



INJURY & ILLNESS PREVENTION PROGRAM

FOR THE

OROVILLE UNION HIGH SCHOOL DISTRICT

“Amended – 12/15/2020”

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INTRODUCTION

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

GOALS

Diligent implementation of this program will reap many benefits for the District. Most notably it will:

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

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the District. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the superintendent's final authority.

It is the responsibility of administrators, supervisors and directors to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Administrators, supervisors and directors are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each administrator, supervisor, and director must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The superintendent is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

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

The District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the District to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this program, inspections of all work areas will be conducted. All inspections will be documented using the Inspection Checklists (Appendixes D, E & F) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. The superintendent, or designee, will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

The superintendent, administrators, supervisors, and directors will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for workers' compensation procedures:

- Supervisors must complete the Accident Investigation Checklist (Appendix A)
- Employees must complete their respective portion on the Employees Claim for Workers' Compensation Benefits (form DWC-1)
- The payroll technician must complete the employer's portion of the Employer's Claim for Workers' Compensation Benefits (form DWC-1) and the Employer's Report of Occupational Injury and Illness (form 5020).

Forms are available at the District Office, school site, or department supervisor's office.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the administrator, supervisor, or director.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The superintendent is responsible for providing administrators, supervisors, and directors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each administrator, supervisor, and director to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The Safety Training and Instruction Record (Appendix C) will be used for this purpose.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The site or department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Administrators, supervisors, and directors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The Safety Training and Instruction Record (Appendix C) should be used to document attendance and topics covered. Additional communication methods to be used are:

Posters	Meetings	Manuals
Newsletters	Bulletins	Warning Labels

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The Report of Unsafe Condition or Hazard (Appendix B) can be used for this purpose. These forms are available in the district office, school sites, and the transportation and maintenance offices.

Supervisors will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office, school site, or department office for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

Each administrator, supervisor and director will ensure that these records are kept and present them to Cal/OSHA or other regulatory agency representatives if requested. The superintendent, or his designee, will conduct a review of these records, during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at 538-2300 ex. 103.

APPENDIX A
ACCIDENT INVESTIGATION CHECKLIST

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: _____

JOB TITLE: _____ SEX: _____ DATE OF BIRTH: _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS: Y N

DATE REPORTED: _____ HOUR: _____

ACCIDENT LOCATION: _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED: _____ TIME ON SCENE _____ TIME OFF SCENE _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT _____

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident: _____

Describe injuries/illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances": _____

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred: _____

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence: _____

Steps taken to prevent similar incident: _____

Did employee seek medical attention? (Check one) YES _____ NO _____

If yes, name of medical facility: _____

Doctor: _____ Date: _____ Time: _____

Investigator's Signature

Date/time form
completed

Print Investigator's Name

APPENDIX B

REPORT OF UNSAFE CONDITION OR HAZARD

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Optional:

Signature of Employee: _____ Date: _____

Oroville Union High School District's Response:

Name of Person Investigating Report: _____

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

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

APPENDIX C

SAFETY TRAINING AND INSTRUCTION RECORD

APPENDIX D

OFFICE SAFETY INSPECTION CHECKLIST

OROVILLE UNION HIGH SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? Is training being provided to employees on its contents? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

GENERAL SAFETY (CONTINUED)

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is lighting adequate throughout the work environment? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) |

Comments

APPENDIX E
CLASSROOM INSPECTION CHECKLIST

CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ DATE: _____

BUILDING: _____ ROOM: _____

NAME: _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
FLOORS				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STAIRS – RAMPS				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY				
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers - tagged, serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits - properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE HAZARDS				
Flammable aerosols and liquids - Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL HAZARDS				
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No energized extension cords without Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARDOUS MATERIALS			
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (Use this space for additional comments)			

Inspector's signature

INSTRUCTION FOR COMPLETING THE INSPECTION

FLOORS

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators or other equipment.

Look for trip hazards such as buckling or torn carpet, or cords across walkways.

STAIRS AND RAMPS

Look at outside of immediate work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if handrails are secure and not loose.

Look at outside of immediate work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stack of stored items are stable. If not remove unstable stacks.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the Station is properly stocked.

Ask custodial or administration staff for the location of the emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. There should be no bent parts. Damaged stools and ladder should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS

Know the location of the nearest fire extinguisher.

No items should be hung on or block fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not the exit sign should be battery powered.

Remove any obstructions from the exits.

FIRE HAZARDS

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut or otherwise damaged electrical cords. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS

Extension cords should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliance or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or artwork and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials.

