



## **LOMPOC UNIFIED SCHOOL DISTRICT**

# **INJURY AND ILLNESS PREVENTION PROGRAM**

Updated November 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
Representative, Keenan Property & Liability	Facilities
Director, Child Nutrition	Child Nutrition Facilities
Supervisor, Child Nutrition	Child Nutrition Facilities
Manager, Transportation	Busses and vehicles
Supervisor, Transportation	Busses and vehicles

LUSD and others perform 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.
- Representatives from Keenan Property & Liability complete annual facility inspections in the fall of each year.
- 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.

See Appendix B- Hazard Assessment and Correction Record

## **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 Prevention Plan for Lompoc Unified School District**

## **Objective**

The Lompoc Unified School District takes maintaining a safe work environment and workplace violence prevention seriously. Without fear of reprisal, employees are to report violent incidents, threats, or other workplace violence concerns to the LUSD contacts listed herein or law enforcement. This Workplace Violence Prevention Plan (WVPP) has been developed to address hazards associated with workplace violence.

All employees share responsibility for promoting a safe working environment. By implementing this WVPP, the District seeks to promote a safe, respectful, and non-threatening work environment for all employees, students, and members of the public. The expectations and procedures in this WVPP apply to all LUSD students, employees, vendors, contractors, and visitors on all LUSD campuses and grounds. These guidelines are not intended to be a set of inflexible requirements nor to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual or incident.

## **Commitment**

LUSD is committed to preventing workplace violence and will take necessary steps to protect its employees. As such, this WVPP shall be in effect at all times and in all work areas overseen by LUSD.

## **Responsibility**

The Superintendent or designee has the authority and responsibility for implementing the WVPP, is committed to ensuring the safety and well-being of LUSD employees, and believes that these policies and procedures will help the District achieve that goal. LUSD ensures that supervisory and nonsupervisory employees comply with the WVPP per paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and LUSD's adopted policies regarding employee dismissal, suspension, and disciplinary actions.

All administrators, managers, and supervisors are responsible for addressing complaints and ensuring compliance with the WVPP. LUSD's administration may delegate logistical aspects of the WVPP to other LUSD staff members responsible for ensuring that the WVPP's requirements are met.

Each employee is responsible for reporting acts of workplace violence to their supervisor immediately, without fear of reprisal. Employees should be familiar with these guidelines and the methods for reporting acts or threats of violence.

## **Employee Involvement**

LUSD employees and authorized employee representatives are actively involved in developing and implementing the WVPP, including, but not limited to:

- Participating in identifying, evaluating, and correcting workplace violence hazards;
- Reviewing, designing, and implementing training;
- Reporting and investigating LUSD workplace violence incidents;
- Reviewing and revising the WVPP as needed.

So that participants may review it, share it with colleagues, and provide input that may be used to further develop and implement the plan, the initial WVPP will be provided to representatives of:

- Certificated and Classified Labor Management
- LUSD Safety Committee
- Association of Lompoc School Administrators

Once implemented, the WVPP will be provided for review and input annually to the above three groups during the school year's first quarter.

### **Communication Plan**

The WVPP is available for employees and their representatives without cost via the LUSD website at [lud.org](http://lud.org) and in paper copy upon request to the Assistant Superintendent, Human Resources, or Assistant Superintendent, Business Services. LUSD encourages employees to communicate openly and constructively regarding the WVPP by email, phone, or conversation with their direct supervisor or other associated department supervisors. LUSD coordinates the implementation of this plan with other employers through contractual agreements, when applicable, to ensure employers and employees understand their respective roles in providing training and reporting, investigating, and recordkeeping workplace violence incidents.

LUSD provides employees annual and as-needed communication regarding workplace violence matters, including, but not limited to:

- How an employee can report a violent incident, threat, or other workplace violence concern to LUSD or law enforcement without fear of reprisal.
- How employee concerns will be investigated as part of LUSD's responsibility to identify and evaluate workplace violence hazards.
- How LUSD will inform employees of the investigation results and any corrective actions to be taken as part of the employer's responsibility to correct workplace violence hazards.
- LUSD will notify reporting employees via written communication of workplace violence incident investigation results and, if applicable, corrective actions.

