



VALLEJO CITY
UNIFIED SCHOOL DISTRICT

Injury & Illness Prevention Program (IIPP)

665 Walnut Avenue
Vallejo, CA 94592
(707) 556-8921

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PART I

INTRODUCTION

Part I: Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the Vallejo City Unified School District to ensure a safe and healthy work environment for all of its employees. The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations Title 8, Chapter 4, Subchapter 7, and Section 3203.

The purpose of this manual is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program (IIPP). All employees of the Vallejo City Unified School District are governed by the procedures outlined in this manual, unless otherwise stipulated by a specific policy or written statement.

The Business Services Department is responsible for the District-wide implementation and coordination of the Injury and Illness Prevention Program (IIPP). Each Site Administrator is responsible for the daily administration of the Injury and Illness Prevention Program (IIPP). The IIPP will include the following parts:

1. Policy Statement
2. Responsibilities
3. Compliance
4. Communication
5. Hazard Assessment
6. Hazard Correction
7. Accident & Injury Reporting Procedures
8. Accident Investigation
9. Training & Instruction
10. Record Keeping
11. Appendices for Reference

This plan will be reviewed annually and revised as necessary.

PART II
POLICY

Part II: Policy Statement

The safety and health of each Vallejo City Unified School District employee is of primary importance to us. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees. All Administrators will provide the necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, we have developed and implemented an Injury & Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our District Office as well as on the District Website. You may also contact the Safety and Risk Manager, Irene Reynolds in the Business Services Department at 707-556-8921, extension 50152 if you have any questions or concerns.

It is the intent of the Vallejo City Unified School District to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained herein are mandatory. You should be constantly aware of conditions in all work areas which can produce injuries or illness. No employee is required to work at a job he or she knows is not safe. Never hesitate to inform your immediate supervisor, or principal of any potentially hazardous situation or condition which is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns.

It is the responsibility of each employee to support the District's safety program and to perform their duties in a manner which assures his or her own personal safety and the safety of others. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective co-workers. Only through such an effort can any safety program be successful. Our objective is a safety and health program which will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Irene Reynolds, Safety and Risk Manager

PART III

RESPONSIBILITY

Part III: Responsibility

Section 1: Business Services Department Responsibility

The District's Safety and Risk Manager, Irene Reynolds, who is the District's designated safety officer, or her designee shall act as a safety resource for the District, and is responsible for maintaining program records. This individual will also be the District's primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP
2. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies
3. Review accident reports to determine cause and preventability when necessary
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and help solve them
5. Consult with representatives of our insurance companies in order to ensure their loss control services will support the IIPP
6. Consult with Ashley Stephens, Worker's Compensation Specialist, to review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible
7. Maintain safety training records for all departments
8. Perform periodic inspections of sites to assess unforeseen or unknown hazards

Section 2: Management Responsibilities

The Executive Cabinet plays a critical role in the success of this program. Executive Cabinet must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures
2. Provide financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment
3. Oversee development, implementation, and maintenance of the IIPP and other required safety programs
4. Maintain the District's commitment to accident prevention by expecting safe conduct on the part of all levels of management and employees
5. Hold all levels of management and employees accountable for accident prevention and safety
6. Review accident investigations to determine corrective action when necessary

Section 3: Supervisor Responsibilities

Department managers and supervisors are in a position to anticipate hazards and help prevent safety problems before they occur. They have direct contact with employees and direct control over the job site. They communicate with Executive Cabinet and know the safety requirements for various jobs. They will support our IIPP through the following:

1. Train all new and existing employees in proper safety procedures and the hazards of their job
2. Instruct all employees under their supervision in safe work practices and job safety requirements
3. Enforce safe work practices among all employees
4. Correct all unsafe acts and conditions which could cause accidents
5. Verify corrective action has been taken regarding safety hazards and accident investigations
6. Conduct periodic documented inspections of the job sites to identify and correct unsafe actions and conditions which could cause accidents
7. Investigate all injuries and accidents to determine their cause and potential corrective action
8. Act as a leader in the District's safety program, setting a good example by following all safety rules
9. Become familiar with local, state, and federal safety regulations
10. Hold safety meetings with employees and submit documents and sign in sheets to Irene Reynolds, Safety and Risk Manager for tracking purposes
11. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment
12. Ascertain that all machinery, equipment, and tools are maintained in safe working condition and operate properly
13. Enforce all safety rules in the Code of Safe Practices (Appendix G) and ensure safe work procedures

14. Communicate with all employees about safety and accident prevention activities
15. Enforce the wearing of personal protective equipment (PPE) on the job when required
16. Ascertain proper first aid and firefighting equipment is maintained and used when conditions warrant its use
17. Maintain good housekeeping conditions at all times
18. Ascertain that all injuries involving our employees are properly treated and promptly reported to the site manager or supervisor and Company Nurse at 1-877-778-2576 (Appendix E).
19. Maintain a current posting of all emergency telephone numbers near all telephones

