.
- In science labs where animals are kept, store animal foods in tightly sealed containers and regularly clean cages.
- Routinely clean lockers and desks.
- Vacuum carpeted areas.
- Develop and implement head lice control policies and procedures.

Food Preparation and Serving Areas

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic or metal. Waste must be removed at the end of each day.
- Place screens on vents, windows and floor drains to prevent pests from using ducts and vents as pathways.
- Create inhospitable living conditions for pests by reducing availability of food and water.
- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulks or paints to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. Trapping systems must be checked daily and killed or trapped rodents disposed of or sanitized within 24 hours.
- Educate student clubs on food preparation, storage and serving areas in order to minimize pest infestation.

Rooms and Areas with Extensive Plumbing

- Promptly repair leaks and correct other plumbing problems to deny pest's access to water.
- Routinely clean floor drains, strainers and gates. Seal pipe chases.
- Keep area dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the wall.
- Have Site Administrators work with custodial staff in cleaning drains.

Maintenance Areas

- After use, clean mops and mop buckets. Dry mop buckets and hangs mops vertically on rack above the floor drain.
- Allow eating only in designated eating areas.
- Keep areas as clean and dry as possible.

Outdoor Sites

Typical outdoor environment pests are mice and rats. Turf pests may include broadleaf and grassy weeds, insects such as beetle grubs or sod webworms, diseases such as brown patch and vertebrates such as moles, ornamental plant pests may include thrips, aphids, Japanese beetles and bag worms.

Playground, Parking Lots, Athletic Fields, Loading Docks and Refuse Dumpsters

- Regularly clean and remove all waste from trash containers and gutters.
- Secure lids on trash containers.
- Repair cracks in pavement and asphalt. Provide adequate drainage away from structures and on the grounds.

Turf

- Maintain healthy turf by selecting a mixture of turf types (certified seed, sod or plugs) best adapted for the area.
- Raise mowing height for turf to enhance its cooperation with weeds; adjust cutting height for mower; sharpen mower blades and vary mowing patterns to help reduce soil compaction.
- Water turf infrequently but sufficiently during early morning hours to let turf dry out before nightfall.
- Provide good drainage and periodically inspect turf for evidence pests or diseases.
- Allow grass clippings to remain in the turf.
- Test the soil to determine pH and fertilizer requirements.
- Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when overseeding operations are likely to be more successful.

- Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.
- Seed over existing turf in fall or early spring.

Ornamental Shrubs and Trees

- Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.
- If using a fertilizer, use the correct one at the suitable time, water properly and reduce compaction.
- Prune branches to improve plants and prevent access by pests to structures.
- Use pheromone traps as a timesaving technique for determining the presence and activity periods of certain pest species.
- Select replacement plant material from the many disease resistant types developed by plant breeders.
- Remove susceptible plants if a plant disease recurs and requires too many resources, such as time or money.

CONTRACTING for PEST MANAGEMENT SERVICES and LICENSING OPPORTUNITIES

IPM Programs can be successfully implemented by District employees or by contracting with a pest control company. A combination of in-house and contracted functions may be mixed and matched to the needs and capabilities of the District.

Both approaches have advantages and disadvantages. The District must decide what is best given the unique circumstances.

Whether an in-house or contracted method is chosen, pest management personnel, including Grounds and Food Services staff, must be trained to:

- Understand the principles of the IPM.
- Understand the District's IPM Program and Policy.
- Identify pests and associate problems or damage.
- Monitor infestation levels and keep records.
- Know cultural or alternative methods.
- Know recommended methods of judicious pesticide application.
- Know the hazards of pesticides and the safety precautions to be taken.

In-House Services

The most important task for an in-house program is training staff to function within the District's policy and procedure. Additional information and training may be available through the State Cooperative Extension Service.

Contracted Services

When choosing a pest control company, state regulatory agencies can provide information on pesticide applicator certification.

A pest control firm may be certified to apply pesticides to control structural pests and not be certified to apply pesticides to control agricultural pests. The pest management firm should demonstrate a knowledge of and willingness to implement the District IPM program.

The pest management services contract must include IPM specifications. Contracts should be written to provide expected and measurable results. Pest management objectives specific to each work site should be included in the contract.

Licensing Opportunities

There are many training and licensing opportunities available in California.

EDUCATION and TRANSITION TIME

Education

The District strongly believes in communicating with faculty, staff, students, parents and guardians in safety and well-being. The District will communicate its Healthy Schools Act by involving members of the student body and staff in the IPM Program.

During the IPM transition period, the IPM Coordinator will keep all personnel informed of the IPM schedule. Everyone must understand the basic concepts of IPM. The goal in educating the public is to change behavior on sanitation, including how food is stored and garbage disposed of.

Participants needing IPM education are the District's food service, custodial, administrative and faculty personnel. Students must be educated about their role in reducing pest presence and the necessity of cooperative efforts to control pests. Teachers are encouraged to add IPM into current curriculum so that students and faculty roles and responsibilities in the program are identified.

An Introduction to California School IPM recommends the following curriculum:

- Involve science classes in identifying pests and beneficial insects and in researching IPM strategies.
- Involve art classes and English classes in developing simple fact sheets and other educational materials on various school pests. Use information from the individual pest management sections in this document.
- Involve vocational classes in making site plans of the school to use for monitoring, in site inspections for structural defects that may exacerbate pest problems and in suggesting structural modifications to eliminate the problems.
- Involve journalism classes in reporting on the new IPM program

PESTICIDE PURCHASE, USE, STORAGE & DISPOSAL

Pesticide Purchase

The District will limit the pesticide purchase each year to an amount authorized for use during the year. The District will not reimburse employee's who purchase pesticides, insecticides, herbicides, fungicides or rodenticides on their own accord.

If a pesticide, insecticide, herbicide, fungicide or rodenticide with an EPAQ Registration Label or on the State of California Pesticide Product Name list is found on a school site, the product will be:

- Confiscated.
- Reported to the Site Administrator, IPM Coordinator, District's IPM Advisory Committee, Administrative Director Facilities Support Services, Director of Facilities Maintenance & Operations or the Safety & Security Programs Supervisor.
- The product will be marked and dated as confiscated and held in a secure location at the site until the District's Hazardous Waste vendor can dispose of the product.

Pesticide Use, Storage and Disposal

In California, pesticide use, storage and disposal are governed by the laws in the California Food and Agricultural Code (FAC) and in California Code of Regulations, Title 8.

The laws and regulations concerning pesticide usage have become increasingly complicated. Outlined are the important regulations that affect pesticide use in California schools.

Use

- Follow general safety standards. When performing pest control using a pesticide, use only equipment in good repair that is safe to operate.
- The pesticide being applied must be registered for use in California. It is unlawful for any person to possess or use any pesticide that is not registered.
- Read the pesticide label. Pesticide labels contain information to protect your health. A copy of the registered label that specifies the manner in which the pesticide is to be used shall be available at the use site.
- All applicators must be adequately trained before handling pesticides. Employees who use pesticides must be trained for each pesticide handled.
- Training records of applicators will be held by the employee's immediate supervisor and in the employee's personnel file.

Storage

- Keep pesticides in their original, labeled container.
- Pesticides with the words "Danger" or "Warning" must be stored in a dark, cool, dry and secure site not accessible to students or unauthorized personnel.
- A cabinet in a non-student area with a locked and labeled door is required. The door label should include visual signs for non-English reading adults and children.
- Keep the telephone number of the local poison control center in a prominent place.
- Signage in a storage area should be visible from any direction and readable at 25 feet. The sign should read "Danger Poison Storage".

EVALUATION and RECORDKEEPING

Successful IPM practice relies on accurate recordkeeping. Recordkeeping allows the IPM Coordinator to evaluate the results of the IPM Program and determine if pest management objectives have been met.

Accurate records of inspecting, identifying and monitoring activities documents changes in the site environment (reduced availability of food, water or shelter), physical changes (exclusion and repairs), pest population changes (increased or decreased numbers, older or younger pests) and changes in the amount of damage or loss.

A complete and accurate pest management log must be maintained for each work site. Pesticide use records will be maintained to meet state and local regulatory requirements.

The logbook located at each site will contain the following items:

- A copy of the Pest Management Plan.
- Service schedule for the site.
- A copy of the current EPA registered label and current MSDS for each pesticide used at the site.
- Pest surveillance data sheets, which record the type and number of pests or other indicators of pest population levels.
- A site diagram noting the location of pest activity, including the location of all traps, trapping devices and bait stations on or around the site.

Job Hazard and Safety Analysis

Job Safety Analysis Form

Job/Task Name:		Page ____ of ____	Date:	<input type="checkbox"/> New
				<input type="checkbox"/> Revised
Employee(s) Position(s) Performing the Job:		Supervisor(s)	Analysis By:	
School Name:	Plant/Location:	Department(s):	Reviewed By:	
Personal Protective Equipment:		Shift (If Applicable):	Approved By:	
Job Steps	Potential Hazards	Action/Procedure To Control Or Eliminate		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Laboratory Safety

Ladder Safety

Lifting Safety

BACK SAFETY: LIFTING PROPERLY

Back injuries can occur suddenly *or* be cumulative in nature. They can occur from one bad lift or gradually from *forward bending* over time.



Incorrect



Correct

2-Person:

- Get a firm grip.
- Lock your back, chin up.
- Count out the team lift.

When Lifting Large Objects

- Squat, lock and lift.
- Keep the inward back curve
- Chin up!



Correct



Build-A-Bridge

Small Items Off the Floor

- Build-A-Bridge
- Use a golfer's lift. Support your body and keep the back leg extended.

Machine Guard Safety

Motor Vehicle and Utility Vehicle Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

MOTOR VEHICLE SAFETY

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time should be done with care. Drivers of District vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid California driver's license of the proper class.
2. A review of their traffic record shows that they do not pose an unreasonable risk.
3. Successfully pass a road test administered by the Safety Coordinator and/or their supervisor where required.

DRIVER TRAINING

All District drivers should be trained in safe driving habits through use of the National Safety Council's Defensive Driving Course or equivalent. The course should be given to each driver at least once every three years. The course teaches skills in:

1. Defensive driving.
2. Split-second decision-making.
3. Backing-up rules.
4. Safe distances.
5. Intersection driving.
6. Poor weather condition driving.
7. Traffic accident investigation techniques.
8. Traffic report writing.

PREVENTIVE MAINTENANCE

Establishment of a preventive maintenance program for all District vehicles is essential. Record jackets should be maintained on all vehicles so that a log can be maintained on all planned maintenance, as well as repairs made from noted defects.