LUSD employees and authorized representatives may request copies of the workplace violence prevention training, violence incident report, inspection, and correction documentation

(Appendices I - III) through a written request to the Assistant Superintendent, Human Resources, or the Assistant Superintendent, Business Services.

- LUSD makes these records, as appropriate, available to employees and their representatives for examination and copying within 15 calendar days of a request and without cost.

LUSD provides employees with annual and as-needed information regarding health and wellness benefits, leave information, and support services.

## **Definitions**

*"Threat of violence"* means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct that conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

*"Workplace violence"* means any act of violence or threat of violence that occurs in a place of employment, including, but not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of everyday objects as weapons, regardless of whether the employee sustains an injury.
- "Workplace violence" does not include lawful self-defense or defense of others.

There are four types of workplace violence:

- *"Type 1 violence,"* which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- *"Type 2 violence,"* which means workplace violence directed at employees by customers, clients, patients, students, or visitors.
- *"Type 3 violence,"* which means workplace violence against an employee by a present or former employee, supervisor, or manager.
- *"Type 4 violence,"* which means workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

## **Emergency Response**

LUSD takes effective measures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following under emergency operations procedures:

- LUSD uses the “Parent Square” alerting system or other means to alert employees of workplace violence emergencies' presence, location, and nature.
- LUSD maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.
- LUSD consults and coordinates with local law enforcement and emergency services experts to create and maintain emergency operation procedures.
- LUSD obtains help from staff assigned to respond to workplace violence emergencies and law enforcement through annual and as-needed written assignments of duties via the approved methods of District communication and/or by calling 9-1-1.

### **Reporting Procedures**

LUSD employees may report potential workplace violence without fear of retaliation. The District encourages employees to report potential workplace violence incidents, threats, or other concerns to their immediate supervisor, site administrator, Assistant Superintendent, Human Resources, Assistant Superintendent, Business Services, or law enforcement in writing or via phone.

When employees report a potential threat or workplace violence incident, LUSD confirms receipt of the report and determines whether a formal investigation is necessary. The District also informs the reporting employee of any investigation findings and corrective actions, as appropriate. Formal investigation documentation, however, shall remain confidential. Any employee who believes they have experienced workplace violence or is fearful due to a threat of workplace violence and is unsure how to report it should contact their immediate supervisor, the Assistant Superintendent, Human Resources, or the Assistant Superintendent, Business Services.

### **Investigation Procedures**

The District implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of incidents and near-miss incidents due to an identified worksite hazard, including post-incident response and investigation procedures. LUSD’s administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause, including the following:

- Visiting the scene of an incident as soon as safe and practicable.
- Interviewing involved parties, such as victims, witnesses, and law enforcement.
- Reviewing security footage of existing security cameras, if applicable
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate or threatening behavior by the perpetrator.

- Implementing prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of incidents and near-miss incidents due to an identified worksite hazard.
- Recording the findings and ensuring corrective actions are taken.

Employees who report incidents will be notified via written communication of all workplace violence investigation results, as appropriate, and, if applicable, corrective actions taken. LUSD workplace violence incidents are documented in the LUSD Violence Incident Log (Appendix II).

### **Hazard Identification and Evaluation**

LUSD implements procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections in all worksites to identify unsafe conditions, work practices, and employee reports and concerns. Workplace violence hazard inspections are conducted:

- When the WVPP is first established.
- After each workplace violence incident.
- Whenever the District is made aware of new or previously unrecognized hazards.

LUSD will review all reported concerns of potential hazards as needed. The District will document these hazard inspections on the Workplace Violence Hazard Inspection Form (Appendix III).

### **Hazard Correction**

LUSD implements procedures to promptly correct identified and evaluated workplace violence hazards, consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations. The District recognizes that hazards range from imminent dangers to relatively low risk, necessitating a varied degree of response action.

- If an imminent workplace violence hazard cannot be immediately abated without endangering employees, all exposed employees except those necessary to correct the existing condition will be removed. Employees who must correct the hazardous conditions will be provided with essential protection.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Corrective actions or plans, including timetables for completion for identified and evaluated workplace violence hazards, are the responsibility of the immediate supervisor, Site Administrator, Assistant Superintendent, Human Resources, or Assistant Superintendent, Business Services.
- LUSD documents hazard correction actions on the Workplace Violence Hazard Inspection Form (Appendix III).