All containers, especially secondary containers (containers used for smaller amounts of materials) should be clearly labeled with the content name. **EVEN WATER!!!**

APPENDIX F
FACILITY SAFETY INSPECTION CHECKLIST

OROVILLE UNION HIGH SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDT's, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of MSDS's? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits clearly marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |

FIRE SAFETY (continued)

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strips rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |

MECHANICAL SAFETY

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32. Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37. Are potable water, soap, and towels available for hand washing?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40. Are excessive noise levels adequately controlled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41. Is an approved first aid kit available and its location known to all employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44. Are chemicals stored to prevent spills?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45. Are carcinogens handled safely to reduce employee exposure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47. Are chemicals inventoried with copies provided to the Safety Officer?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

APPENDIX G

CODES OF SAFE PRACTICES

- *BUS DRIVERS*
- *CUSTODIANS/GROUNDS WORKERS*
- *FOOD SERVICE WORKERS*
- *MAINTENANCE/UNIVERSAL WORKERS*
- *CAMPUS SUPERVISORS*
- *TEACHERS/PARA-EDUCATORS*

CODES OF SAFE PRACTICES – BUS DRIVERS

Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. **Pay attention to your surroundings.** Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **Be sure you know the locations of fire extinguishers.** Fire extinguishers should only be used on relatively small fires. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion. If a fire is too big you should call 911, and move everyone to a safe area.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

Ladder Safety Rules

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. When using a straight ladder, be sure to secure the ladder *before* standing on it. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-

to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Lifting Rules- Proper Body Mechanics

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

Most repairs should only be performed by a qualified/ certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large, and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Follow lockout/tag out procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that

you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. All electrical installations should be made in compliance with the National Electric Code.

Bus Yard/ Shop Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom and tool boxes should be well organized. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. **Know your equipment.** There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.
- B. **Tie it down properly.** Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/ passenger you intend to transport.

CODES OF SAFE PRACTICES – CUSTODIANS/GROUNDS WORKERS

Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

- A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.
- E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for

storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.

- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it’s fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don’t take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have

- an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
 - C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply
 - D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.
 - E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear

protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

- D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.
- B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – students may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

TOOL/EQUIPMENT	Hard Hat	Goggles	Gloves	Hearing	Mask
LINE TRIMMER		X	X	X	
EDGER		X	X	X	
HEDGE TRIMMER		X	X	X	
CHAIN SAW	X	X	X	X	
BLOWER		X	X	X	X
PRESSURE WASHER			X	X	
POWER AUGER			X	X	
TRENCHER			X	X	
LITTER VACUUM			X	X	
ROTOTILLER			X	X	
PAINT STRIPER		X	X	X	X
MOWERS (WALK BEHIND)		X	X	X	
EQUIPMENT (RIDING)			X	X	
PESTICIDE/HERBICIDES		X	X		X
ELECTRIC POWER TOOLS		X	X	X	X
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- E. Assume heat-producing equipment, such as stoves and steamers, are hot.
- F. Don’t use wet potholders or mittens. The moisture will transmit heat to your hands.
- G. Water and hot grease can be a burn hazard. Don’t put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- H. Be cautious of loose clothing or jewelry when operating equipment, hair also needs to be confined. It could get caught in the equipment. Pants, which completely cover legs, and closed shoes with rubber soles and good traction, should be worn.
- I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- J. Rolling carts should be pushed, not pulled. If carts don’t move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them top heavy.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.
- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it’s fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think “safety” when using kitchen tools and equipment.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment

before you use it. Practice using the equipment before you begin a large-scale job.

- B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – MAINTENANCE/UNIVERSAL

WORKERS

Electrical Repairs Safety Rules

- A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating “Person at Work”. Remove the padlock or sign when the task is completed.
- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

Plumbing Repairs Safety Rules

- A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.
- B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.
- C. **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure

straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

- D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

- B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. **Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.