VEHICLE INSPECTION

The Operator shall inspect each vehicle or piece of equipment on a daily basis before and after operation. Each Operator is responsible for the safe condition of the equipment. Any vehicle having steering or brake problems is not to be operated until a qualified mechanic has made repairs. Any other unsafe conditions are to be reported to the operator's supervisor as soon as possible.

VEHICLE OPERATION

All District vehicles and equipment are to be operated in a safe manner at all times and adhere to all applicable laws. The Operator is totally responsible for the safe operation of the equipment. The vehicle Operator shall report any and all vehicle accidents or damage no matter how minor to their Supervisor immediately.

DRIVER SAFETY PROGRAM

INTRODUCTION

The operation of vehicles is indispensable in conducting District business. The way in which each vehicle is handled will directly affect the loss picture of the entire District. Fleet losses are potentially one of the most costly types of losses that an operation can incur.

The types of exposure that involve the fleet program include: property damage, bodily injury, fatalities, liability suits, and workers' compensation cases.

The claims cost that would result from losses incurred can mount to dollars that will adversely affect our efforts to accomplish District objectives. To help prevent vehicle accidents and the type of loss exposures associated with them, the following guidelines have been established:

POLICY

The success and the safety of our employees depend on the mutual cooperation of each employee who has been entrusted with the responsibility of driving a District vehicle or their own vehicle while conducting District business.

In order to reduce vehicle accidents and to limit the District's liability because of driver negligence, the District has adopted a **District Driver Safety Program**.

PROCEDURE

The procedures set forth in the **District Driver Safety Program** will be the guidelines for Management adherence to this policy.

RESPONSIBILITY

The supervisors have the primary responsibility for the **District Driver Safety Program**. The Safety Coordinator will appoint a responsible representative to report all driver information requested by our insurance broker.

MONITORING

The Safety Coordinator is to be responsible for the records of the **District Driver Safety Program**. Duties will include, but not be limited to:

1. Be responsible for monitoring the driving record of those persons who operate the District vehicles or their own "personal" vehicle while on company business.
2. Monitor the **District Driver Safety Program** and report to management any suggestions for improvement or needed changes.
3. Monitor the maintenance policy of fleet vehicles so that they are kept in safe condition.
4. Review each vehicle accident/incident report or infraction with management.
5. Monitor renewals of insurance records.

DRIVERS

Drivers of vehicles that are owned, rented, or leased by the District will be required to follow defensive driving techniques and practices. The basic defensive driving practices are to plan ahead and do everything that one can reasonably do to prevent an accident/incident. This is to include the use of **seat belts**. The following guidelines will also be followed:

1. Drivers must possess a valid California driver's license in order to operate any District vehicle or their own personal vehicle on District business. The duties of drivers will be reviewed to see if they will involve the operation of vehicles that require a chauffeur's license or other special license. The employee's Supervisor or personnel staff will note the requirement at the time of hire. Job descriptions will state the requirements for a California driver's license to include the type of license.
2. The driver should be physically and mentally capable of driving the vehicle he or she is assigned to drive, whether the vehicle be a car, van, utility vehicle or truck.

PRE-OPERATION OF VEHICLES

Prior to the assignment of any vehicle to any employee or prior to allowing an employee to drive **their own vehicle** on District business, the following minimum standards will be implemented and records maintained to insure that the Driver is qualified to drive the vehicle and minimize the risk of liability to the District.

INITIAL ASSIGNMENT

1. Verification and recording of date and type of Driver's license held, and renewal date noted;
2. A review of the Driver's State Motor Vehicle Record for the most recent three-year period to include the following:
 - a. Review of the accident report history showing the dates and types of accident regardless who was at fault.
 - b. Review of the traffic violations for the last three years.

Unacceptable limits are 6 points accumulated or any major conviction during the past 36 months prior to employment.

3. Confirmation of personal insurance for those driving their personal vehicle on District business.
4. Physical examinations when required by the state for the driving of specified vehicles or by funding and licensing contract.

POINT SYSTEM

The following criteria will be used in order to determine the acceptability of all drivers.

1 point minor conviction of a moving violation

1 point minor accident (no injuries)

NOTE: these will not be considered if a driver is able to remove the citation by going to traffic school.

2 points serious accident (those involving injury to any person which requires medical attention).

Continuing criteria as a District driver.

- a. Points will be doubled if driving a District vehicle.
- b. 2 points will be applied for failure to report a violation or accident regardless of how minor, involving a District vehicle to the Driver's Supervisor.
- c. A warning letter will be issued at 4 points or at the time of any preventable accident. At 6 points the Safety Coordinator will investigate the matter, corrective action will then be determined.
- d. The Driver with a major conviction shall be immediately suspended from driving any District vehicle or their personal vehicle on District business.
- e. Driving a District vehicle while under the influence of drugs or alcohol will subject the employee to disciplinary action up to and including termination.

ANNUAL REVIEW

Once each year a request for current license information will be sent to each employee. Employees who drive a District vehicle or if they request mileage reimbursement for driving their personal vehicle on District business will have their personal driving record reviewed. It will be the responsibility of the employee to respond in a timely manner. Failure to respond to the requested information by personal vehicle drivers may result in the delay in mileage reimbursements.

A review of each driver's file and record will be made annually and will include all of the criteria above as appropriate for each employee. This will not preclude request of driver's records for review by the Safety coordinator as deemed necessary.

DEFINITIONS

Major Convictions: Major convictions include but are not limited to:

- a. Driving while intoxicated or under the influence of alcohol or drugs;
- b. Failure to stop and report an accident;
- c. Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- d. Driving during a period when license is suspended or revoked;
- e. Reckless driving;
- f. Possession of an open container of alcoholic beverage; speed contest; drag or highway racing;
- g. Attempting to elude a Peace Officer.

Minor Convictions: Any moving traffic violation other than a major conviction except the following:

- a. Motor vehicle equipment, load or size requirements;
- b. Improper display or failure to display license plates provided such plates exist;
- c. Failure to have in possession a valid driver's license.

Preventable Accident: A preventable accident is defined by the National Safety Council as: "Any vehicle accident involving a vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, to what extent, or where it occurred in which the driver in question failed to exercise reasonable precaution to prevent the accident."

Chauffeur: According to the California Department of Transportation Motor Vehicle Division, Chauffeur means a person who is employed by another for the principal purpose of driving a motor vehicle, or a person who drives a school bus transporting school children or any motor vehicle when in use for the transportation of persons or property for compensation, but does not include a car pool operator.

Vehicular Accident: Any accident occurring between a District vehicle (or private car when employee is on official District business and has been formerly authorized mileage) and another vehicle, pedestrian, animal or fixed object.

SPECIAL NOTE

Police shall be called to investigate all District vehicle accidents, and it is incumbent upon the supervisor to insure that all facts are obtained with respect to the driver. **Under no circumstances** should any employee make any statement relative to liability or draw any conclusions as to the facts asserted at the scene of the accident.

The occurrence of a vehicle accident may or may not be the fault of the employee. Therefore, it is imperative that the same investigative procedure which was outlined for the industrial accidents be used to determine the cause of accident and corrective action taken by the employee's immediate Superior.

QUESTIONS TO HELP DETERMINE IF A VEHICLE ACCIDENT WAS PREVENTABLE

One basic question in determining preventability is: "Did our employee take every reasonable precaution to avoid the vehicle accident?" If "NO," our driver was not driving defensively and, thus, the accident should be judged "preventable." Please note that legal liability or any citations should never influence the decision of determining preventability of an accident.

Answer the following questions which adhere to the given situation(s):

1. Intersection Accidents

- a. Did our employee approach the intersection at a controlled speed that was reasonable for the conditions?
- b. Was the District driver prepared to stop before entering the intersection regardless of right of way?
- c. Did the District driver avoid entering an intersection on the amber signal?
- d. Did the District driver avoid overtaking or passing at the intersection?
- e. At a blind corner, did our Driver approach slowly, with a foot on the brake pedal?
- f. Did the District driver make certain all other Drivers were stopping for a traffic light or stop sign?
- g. Was the District driver alert for the turns of other vehicles?
- h. Did the District driver signal his/her change in direction well in advance?
- i. Did the District driver allow oncoming traffic to clear before making a left turn?
- j. Did the District driver turn from the proper lane?

2. **We Pulled from Parked Position**

- a. Did the District driver look to the front and rear for approaching traffic immediately before pulling out?
- b. Did the District driver look back, rather than depending upon the rear vision mirrors?
- c. Did the District driver signal before pulling away from the curb?
- d. Did the District driver start out only when an action would not require traffic to change its speed or direction in order to avoid our vehicle?
- e. Did the District driver continue to glance back while pulling out?

3. **We Hit the Other Vehicle in the Rear**

- a. Did the District driver adjust speed to the conditions of the road, visibility, and traffic?
- b. Was the District driver maintaining a safe following distance for conditions?
- c. If a vehicle pulled in front of our vehicle, did the District driver drop back and re-establish the proper following distance?
- d. Did the District driver approach the green traffic light cautiously, expecting the driver ahead to stop suddenly on a signal change?
- e. Did the District driver look ahead of the vehicle in front for possible emergencies?

4. **We Were Backing:**

- a. Was it necessary to back?
 - 1) Did the District driver have to park so close to the vehicle or obstacle ahead that backing was necessary when leaving the parking space?
 - 2) Was it necessary to drive into a narrow street, dead-end, alley or driveway from which backing resulted?
- b. If the District driver could not see where to back:
 - 1) Did the driver try to get someone as a guide?
 - 2) Did the driver walk around the vehicle before getting in?
 - 3) Did the driver back immediately after walking around?
 - 4) If applicable, did the driver use the cone policy correctly?
 - 5) Did the Driver use the horn while backing?
 - 6) Did the Driver look to the rear without depending on the rear vision mirrors?
 - 7) Did the Driver back slowly?

5. **We Skidded**

- a. Did the District driver travel at a speed safe for the conditions of weather and road?
- b. Was the District driver keeping a safe following distance?
- c. Was the District driver alert for loose gravel, sand, ruts, etc.?

6. Pedestrians

- a. Did the District driver tap the horn to alert pedestrians of our vehicle approach?
- b. Did the District driver pass through congested section anticipating that pedestrians might step in front of the car?
- c. Did the District driver keep as much clearance between our vehicle and parked cars as conditions permitted?
- d. Did the District driver interpret the pedestrian's next action or intention?
- e. Did the District driver check the location of pedestrians before starting at a green signal?
- f. Did the District driver give all pedestrians the right of way?
- g. Did the District driver refrain from passing a stopped school bus?
- h. Did the District driver account for all children before starting up?
- i. Was the District driver alert for signs of children who might run into the path (balls rolling into street, etc.)?