- Those employees who report incidents of workplace violence hazards will receive communication from the District regarding the correction of hazards.

### **Employee Support Services**

LUSD encourages employees to use the confidential Employee Assistance Program (EAP) if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence. Employees should contact the Assistant Superintendent, Human Resources or Assistant Superintendent, Business Services for information about the EAP.

### **Training and Education**

LUSD will provide employees with effective workplace violence prevention training with materials appropriate in content and vocabulary to the employees' educational level, literacy, and language. The training will provide general and job-specific workplace security practices. The initial training will be provided to employees when the plan is established and annually afterward. The initial training will include the following information:

- Details regarding LUSD's WVPP.
- Obtaining copies of the WVPP at no cost.
- Employee participation in the development and implementation of the WVPP.
- Definitions and requirements of the WVPP.
- Reporting workplace violence incidents or concerns to LUSD or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures LUSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- Obtaining copies of LUSD's Violence Incident Log (Appendix II).
- Opportunities for interactive questions and answers with someone knowledgeable about the LUSD WVPP.

LUSD provides regular training to employees on recognizing and preventing workplace violence. The District provides additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP. The extra training may be limited to addressing the new workplace violence hazard or modifying the WVPP. LUSD will provide site administrators, supervisors, and managers with training to effectively implement the WVPP following leadership position expectations and legal obligations.

### **Recordkeeping**

LUSD creates and maintains:



- Training records for at least one year, including training dates, the contents or a summary of the training sessions, the names and qualifications of the persons conducting the training, and the names and job titles of all persons attending the training sessions (Appendix I).
- A Violence Incident Log for at least five years (Appendix II).
- Records of workplace violence hazard identification, evaluation, and correction for at least five years (Appendix III).
- Records of workplace violence incident investigations for at least five years.

LUSD investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code. LUSD makes required records, per Cal/OSHA standards and state and federal law, available to the division upon request for examination and copying. Within 15 calendar days of a written request to the Assistant Superintendent, Human Resources, or Assistant Superintendent, Business Services, the District will provide employees and their representatives the workplace violence prevention training documentation (Appendix I), incident logs (Appendix II), hazard identification, evaluation, and correction (Appendix III), as appropriate, at no cost.

### **Review and Revision**

The LUSD WVPP will be reviewed for effectiveness annually during the school year’s first quarter by representatives of:

- Certificated and Classified Labor Management
- LUSD Safety Committee
- Association of Lompoc School Administrators

Any revisions to the WVPP are made promptly and communicated to all employees. The review and revision of the WVPP will include the procedures listed in the “Employee Involvement” section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan’s effectiveness:

- Review of incident investigations and the Violent Incident Log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being correctly identified, evaluated, and corrected.

### **Employer Reporting Responsibilities**

As required by the California Code of Regulations (“CCR”), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, LUSD will immediately report to Cal/OSHA any severe injury or illness (as defined by CCR, Title 8, Section 330(h)), or death, including any due to workplace violence, of an employee occurring in a place of employment or connection with any employment.

## Appendix I

### LUSD Workplace Violence Prevention Plan Training Record

This training aims to provide employees with information and knowledge of LUSD's WVPP and workplace violence recognition and prevention strategies, systems, and supports. Training documents are attached for documentation and will be maintained for at least one year.

- Training Topic(s):
- Presenter Name:
- Presenter Title/Qualification(s):

Date of Training:	Name of Attendee:	Attendee Job Title:

**Appendix II**  
**LUSD Violence Incident Log**

Workplace violence is any act of violence or threat of violence that occurs in a place of employment and includes but is not limited to, the threat or use of physical force against an employee that results in or has a high likelihood of resulting in injury, psychological trauma or stress or an incident involving the threat or use of a firearm or other dangerous weapon including the use of everyday objects as weapons. Lawful acts of self-defense are not considered workplace violence. \* Indicates a required question.

