



LOMPOC UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

Updated January 17, 2024

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Policy & Purpose

The personal safety of each LUSD employee is of primary importance to the district. The prevention of occupational-induced injuries or illnesses will be accomplished through an Injury & Illness Prevention Program (IIPP). This Program will ensure compliance with legal requirements and the highest safe work practice standards to the greatest extent possible.

LUSD will succeed in this Program through the continuous cooperation and support of management and employees. All levels of management shall be responsible for the success of the IIPP. This includes assuring compliance with all applicable safety practices and procedures by all employees, students, and non-employees visiting or working in a district facility. Each LUSD employee, as a condition of employment, shall comply with all applicable safety practices and procedures in accordance with instruction and training received.

The district's IIPP shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The district's injury and illness prevention program shall not affect the obligation of contractors or other employers who control, direct, and supervise their employees.

LUSD's IIPP will include, at a minimum, the name or position of the person(s) with authority and responsibility for implementing the Program; a system for ensuring that employees comply with safe and healthful work practices, which may include disciplinary actions; training, and education; management support; identification, evaluation, and control of safety hazards; routine inspections; accident investigation and analysis; record keeping, and a labor/management safety and health committee.

Responsibility

LUSD's IIPP administrator, the Assistant Superintendent, Business Services, has the authority and responsibility for implementing the provisions of this Program for the Lompoc Unified School District. Business Services will post a copy of LUSD's IIPP on the Business Services page of the district's website at <https://www.lusd.org/departments/business-services>

Management support and participation in all elements of the IIPP are of paramount importance. LUSD supervisors are the key persons to implement and enforce this Program. All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and school sites and answering worker questions about the Program.

Compliance

All LUSD staff, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthy work practices.

Hazard Assessment

LUSD has a program of regularly scheduled and ongoing unannounced inspections. Scheduled inspections are conducted using checklists designed to uncover hazards. LUSD performs inspections to ensure that existing safety equipment, conditions, housekeeping, and work practices comply with applicable laws and to identify additional unsafe conditions and acts. Qualified personnel will provide recommendations for correcting problems, and a final correction date will be established. Competent observers perform inspections to identify and evaluate workplace hazards in the following areas of the district:

Competent Observer	Area
Director, M&O	Facilities
Supervisor, M&O	Facilities
Director, Child Nutrition	Child Nutrition Facilities
Supervisor, Child Nutrition	Child Nutrition Facilities
Manager, Transportation	Busses and vehicles
Supervisor, Transportation	Busses and vehicles

LUSD performs periodic inspections according to the following schedule:

- The Director, M&O, completes a School Accountability Report Card (SARC) inspection of all facilities on the Office of Public-School Construction's Facility Inspection Tool (FIT) in the fall of each year. LUSD subsequently submits the SARC FITs to the California Department of Education.
- The Supervisor, M&O, completes routine, ongoing, and unannounced facility inspections.
- An annual inspection of all Child Nutrition facilities is completed before February 1 of each year by the Director of Child Nutrition and the Supervisor of Child Nutrition.
- All LUSD buses are inspected every 45 days by competent designees of the Manager and Supervisor of Transportation. All other LUSD vehicles are inspected every 90 days by competent designees of the Manager and Supervisor of Transportation.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized or reported
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

In addition to annual, routine, and ongoing facility inspections, LUSD site staff are asked to report existing equipment and facility deficiencies to a site designee who generates work orders submitted to the Director, M&O, for scheduling the repairs and corrections.

Accident/Exposure Investigation

A supervisor or manager will investigate every accident. Accident investigation and analysis, including interviews with the injured employee and, as necessary, witnesses to an accident, will be conducted by supervisors or managers on all accidents to identify the causes and recommend corrective measures. Supervisors should complete accident investigation reports within 48 hours of an accident.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken.

District administrators review internal records of accidents, injuries, occupational illnesses, near-miss incidents, and safety violations to detect relationships between job hazards and recorded mishaps.