7. Others Hit Us While We Were Stopped or Parked:

- a. Did the District driver properly signal his/her intention to stop?
- b. Did the District driver avoid coming to a sudden stop?
- c. Was the District driver parked on the proper side of road?



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

UTILITY VEHICLE SAFETY GUIDELINES

1. All operators must be 18 years old and have a valid Class "C" or passenger automobile driver's license from any State.
2. All operators must be trained in the safe operation of all campus vehicles prior to first use. Campus vehicles include all electric and engine powered utility vehicles operated on District property.
3. Safety belts must be worn at all times while operating campus vehicles if so equipped from the factory.
4. The electric vehicles are not to exceed the speed of 25 mph, and are not to be operated on paved roads with speed limits that exceed 25 mph.
5. One adult as the driver and one passenger is the maximum capacity for campus vehicles unless factory installed seating is provided for an additional number of occupants. Children under the age of 12 years of age are not permitted as passengers.
6. The operator of the campus vehicle shall take responsibility to inspect each vehicle before first operation on each shift. If a vehicle is found to be unsafe or in need have repairs, notify your supervisor and remove the vehicle from service until it can be properly repaired.
7. Items being transported in campus vehicles must be carried in the utility space to the rear of the vehicle, if so equipped and be covered with the safety net or otherwise secured against loss or movement.
8. Parking brakes shall be used at all times when vehicle is unattended, and for extra braking if needed during the decent down a sharp grade.
9. While parking on a sharp incline, the front wheels of the vehicle are to be turned to the right (or into the curb or parking stop where applicable).
10. All established traffic regulations, speed limits, and campus policies shall be observed.
11. Campus vehicle operators shall yield to all traffic and pedestrians.
12. Wherever possible, campus vehicles are to be operated as far to the right of the roadway as may be safely possible to allow other vehicles to pass.
13. Driving on sidewalks, handicap ramps, and over curbs is prohibited.
14. Double parking or blocking any street or walkway is prohibited.
15. All utility vehicles are to remain on Campus property at all times.
16. All vehicles involved in any mishaps and or accidents shall be reported to the campus administrator immediately.
17. Any violations of campus vehicle policy and procedure shall result in disciplinary action and or the loss of vehicle operating privileges.
18. All inclines are to be descended slowly, and campus vehicles may not be allowed to coast in the neutral position at any time.
19. All operators shall slowdown and sound horn at turns and intersections where vision is impaired.

- 20.** Hand signals for turning and stopping shall be used to let other vehicles anticipate your intentions unless equipped with electric turn signals and brake lights.
- 21.** Campus vehicle lights are to be on at all times during the operation of the vehicle.
- 22.** Horseplay or other careless operation of the vehicle is prohibited.
- 23.** Operators and those riding in a campus vehicle may not place any part of their body outside the running lines of the vehicle.
- 24.** The driver, when leaving the campus vehicle unattended shall always remove keys or disable the vehicle to prevent unintended movement or unauthorized use.
- 25.** Campus utility vehicles shall park in designated spaces only, never in assigned motor vehicle spaces. Electric vehicles shall park in designated charging areas.
- 26.** Modifications of campus vehicles are prohibited.
- 27.** Electric vehicles shall only be charged using a properly ground 3-prong outlet in a well-ventilated area.
- 28.** Operators assigned to a specific campus vehicle should check the electrolyte levels of the battery on a weekly basis and shall use appropriate protective equipment when performing such checks.
- 29.** Operators shall not use cell phones or any other means of electronic communications while operating the campus vehicle.

DRIVER'S VEHICLE INSPECTION REPORT

Department: _____

Address: _____

Date: _____ Time: _____ AM PM

Vehicle No: _____ Odometer Reading: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head-Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Body | Tail-Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brake Accessories | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Brakes, Parking | | <input type="checkbox"/> Tire Chains |
| <input type="checkbox"/> Brakes, Service | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Muffler | <input type="checkbox"/> Wheels & Rims |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Defroster/Heater | <input type="checkbox"/> Radiator | <input type="checkbox"/> Windshield |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> Rear End | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Reflectors | <input type="checkbox"/> Other |
| <input type="checkbox"/> Exhaust | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Fifth Wheel | Fire Extinguisher | |
| <input type="checkbox"/> Frame & Assembly | Reflective Triangles | |
| <input type="checkbox"/> Front Axle | Flags/Flares/Fuses | |
| <input type="checkbox"/> Fuel Tanks | Spare Bulbs/Fuses | |
| <input type="checkbox"/> Generator | Spare Seal Beam | |

Trailer(s) No: (s) _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Devices | <input type="checkbox"/> Lights – All | <input type="checkbox"/> Wheels & Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Suspension System | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

Driver's Signature: _____

Above Defects Corrected

Above Defects need not be corrected for safe operation of vehicle

Mechanic's Signature: _____ e: _____

Driver's Signature: _____ e: _____

New Employee Orientation



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

NEW EMPLOYEE ORIENTATION

1. All new employees shall receive safety orientation, no later than the first day of employment.
2. The new employee's supervisor or other designated person will provide the orientation. The orientation shall be documented on the Orientation Checklist for New Employees" form.
3. Each new employee assigned to a job must sign the Orientation Checklist form upon receiving instruction from the supervisor.
4. Each new employee shall be assigned an Employee Classification: (Warehouseperson, Driver, Food Services, Forklift Operator or Teachers).
5. In addition to orientation material made available, the supervisor must explain the safety criteria for individual jobs using the appropriate Job Safety Analysis.
6. Each new employee shall thoroughly review the District Code of Safe Practices prior to signing and shall receive a copy with the original being placed in the employee's personnel file.
7. The supervisor shall review the District's Drug Policy and Disciplinary procedures with each employee. It shall be made clear that there is a zero tolerance on drug and alcohol use.
8. A signed copy of the New Employee Orientation form will be maintained in the employee's personnel file

The supervisor shall complete the following form indicating that they have explained fully the safety policy, programs, procedures, and requirements as indicated, to the new employees prior to the employee beginning their job assignment.

EMPLOYEE SAFETY ORIENTATION GUIDELINE

Each supervisor is responsible to discuss with each new employee the following items in their entirety. Each of the following elements should be reviewed with each new employee personally by either reading or general discussion, unless other means are available.

1. **Safety Policy:**

The District's Safety Policy is located in the District Injury and Illness Prevention Program and is to be reviewed with each new employee.

2. **Employee Responsibilities for Safety:**

All Employees are required, as a condition of employment and as outlined in the Cal/OSHA regulations, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers. It is the District policy that all employees shall:

- a. Immediately report to their supervisor, all accidents, injuries, near misses and mishaps, no matter how slight occurring within the scope of their employment.
- b. Cooperate with and assist in the investigation of accidents to identify correctable causes and to prevent reoccurrences.
- c. Promptly report to their supervisor any and all unsafe actions, practices, or conditions they observe in their work environment.
- d. Become familiar with and observe approved safe work procedures during the course of their work activities.
- e. Observe the zero policy on drug and alcohol use.
- f. Maintain work areas clean and orderly at all times.
- g. Refrain in engaging in any horseplay and distraction of fellow employees.
- h. Obey all safety rules and follow published work instructions.

- i. Wear personal protective equipment when working in hazardous operations areas, and/or as required by the supervisor.
- j. Inspect all equipment prior to use and report any unsafe conditions to the supervisor.
- k. Submit any constructive suggestions for accident prevention, without fear of reprisal, to the supervisor, which may assist in improving working conditions or work practices.

3. Use of Equipment:

All Employees are to use equipment assigned to them in a safe manner. Only trained and authorized employees are permitted to operate said equipment. The supervisor shall decide which equipment an employee will need additional training on prior to its usage.

4. First Aid:

First aid kits are to be maintained by the supervisor. Any employee sustaining an injury, no matter how slight, shall report to their supervisor. Employees shall not treat themselves, no matter how slight the injury. With any minor injuries, it is important to reduce the potential of infection or more serious complications by reporting the incident immediately. First aid can then be administered or a decision made to have a Medical Doctor examine the injury.

5. First Aid Responders:

Management shall insure that there are a sufficient number of employees who are trained to render first aid. Training shall be equal to that of the American Red Cross.

6. Employee Conduct:

The District has established and endorsed various rules and regulations for the safety of all employees. However, when employees fail to follow the requirements established in the District Code of Safe Practices, disciplinary actions will be taken up to and including termination on any employee who fails to comply with proper work procedures or actions on the jobsite.

Each supervisor will be held accountable for his or her employee's proper work performance. Thus, it is the supervisor's responsibility to hold the employee accountable for their individual performance.

Each employee's voluntary compliance with these rules will assist in providing a safe and productive worksite.

7. Alcohol and Drug Abuse Policy:

The District has established an "alcohol and non-prescription drug abuse policy" for the protection of its workforce and resources. No employee is permitted on any work site that may be using, selling, or handling alcohol or drugs. Employees suspected of being "under the influence" will be subject to a Medical Doctor's evaluation for screening.

8. Hazard Communication:

The use of hazardous chemicals may be a part of some jobs. On any job where it is known to have hazardous chemicals, or employees are required to work with hazardous chemicals, the employees will be instructed in the "Hazard Communication Training" program. The purpose of the program is to inform and train employees on how to work safely with hazardous chemicals.

9. Sanitation and Personal Hygiene:

Employees are encouraged to maintain good personal hygiene, especially after handling hazardous chemicals, hazardous wastes, and other potentially harmful material. Washing facilities are available in various areas and on sites for cleaning of the hands. Personal protective equipment and gloves may reduce the exposure and must be worn when required.

10. Special Chemical Hazards:

Certain other chemicals used on jobsites can be "**extremely hazardous**". This can be determined by reviewing the appropriate **MSDS, "Material Safety Data Sheet"** for the specific chemical to find out the exposure potential. The use of appropriate personal protective equipment will be explained as well as what action should be taken when exposed to the chemical.

11. Special Training:

Special safety training in the use of equipment such as: forklifts, man lifts, scissor lifts, etc., new procedures, new equipment, or other items may be required periodically. Any employee involved in these jobs or equipment use will be required to complete this special training prior to beginning the job.