- E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

CODES OF SAFE PRACTICES – CAMPUS SUPERVISORS

General Safety Rules

- A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.
- B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.
- C. **Be aware of strangers.** Report unauthorized visitors immediately.
- D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.
 - 1. When walking around campus, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
 - 2. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
 - 3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.
- E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.
 - 1. Wear latex gloves and other appropriate personal protective equipment.
 - 2. Remove visible soil with a detergent solution. Rinse in water.
 - 3. Wash area in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
 - 4. Remove gloves and wash hands immediately.
- F. **Occasionally, providing First Aid Assistance may be necessary.**
 - 1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
 - 2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
 - 3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
 - 4. Always report first aid assistance.
- G. **Campus Supervisors are encouraged to wear comfortable clothing and shoes with rubber soles.**

- H. **Report faulty equipment.** If Campus Supervisors become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.
- I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.
 - 1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
 - 2. Know the general layout of the area you have been assigned and know the location of the nearest exit in case you have to leave the area in a hurry.
- J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.
 - 1. Assist in keeping this area clear from obstructions and should always be readily available.
 - 2. Don't post notices and decorative paper that may obscure its location.
 - 3. Report discharged or expired fire extinguishers.

Lifting Rules

It is just as important to keep your body in shape for the task, as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – TEACHERS/PARA-EDUCATORS

General Classroom Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18” and 24” from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don’t use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36” of the ceiling.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

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- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date:
Employee Name:
Location:
Reason:

Evaluator:
Title:
Department:
Hours a day at VDT:

CHAIR

	<i>Yes</i>	<i>No</i>
Does employee know how to make adjustments to chair position?	<input type="checkbox"/>	<input type="checkbox"/>
Is employee sitting at a height they find comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee's feet resting on the floor? (If not, is there a footrest available?)	<input type="checkbox"/>	<input type="checkbox"/>
Is the backrest at an angle and height that provides optimum lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>
Does employee use backrest while typing (i.e., no tilting forward)?	<input type="checkbox"/>	<input type="checkbox"/>
Are thighs parallel to the floor or better still, sloping down slightly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there pressure on the back of the employee's knees?	<input type="checkbox"/>	<input type="checkbox"/>
Are armrests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

KEYBOARD

	<i>Yes</i>	<i>No</i>
While typing, are upper arms within contact of torso?	<input type="checkbox"/>	<input type="checkbox"/>
Are shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>
Are forearms parallel to the floor (i.e., 90° angle at the elbow)?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrists and hands straight and in-line with the forearm?	<input type="checkbox"/>	<input type="checkbox"/>
Are wrist rests used just for rest periods, and not while typing?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

MONITOR

	<i>Yes</i>	<i>No</i>
Is the top of the monitor at or slightly below eye level?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor between 18 and 24 inches from the eyes?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor directly behind keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor clean and free of glare?	<input type="checkbox"/>	<input type="checkbox"/>
Is monitor at right angles to windows?	<input type="checkbox"/>	<input type="checkbox"/>
Is a document holder used when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

KEYING/MOUSE TECHNIQUE

	<i>Yes</i>	<i>No</i>
Is a light keying touch used?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee move arms, not wrists when reaching for distant keys?	<input type="checkbox"/>	<input type="checkbox"/>
Do the hands and wrists "float" over the keys?	<input type="checkbox"/>	<input type="checkbox"/>
Is the numeric pad used for cursor control?	<input type="checkbox"/>	<input type="checkbox"/>
Are keystroke alternatives used instead of the mouse whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse held gently (instead of the death grip)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse moved with the arm rather than the wrist?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse as close to the keyboard as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse switched periodically to the other hand?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a light touch when clicking?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

SCHEDULE/BREAKS/EXERCISE

	<i>Yes</i>	<i>No</i>
Has employee recently worked more than 8 hours a day for an extended period?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee take micro breaks (2-3 minutes) every half-hour?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee vary their posture regularly during the day?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee stand up and walk around during the micro breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee regularly stretch (particularly the hands and wrists)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee focus on distant objects at least every 7 minutes?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

DESK ORGANIZATION

	<i>Yes</i>	<i>No</i>
Is the floor around the desk cluttered (preventing leg movement)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desktop cluttered (resulting in cramped typing positions)?	<input type="checkbox"/>	<input type="checkbox"/>
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use a headset if required to use phone while typing?	<input type="checkbox"/>	<input type="checkbox"/>
Is there minimal reaching above the shoulder and below the waist?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

OTHER

	<i>Yes</i>	<i>No</i>
Does the employee feel informed about the hazards of computer use?	<input type="checkbox"/>	<input type="checkbox"/>
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	<input type="checkbox"/>	<input type="checkbox"/>
Do they know the procedure for reporting physical problems?	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Adjustments/Equipment Needed:

OROVILLE UNION HIGH SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

Purpose

It is the policy of the Oroville Union High School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Oroville Union High School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.
-

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.

- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.
-

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.
-

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

If an Employee is Sick

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Oroville Union High School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.

- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

Oroville Union High School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Oroville Union High School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.