See Appendix A- Employee and Supervisor Incident Report Form

Hazard Correction

LUSD will promptly correct unsafe or unhealthy work conditions based on the severity of the hazards. LUSD will correct hazards according to the following procedures:

- When observed or discovered
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and property, LUSD will remove all exposed workers from the area except those necessary to correct the existing condition. LUSD will provide the required protection to the workers needed to correct hazardous conditions.

Integrated Pest Management

The Healthy Schools Act came into effect on January 1, 2001. This law requires public schools to notify parents and school employees about pesticide use in the school environment. It also encourages schools to use the least toxic pest control practices and to establish and implement an Integrated Pest Management Program (IPM). LUSD established and implemented an IPM, and a copy is posted on the district's website on the Maintenance & Operations page at:

<https://www.lusd.org/departments/maintance-and-operations>

LUSD aims to implement its IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, frequent monitoring for pest presence, applying appropriate action levels, and making the habitat less conducive to pests using sanitation and mechanical and physical controls. Only after other options have been deemed ineffective will LUSD use pesticides to minimize risks to people, property, and the environment. The district's pest management objectives are to:

- Provide a safe learning environment.
- Minimize chemical pest control.
- Prevent pests from entering facilities.

Workplace Violence

Every district employee has the right to work in a safe and secure environment without worry of being threatened, attacked, and injured by anyone working in or visiting the workplace. LUSD will not tolerate workplace threats or attacks involving former or current employees, managers, customers, parents, or vendors. The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person
- Fighting or challenging another person to fight
- Grabbing, pinching, or touching another person in an unwanted way, whether sexually or otherwise
- Engaging in dangerous, threatening, or unwanted horseplay
- Possession, use, or threat of use of a gun, knife, or other weapon of any kind on school property, including parking lots, other exterior premises, district vehicles, or while engaged in activities for the district in other locations, unless such possession or use is a requirement of the job

Employees who experience violence or the threat of violence in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designees shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises. No employee acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

LUSD will thoroughly investigate all incidents of workplace violence. The district will take steps to discipline or terminate employees who engage in violence at the workplace and prohibit customers, parents, or vendors from re-entering the workplace if they have committed workplace violence. The district will provide due process before disciplinary action of any employee reported as a perpetrator. LUSD will work with law enforcement to have any perpetrators arrested and prosecuted for acts of workplace violence, such as threats to other employees, acts of vandalism or violence, bomb or telephone threats, domestic violence, or stalking against the district and its employees.

Asbestos Management

The district maintains an Asbestos Management Plan to minimize the possibility of unintentional disturbance of known asbestos-containing materials throughout LUSD. This Plan identifies the requirements to safely and effectively manage asbestos at LUSD sites and protect workers and building occupants who work in buildings with asbestos-containing materials.

Every three years, the asbestos in LUSD facilities is re-inspected by an AHERA-accredited inspector. The accredited inspector visually re-inspects and re-assesses the condition of all known or assumed friable asbestos-containing materials and visually inspects previously considered nonfriable asbestos-containing materials to determine if they have become friable.

When asbestos-containing materials are disturbed or removed during construction projects, the work is performed in compliance with California's Asbestos Standards in Construction. Contractors are registered with Cal OSHA to perform such work using certified technicians. The district hires an independent industrial hygienist to oversee the work and ensure the contractor and its technicians follow the required safety protocols.

The Director of M&O is responsible for the Asbestos Management Plan's management, implementation, and administration. Copies of the Asbestos Management Plan for each site can be viewed at the M&O Department when requested.

Requests to review the Asbestos Management Plan can be made here:

LUSD Maintenance & Operations: (805) 742-3170

Child Nutrition

LUSD Child Nutrition service operations present a variety of hazards requiring care and action on the part of the worker and the supervisor to prevent injuries. Staff must frequently mop and clean floors to avoid injuries, creating slippery floors, which may cause slips and falls. Spills of used grease or other liquids can create dangerous, slippery floors and loading docks. Lifting and moving heavy boxes and cases can result in sprains and strains.