Section 4: Employee Responsibilities

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all District safety efforts. Specific safety responsibilities include:

1. If you are unsure how to do any task safely, ask your department manager or supervisor
2. Read and abide by all requirements of the Injury and Illness Prevention Program (IIPP)
3. Know and follow the Code of Safe Practices (Appendix G) and all District safety policies and rules
4. Wear and ensure proper use, inspection, and maintenance of appropriate personal protective equipment (PPE) for any job task
5. Report all accidents and injuries, no matter how minor, to your department manager or supervisor
6. Ensure proper maintenance of equipment and use all safeguards which are in place
7. Do not operate any equipment you have not been trained and authorized to use
8. Report any safety hazards or defective equipment immediately to your department manager or supervisor
9. Do not remove, tamper, or defeat any guard, safety device, or interlock
10. Never use any equipment with inoperative or missing guards, safety devices, or interlocks
11. Never possess or be under the influence of alcohol or controlled substances while on the premises
12. Never engage in horseplay or fighting
13. Participate in any activity supporting the safety program
14. Encourage other employees to work in a safe and efficient manner
15. Report observed unsafe behaviors to your supervisor or through the District's anonymous Employee Report of Unsafe Condition or Hazard Form (Appendix C)

Section 5: Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below:

1. Employees have the right to safe and healthful working conditions
2. Employees have the right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment
3. Employees have the right to receive information and training on potential health hazards associated in their workplace
4. Employees have the right to refuse work which would violate a health and safety standard, where such violation would pose a real and apparent hazard in their safety or health
5. Employees shall have access to safety data sheets (SDS) relating to their area of work
6. Employees have the right to watch the District monitor and measure harmful substances in the workplace which are subject to Cal/OSHA standards
7. Employees have the right to be told by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards
8. Employees have the right to see and copy records of exposure to toxic substances, harmful physical agents, any medical records maintained by the District, and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions
9. Employees have the right to request an inspection of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential
10. Employees have the right to accompany District representatives and Cal/OSHA representatives on an inspection. Employees have the right to talk privately to the Cal/OSHA representative during an inspection
11. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred

Section 6: Operations Department Responsibilities

The Vallejo City Unified School District's Operations Department plays a critical role in the proper and safe working condition of all facilities. Below are the responsibilities of the Operations Department:

1. Respond immediately to maintenance work order requests concerning safety related issues. These maintenance requests must be given the highest priority
2. Lock and tag out unsafe equipment, electrical circuitry, equipment with moving parts, etc. under their direction when it is in need of repair or is no longer in use
3. Contract with outside vendors as necessary to complete repairs the Operations Department is not trained, equipped, or qualified to conduct
4. Continually keep apprised the reporting site or department, Irene Reynolds, Safety and Risk Manager and the District's Safety Committee of safety related work orders
5. Post required safety related signs, as requested, by District Management, Site Administrators, and Irene Reynolds, Safety and Risk Manager

Section 7: Custodial Responsibilities

The Vallejo City Unified School District's Custodial Department plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Department:

1. Maintain the cleanliness of facilities
2. Report any physical damage to District property or buildings as soon as it is discovered to the immediate supervisor (vandalism, leaking roof, water damage, etc.)
3. Post temporary signs, as needed
4. Initiate work orders, as needed
5. Report worn out or non-functioning infrastructure items (i.e. HVAC, Plumbing, Electrical, etc.) to Operations Department and submit a work order

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Part IV

COMPLIANCE

Part IV: Compliance

Section 1: District Commitment

The Vallejo City Unified School District is committed to providing all employees with a safe and healthy working environment. The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employee. The District maintains an open door policy allowing all employees to communicate any safety concerns. Furthermore, the District is committed to adhering to all Federal, State, and Local safety codes and will provide full cooperation with any outside safety agency during the course of any inspection or audit.

Section 2: Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees which have displayed an outstanding commitment to safety may be recognized through an employee recognition program. Conversely, employees who violate any safety policy, procedures, rules, and regulations may be subject to disciplinary action.

Section 3: Enforcement of Safety Policies

Compliance of all employees with the Vallejo City Unified School District's IIPP is mandatory and shall be considered a condition of employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at safety meetings. This will help ensure all employees understand and abide by Vallejo City Unified School District safety policies.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training Programs
- Retraining
- Optional Safety Incentive Programs
- Disciplinary Action

I. Training Programs

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. The training program, as outlined on pages 28-30 of this IIPP, shall consist of training benefits, training schedule, training topics, documentation, and specific training methods.

II. Retraining

Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department manager or supervisor. To document the training, a Safety Contact Report (Appendix B) should be completed by the department manager or supervisor.