12. Personal Protective Equipment:

It is a District policy that all employees will wear the appropriate personal protective equipment when it becomes required to protect the employee's safety. Personal protective equipment will be assigned as the job may require.

13. Special Clothing:

When working on jobsites where it requires that employees wear protective clothing, this may include long pants, long sleeve shirts, shoes and gloves. The supervisor will determine the requirements for the job when the situation arises.



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ORIENTATION CHECKLIST FOR NEW EMPLOYEES

1. I-9 form for employment completed and signed (*Proof of eligibility for employment in the U.S. on file, per attached requirements.*)
2. W-4 Form completed
3. Social Security Card (*Maintain a copy in employee file*)
4. Driver's License or state issued photo ID, expiration date checked and written on application (*Maintain copy in employee file*)
5. References checked as on application
6. Reviewed job hours and starting time
7. Overtime policy explained, as applicable
8. Starting wages and explanation or District pay dates
9. Wage adjustments explained (*as applicable*)
10. Holiday, sick time and vacation pay explained (*as applicable*)
11. Smoking policy reviewed; designated areas reviewed
12. Parking explained – on site or other
13. Meals and break periods explained
14. Explained where employee's restrooms are located
15. Probationary period explained (*as applicable*)
16. Informed of labor laws (*as posted*)

SAFETY AND HEALTH PROGRAM

17. Discussed Newport-Mesa USD safety program and received copy of applicable safety rules for the job or District rules
18. Reviewed and discussed Newport-Mesa USD Safety and Health Procedures Manual and applicable items for employee
 - a. Safety and Health Policy
 - b. "Code of Safe Practices"
 - c. Disciplinary Policy and Enforcement Practices
 - d. Accident Reporting Procedures
 - e. Reporting unsafe conditions
 - f. Proper lifting techniques
 - g. Special protective equipment requirements
19. Shown location of fire alarms, fire extinguishers, fire exits and evacuation plan
20. Discussed job training requirements and how assignments are made, reviewed job description and trained for this job (*copy attached*)
21. Provided the necessary personal protective equipment (*if required*)
22. Discussed proper clothing for the job
23. Given instructions regarding:
 - a. Personal appearance
 - b. Proper footwear

I have discussed and understood all above statements and instructions

Date: _____ Supervisor: _____

Date: _____ Employee: _____

Personal Protective Equipment



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

The use of personal protective equipment for any job, which has an inherent injury potential, is the responsibility of the District supervisor's. The supervisor should plan ahead prior to beginning the job by analyzing what special personal protective equipment would be necessary to complete the work prior to getting started.

1. Personal protective equipment is designed to provide an effective barrier between an employee and potentially dangerous objects, substances or processes.
2. Supervisor's will monitor/evaluate the use and effectiveness of all personal protective equipment and recommended improvements where indicated.

RESPONSIBILITY

1. The Safety Coordinator is responsible for ensuring that this procedure is implemented and complied with.
2. The employee's supervisor is responsible for ascertaining compliance with every facet of this procedure relative to employee using the appropriate personal protective equipment for each individual task assignment.
3. Employees are responsible for wearing all personal protective equipment relative to the task at hand.

MANDATORY PROTECTIVE EQUIPMENT

When the use of personal protective equipment has been specified for hazardous work, its use will be mandatory as a condition of employment. Supervision will be held accountable for all employees allowed to work without complying with this requirement.

BASIC PERSONAL PROTECTIVE EQUIPMENT

1. We must ensure that the following personal protective equipment is available prior to the start of work activities.
 - a. Adequate supply of safety glasses (meeting ANSI Z 87.1 standards).
 - b. Respiratory protective equipment as dictated by the hazard.
 - c. Goggles and or safety shield.
 - d. Boots and protective clothing such as aprons, coveralls, etc.

- e. Hearing protection such as earplugs or earmuffs.
 - f. Gloves for safe hazardous operations.
 - g. Head protection for falling objects and electrical hazards.
2. The employee's Supervisor will ensure that an adequate supply of this equipment is maintained.

SELECTING PERSONAL PROTECTIVE EQUIPMENT

1. Personal protective equipment must meet the following requirements:
- a. Provide desired protection against the hazard to which the employee will be exposed.
 - b. Maximum comfort coupled with minimum weight.
 - c. Minimum restrictions of essential body movement, vision, etc.
 - d. Durability and, when possible, ability to be maintained in stock.
 - e. Manufactured in accordance with accepted standards for performance and materials, i.e., American National Standards Institute (ANSI), and National Institute for Occupational Safety and Health (NIOSH).
 - f. When the use of personal protective equipment is necessary, the use of such protection will be mandatory. Failure to use personal protective equipment when necessary will result in disciplinary action.

FOOT PROTECTION

- 1. Employees are required to wear sturdy work shoes/boots, which will provide adequate protection against injury to the feet.
- 2. When work boots will not provide sufficient protection, the employees will be required to wear approved foot guards.
- 3. When work requires the wearing of steel toe safety boots, this is to be enforced.
- 4. Tennis shoes, running shoes, light canvas shoes, sandals, etc., are not authorized for wear in the work area.

HEARING PROTECTION

- 1. Employees exposed to noise in excess of the Occupational Exposure Limits will have hearing protection provided.
- 2. There are two types of recognized hearing protectors available for use in reducing noise exposure:
 - a. Ear Plugs
 - b. Ear Muffs
- 3. In most instances earplugs are acceptable hearing protectors.

4. When using earmuffs for hearing protection, they must be disinfected before being issued to another employee.
5. Employees are to be informed of the hazards associated with the exposure to noise and the purpose and limitations of protective hearing devices. The wearing of this equipment will be mandatory in recognized high noise areas.

RESPIRATORY PROTECTION

1. General

- a. Employees who are or may be exposed to hazardous concentration of gases, vapors, smoke, fumes, mists or dusts will be provided, and required to wear, respiratory protective equipment designed to protect the worker from such concentrations.
- b. Employees will use the provided respiratory protection in accordance with the instructions and training received. On a job where the use of such protection is required, initial training in this equipment will be incorporated in the "new hire" safety orientation.
- c. When respiratory protective equipment is required to be worn in areas, which are contaminated with hazardous substances, excess head or facial hair, which prevents effective sealing of the skin, will be removed.
- d. The wearing of contact lenses during the use of respiratory protection in contaminated atmospheres will be prohibited.
- e. Where practicable, the respirators will be assigned to individual employees for their exclusive use.
- f. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be inspected once a week and after each use.
- g. The supervisor's will maintain surveillance of work area conditions and degree of employee exposure or stress. There will be regular inspection and evaluation to determine the continued effectiveness of the program.
- h. Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

2. Cleaning of Respirators

- a. Respirators will be regularly collected, cleaned and disinfected. Respirators that are issued for the exclusive use of one employee will be cleaned after each day's use if necessary. Those respirators used by more than one employee will be cleaned and disinfected after each use.

3. Inspection of Respirators

- a. All respirators will be inspected before and after each use. A respirator that is not routinely used but is kept ready for emergency use will be inspected after each use and weekly to assure that it is in satisfactory working condition.

PROCEDURE

The District reserves the right to select and/or approval of all personal protective equipment to be issued and used by its employees, visitors, and only such equipment issued or approved will be allowed on its premises. Failure to comply with this procedure will result in disciplinary action up to and including termination.

1. Gloves

Where needed, employees shall wear work gloves in good condition, which are suited to the type of work involved. However, employees who are required to operate or work around power tools and similar rotating machinery should not wear gloves. Use of a special type glove, such as neoprene or rubber, to handle chemicals, shall be issued to those employees who have a need for them.

2. Shoes and Boots

All safety shoes shall meet nationally recognized standards. Shoes and boots must be kept in good repair, and those with worn heels or thin or worn soles should not be permitted. In addition, the wearing of sneakers, tennis shoes, sandals, or shoes that have been slit or have holes cut in them will not be permitted.

3. Eye and Face Protection

- a. Approved eye and face protection must be worn whenever warranted by the work exposure. ANSI approved safety glasses with full side shields must be worn in all circumstances.

4. Protective Equipment for Specific Use

Failure to comply with District policy requiring the use or wearing of personal protective equipment in connection with specific tasks will result in disciplinary action, which could include up to termination of employment.

5. Personal Work Clothing

- a. The minimum work clothing that is acceptable for all employees is long pants, work shoes or boots, and a shirt that completely covers the employee's shoulders and provides adequate protection against abrasions to the skin, oil or grease spills, or cuts. Tank top type or sleeveless shirts are not allowed.
- b. For the most part, employees should wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Employees shall be cautioned against wearing loose clothing, rings, watches, necklaces, earrings, or long hair, all of which may catch in power driven equipment or become energized if they come in contact with energized equipment.

6. Hearing Protection

When employees are subject to sound levels that exceed the Cal/OSHA standards, hearing protection will be provided and used to reduce the sound levels and training in the proper use and care will be provided. Competent persons will provide monitoring and training only.

7. Head Protection

When employees are exposed to impact and penetration hazards caused by falling objects and or electric shock and burns, head protection (helmets) will be provided and employees shall wear them according to the ANZI standards.

8. Back Supports

Employees who are performing lifting of loads, which they feel may be better served with the assistance of a back support, may wear the support with suspenders only. Once the lifting procedure has been accomplished, the back support shall be released to continue full mobility of the back. Back supports are never to be worn as a corset.

TRAINING

All employees will receive adequate training in the use and maintenance of all personal protective equipment upon first hire and refresher training annually thereafter.

RECORDS

Appropriate records will be maintained a minimum of five years to ensure the proper stocking requirements, usage, personnel usage, legal protection and maintenance of PPE equipment.

Proposition 65 Notifications



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

PROPOSITION 65 NOTIFICATIONS

SCOPE AND HISTORY

Originally, the voters enacted California's Proposition 65 in 1986. The same emphasis has been placed on its provisions within the CAL/OSHA as before. However, it is now more directly applied to the work environment, whereas previously there had been some question to its application therein.

In *California Labor Federation v. California Occupational Safety and Health Standards Board*, 221 Cal. App 3 d 1547 (1990), the court of appeal determined that the State Plan did not provide clear and reasonable warning protection as required by the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65). Accordingly, regulatory amendments have been adopted to incorporate the clear and reasonable Warning Protection of Proposition 65 into the Industrial Safety Order Regulations, and thereby into the State Plan.

Employers who come within the scope of Proposition 65 are now prohibited from knowingly and intentionally exposing their employees to a chemical known to the state that causes cancer or reproductive toxicity unless they provide a clear and reasonable warning through specified methods, before the exposure. The enforcement provisions of Proposition 65 have also been incorporated into the Industrial Safety Orders regulations.