The equipment used in the Central Kitchen and school site kitchens is designed to heat, cut, mix, or grind food. Fats and oils can scald when hot, and most are combustible. Electrically operated dishwashers present electrical and burn hazards from water temperature and certain detergents and sanitizers used in washing and rinsing. Accumulation of grease in hoods and vents presents fire hazards. To prevent cuts, broken glasses and dishes with sharp edges must be handled with extreme care.

Child Nutrition supervisors will train all new employees upon assignment or when there is a change in equipment, procedures, processes, safety, fire prevention, and occupational health requirements.

- All Child Nutrition personnel shall receive training in proper lifting techniques.
- Personnel working in the Central Kitchen shall receive training in the safe use of cutlery and food processing machinery, handling hot foods, and the danger of falls.
- Supervisors will inform Child Nutrition personnel of hazardous chemicals and their material safety data sheet.
- Child Nutrition personnel shall receive fire prevention training initially and annually after that.

Use of District Vehicles

Only LUSD employees possessing a valid driver's license of the appropriate class and authorized by their supervisor shall be permitted to operate a district vehicle. Operators of district vehicles will comply with all state and local laws governing the safe operation of a motor vehicle. It is the driver's responsibility to be familiar with the operation of the assigned vehicle. Before operating a district vehicle, it is the driver's responsibility to perform a pre-use inspection as follows:

- Check and adjust mirrors.
- Check that the brake lights, taillights, and headlights are operational
- Check that the blinkers are operational
- Check that the hazard warning lights are operational
- Check that the wipers are operational
- Perform a visual inspection of the tire inflation and tread
- Perform a visual inspection of the condition and cleanliness of all glass

While operating district vehicles, it is the drivers' responsibility to:

- Wear their seatbelts at all times
- Require passengers to wear their seatbelts at all times
- Never carry more passengers than the vehicle has seatbelts
- Follow defensive driver recommendations
- Anticipate other drivers' moves
- Be aware of the vehicle's blind spots
- Never manipulate or use a cell phone while driving
- Communicate their intentions to other drivers by signaling

If drivers of district vehicles are involved in an accident, they must immediately contact their supervisor, highway patrol, or local law enforcement.

Alcohol and Controlled Substance Testing

Inappropriate employee conduct includes using tobacco, alcohol, or an illegal or unauthorized substance while in the workplace or at a school-sponsored activity. The controlled substance and alcohol testing Program shall apply to all employees who operate a district vehicle, including casual, intermittent, occasional, and full-time, regularly employed drivers. The Superintendent or designee shall contract for collection and testing services. It shall ensure that testing procedures and facilities used for the tests conform with the Code of Federal Regulations, Title 49, Part 40 requirements.

Drivers shall inform their supervisors if at any time they are using a controlled substance that their physician has prescribed for therapeutic purposes. Drivers using such a substance may continue to perform safety-sensitive functions only if the physician has advised the driver that the substance will not adversely affect their ability to operate a commercial motor vehicle safely.

Prohibited Conduct:

- No covered employee shall report for duty or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- No covered employee shall remain on duty or operate a commercial motor vehicle while that employee possesses alcohol unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter) unless the packaging seal is unbroken.
- No covered employee shall use alcohol during the on-duty time.
- No covered employee shall perform safety-sensitive functions within four hours of using alcohol.
- No covered employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test.
- No covered employee shall refuse to submit to any test required by law or this policy.
- No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the covered employee uses any controlled substances, except when the use is according to the instructions of a physician who has advised the driver that the substances do not adversely affect the driver's ability to operate a commercial vehicle safely.