III. Optional Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through a safety incentive program.

IV. Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by the Vallejo City Unified School District can have a serious impact on everyone concerned. An unsafe act can threaten, not only the health and well-being of the employee committing the unsafe act, but can also affect the safety of his or her coworkers and customers. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the District's Code of Safe Practices

(Appendix G). Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

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PART V

COMMUNICATION

Part V: Communication

Section 1: General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the Vallejo City Unified School District. The following are some of the safety communication methods which may be used:

1. Toolbox safety meetings with employees which encourage participation and open two-way communication. Toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses.
2. New employee safety orientation and provision of the Code of Safe Practices
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions
4. Written communications from management or the Safety and Risk Manager, including memos, postings, and newsletters
5. Anonymous Employee Report of Unsafe Condition or Hazard (Appendix C)

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Safety and Risk Manager, Irene Reynolds.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The Vallejo City Unified School District will not discriminate against any employee for raising safety issues or concerns.

The Vallejo City Unified School District also has a system of anonymous notification, whereby employees who wish to inform the District of workplace hazards, without identifying themselves, may do so by phoning or sending written notification to the following address:

Business Services Department
ATTN: Irene Reynolds, Safety and Risk Manager
665 Walnut Avenue, Vallejo, CA 94592
707-556-8921 x 50152
ireynolds@vcusd.org

Section 2: New Employee Orientation

The following items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

1. Code of Safe Practices
2. Hazard Communications Program
3. Driving Safety Rules (if applicable)
4. Safety Rule Enforcement Procedures
5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to Company Nurse
6. Proper method of reporting safety hazards
7. Emergency Procedures and First Aid
8. Proper work clothing and required personal protective equipment (PPE)
9. Training on all special equipment to be utilized by the employee

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign the District's New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline. A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file and to Risk Management for tracking purposes.

Section 3: Review of Injury & Illness Prevention Program

The Injury & Illness Prevention Program is to be used as a reference source for safety information pertaining to the Vallejo City Unified School District. All employees are entitled to review the contents of the Injury & Illness Prevention Program. Each site/department should have a copy of the program. The program should be kept at a location readily accessible to all employees. All new employees will be informed of the program during orientation. All employees will be notified by their manager or supervisor of any revisions to the program as the revisions are made.

The Injury & Illness Prevention Program will be reviewed annually and revised as necessary. The Safety Committee will perform any critical review of the program. Any employee, who is not a member of the Safety Committee, with comments and/or suggestions is encouraged to provide feedback regarding the program to the Safety and Risk Manager, Irene Reynolds, in the District's Business Services Department for consideration.

Section 4: Training Programs

California law requires employees be trained in the safe methods of performing their job. The Vallejo City Unified School District is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and procedures specific to the employee's work assignment.

Training will be communicated through dialog between trainer and trainee, safety videos, safety literature, hands-on examples, on-the-job training, seminars, workshops, and on-line training modules with Target Solutions. Communication during training sessions should be two-way to ensure employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand initially.

I. Employee Safety Training Benefits

Employee Safety Training provides the following benefits:

1. Makes employees aware of job hazards
2. Teaches employees to perform jobs safely
3. Promotes two-way communication
4. Encourages safety suggestions
5. Creates interest in the safety program
6. Fulfills Cal/OSHA requirements

II. Training Schedule

Employee Training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job by their manager or supervisor and/or during New Employee Safety Orientation
2. All new employees will be given a copy of the Code of Safe Practices which they are required to read and sign acknowledgment of
3. All field employees will receive their training at safety meetings
4. All employees given a new job assignment, for which training has not been previously provided, will be trained before beginning the new assignment

5. Employee training will be provided whenever new substances, processes, procedures, or equipment, which represent a new hazard, are introduced into the workplace
6. Employee training will be provided whenever the Vallejo City Unified School District is made aware of a new or previously unrecognized hazard
7. Employee training will be provided whenever management believes additional training is necessary
8. Employees will receive updated training specific to safety issues in relation to, and following, any serious accidents in order to avoid reoccurrence
9. Employee training will be provided when employees are not following safe work rules or procedures

III. Training Topics

Training Topics will include, but not be limited to:

1. Employee's Safety Responsibility
2. General Safety Rules
3. Code of Safe Practices
4. Safe Job Procedures
5. Use of Hazardous Materials
6. Use of Equipment
7. Emergency Procedures
8. Safe Lifting and Material Handling Practices
9. Use of Powered Industrial Trucks
10. Use of Fall Protection
11. Contents of Safety Program

IV. Documentation of Training

All training will be documented on one of the following methods:

1. Employee Safety Contact Form (Appendix B)
2. New Employee Safety Orientation Sign In Sheet
3. Safety Meeting Sign In Sheet
4. Target Solutions On-Line Tracking System

V. Training Methods

The following actual demonstrations of the way to perform a task are very helpful in most cases:

1. Tell the employee how to do the job safely
2. Show the employee how to do the job safely
3. Have the employee tell you how to do the job safely
4. Have the employee show you how to do the job safely
5. Follow-up to ensure the employee is still performing the job safely

Section 5: Safety Committee

The Safety Committee has two primary functions. The first is communication between employees and management. The second function is monitoring the effectiveness of the District's Injury & Illness Prevention Program.