This is a very simple law with two primary requirements:

1. The District will notify anyone that may be exposed to a carcinogen or reproductive toxicant.
2. The District will not cause a significant amount of a carcinogen or reproductive toxicant to enter a source of drinking water or the workplace, whether it may be in the form of water, in the air, or absorbed through the skin, without proper control or elimination of employee work exposure.

EXEMPTIONS

Any business with less than ten employees is exempt from Proposition 65.

ENFORCEMENT

Effective May 31, 1991, CAL/OSHA become the State's enforcement agency for Proposition 65. This change affects Section 5194 of the General Industry Safety Orders of Title 8, California Code of Regulations. In part, these regulations require all employers to provide information to their employees about hazardous substances to which the employees may be exposed by means of a hazard communication program, labels and other forms of warning, material safety data sheets, information and training.

EXPOSURE WARNINGS

The manufacturers of products that present the risk of exposure to Proposition 65 listed chemicals are required to provide the District with an **EXPOSURE WARNING** either on the package, in the form of a letter or on the **Material Safety Data Sheet (MSDS)**. This exposure warning is to be passed on to our employees and students, if they are exposed to the product.

DISCHARGE PROHIBITIONS

Proposition 65 broadly defines “drinking water” to include effluent from wastewater treatment systems. Because of this, our District must take care in what chemicals are allowed to go down the drain and into the sewer system. When there may be any doubt, the Safety Coordinator is to consult with the product supplier on the best way to handle the chemical.

EMPLOYEE NOTIFICATION

Using our Hazardous Chemical Inventory Sheet, our Safety Coordinator will identify those chemicals, which are affected by Proposition 65. The supervisor is to inform the employees of any of the Proposition 65 listed chemicals they may come into contact with on the job. For commonly used products, our Safety Coordinator is to discuss ways that the employees can minimize exposure to listed chemicals.

Employees training should include a reminder that additional information on Proposition 65 listed substances is available in the **MSDS**.

All employee trainings are to be documented on Proposition 65 in the District Employee Training Record.

A copy of the Proposition 65 Exposure Warning statement is to be attached to the Material Safety Data Sheet (**MSDS**) for those products that contain Proposition 65 listed chemicals.

The Proposition 65 Notification Policy is posted where it can be seen by all employees.

CONTRACTORS AND VISITORS

All employees of the District are to be informed that they are responsible to provide prior notification to contractors and visitors that they may be exposed to a Proposition 65 listed chemical that they are handling or applying. We feel the best way to provide notification is to give the individual a copy of the **MSDS**.

Respiratory Protection Program



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

RESPIRATORY PROTECTION PROGRAM

POLICY STATEMENT

The District will maintain an effective “Respirator Program” in accordance with General Industry Safety Order (GISO) 5144 of the Title 8, California code of Regulations and will make every effort to protect our Employees from harmful airborne substances.

Whenever it is feasible to do so, we will accomplish this through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize Employee exposure to airborne substances, the Division will provide respirators that will allow the Employee to breathe safely in any potentially hazardous environments.

The District recognizes that respirators have limitations and their successful use is dependent on an effective Respiratory Protection Program, it is designed to:

1. Identify, evaluate and control exposures to respiratory hazards.
2. Select and provide the appropriate respirators.
3. Coordinate all aspects required for proper use, care and maintenance of the respiratory equipment.

Accomplishing these goals will require a cooperative effort on the part of Employees and management.

PURPOSE

The District will provide an effective respirator program for the selection, use and care of respirators from possible inhalation exposure to hazardous substances.

RESPONSIBILITY

To reinforce our commitment we have assigned the Safety & Security Programs Supervisor as the respiratory program administrator who has the authority and responsibility for overall management and administration of our Respiratory Protection Program, which consists of the following:

- Preparing, evaluating and modifying the written respiratory protection program.
- Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
- Selecting the appropriate respirators.
- Conducting medical screening for potential respirator users.
- Conducting respirator fit testing and assignment.
- Training.
- Recordkeeping.

PROGRAM ELEMENTS

Program Administration

Our Respiratory Protection Program begins with this written plan describing the procedures that we practice. When our District needs periodic review, so will our respiratory protection program. Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly. Also we will conduct a formal annual audit of the entire program.

Our District form: **Respirator Program Evaluation Worksheet** is used to document the evaluation and to record recommended changes.

Workplace Exposure Assessment & Ongoing Surveillance

Our first task in the workplace is an exposure assessment to identify harmful airborne contaminants, their extent and magnitude, and how to control them. We must ensure that employee exposure does not exceed the permissible concentrations specified in the **California Code of Regulations, Title 8, and Section 5155**. This often requires a person who is professionally trained to evaluate the processes and procedures and to conduct exposure monitoring.

Results of these evaluations will be summarized on the District form: **Identification & Location of Airborne Contaminant Exposures**.

Additional evaluations are necessary if exposure changes due to new materials, process changes or other conditions increasing the degree of employee exposure or stress and these evaluations will be added to the form.

Respirator Selection

In those instances where engineering and administrative means do not achieve the desired control, or in the case of an emergency, respirators must be worn. Even though different types of respirators are available for a variety of applications, and we have ensured that the proper NIOSH/MSHA approved respirator was selected and will be used for the kind of work being performed and hazards involved. The District form: **Respirator Selection Information** is to be completed to document the selection process and record the choices.

Evaluating Respirator Wearer Health Status

Even with appropriate equipment and adequate training provided, an Employee's health status must be considered before allowing respirator use. The wearer's physical and medical condition, duration and difficulty of the tasks, toxicity of the contaminant, and type of respirator all affect an Employee's ability to wear a respirator while working. Also, respirators are uncomfortable and may reduce the wearer's field of vision. Therefore it is prudent for us to evaluate the Employee's physical ability to work while wearing a respirator.

We will interview each respirator wearer, using the District form: **Physical Status Questionnaire** to determine whether the employee should be given a medical evaluation. When medical review is necessary, the District form:

Referral for Medical Evaluation, along with the questionnaire and **Respirator Selection Information** form, are to be sent to our District appointed Physician for prompt action before any employee is fit tested for a respirator. Either the questionnaire or the medical evaluation form must be completed and signed to certify the Employee's ability to wear a respirator.

Respirator Fit Testing & Assignment

We will select and purchase respirators in three sizes, small, medium and large. To certify the Employees ability to work while wearing a respirator, we will conduct a qualitative fit test to choose the best fitting face piece for each Employee.

We will select the appropriate filters which will eliminate such substances such as organic vapors, sulfur dioxide, chlorine, hydrogen chloride, chlorine dioxide, hydrogen sulfide (for escape only), hydrogen fluoride, ammonia, methylamine, formaldehyde, asbestos, pesticides, paints, lacquers and enamels. These cartridges are effective against all particulate aerosols (99.97% filter efficiency level).

When we find the need to use dust masks, either upon request be the Employee or we feel there might be dust concentrations that may require the use of dust masks; we will only use **NIOSH** approved dust masks.

Qualitative fit testing and assignment will be performed according to procedures set forth in Title 8, Section 5144, and California Code of Regulations.

The District form **Respirator Fit Testing & assignment** is used to record test results and document respirator assignment.

The District form **Respirator Selection Summary** will summarize all respirator assignments.

TRAINING

Once the Employee has been fitted with the correct respirator size for the task, we will assure that the Employee is thoroughly trained in the need, use, limitations, inspection, fit checks, maintenance and storage of the respirator mask. We will perform this training during the fit test.

We have detailed instructions for the use and care of the respirator, which has been provided by the **MSA** manufacturer, and this information is used in the training of the employee. The District form **Respirator User Training & Education** is our guide and record of the training received.

SAMPLE TRAINING OUTLINE

A respirator training program should cover the following:

Module 1: Hazard assessment

Module 2: Hazard control

Module 3: Written operating procedures

Module 4: Selection

Module 5: Issuance

Module 6: Training and Education

Module 7: Face piece fit testing

Module 8: Inspection and maintenance

Module 9: Sanitization

Module 10: Storage

Module 11: Medical surveillance

Module 12: Program surveillance and evaluation

GUIDE FOR SELECTION OF RESPIRATORS

POTENTIAL HAZARD	RESPIRATOR
<p>Oxygen Deficiency</p> <p>Not immediately dangerous to life or health.</p>	<p>Self-contained breathing apparatus Air-line respirator with emergency Escape pack.</p> <p>Air-line respirator. Air-purifying, half or full face piece respirator with chemical cartridge.</p>
<p>Particulate Containments Immediately dangerous to life or health.</p> <p>Not immediately dangerous to life or health</p>	<p>Self-contained breathing apparatus. Air-purifying, full face piece respirator with appropriate filter. Air-line respirator with emergency escape pack.</p> <p>Air-purifying, half or full face piece respirator with filter pad or cartridge. Air-line respirator.</p>
<p>Combination gas, vapor and particulate contaminants immediately dangerous to life or health.</p> <p>Not immediately dangerous to life or health</p>	<p>Self-contained breathing apparatus. Air-line respirator with emergency escape pack.</p> <p>Air-line respirator. Air-purifying, half or full face piece respirator with combination chemical cartridge and appropriate filter</p>

GUIDE FOR SELECTION OF CANISTERS

ATMOSPHEREIC CONTAMINANTS	COLORS ASSIGNED
Acid gases	White
Hydrocyanic Acid Gas	White with ½ inch green stripe completely around the canister near the bottom.
Chlorine Gas	White with ½ inch yellow stripe completely around the canister near the bottom.
Ammonia Gas	Green.
Acid gases & Organic Vapors	Green with ½ inch white stripe completely around the canister near the bottom.
Carbon Monoxide	Blue
Acid Gases & Organic Vapors	Yellow
Hydrocyanic Acid Gas & Chloropicrin Vapor	Yellow with ½ inch blue stripe completely around the canister near the bottom.
Acid Gases, Organic Vapors & Ammonia Gases	Brown.
Radioactive materials, excepting Tritium & Noble Gases	Purple (Magenta).
Particulates (dusts, fumes, mists, fogs or smokes) in combination with any of the above gases or vapors.	Canister color for contaminants, as designated above, with ½ inch grey stripe completely around the canister near the top.

RECORDKEEPING

We document each major component of our program to:

1. Verify that each activity has occurred.
2. Evaluate the success of the program.
3. Satisfy regulatory requirements.

These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.