Use of Utility & Golf Carts

Only LUSD employees authorized by their supervisor shall be permitted to operate a district utility or golf cart. Utility and golf carts shall not be operated in a manner that may endanger passengers, other individuals, or district property. Utility and golf carts are authorized only to:

- Transport equipment/supplies
- Deliver products and goods
- Transport injured students
- Transport guests and vendors

Utility and golf carts are not motor vehicles and are not licensed by the Department of Motor Vehicles; therefore, they cannot be driven off LUSD property on public roadways. The only exception is that they may be used to cross a street from one side to the other alongside a marked pedestrian crosswalk. Utility and golf carts' minimum safety equipment requirements include a key operation, a Deadman switch, a reverse alarm, rearview mirrors, brake lights, and a horn. The drivers are responsible for being familiar with the operation of the utility or golf cart. Before operating, it is the drivers' responsibility to perform a pre-use inspection as follows:

- Check that the brake lights and, if equipped, taillights and headlights are operational.
- Perform a visual inspection of the tire inflation and tread
- Perform a visual inspection of the condition and cleanliness of all glass
- Check that the seatbelts (if equipped), horn, and gauges are operational.
- Check and adjust mirrors
- Check that all loads are properly secured

While operating a utility or golf cart, it is the driver's responsibility to:

- Always pay close attention to pedestrians
- Never exceed the passenger or load capacity
- Never exceed a slow walking pace on walkways and pedestrian areas
- Always remove the ignition key and engage the parking brake when parking
- Always recharge or fuel carts in designated areas only

Eye and Face Protection

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. Activity or dangerous substances likely to cause injury to the eyes or face, but not necessarily limited to the following:

- Working with hot molten metal
- Milling, sawing, turning, shaping, cutting, grinding, and stamping of any solid materials.
- Heat treating, tempering, or kiln firing of any metal or other materials.
- Gas or electric arc welding
- Repairing or servicing of any vehicles or other machinery or equipment.
- Working with hot liquids or solids or chemicals that are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat decomposition or other means.
- When exposed to injurious light rays
- When exposed to radiant energy

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall:

- Meet regularly, but not less than quarterly.
- Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) upon request. The committee will maintain these records for at least one year.
- Review results of the periodic, scheduled worksite inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding preventing future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct an inspection and investigation to assist in remedial solutions.
- Submit recommendations to assist in the evaluation of employee safety suggestions.
- Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Emergency Plan

LUSD shall maintain an Emergency Plan to provide an informational framework for personnel at all sites to better prepare for disasters. The Plan addresses the district's planned response to extraordinary emergencies associated with natural and other disasters. It provides operational concepts relating to emergencies, identifies components of the emergency management organization, and describes the overall responsibilities of the organization for protecting life and property and assuring the well-being of staff and students.

The Emergency Plan shall incorporate concepts of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). SEMS is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

All district administrators and administrators of outside agencies providing educational services on LUSD sites shall have access to the Plan to assist with training staff. Local first responders shall have access to the Plan. The district may post a copy of the Plan on its website with sensitive tactical responses and other confidential information redacted.

The Emergency Plan will include specific procedures for building evacuation, site evacuation, reunification, earthquake, fire, armed intruder, gas pipe rupture, water disaster/dam failure, bomb threat, road closure, Board Room violence, bus accident, explosion, fallen aircraft, hazardous material, drive-by shooting, and COVID-19.

All LUSD employees are deemed vital to public health and safety. California Government Code defines all public employees, including school and school district personnel, as Disaster Service Workers. These circumstances apply only when a local, state, or federal emergency has been declared.

COVID-19

Santa Barbara County Education Office
 CDPH Isolation Guidance Updates
 January 9, 2024

CDPH updated the isolation guidance for COVID-19 on January 9, 2024. Cal/OSHA updated key definitions to align to this update that brings a change of response requirements for COVID-19 cases related to contact tracing and required isolation of the positive case. This is a summary of that information to support understanding and consideration for updates to procedures and should not be considered legal advice.