The Safety Committee is District-wide and comprised of both members of management and staff. A representative from Site Safety, Student Nutrition Services, Transportation, Operations, Custodial, a VEA bargaining unit representative, a CSEA bargaining representative, an Elementary Administrator, a Secondary Administrator, and any other interested parties should participate in the safety committee, if possible.

The Safety Committee will meet regularly, preferably monthly but at least quarterly. The format of the meeting is to be decided by the members of the committee, but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety inspections, and a round table session.

The District employees on the Safety Committee are to provide direct feedback to senior management of organizational and operational issues which are directly affecting injuries and Workers' Compensation costs. Management is to provide employees with information and training regarding occupational safety.

The Safety Committee will be responsible for reviewing any revisions to the Injury and Illness Prevention Program. The committee will also conduct safety inspections, review other safety compliance programs, and any other task deemed a necessary function of the Safety Committee.

All Safety Committee meetings are to be documented in the form of written meeting minutes. Original meeting minutes will be kept in the Risk Management Department.

At the end of each calendar year, the Safety Committee should review its accomplishments to ensure effectiveness in accomplishing safety goals and objectives.

Section 6: Posted/Distributed Information

The Vallejo City Unified School District is committed to providing its employees with accurate and timely safety information. Safety literature, policies and procedures, concerns and other safety information, will be posted in areas accessible to all employees or distributed in a manner allowing employees to receive information in a timely manner.

Any safety or health code violation will be posted in accordance with the laws of the governing jurisdiction of the agency providing the citation.

Warning signs, and other indicators of a hazardous condition, will also be posted in accordance with applicable laws or District policies.

Section 7: Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor or senior management. Employees may use the Employee Report of Unsafe Condition or Hazard Form (Appendix C) to report unsafe work conditions and practices. Employees should forward the completed form to Irene Reynolds, Safety and Risk Manager for review. The Employee Report of Unsafe Condition or Hazard Form (Appendix C) can be submitted anonymously. It is the policy of the Vallejo City Unified School District to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Anyone found in violation of this policy shall be held accountable by means of established progressive disciplinary procedures. Employees who have knowledge of an unsafe/unhealthy work condition or practice, and who intentionally conceals this information, will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

PART VI
HAZARD ASSESSMENT

Part VI: Hazard Assessment

Section 1: General Information

The detection of hazards in the workplace is essential in ensuring a safe work environment. Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions: normal wear and tear of equipment and employee actions. Normal wear and tear is the constant process where equipment and areas deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury. Employee actions can contribute to unsafe conditions in several ways. Misused and abused equipment can be dangerous and employees who leave their work area untidy create a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety Inspections and Hazard Assessment are tools utilized by the Vallejo City Unified School District to identify hazards.

Section 2: Hazard Identification and Evaluation

To assist in the identification and correction of hazards, the Vallejo City Unified School District has developed the following procedures. These procedures are representative only, and are not exhaustive of all the measures and methods, which will be implemented to guard against injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP. The following procedures will be utilized to identify hazards in the workplace:

1. Loss Analysis of Accident Trends
2. Accident Investigation
3. Employee Observation
4. Employee Suggestions
5. Regulatory Requirements for the Industry
6. Outside Agencies

1. Loss Analysis of Accident Trends

Periodic loss analyses will be conducted by the Risk Management Department. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees through safety meetings and other appropriate means.

2. Employee Suggestions

Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the Vallejo City Unified School District is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who DO NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

3. Regulatory Requirements

The District is subject to government regulations relating to safety. Copies of pertinent regulations can be obtained from the Risk Management Department.

4. Outside Agencies

In addition to regulatory requirements, several organizations will assist us in identifying hazards in our workplace. These include safety representatives from insurance carriers, safety and health consultants, private industry consultants, and best practice recommendations provided by the California Department of Education and other public, private, or non-profit organizations.

Section 3: Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control, and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, Safety and Risk Manager, or other designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections will be conducted:

1. When new substances, processes, procedures, or equipment are used
2. When new or previously unrecognized hazards are identified
3. Periodically by the department manager or supervisor at various job sites
4. Periodically by the Safety and Risk Manager or designee at various job sites

Items to Check When Conducting Inspections

The aforementioned safety inspections will focus on unsafe employee actions, as well as unsafe conditions. The following is a partial list of items to be inspected:

1. The proper use of fall protection
2. The proper use, condition, maintenance, and grounding of all electrically operated equipment
3. The proper use, condition, and maintenance of safeguards for all power-driven equipment
4. Compliance with the Code of Safe Practices (Appendix G)
5. Compliance with all applicable Fire Codes
6. Trenches and excavations
7. Scaffolds
8. Personal Protective Equipment (PPE)
9. Hazardous materials
10. Classroom, office space, or facility housekeeping
11. Proper material storage
12. Provision of First Aid Equipment and Emergency Medical Services

Any and all hazards identified will be corrected as soon as practical in accordance with the Vallejo City Unified School District's hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed
2. The name and title of the person who performed the inspection
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.