1. Date of Incident \*: \_\_\_\_\_

2. Time of Incident \*: \_\_\_\_\_

3. Exact location of Incident \*:

4. Type of Violence. \* (Check only one).

- \_\_\_\_\_ Type 1: Violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
- \_\_\_\_\_ Type 2: Violence directed at employees by customers, clients, patients, students, inmates, or visitors
- \_\_\_\_\_ Type 3: Violence against an employee by a present or former employee, supervisor, or manager
- \_\_\_\_\_ Type 4: Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee

5. Detailed description of the Incident. \*

6. Classification of the person against whom allegations are being reported. \* Check only one.

- Student
- Family or Acquaintance of Student
- Stranger
- Supervisor
- Fellow employee
- Former employee
- Family or Acquaintance of Employee or Former Employee
- Consultant or Independent Contractor
- Other: \_\_\_\_\_

7. Classification of where the Incident occurred. \* Please check all that apply.

- Workplace (office, classroom, restroom, cafeteria, etc.)
- Playground
- Parking lot
- Other: \_\_\_\_\_

8. Did the incident involve any of the following? Please check all that apply. \*

- Physical attack without a weapon
- Physical attack with a weapon
- Threat of physical force or threat of use of a weapon
- Sexual assault or threat of sexual assault
- Animal attack
- Other: \_\_\_\_\_

9. What was the consequence of the incident? Please include a detailed description below, including whether or not law enforcement was called and what actions were taken to protect employees from any continuing threat. \*

10. Name of person completing this log: \_\_\_\_\_

11. Title of person completing this log: \_\_\_\_\_

12. Phone/email address of the person completing this log:

Phone # \_\_\_\_\_

Email \_\_\_\_\_

13. Date of this entry into log \* \_\_\_\_\_

**Appendix III**  
**LUSD Workplace Violence Hazard Inspection Form**

Job, Department, Location:	Completed by:	Date:
Items marked with an asterisk indicate elevated risk.		
<p>1. Have you assessed the outside building and parking lot?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Bolted entries/locks</li> <li>● Designated public entry doors</li> <li>● Clear sightlines</li> <li>● Good lighting</li> <li>● Motion/movement detectors</li> </ul>	
<p>2. Have you assessed the entry control and security system?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Coded doors/security doors</li> <li>● Employee ID cards and guest passes with sign-in/out</li> <li>● Clearly labeled staff areas</li> <li>● Closed-circuit video system</li> <li>● Metal detectors</li> <li>● Alarms</li> <li>● Mirrors</li> </ul>	
<p>3. Have you assessed reception and waiting areas?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Clear sightlines</li> <li>● Means of communication</li> <li>● Signage (re: hours)</li> <li>● No heavy or sharp objects</li> </ul>	
<p>4. Have you assessed public counters?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Widened service desks</li> <li>● Barriers (e.g., unbreakable screens)</li> <li>● Silent, concealed alarms</li> <li>● Other means to summon help</li> </ul>	