Rigging, Hoists & Slings Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

RIGGING, HOISTS & SLINGS SAFETY

INTRODUCTION

The District's rigging safety policy addresses the hazards associated with lifting loads mechanically.

RIGGER'S RESPONSIBILITIES

The riggers responsibilities include more than just attaching a load. The rigger performs an important role in helping to make sure each lift is a safe one. The key to preventing incidents is the knowledge of the riggers responsibilities and proper planning for each lift.

The following are some of the factors to be familiar with:

- Stability and operating characteristics of the equipment.
- Potential hazards in the area.
- Load weight estimation.
- Sling types and their uses.
- Rigging equipment selection.
- Inspection of equipment.
- Rigging and operating practices.
- Ropes and reeving.
- Rigging or hitch configuration.
- Sling loading
- Hand signals.
- Lifting operations involving multiple cranes.
- Load control and dynamics.
- Traveling with the load.
- Personal protective equipment.
- Maintenance and storage of slings and rigging components.

PLANNING THE LIFT

Each lift requires preparation and planning to make sure it will be a safe one. This may vary from visual checks to site drawings and plans. While all lifts are not the same, there are some basic steps that are to be taken prior to performing a lift. They include: identifying potential hazards, classifying the lift, developing a pre-lift plan, and selecting and inspecting equipment.

Potential Hazards

For the lift, the potential hazards to be identified and either eliminated or controlled before the lift include:

- Overhead power lines and service lines.
- Underground services.
- Hazardous materials.
- Corrosive substances.
- Workers or other persons in the area.
- Uneven or unstable ground.
- Buildings, equipment, and other objects.
- Inadequate lighting.
- Radio interferences.

Type of Lift

The type of lift will be identified before it is performed. Critical lifts will require special preparation and planning to eliminate or control the hazards. An ordinary lift is a lift that is not critical.

A lift is critical if collision, upset, or dropping could cause any of the following:

- Unacceptable risk of injury, significant adverse health effects, or property damage.
- Significant release of radioactive or other hazardous material, or other undesirable conditions.
- Undetectable damage that could harm future operations or the safety of the facility.
- Damage that could cause an unacceptable delay to schedule, or other significant program impact such as loss of vital data.

A pre-lift plan includes the following items:

- List of objects to be moved.
- Weight and dimensions of the objects.
- Center of gravity of the objects.
- Presence of hazardous or toxic materials.
- Operating equipment to be used.

- Rated capacities of operating equipment.
- Operating procedures including precautions and safety measures.
- Rigging sketches.

Load Weight & Dimensions

It is critical to identify the weight and dimensions of the load. A check is made to see if the weight is marked on the object. If it isn't, then look for printed material that may provide its weight. If the object is still on the truck, weigh the truck. The weight will also be calculated using the object's dimensions and a table of common material weights.

SLING SELECTION & INSPECTION

Sling Selection

There are many different types of slings. They include chains, wire ropes, synthetic webbing, and metal mesh. We insure that slings and other rigging equipment selected are correct for the lift. We consult the manufacturer's recommendations and regulatory requirements for use requirements of the specific types of slings used in our facility. Factors we use when selecting a sling include:

- Does it meet the weight capacity?
- Is it the right material?
- Will it attach to and support the load?
- Can the rigging damage the object being lifted?
- Can the object being lifted damage the rigging?
- Are there potential hazards in the lift environment (i.e. chemicals, heat, confined area, etc.) that can have a negative effect on the sling?
- Is the rigging the correct size?
- Is the sling long enough so that the rated load is adequate when the angle of the legs is taken into consideration?

Sling Inspection

Slings are proof tested by the manufacturer and inspected on a regular scheduled basis by a competent person. A competent person inspects the sling, all fastenings and any attachments each day before being used.

Alloy Steel Chain Slings

Besides the inspections required before each use, a thorough periodic inspection is made of steel chain slings on a regular basis. These inspections occur at least every 12 months and are performed by a competent person.

When inspecting alloy steel chain slings, we check the chain and attachments for wear, defective welds, and increase in length, nicks, cracks, breaks, gouges, bends, weld splatters and discoloration from excessive temperature.

Synthetic Web Slings

Synthetic web slings are removed from service if any of the following conditions exist:

- Acid or caustic burns.
- Melting or charring of any part of the sling surface.
- Snags, punctures, tears, or cuts.
- Broken or worn stitches.
- Distortion of fittings.

Wire Rope Slings

Wire rope slings are removed from service if any of the following conditions exist:

- 10 randomly distributed broken wires in one rope lay, or five broken wires in one stand in one rope lay.
- Wear scraping of one-third the original diameter of outside individual wires.
- Kinking, crushing, bird caging or other damage that causes distortion of the wire rope structure.
- Evidence of heat damage; end attachments that are cracked, deformed or worn.
- Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
- Corrosion of the rope or end attachments.
- Fiber core wire rope slings of any grade are permanently removed from service if they are exposed to temperatures above 200 degrees F. When non-fiber core wire rope slings of any grade are exposed to temperatures above 400 degrees F or below minus 60 degrees F, the recommendations of the sling manufacturer are followed.

Natural & Synthetic Fiber Rope Slings

Natural and synthetic fiber rope slings are removed from service if any of the following conditions exist:

- Abnormal wear.
- Powdered fiber between strands.
- Broken or cut fibers.
- Variations in the size or roundness of strands.
- Discoloration or rotting.
- Distortion of hardware in the sling.

Metal Mesh Slings

Metal mesh slings are immediately removed from service if any of the following conditions are present:

- A broken weld or broken brazed joint along the sling edge.
- Reduction in wire diameter of 25 percent due to abrasion or 15 percent due to corrosion.
- Lack of flexibility due to distortion of the fabric.
- Distortion of the female handle so the depth of the slot is increased more than 10 percent
- Distortion of either handle so that the width of the eye is decreased more than 10 percent.
- A 15 percent reduction of the original cross sectional area of metal at any point around the handle eye.
- Distortion of either handles out of its plane.

SLING LOAD CAPACITY

Slings are used within their rated load capacities. If the rated capacity is not identified on the sling, we then consult the appropriate rated capacity table for that sling. If the sling is not listed in the table, we then follow the manufacturer's recommendations.

The rated capacities of slings listed in tables and catalogs are based on newly manufactured slings. As a sling is used, there are a number of factors that can affect its rated capacity, including:

- Chemicals.
- Freezing.
- High Temperatures.
- Excessive Bending.
- The Type of Sling.
- The Number of Legs in the Sling.
- The Kind of Hitch Used.
- The Load Angle.
- Wear & Deterioration.
- Regular Inspections & Maintenance.

Sling Angle

To determine the load angle, we measure the angle between the sling leg and the vertical plane. The vertical plane is an imaginary vertical line extending through the center of the hook.

The greater the angle of the sling leg to the vertical plane, the more stress there is on the sling. This will reduce the load capacity.

The sling we use is long enough so the rated load is adequate when the angle of the legs is taken into consideration. Using a longer sling often reduces the angle.

SAFE WORK PRACTICES

The purpose of proper rigging practices is to provide a safe and controlled means of performing a lift and to prevent property damage and injury. Good rigging practices include the following:

Center of Gravity

- Always rig an object so its center of gravity is directly under the hook.
- The center of gravity is the point where the object would be perfectly balanced on a fulcrum.
- With imbalanced or irregular shaped objects, different length slings may be needed to place the object's center of gravity directly under the hook.
- The center of gravity of a load can be determined from drawings or other documentation, from markings on the load, or by calculation.

Using Attachments

- When using attachments (vertical hitch, choker hitch, basket hitch, etc.), the goal is to safely secure and control the load.
- Shoulder eye bolts will never be used on angles more than 45 degrees because their capacity is greatly reduced on non-vertical lifts.
- All rigging attachments will be inspected before each use for signs of defects.
- When using a choker hitch, make sure the sling is long enough so the choker fitting chocks on the webbing or rope, never on another fitting.

Safe Lifting & Moving

- Make sure all rigging hooks are turned out before hoisting.
- If the object has sharp or abrasive edges, then use a pad.
- After the slings are in place, slowly raise the hook until there is no slack in the sling and then stop. Make sure the sling is sitting on the center of the hook.
- A final inspection of the sling will be conducted at this time. Check contact points for signs of excessive stress.
- Use a double sling when hoisting two or more objects over 12 feet in length.
- Avoid shock loading. This causes damage to the sling; on a wire rope, for example, it causes bird caging.
- If any adjustments need to be made in the rigging, set the load before making the adjustments.
- Do not pull a sling from under a load when the load is resting on it.
- Avoid dragging slings on the floor.
- Never shorten a sling with knots, twisting, bolts, or other unacceptable means. Slings should only be shortened or adjusted by methods approved by the manufacturer.
- Never use damaged or defective slings.
- Never get between the sling and the load or between the sling and the crane or hoist hook while the object is being lifted. Avoid placing the employee in potential pinch points.

- Keep clear of suspended loads and loads about to be lifted.
- Communications is an important part of the lift, not only with the crane operator, but with co-workers also.
- The rigger must be familiar with standard hand signals for controlling the crane.
- All employees and other personnel in the area are to be notified by the lift.
- Never allow anyone to ride the sling.

Storing Equipment

- When not in use, all slings will be properly stored in a cool, dry place. Do not store slings in areas where they could be exposed to moisture, extreme temperatures, corrosion, mechanical damage, or kinking.
- When rigging equipment is not in use it should be removed from the immediate work area so it does not present a hazard to employees.

HOISTS AND HOW TO USE THEM

There are a number of different hoists used in the work place. Some examples are: hand operated; air or electric powered wire rope; electric chain operated; vacuum powered. Although each hoist varies slightly, there are a number of common safety practices we follow to prevent personal injury and damage to the hoist.

Use the Right Hoist for the Job

Factors to consider when choosing a hoist include:

- How the load will be moved.
- Size and shape of the load.
- Proper attachments, such as slings and hooks.
- Rated load capacity of the hoist.
- What the hoist attaches to.
- Duration of the move.

Using the Hoist Safely

- When a hoist is attached to a crane or other type of support, be sure that it is firmly seated in the support hook.
- Center the hoist over the load before raising or lowering.
- Slowly take up the slack in the load chain or wire rope to make sure the material is rigged properly.
- Raise the load a few inches to check the stability of the load.
- If the material is unbalanced, lower it to a stable surface and adjust the rigging.