The safety inspection checklist form can be found in Appendix D.

Section 4: Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards. Hazard Classifications are identified in job analysis and comprehensive job descriptions developed or coordinated by the District's Human Resources Department.

For each employee group, Hazard Classifications contain the following information:

- Job/Task Exposures
- Potential Occupational Safety/Health Exposures
- Control Measures for Occupational Safety/Health Exposures

The following employee groups have Hazard Classifications:

- Art Teachers and Instructional Assistants
- Auto Shop Teachers
- Certificated Personnel and Instructional Assistants (General)
- Food Service
- Maintenance and Trades
- Metal Shop Teachers
- Office, Clerical, Data Processing, and Administrative Personnel
- Operations-Custodians
- Operations-Grounds
- Physical Education Teachers, Coaches, and Physical Education Attendants
- Public Safety/Supervision
- School Nurses and Health Technicians
- Science Teachers and Laboratory Assistants
- Special Education Teachers and Instructional Assistants
- Transportation Personnel
- Vehicle Maintenance Personnel
- Warehouse/Delivery Personnel
- Wood Shop Teachers

Hazards Classifications will be reviewed annually to ensure they are accurate for the positions listed. In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.

PART VII

HAZARD CORRECTION

Part VII: Hazard Correction

Section 1: Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should have an understanding of their role in hazard correction to effectively eliminate identified hazards.

1. Executive Cabinet

Executive Cabinet is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

2. Director, Principal, Department Manager, or Supervisor

Upon the identification of an unsafe/unhealthy work condition or practice, the director, principal, department manager, or supervisor will initiate the appropriate corrective action by way of a work order or communication with Executive Cabinet. The director, principal, department manager, or supervisor will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken. A serious concealed danger exists when a condition or work practice creates a substantial probability of death, great bodily harm, or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Directors, principals, department managers, or supervisors are responsible for identifying and controlling access to a hazard to prevent further danger to employees and the public, and notifying the necessary persons responsible for taking required action to correct the hazard. Directors, principals, department managers, and supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard beyond the ability of the supervisor to correct should be immediately reported to Executive Cabinet. Supervisors are also responsible for taking temporary precautions until corrections can be made.

3. Employees

All employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

4. Business Services Department

The District's Safety and Risk Manager is responsible for immediately initiating a response to any hazard which has come to their attention. The Safety and Risk Manager will follow-up on corrective activity for all reports of unsafe or unhealthy conditions, and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

5. Operations Department

The Operations Department is responsible for repairs to buildings, grounds, and equipment with conditions which create hazards. Any safety related work order should be given the highest priority to ensure prompt correction. The Operations Department will apprise the site administrators, department directors, Safety and Risk Manager, and/or the District's Safety Committee on corrective actions to safety related repairs.

6. Custodial Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Operations Department and Risk Management Department.

Section 2: Controlling Access to Areas Containing Hazards

To prevent danger to employees and the general public, access to any area containing an immediate hazard or serious concealed danger, should be controlled. The department manager or supervisor responsible for the area of operation where such conditions exist is responsible for informing employees verbally and in writing.

Only authorized personnel should be allowed access to areas with immediate hazards or a serious concealed danger. Students should never be allowed access to such areas. Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Section 3: Hazard Correction Follow-Up

Whenever any report of an unsafe or unhealthy condition has been made, follow-up is essential to ensure proper corrections are being, or have been, made. Persons of responsibility should conduct the necessary follow-up. Persons initiating a Report of Unsafe Condition or Hazard (Appendix C) should inquire with the Safety and Risk Manager the status of corrections. Any unnecessary delays in hazard correction should be investigated by Directors/Principals and reported to the Safety and Risk Manager in the Business Services Department.

In the event an unreasonable delay in correcting safety hazards occurs, the Safety and Risk Manager should inquire with the necessary personnel as to the status of the work, and report to an Executive Cabinet member.

Once a reported hazard has been corrected, the department manager or supervisor responsible for the area should conduct a safety inspection (Appendix D) to ensure the hazard has been completely eliminated. Only upon approval of the persons responsible for the area, should access be allowed.

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

1. Potential Severity: The potential for serious injury, illness, or fatality.
2. Likelihood of Exposure: The probability of the employee coming into contact with the hazard.
3. Frequency of Exposure: How often do employees come into contact with the hazard?
4. Number of Employees Exposed: The total amount of employees who were exposed to the hazard.
5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.