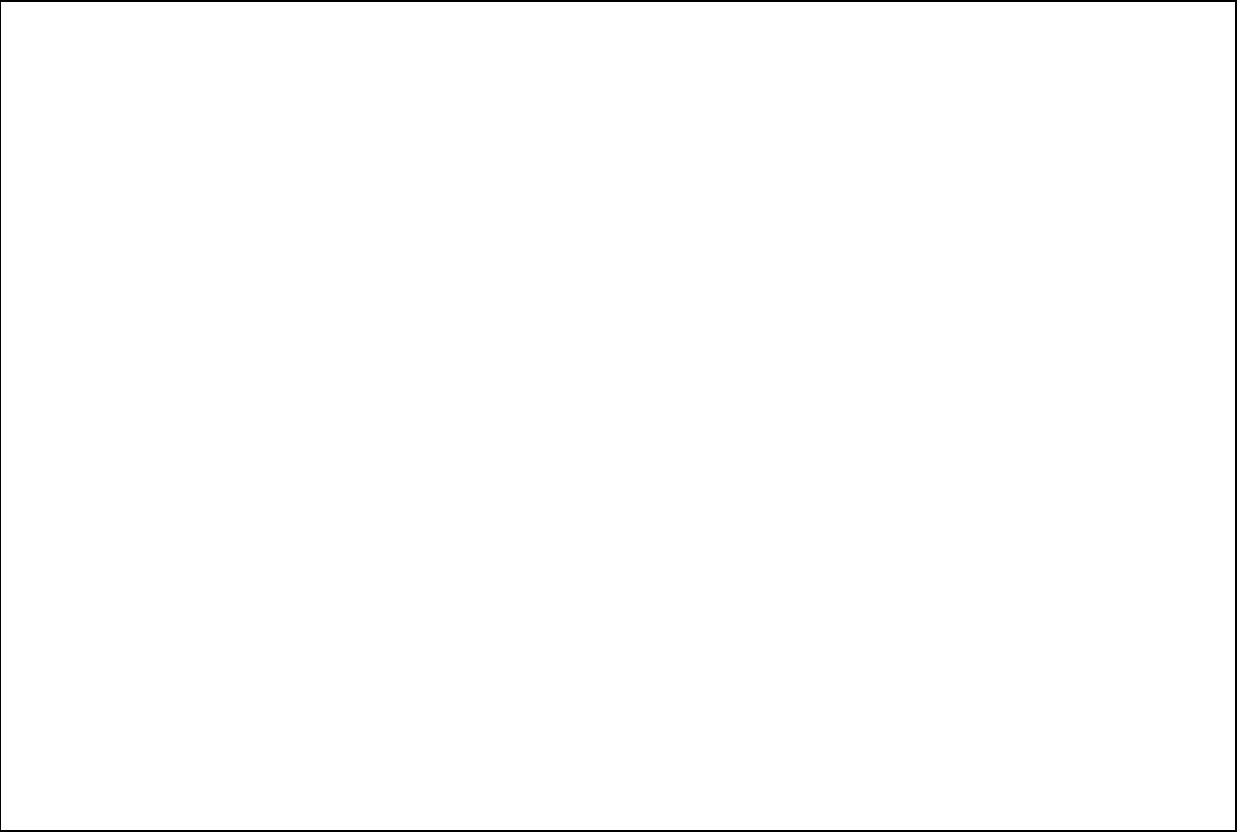
<p>5. Have you assessed interior design, hidden areas (utility rooms, etc.), and lighting?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Restricted public access</li> <li>● Clear sightlines</li> <li>● Locked doors</li> <li>● Mirrors</li> <li>● Angled corners</li> </ul>
<p>6. Have you assessed stairwells and exits?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Exit signs</li> <li>● Good lighting</li> <li>● No obstructions</li> <li>● Panic bars to allow escape</li> </ul>
<p>7. Have you assessed elevators and washrooms?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Clear sight lines</li> <li>● Restricted public access</li> <li>● Communication devices or alarms</li> <li>● Locks that can be accessed by security</li> </ul>
<p>8. Have you assessed public meeting rooms, treatment, or counseling rooms?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Clear sight lines</li> <li>● Communication devices or alarms</li> <li>● Furniture layout</li> <li>● Weighted furniture</li> <li>● Extra exit</li> </ul>
<p>9. Have you assessed isolated areas?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Clear sightlines</li> <li>● Means of communication</li> <li>● Mirrors</li> <li>● Angled corners</li> <li>● Restricted access</li> </ul>

<p>10. Have you assessed the location of cash, goods, and medication?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Locked and hidden storage</li> <li>● Controlled access</li> </ul>
<p>11. Have you assessed workplace location (shared building, neighboring businesses, neighborhood)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Security tours</li> <li>● Cameras</li> <li>● Secured grounds</li> </ul>
<p>12. Are individual security devices necessary to protect workers?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls. Individual security devices could include:</p> <ul style="list-style-type: none"> <li>● Personal alarms</li> <li>● Cell phones</li> <li>● Two-way radios</li> <li>● GPS tracking devices or other locating devices</li> </ul>
<p>13. If used in your workplace, have security systems and individual security devices been tested?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● Test the security systems regularly</li> <li>● Test individual security devices before use and regularly while in use</li> <li>● Keep records of tests</li> <li>●</li> </ul>
<p>14. Is there a designated safe area where workers can go during a workplace violence incident?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>● For emergency purposes, a safe area (for example, a secure room, the business next door, etc.) should be identified.</li> </ul>