CDPH COVID-19 Isolation Guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19Isolation-Guidance.aspx#>

Cal/OSHA COVID-19 Summary Document: <https://www.dir.ca.gov/dosh/coronavirus/Non-Emergency-regs-summary.pdf>

CDPH Isolation Guidance Updates Related to Cal/OSHA Requirements:

Previous	New
<p>Contact Tracing:</p> <p>The infectious period for when someone is contagious is two days prior to symptom onset or date of the positive test if there are no symptoms through Day 5 or through Day 10 if symptoms have not improved</p> <p>Close contacts are those who shared indoor air with the individual for cumulative 15 minutes or more within 48 hours prior to symptom onset through Day 10</p>	<p>Contact Tracing:</p> <p>The infectious period for when someone is contagious 24 hours following symptom onset. There is no infectious period if someone tested positive without symptoms.</p> <p>Close contacts are those who shared indoor air with the individual for cumulative 15 minutes or more within the 24 hours following symptom onset.</p> <p>*See below for CDPH’s formal definition of close contact.</p>
<p>Isolation:</p> <p>Positive cases must isolate for 5 days from symptom onset (Day 1 is the day after symptom onset) or from the date of positive test if there are no symptoms.</p> <p>Positive cases may return on Day 6 if symptoms are resolving, and they have been fever-free for 24 hours without medication.</p>	<p>Isolation:</p> <p>Positive cases with symptoms must isolate for 24 hours from symptom onset (Day 1 is the day after symptom onset). Positive cases without symptoms do not have to isolate.</p> <p>Positive cases may return after 24 hours if symptoms are mild and resolving, and they</p>

<p>Returning positive cases must wear a mask around others through the end of Day 10.</p>	<p>have been fever-free for 24 hours without medication.</p> <p>All positive cases (with or without symptoms) must mask indoors through the end of Day 10 from the date of symptom onset or date of positive test if there are no symptoms. (Day 1 is the date following symptom onset or positive test if there are no symptoms.)</p>
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CDPH Definition of Close Contact from the Isolation Guidance:

*" *Close Contact*" means the following:

1. *In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.*

2. *In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period.*

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

LEA Actions for Consideration to Update for Alignment:

- Review COVID-19 Prevention Plan (CPP) language in 4. Response for alignment to such that it reflects current procedures. Updated language for consideration:

Response. *Effective procedures for responding to COVID-19 cases at the workplace include:*

- a) **Exclusion.** *Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements unless otherwise defined by Cal/OSHA or a CDPH regulation or order: i. COVID-19 cases will not return to work during the infectious period:*
 - a. *The infectious period of 24 hours from the date of symptom onset, unless otherwise defined by Cal/OSHA or a CDPH regulation or order,*
 - b. *At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication,*
 - c. *Symptoms are not present, or are mild and improving.*
- Provide staff communication of the change of isolation protocol from CDPH Guidance, Cal/OSHA COVID-19 Prevention Non-Emergency Regulation, language from the CPP and access to view the CPP Review COVID-19 Isolation Notification Letters

Review contact tracing documents and procedures related to close contact identification to reflect that the infectious period has changed.

Employee Access to IIPP

All LUSD employees have the right to examine the district's IIPP. Examining the IIPP can be accomplished by:

- LUSD provides unobstructed access to its IIPP through the district's website, which allows employees to review, print, and email the current version of the IIP Program.
- The IIPP may be accessed at <https://www.lusd.org/departments/business-services>

Training

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. LUSD provides general workplace safety and health training online through Keenan Vector Training, K-12 Edition, as follows:

- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
- To all workers given new job assignments for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
- Whenever the district is made aware of a new or previously unrecognized hazard
- To all supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers concerning hazards specific to each employee's job assignment
- During routine department safety meetings

Employees may access the Keenan Vector Training, K-12 Edition here <https://lompocusd-keenan.safeschools.com/>

Some of the Keenan Vector Training, K-12 Edition general workplace safety and health training include, but are not limited to:

- Cybersecurity Overview
- Online Safety
- Mandated Reporter
- Bloodborne Pathogen Exposure Prevention
- Emergency Operations
- Concussion Awareness
- Asbestos Awareness
- Chemical Spills Overview
- Electrical Safety
- Fire prevention, Fire Extinguisher, Fire and Explosion Hazards
- Hand and Power Tool Safety
- Hazard Communication
- Integrated Pest Management
- Lead Safety
- Managing Hazardous Waste
- Playground Maintenance & Inspection
- Safety Data Sheets
- Science Lab Safety
- Slips, Trips, and Falls
- Utility Cart Safety
- Automated External Defibrillators (AED)

- Cardiopulmonary Resuscitation (CPR)
- Common Illness Prevention
- First Aid
- MRSA Awareness
- Pandemic Flu
- Sexual Harassment
- Workplace Violence
- Food Safety and Kitchen Sanitation
- Food Service Equipment
- Foodborne Illnesses
- Lifting techniques
- Housekeeping
- School Intruders
- School Violence
- Gang Awareness
- Special Education Safety in the Classroom
- Special Education Lifts and Transfers
- Crossing Guard Safety
- Defensive Driving
- Transportation Safety
- COVID protocols
- Heat illness prevention
- Mandated Reporter

Bloodborne Pathogen Training- The training aims to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens that employees may encounter. LUSD employees will follow sound general principles when working with bloodborne pathogens. These include:

- Minimization of occupational exposure to bloodborne pathogens.
- Never underestimate the risk of exposure to bloodborne pathogens.
- Using personal protective equipment when required and otherwise necessary to protect against exposure to bloodborne pathogens.

Fire Extinguisher/Fire Prevention Training- LUSD provides this training to familiarize employees with the general principles of fire extinguisher use and the hazards of incipient stage firefighting. Portable fire extinguishers will be visually inspected monthly by LUSD staff and physically inspected annually by a qualified contractor.

Other job-specific workplace safety and health training provided outside of the Keenan Vector Training; K-12 Edition include:

Respiratory Training- LUSD facilities staff who may have the occasion to use a respirator shall be instructed in the need, use, sanitary care, and limitations of such respiratory equipment. Respirators shall be inspected before each use and not worn when conditions prevent an

excellent gas-tight face seal. Every respirator wearer shall be instructed to properly fit and test respiratory equipment and check the facepiece fit.

The Director, M&O is the respiratory program administrator who will:

- Contact the Santa Barbara County Self-Insurance Program for Employees (SIPE) Safety Officer to schedule training and an annual fit test for those staff who may have the occasion to wear a respirator. Employees must show proof of a medical physical before the fit test.
- Identify areas requiring the use of respiratory protective equipment.
- Assure all personnel required to wear respirators receive adequate training and are annually fit-tested for their respirators.
- Assure that all equipment within the workgroup is appropriately used, serviced, and maintained.
- Assure all employees required (or may be required) to wear respiratory protective equipment have been medically evaluated and found to be physically capable of using the equipment necessary.
- Provide proper respiratory protection to the employee at no cost.
- Implement all feasible administrative and engineering controls to reduce the exposure level as much as possible.

LUSD personnel who have been provided a respirator will:

- Use the respiratory equipment according to established procedures.
- Maintain the respirator in good condition and store it properly.
- Report any equipment malfunction.
- Assure adequate respiratory fit is achieved each time the respirator is worn.
- Report any changes in physical well-being.
- Report the need for a fit test if one has not been provided to them.

For those employees requiring respiratory protection, LUSD will supply air-purifying respirators equipped with a high-efficiency particulate air (HEPA) (P100) filter certified for such use by NIOSH. Cartridges shall be changed when the user notices a resistance in breathing.

For protection against gases and vapors, the district shall supply an air-purifying respirator equipped with an end-of-service-life indicator certified by NIOSH or implement the cartridge change schedule recommended by the manufacturer.

Pesticide/Antimicrobial Training- LUSD will provide adequate instruction and training to each employee working with any pesticide so that the employee understands the safety procedures required for the pesticides that they will work with. Training will be conducted upon employees' initial assignment and annually after that. A Pesticide Usage Log will be used to record all pesticide usage in LUSD.