2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment (PPE): Includes hearing protection, gloves, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

1. Safety Contact Report (Appendix A)
2. Safety Meeting Report
3. Memo or Letter
4. Safety Inspection Form (Appendix D)

**PART VIII
ACCIDENT & INJURY
REPORTING
PROCEDURES**

Part VIII: Accident Reporting Procedures

Section 1: General Information

All work-related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. An accident is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal operations.

I. **Responsibility for Accident Investigation**

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

II. **The Purpose of Accident Investigation**

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

III. **What Types of Accidents Do We Investigate?**

1. Fatalities
2. Serious Injuries
3. Minor Injuries
4. Property Damage

IV. **Accident Investigation Procedures**

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees or customers could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident (even if they did not actually witness it).

4. Ensure that the employee and/or supervisor has reported the employee injury to Company Nurse, using the procedures outlined in Accident Reporting Procedures, Part VIII, Sections 2, 3, and 4.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness, or hospitalization for more than 24 hours (for other than medical observation) must be reported to Cal/OSHA immediately. The District's Business Services Department, Risk Management Division is the designated department which will report a work related fatality or serious injury within eight (8) hours to Cal/OSHA.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not the injury.
9. When applicable investigations should include an action plan stating how to prevent accidents of this type from occurring in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.
11. Complete the Accident Investigation/Corrective Action Report (Appendix F) and forward it to Irene Reynolds, Safety and Risk Manager.

V. Accurate and Prompt Investigations

1. Ensures information is available
2. Causes can be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence

VI. Investigation Tips

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open-ended questions

VII. Questions to Ask

When investigating accidents, asking open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as “were you wearing gloves?”

Examples include:

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?

The single most important question to be answered as the result of any investigation is:

What do you recommend be done (or have you done) to prevent this type of incident from recurring?

VIII. Completion of Accident Investigation

The following steps are to be taken upon the completion of the accident investigation:

1. Take or recommend corrective action
2. Document corrective action
3. Management and the Business Services Department will review the results of all investigations
4. Consider safety program modifications

Information obtained through accident investigations can be used to update and improve our current program.

Section 2: Injured Employee Procedures: Non-Emergency

1. Immediately report all injuries or near misses to your supervisor and follow the steps outlined below for injuries:

Step 1: Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.

Step 2: If the injury is an emergency dial 911. Call Company Nurse 24/7 Hotline at 1-877-778-2576 after the employee has been transported to a hospital or medical treatment. The supervisor may place this call if the employee is unable to do so.

Step 3: If the injury is not an emergency, the employee and/or supervisor shall call Company Nurse 24/7 Hotline at 1-877-778-2576 before the employee leaves the premises on the day of the injury.

When an employee calls Company Nurse, they are provided assistance regarding either a referral for medical treatment or to record the injury as an incident only occurrence.

Company Nurse will refer the employee to the designated medical clinic for Vallejo City Unified School District (unless the employee has pre-designated their personal physician prior to the injury). The designated medical clinic, Ashley Stephens, Workers' Compensation Specialist, and North Bay Schools Insurance Authority will all receive notice of the injury within 10 minutes of completing the phone call. The employee should call the medical clinic they are referred to and make an appointment with Occupational Medicine.

Step 4: North Bay Schools Insurance Authority will mail the DWC-1 claim form to the employee directly within one business day.

Important Phone Numbers:

Emergency: 911

Company Nurse: 1-877-778-2576

North Bay Schools Insurance Authority: 707-428-0824

2. Employee supervisor will complete and/or sign the accident investigation report.
3. If no medical treatment is required, the supervisor will forward the accident investigation report to Ashley Stephens, Workers' Compensation Specialist.
4. If treatment is required, but the injury is not an emergency, Company Nurse will refer the employee to Occupational Medicine where the employee will receive medical attention for the injury.

5. If the employee is authorized to return to work, the employee must provide Ashley Stephens, Workers' Compensation Specialist with a copy of the Work Status Report releasing them to full duty.
6. If the employee is assigned work restrictions by the treating physician, Ashley Stephens, Workers' Compensation Specialist, along with Anna Socarras, North Bay Schools Insurance Authority, Return to Work Coordinator will review the work restrictions. If the employer is able to accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a Bridge Assignment which accommodates the particular work injury and protects the injured body part.
7. Bridge Assignments are temporary work assignments which are designed specifically to allow the injured worker to recover from their injury, while also allowing the employee to continue working. These Bridge Assignments also offer value to the District by filling specific needs around the District. The Bridge Assignments offered are:

Classified Bridge Assignments

- Classroom Helper
- Clerical Helper I
- Clerical Helper II
- Student Monitor I
- Student Monitor II
- Greeter
- Security Video Monitor
- Food Service Helper I
- Food Service Helper II
- Desk/Computer Cleaner
- Campus Beautification Assistant
- Cleaner I
- Cleaner II
- Maintenance & Operations Supervisor Helper
- Maintenance & Grounds Helper I
- Maintenance & Grounds Helper II
- Trainer/Trainee
- Bus Monitor
- Inventory/Safety Inspection Helper