<p>15. Are there other measures or procedures needed to protect workers from the risks arising from the physical environment?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>• Measures and procedures will depend on the specific workplace</li> </ul>
<p>16. If the workplace has workplace security measures or individual security devices, are workers trained in their use?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls</p> <ul style="list-style-type: none"> <li>• Provide workers training on workplace security measures and in the proper use and testing of individual security devices</li> </ul>
<p>17. Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence associated with the workplace’s physical environment?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls. Information, instruction, or training could include:</p> <ul style="list-style-type: none"> <li>• Risks of workplace violence arising from their job or location</li> <li>• Other relevant measures and procedures</li> </ul>
<p>18. Are individual security devices necessary to protect workers?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (*)</p> <p><input type="checkbox"/> N/A</p>	<p>Examples of Controls. Individual security devices could include:</p> <ul style="list-style-type: none"> <li>• Personal alarms</li> <li>• Cell phones</li> <li>• Two-way radios</li> <li>• GPS tracking devices or other locating devices</li> </ul>

<b>List corrective actions taken for any “No” items above.</b>



## **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**

(Updated Sep, 2023)

Although COVID has significantly diminished over the past two years, efforts should continue to foster a safe and healthy learning environment for all staff and students.

- Although face coverings are no longer required for staff or students, no person shall be denied the right to wear a mask unless wearing one would pose a safety hazard (e.g., watersports).
- Individuals experiencing fever should remain at home until their fever begins to lessen, and they should only return to school 24 hours after the fever passes without using fever-reducing medications.
- Appropriate air ventilation is always beneficial for good health and curbs the spread of any contagious illness. Therefore, open classroom doors and windows will continue to increase the healthy flow of fresh air among those inside the room.
- Students will still be encouraged to eat outdoors, weather permitting, to lessen the transmission of illnesses from surfaces and shared objects.
- Custodial staff will continue to clean district classrooms and facilities while following safe protocols.
- Hand washing and sanitizing will continue to be encouraged, as these practices curb many illnesses.
- Visitors are no longer prohibited from coming on campus; however, they are still required to follow safety protocols of checking in at the school office and wearing a visitor badge while on campus.
- Assemblies for students have resumed, and such gatherings are no longer considered a health danger to those involved.

Should staff continue to have questions or concerns about COVID, please refer to the latest guidance from the State of California here: <https://covid19.ca.gov/education/#k-12-guidance> or the latest guidance from Santa Barbara Public Health here: <https://publichealthsb.org/school-health/>.

**Table 1: Persons Who Should Isolate**

Persons Who Test Positive for COVID-19	Recommended Actions
<p>Everyone, regardless of vaccination status, previous infection, or lack of symptoms.</p> <p>Persons in healthcare settings should follow recommendations and requirements as listed below.</p>	<p>Stay home for at least five days after the start of symptoms (Day 0) or after the date of the first positive test (Day 0) if there are no symptoms).</p> <p>Isolation can end after Day 5 if:</p> <p>Symptoms are not present or are mild, and improving that you are fever-free for 24 hours (without the use of fever-reducing medication).</p> <p>If fever is present, isolation should be continued until 24 hours after the fever resolves.</p> <p>If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving or until after Day 10.</p> <p>If the confirmed case has severe symptoms, is at high risk of serious disease, or has questions concerning care, the patient should contact their healthcare provider for available treatments.</p> <p>Infected persons should wear a well-fitting mask around others for ten days, especially indoors.</p> <p>After you have ended isolation, if your symptoms recur or worsen, get tested again, and if positive, restart isolation at Day 0.</p>

After ending isolation (no fever without the use of fever-reducing medications and symptoms are improving), confirmed cases may remove their mask sooner than Day 10 if they have two sequential negative tests at least one day apart. If antigen test results are positive, the person may still be infectious and should continue wearing a mask and wait at least one day before taking another test. Infected persons should notify close contacts to encourage them to get tested 3-5 days after exposure.

**Table 2: Close Contacts- (No Quarantine)**

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status.</p> <p>Persons infected within the prior 30 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p> <p>Persons in healthcare settings should follow recommendations and requirements as listed below.</p>	<p>Test within 3-5 days after the last exposure. Close contacts should wear a well-fitting mask around others for ten days, especially indoors and near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</p> <p>Strongly encouraged to get vaccinated or boosted.</p> <p>If symptoms develop, test, and stay home (see earlier section on symptomatic persons), AND</p> <p>If the test result is positive, follow the isolation recommendations above (Table 1).</p>

## **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