Forklift, Backhoe, and Aerial Lift Training- Only LUSD employees authorized by an administrator and trained in the safe operation of forklifts, backhoes, and aerial lifts shall be permitted to operate such equipment. Training and certification are conducted to meet

CAL/OSHA requirements. LUSD supervisors will contact the Santa Barbara County Self-Insurance Program for Employees (SIPE) Safety Officer to schedule forklift, backhoe, and aerial lift training, consisting of two hours of classroom instruction and a two-hour operational and proficiency training. A certificate to operate will be issued to those employees who complete the training course. The certificates will have an expiration of three years from the date of training. The employee's supervisor will maintain a copy of the certificate.

Reporting and Treatment of Injuries

If an employee is injured while working, the following steps should be taken to report and obtain treatment.

- If an employee chooses not to see a doctor, an Employee and Supervisor Incident Report Form must be completed at the site and forwarded to the Payroll Department. If, at a later date, the employee determines they want to see a doctor, they should contact the Payroll Department at (805) 742-3270. The Payroll Department will initiate a claim that authorizes the employee's visit to the Workers' Compensation Doctor at Lompoc Health, which is LUSD's authorized Workers' Compensation doctor's office.
 - Lompoc Health will contact the worker to schedule the appointment.
- If the employee requires medical attention and wants to see a doctor, they should contact the Payroll Department at (805) 742-3270. The Payroll Department will initiate a claim that authorizes the employee's visit to the Workers' Compensation Doctor at Lompoc Health, which is LUSD's authorized Workers' Compensation doctor's office.
 - Lompoc Health will contact the worker to schedule the appointment.
- In an emergency requiring immediate treatment, the injured worker may go directly to the Lompoc Valley Medical Center Emergency Room and set up a Workers' Compensation claim.

See Appendix A- Employee and Supervisor Incident Report Form

Lompoc Health- North H Center
1225 North H Street, Lompoc, CA 93436
(805)737-8700

Lompoc Valley Medical Center
1515 East Ocean Avenue, Lompoc, CA 93436
(805) 737-3333

Recordkeeping

LUSD has checked the following categories as per our recordkeeping policy.

- ✓ LUSD has twenty or more workers, has a workers' compensation modification rate greater than 1.1, and is not on a designated low-hazard or high-hazard industry list. We have taken the following steps to implement and maintain our IIP Program:
 1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
 2. Safety and health training documentation for each worker, including the worker's name or other identifier, training dates, training type(s), and training providers, are recorded within the Keenan Vector Training, K-12 Edition software.

LUSD will maintain inspection records and training documentation according to the following checked schedule:

- ✓ For a minimum of one year, except for training records of workers who have worked for less than one year, which, upon request, are provided to the worker upon the termination of employment.

Appendix A- Employee and Supervisor Incident Report Form

(Please print clearly)

Employee Name _____ District _____

Date of injury/illness _____ Job Title _____

Brief description of injury or exposure (sprain, fracture, skin rash, etc.) _____

Supervisor's Review

(Please investigate causal factors to prevent reoccurrence)

What was the employee doing when injured or exposed? _____

Object or substance that directly injured or exposed employee _____

Was the employee able to work after injury or exposure? YES/NO

Time and date last worked _____

Date returned to work _____

Have you obtained information regarding the injury or exposure from witnesses? YES/NO

Was there a safety hazard involved in this incident? YES/NO

Has the safety hazard or unsafe condition been corrected? YES/NO

If YES, explain the action taken _____

How could injury or exposure have been prevented? _____

What action have you taken to prevent reoccurrence? _____

Supervisor's Name (Print) _____ Phone number _____

Supervisor's Signature _____ Date _____

Safety Committee Review

Factors causing or contributing to this injury or exposure _____

This injury or exposure was PREVENTABLE/NON-PREVENTABLE

Rationale/Comments: _____

Safety Director Name (Print) _____ Date _____

District Safety Committee Review _____ Date _____

Appendix B- Worker Training and Instruction Record

Employee Name	Training Dates	Type of Training	Trainers