Avoid These Hazards When Using the Hoist

- Raise the load slowly; damage can occur if the load is raised too quickly.
- Do not tip load the hook. Tip loading may open the throat of the hook and cause the load to slip over the hook tip.
- Stand away from and to the side of a load, never underneath it.
- Move the hoist slowly and avoid swinging. Swinging puts too much stress on the ropes or chains of the hoist.
- If the load is too difficult to move, stop and evaluate the lift.
- Avoid using alternative power sources, such as a forklift, if the load is intended to be moved manually.

Perform Regular Maintenance on the Hoist

- Regular maintenance keeps the hoist running smoothly and extends its working life.
- Keep hoists clean and free of dust, dirt and moisture.
- When applicable, store all hoists in a hanging position when not in use.
- Keep load chains and wire ropes well lubricated.

Follow These Steps if you find a Hoist Needs Repair

- Remove the hoist from service.
- Tag the hoist for repair.
- Inform the supervisor about the damaged hoist.
- Only authorized personnel will repair a hoist.
- After repairs are made, we perform a rated load test by slightly raising and lowering a load weight specified by the manufacturer to test for stability.

There are six main areas of the hoist that are inspected. They include:

- Upper limit switch.
- Hooks and latches.
- Brake slippage.
- Wire rope and chain.
- Pendants, cords, grabs and attachments.

Inspect the Upper Limit Switch

- Raise the empty hoist until the chain stops.
- Use caution as the chain reaches the top of the stroke. If the switch is faulty, it will jam into the top of the hoist.
- Lower the empty hoist until the chain stops.
- Use caution as the chain reaches the bottom of the stroke. It may run out and cause an injury.

Inspect the Chains and Ropes

- When inspecting chains, look for nicks, stretching, gouges, twisted links or excessive wear.
- When inspecting all types of ropes, check the entire length for kinks, fraying, bird caging or separation.

Inspect the Hooks and Latches

- When inspecting the hook, check for cracks, deformation, or more than a ten-degree twist from center.
- Check the swivel to ensure smooth, free rotation.
- Check the safety latch for proper alignment with the hook. It should open and close freely.

Inspect the Pendant Control and Cord

- Confirm the direction controls are correct (“UP” is up and “DOWN” is down).
- Look for broken insulation, disconnected or frayed wires, or other noticeable signs of defect.
- For hoists with a vacuum hose, check all fittings for cracks and air leaks.
- Visually inspect the tubing for kinks and splits.
- Check the pendant lever for smooth operation.

Inspect Brake Slippage

- Raise a load twelve inches off the floor.
- Watch for slippage.
- If the brake slips, remove the hoist from service and have it repaired.

Inspect Grabs and Attachments

- Check all grabs and attachments for wear or other signs of damage.
- On a vacuum system, inspect the rubber for splits and wear.
- Perform a test run to ensure that the handle works smoothly and that the vacuum holds and releases properly.

Materials in the workplace come in all shapes and sizes. Slings are used in addition to hoists to move loads safely. Slings are the most common type of material handling equipment. There are many different types of slings.

They include:

- Chain.
- Wire rope.
- Metal mesh.
- Natural and synthetic fiber rope.
- Synthetic web.

Selecting the Right Sling for the Job

When choosing a sling it is important to know which type is best for the lift. We consider the following factors:

- Size, weight, and shape of the load.
- Temperature and sensitivity of the material.
- Environmental conditions.
- Ability to safely lift the material without damaging the load.

Using the Sling Properly

Improper attachment and misuse are the primary causes of incidents involving slings. Follow these safety practices to attach the sling:

- Use cover saddles, padding or wood blocking around the load to protect the sling from sharp bends and cutting edges.
- Prepare the load within the rated load capacity.
- Properly secure the sling around the load with the center of gravity directly below the hoist.
- Be sure the sling is firmly seated in the hoist hook.

Store the Sling Properly

When the lift is completed check the sling for damage. Damaged slings or misused slings cannot lift as much as a well cared for sling and may affect the safety of the lift. Store slings in their designated location.

Safety and Health Committee Meetings



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

SAFETY AND HEALTH COMMITTEE MEETINGS

INTRODUCTION:

Some state safety laws require that an employer establish a Safety & Health Committee as part of their safety program. California is one state that does not specifically require that a Safety & Health Committee be established. It does require that if a "Labor/Management" Safety & Health Committee is established that it meet certain minimum requirements as outlined in the **California Code of Regulations, Title 8, Section 3203 (c)**.

The District believes that safety communications is important for all levels of the District. We believe that the establishment of a Safety & Health Committee will assist all members of staff and management meet the goals of the District safety program. A committee can also assist the Safety Coordinator or designee in the implementation of the safety program and share in the responsibility for its continued development.

Therefore, the District will at its option, hold periodic safety meetings as part of the safety program. These safety meetings may be a part of regular staff meetings, a special meeting, or be scheduled on a regular basis.

The goal of the safety meeting is to keep supervision and management (supervisors and managers) and labor equally informed on safety issues that pertain to the District.

The District relies upon supervision to communicate the safety policies to employees and set the example for safety on the job for employees to follow, the information gathered in these meetings can then be transferred to the employees through the use of periodic "Toolbox" or "Tailgate" safety meetings.

PURPOSE

Establish a program of safety communication, education, and training for all supervisory personnel on a regular basis and employees as directed by management.

OBJECTIVES

1. To communicate safety and health procedures and requirements established either by the District or others, i.e. California State Regulations.
2. To communicate accident statistics respective to their jobs and the District as a whole.
3. To provide an educational forum on applicable safety subjects and issues.
4. To provide information and training on legal issues of safety and health that affects the job.
5. To review safety hazard surveys and issues affecting the site to which they are assigned.

The following standards should be met for all meetings

- a. The meetings (when held quarterly or as established) will be held during the workday. The meetings should be held on the same day of the month, such as the second Wednesday of each month scheduled, as an example.
- b. The meetings should last from thirty minutes to one hour in length in order to adequately cover the material to be presented.
- c. An agenda and notification should be prepared in advance in order to inform the supervisors of the material to be discussed. It will serve as a reminder for the meeting.
- d. Minutes of the meeting should be posted on the safety bulletin board and office within seven days of the meeting.

- e. Minutes of the meeting should be recorded on "Safety Meeting" report form.
- f. The topics and material to be discussed will be prepared in advance in order to maintain the attention of those attending.

Preparation and Planning

Prior to each meeting the Safety Coordinator will prepare the information necessary for review. This will include:

- a. A review of the minutes from the previous meeting.
- b. A review of past accidents and incidents since the last meeting. This would include all areas of loss exposure.
- c. A progress report on what has been accomplished on any previous recommendations.
- d. A review of the safety hazard surveys and Supervisors' safety evaluations completed since the last meeting.
- e. An outline of subject material to be presented; such as, District policy or procedures, safety rules and regulations of the District or state, educational programs, or other information.
- f. A review of any alleged hazardous conditions brought to the attention of any committee member since the last meeting.
- g. A review of any employee safety suggestions submitted since the last meeting and make appropriate recommendations as necessary.

Safety Harnesses and Lifelines



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

SAFETY HARNESSES AND LIFE LINES

INTRODUCTION

Full body harnesses with lifelines are to be worn at all times by all District Employees when in an elevated mode when working over six feet, in scissor lifts, in aerial work platforms, or when in a confined space area where evacuation due to unconsciousness or other disabling injury makes escape by the worker difficult.

Full Body Harnesses Two Classifications

1. Class II, Chest Harness: used where freedom of movement is most important and where only limited fall hazards exist
2. Class III, Body Harness: for use when the Employee must move about at elevated heights.

Lifelines

1. Lifeline systems will be selected on the basis of both normal and emergency use considerations.
2. The lifeline and harness will be capable of safely stopping an Employee under high impact conditions of a fall as well as withstanding the stresses encountered during normal working conditions.
3. In conditions where a considerable free fall is possible, a shock absorbing device will be a part of the lifeline system

Care, Inspection and Testing of Harnesses and Lifelines

1. Harnesses will be cleaned before storing.
2. Harnesses will be inspected for damage and wear before each use and periodic inspection schedule. Damaged or defective harnesses will be removed from service for repairs or replacement.
3. The harness hardware will be inspected before each use. Harnesses with worn or missing hardware components will be removed from service.
4. Harnesses and lifeline systems will be tested before each use and at regular equipment inspection and maintenance schedules.
5. Lifelines will be inspected for cuts and broken fibers before each use. Damaged lifelines will be removed from service and replaced with new lifelines.
6. Harnesses and lifelines will be stored where they will not be exposed to excessive heat.

Use of Harnesses and Lifelines

1. Employees are required to wear the appropriate fall protection devices based on working conditions, type of equipment being used and height conditions.
2. Safety harnesses, lifelines, D-rings, etc., will be inspected for damage prior to each use. Damaged or defective safety equipment will be repaired or replaced as required.
3. Failure to observe the District's safety rules and practices regarding fall protection or any other safety device will result in a disciplinary action.

Common Job Tasks Which Require Use of Fall Protection

1. Scaffolds over 7 ½ feet in height, which are not protected by guardrails.
2. All elevated work platforms.
3. Confined space work (silos, tanks, hoppers, crawl spaces with limited entry and exit capabilities).

Sexual Harassment Policy



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the district's sexual harassment policy to staff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Policy NEWPORT-MESA UNIFIED SCHOOL DISTRICT

adopted: September 8, 2009 Costa Mesa, California

Supervisor Safety Training



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

SUPERVISOR SAFETY TRAINING

Supervisors with the District have many responsibilities on the job. In addition to their normal duties of planning for materials, equipment and personnel, they are also responsible for employees training, safety inspections, and hazardous materials information.

To assist supervisors with these duties, we have provided additional training for performing job hazard analysis, safety hazard evaluations, accident and incident investigations, employee training programs (hazard communication information, respiratory protection, personal protective equipment, equipment inspection, safe operation procedures), CPR/First Aid training, safety and loss control, hygiene standards, sanitation, sexual harassment and the recognition of drug/alcohol abuse problems. We have the services of outside consultants through **ASCIP** (Alliance of Schools for Cooperative Insurance Programs), Keenan and Associates, and the Employee Assistance Program to provide the training necessary to insure that our program meets all the applicable safety and health requirements and standards in California.

JOB HAZARD ANALYSIS

1. Divide each job into separate tasks.
2. Determine the procedure for performing each task.
3. Inspect the equipment needed to complete each task.
4. Determine the number of employees and time required to perform each task.
5. Determine the hazards that will be encountered in the performance of each task.
6. Review existing safety procedures and standards to determine which requirements apply.
7. Develop new safety procedures and standards for those requirements not explicitly covered elsewhere.