Certificated Bridge Assignments

- Tutor/Small Group Instructor
- Projects Specialist Helper I
- Projects Specialist Helper II

8. If the injured worker is unable to return the work, they must provide Ashley Stephens, Workers' Compensation Specialist with the Work Status Report indicating they have been placed off work and for what duration.
9. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to Ashley Stephens, Workers' Compensation Specialist.
10. Appendix E-Company Nurse Poster

Section 3: Injured Employee Procedures: Emergency

1. Call 911 and immediately notify supervisor.
2. As soon as possible, supervisor should call Company Nurse 24/7 Hotline at 1-877-778-2576 to report the injury, providing as much detail as possible.
3. It is recommended that the emergency treatment be done at a District approved medical facility (Kaiser Permanente).
4. After receiving treatment, employee should call Company Nurse to complete the report of injury.
5. Supervisor will complete and/or sign the accident investigation report.
6. Employee (or employee representative) will provide Ashley Stephens, Workers' Compensation Specialist with the Physician's Visit Verification Form or Work Status Report.
7. If the employee is authorized to return to work, the employee must provide Ashley Stephens, Workers' Compensation Specialist with a copy of the Work Status Report releasing them to full duty.
8. If the employee is assigned work restrictions by the treating physician, Ashley Stephens, Workers' Compensation Specialist, along with Anna Socarras, North Bay Schools Insurance Authority, Return to Work Coordinator will review the work restrictions. If the employer is able to accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a Bridge Assignment which accommodates the particular work injury and protects the injured body part. (See Part VIII, Section 2, Item 7 for list of Bridge Assignments).
9. If the injured worker is unable to return to work, they must provide Ashley Stephens, Workers' Compensation Specialist with the Work Status Report indicating they have been placed off work and for what duration.
10. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to Ashley Stephens, Workers' Compensation Specialist.
11. Appendix E: Company Nurse Poster

Section 4: Manager and Supervisor Procedures

1. Upon notification of an injured employee, ensure that employee contacts Company Nurse and follows the steps outlined in:

Section 2: Injured Employee Procedures: Non-Emergency
Section 3: Injured Employee Procedures: Emergency.
2. Complete the District's Accident Investigation Report (Appendix F) and forward to Ashley Stephens, Workers' Compensation Specialist within 24 hours.
3. If the employee is authorized to return to work, the employee must provide Ashley Stephens, Workers' Compensation Specialist with a copy of the Work Status Report releasing them to full duty.
4. If the employee is assigned work restrictions by the treating physician, Ashley Stephens, Workers' Compensation Specialist, along with Anna Socarras, North Bay Schools Insurance Authority, Return to Work Coordinator will review the work restrictions. If the employer is able to accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a Bridge Assignment which accommodates the particular work injury and protects the injured body part. (See Part VIII, Section 2, Item 7 for list of Bridge Assignments).
5. If the injured worker is unable to return to work, they must provide Ashley Stephens, Workers' Compensation Specialist with the Work Status Report indicating they have been placed off work and for what duration.
6. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to Ashley Stephens, Workers' Compensation Specialist.

Section 5: Reports to Cal/OSHA

Some serious injuries are to be reported to Cal/OSHA, as required, within eight (8) hours. Ashley Stephens, Workers' Compensation Specialist in the Risk Management Department is responsible for making reports to Cal/OSHA. Serious injuries warranting Cal/OSHA notification must include, but are not limited to deaths, amputations, and hospitalization.

PART IX ACCIDENT INVESTIGATION

Part IX: Accident Investigation

Section 1: Supervisor's Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the Accident Investigation/Corrective Action Report (Appendix F). Supervisors will retain a copy and supply a copy to Irene Reynolds, Safety and Risk Manager in the Business Services Division. These reports will be used in compiling data for Quarterly Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating employee accidents include:

1. Visit the accident scene as soon as possible. This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to employees in the area.
2. Interview the injured worker(s) and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.
3. Examine the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
4. Determine the cause of the accident. Understanding the root cause of an accident will allow management to take measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Take corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
6. Document the findings and corrective actions taken by completing the Accident Investigation/Corrective Action Report (Appendix F). Attach all necessary information to the investigation report and forward to Irene Reynolds, Safety and Risk Manager in the Business Services Division.

Section 2: Outside Agency Investigation

Serious injuries may also be investigated by agencies outside of the District. Insurance agencies, as well as Cal/OSHA, fire departments, and law enforcement agencies may desire to investigate accidents deemed serious. The District will cooperate with and assist outside agencies during the course of these investigations.

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**PART X
TRAINING
AND
INSTRUCTION**

Part X: Training and Instruction

Section 1: New Employee Safety Orientation

New employees are required to attend an orientation which includes safety as a major topic. The Risk Management Department and the Human Resources Department are responsible for scheduling the New Employee General Safety and Health Orientation Training. Safety training for new employees may be live or on-line training. Safety training at the new employee safety orientation shall include, but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Safe Lifting
6. Emergency action and fire plan

This training shall be documented, and all documentation will be maintained by the District.