SAFETY INSPECTIONS (DAILY, WEEKLY & UNANNOUNCED)

1. The Safety Coordinator, or designated safety committee personnel will schedule and conduct daily, weekly and unannounced job site safety hazard evaluations.
2. The purpose of conducting the daily job site safety hazard survey is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.
3. The job site safety hazard survey will aid in evaluating the effectiveness of our District Injury and Illness Prevention Program.
4. The job site safety hazard survey will also assist you in determining if additional employee training is needed and identify areas where corrective actions are necessary.
5. Written safety hazard survey reports must be submitted to the office within three (3) working days after the survey's completion.
6. Written safety hazard survey reports must be reviewed by management to assist with the evaluation of the District Injury and Illness Prevention Program and the Employee Safety Training Program.

ACCIDENT AND INCIDENT IDENTIFICATION

1. An accident, because it has already happened, is an established fact. The accident results and damage cannot be changed or undone.
2. An incident can be either an established fact, or it can be a near miss.
 - a. Incidents falling into the established fact (accidents) category will always remain unchangeable. You can prevent them from happening again by understanding what caused the accident originally. You can remove the hazard, provide employee safety training and awareness, and create safe procedures to safeguard and eliminate reoccurrence.
 - b. Incidents falling into the near miss category cannot be changed either, but investigating the circumstances involved with the close call will help determine the cause and allow prevention measures for the future.
3. Employee safety awareness, safety education and training, and most importantly, your commitment to safety and the commitment of your crews, can eliminate the incidents from happening again.

DAILY SAFETY MEETINGS

1. Cover the safety aspects of each day's work tasks; this will help your crews to stay focused on controlling or eliminating accidents or incidents.
2. Daily safety meetings will be conducted before beginning work each day.
3. Supervisors should review the topic before the meeting; this will allow time to think of personal examples relating to the topic.
4. Do not allow the daily safety meetings to become a complaint session. The purpose is to discuss the day's topic at hand.
5. Discuss accidents or incidents (if any) with the crews. The purpose of this discussion is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.
6. The daily safety-meeting document must be signed and dated by the safety coordinator or by the designated job supervisor.
7. Turn in the daily safety meeting documents at the end of each day.
8. Set a positive example for your crew. Always follow the rules and our formula for safety.
9. Assure that employees act in a safe manner. Assure that materials are used in a safe manner. Assure the equipment is in good condition and used in a safe manner.

By adding the safety factor to our formula, the formula for safe production looks like this:

Safety minded personnel + safe material + safe equipment = SAFE PRODUCTION

DRUG/ALCOHOL ABUSE TRAINING

1. Supervisors must have training in the recognition of problems resulting from the abuse of drugs or alcohol.
2. Supervisors must have training in the recognition of drug related paraphernalia.
3. Supervisors must have training in the recognition of speech irregularities from drug or alcohol abuse.
4. Supervisors must have training in the recognition of mood swings and other irregularities as a result of drug or alcohol abuse.

GENERAL SAFETY EDUCATION AND TRAINING

1. Supervisors with the District must have general safety knowledge and training with ladders, scissor lifts, aerial devices, scaffolding, confined space entry and exit, electrical safety, emergency evacuation, CPR/First Aid, as a competent person in accordance with Cal/OSHA regulations.

Tower Scaffolds and Rolling Scaffold Safety



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

TOWER SCAFFOLDS AND ROLLING SCAFFOLDS

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all scaffolding used on District premises shall comply with the following guidelines:

1. The minimum dimension of the base of any freestanding tower or rolling scaffold shall not be less than one-third the height of the scaffold unless such scaffold is securely guyed or tied.
2. Construction and Erection
 - a. The uprights, ledgers, ribbons, braces and splices shall be equivalent to the standards specified in CCR, T8 1636 & 1644. Railings are required if the platform is 30 inches or more above grade.
 - b. The screw jacks shall extend into its leg tube at least one-third its length, but in no case shall the exposed thread exceed 12 inches.
 - c. The uprights (legs of rolling scaffolds) shall not exceed 24 inches without being braced according to the manufacturer's specification.
3. Wheels or casters of rolling scaffolds shall be provided with an effective locking device and kept locked when employee are climbing or working on the scaffold. At least two of the four casters or wheels shall be a swivel type. All wheels or casters shall be properly designed for strength and dimension to support at least four times the maximum intended load.
4. Joints of metal scaffolds shall be provided with lock pins or bolts or equivalent fastening, including caster joints. Lock pins used must be of a positive locking type.
5. Platform planks on rolling or tower scaffolds shall not project farther than 18 inches past supports at the edges of the scaffold. An effective method of preventing platform planks on rolling scaffolds from slipping off must be provided. The nailing of cleats of one-inch material on the underside of each projected end, or other equivalent means, will be acceptable. Platforms shall be tightly planked for the full width of the scaffold except for any necessary entrance openings.
6. Employees may ride on rolling scaffolds moved by others below if the following conditions exist:
 - a. The floor or surface is within three degrees of level, and free from pits, holes or obstructions.
 - b. The minimum dimension of the scaffold base, when ready for rolling, is at least one-half of the height. Outriggers, if used, shall be installed on both sides of staging.
 - c. The wheels are equipped with rubber or similar resilient tires. For tower scaffolds 50 feet or over, metal wheels may be used.
7. Ladders or other unstable objects shall not be placed on top of rolling scaffolds to gain greater height.
8. Outriggers will be properly set and used on all rolling and tower scaffolds in accordance with the working level (height) of the scaffold.

Training Records

Workplace Security: Preventing Violence in the Workplace



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

WORKPLACE SECURITY: PREVENTING VIOLENCE IN THE WORKPLACE

INTRODUCTION

The District's program for workplace security addresses the hazards known to be associated with the three major types of workplace violence.

Type I: Workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II: Involves a violent act or threat of violence by a recipient of a service provided by our District, such as a client, customer, passenger or a criminal suspect.

Type III: Involves a violent act or threat of violence by a current or former employee, supervisor or manager, or another person who has some employment-related involvement with the District, such as an employee's spouse or lover, an employee's relative or friend, or another person who has a dispute with one of our employees.

RESPONSIBILITY

We have assigned responsibility for the security in our workplace. The Safety Coordinator or designee is the administrator for workplace security and has the authority and responsibility for implementing the provisions of this program.

COMPLIANCE

We have established the following policy to ensure compliance with our rules on workplace security.

Management of the District is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, these include:

1. Informing employees, supervisors and managers of the provisions for the Injury and Illness Prevention Program for workplace security.
2. Evaluating the performance of all employees in complying with our District's workplace security measures.
3. Recognizing employees who perform work practices which promote security in the workplace.

4. Providing training and/or counseling to employees whose performance is deficient in complying with work practices designed to ensure workplace security.
5. Disciplining employees for failure to comply with workplace security practices.

COMMUNICATION

The District recognizes that to maintain a safe, healthy and secure workplace, we must have open, two-way communications between all employees, including managers and supervisors, on all workplace safety, health and security issues. Our District has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on our District's workplace security policies, procedures and work practices.
- Periodic review of our IIP Program for workplace security with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our District.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- Addressing security issues at our workplace security team meetings.
- Other: _____

HAZARD ASSESSMENT

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. These inspections are intended to identify and evaluate workplace security hazards and threats of workplace violence. The following observer(s) in the following areas are:

Observer

Area

Periodic inspections are performed to the following schedule:

1. _____ (Frequency: daily, weekly, monthly).
2. When we initially established our IIP Program for Workplace Security.
3. When new, previously unidentified security hazards are recognized.
4. When occupational injuries or threats of injury occur.
5. Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for **Type I** workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for security surveillance measures, such as mirrors and cameras.
3. Posting of signs notifying the public that no cash is kept on premises.
4. Procedures for employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting an emergency telephone numbers for law enforcement, fire and medical services.
7. Other: _____

INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence.

Our procedure for investigating incidents of workplace violence, which includes threats and physical injury include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing threatened or injured employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent the incident from recurring.
7. Recording the findings and corrective actions taken.
8. Other: _____

HAZARD CORRECTION

Hazards, which threaten the security of employees, shall be corrected in a timely manner based on severity when they are first observed or discovered. Corrective measures for **Type I** workplace security hazards can include:

1. Making the workplace unattractive to robbers.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting suspicious persons or activities.
4. Posting of emergency telephone numbers of law enforcement, fire, medical services where employees have access to a telephone with an outside line.
5. Posting of signs notifying the public that no cash is kept on premises.
6. Employee, supervisor and management training on emergency action procedures.

7. Other: _____

Corrective measures for **Type II** workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Insuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our District.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a “buddy” system for specified emergency events.
6. Ensuring adequate employee escape routes.
7. Other: _____

Corrective measures for **Type III** workplace security hazards include:

1. Effectively communicating our District's anti-violence policy to all employees, supervisors or managers.
 2. Improving how well our District's management and employees communicate with each other.
 3. Increasing awareness by employees, supervisors and managers of the warning signs of potential workplace violence.
 4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee's is having a dispute.
 5. Providing counseling to employees, supervisors or managers who exhibit behavior that presents strain or pressure which may lead to physical or verbal abuse of co-employees.
 6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 7. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
 8. Other: _____
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TRAINING AND INSTRUCTION

We have established the following policy on training all employees with respect to workplace security:

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIP Program for workplace security is first established and periodically thereafter.

Training shall also be provided to all new employees and to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the District is made aware of new previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIP Program for Workplace security including measures for reporting any violent acts or threats of violence.
2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
4. Ways to defuse hostile or threatening situations.
5. Measures to summon others for assistance.
6. Employee routes of escape.
7. Notification of law enforcement authorities when a criminal act may have occurred.

8. Emergency medical care provided in the event of any violent act upon an employee.
9. Post-event trauma counseling for those employees desiring such assistance. In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for **Type I** training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as night work.
- Other: _____

We have chosen the following checked items for **Type II** training and instruction for managers, supervisors and employees:

- Self-protection
- Dealing with angry, hostile or threatening individuals.
- Location, operation, care, and maintenance of alarm systems and other protective devices.
- Communication procedures.
- Determination of when to use the “buddy” system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Other: _____

We have chosen the following checked items for **Type III** training and instruction for managers, supervisors and employees:

- Pre-employment screening practices.
- Employee Assistance Programs
- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for employee well being.
- Review of anti-violence policy and procedures.
- Other: _____