Section 2: Initial Job Instruction

Initial Job Instruction refers to the on-the-job training given to new employees to prepare them to do a specific job. This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely. Whether the employee is a new hire or a transfer from another area, position safety training is essential. When employees move to new occupations they are confronted with an entirely new workstation. With this new environment employees may be subject to a new set of hazards. Initial Job Instruction covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

Section 3: Pre-Job Safety Instructions for Hazardous Jobs

For hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions. A pre-job safety instruction for hazardous jobs is a specific orientation to the employee for a specific hazardous operation. Supervisors assigning hazardous jobs are responsible for conducting pre-job instructions. During this orientation, the supervisor will cover specific hazards and precautions necessary for the job. Information to be included during this type of training should include, but not be limited to:

1. Safety equipment and personal protective equipment (PPE) requirements
2. Potential exposure to toxic materials
3. Emergency procedures
4. Physical hazards associated with the work area

Hazardous Jobs Identified by Vallejo City Unified School District includes, but are not limited to:

1. Custodial Personnel
2. Food Service Personnel
3. Grounds Personnel
4. Maintenance Personnel
5. Public Safety Personnel
6. School Nurse Personnel
7. Specialty Certificated Personnel
8. Transportation Personnel
9. Vehicle Maintenance Personnel
10. Warehouse/Delivery Personnel

Section 4: Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several supervision tools for ongoing safety instructions, designed to increase awareness of hazards, safe job procedures, and critical safety rules. Essentially, such talks are short instructional talks (under 15 minutes) between the first line supervisor and one or more employees. The subject of the talk is a specific topic like a safety rule or a particular hazard in need of emphasis. Supervisors should always conduct safety talks. Planned safety talks should be used whenever a new substance, process, procedure, or equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to correct the employee in a manner appropriate to the facts of the case. Correctional safety talks should be conducted in a friendly, but firm manner. Supervisors should complete the Employee Safety Contact Report (Appendix B) to document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to Irene Reynolds, Safety and Risk Manager.

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Part XI

RECORD KEEPING

Part XI: Record Keeping

Section 1: Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Record	Record Retention	Where is Record Kept?
New Employee Safety Orientation Form	Length of Employment	Personnel, Business Services
Code of Safe Practices Receipt	Length of Employment	Personnel, Business Services
Safety Manual Receipt	Length of Employment	Personnel, Business Services
Employee Acknowledgement of Medical Provider Network (MPN)	Length of Employment	Personnel, Business Services
Disciplinary Action for Safety	1 Year	Site Supervisor and Personnel File
Safety Meeting Reports or Minutes	2 Years	Business Services
Safety Contact Reports	2 Years	Site and Business Services
Safety Inspections	3 Years	Site and Business Services
Safety Related Training Records	3 Years	Site and Business Services
Accident Investigations	5 Years	Site and Business Services
Cal/OSHA Log of Injuries	5 Years	Workers' Compensation Dept.
Employee Exposure or Medical Records	No Less than 30 Years	Personnel File
Environmental Monitoring	No Less than 30 Years	Site, M&O, Business Services
Inventory of Hazardous Materials	Permanent	Site, M&O, Business Services

PART XII

APPENDICES

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Appendix A

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New Employee Safety Orientation

Employee Name: _____ Start Date: _____

Job Site: _____ Position: _____

Instruction has been received in the following areas:

1. Code of Safe Practices (copy attached)
2. New Employee On-Line Training with Target Solutions. See log-in information on Page 2 of attached instructions.
 - i. Anti-Harassment & Awareness Training
 - ii. Injury & Illness Prevention Program (IIPP) Document Review
 - iii. VCUSD Employee Responsibility Use Agreement – Technology Document Review
 - iv. Workplace Violence-1 hour training
 - v. Child Abuse: Mandated Reporter Training-.5 hour training
 - vi. Preventing Cyberbullying

Substitutes must complete within 30 days
Contracted employees must complete within 30 days of receiving District e-mail account

3. VCUSD New Employee General Safety Training has been assigned on: _____
at the District office in PDC rooms 115-116 from 3:30 pm – 5:00 pm.
4. Specified Safety Training will be provided by the individual departments listed below:
 - a. Transportation
 - b. Maintenance & Operations
 - c. Facilities
 - d. Student Nutrition Services
5. Workers' Compensation: Reporting Injuries & Benefits

I agree to abide by all District safety policies and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signature

Date

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Appendix B

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Employee Safety Contact Report

Dept Manager/Supervisor: _____ Job Site: _____

Employee Name: _____ Date: _____

Job Title: _____

Safety Concern:

Corrective Action:

Employee Signature

Date

Department Manager/Supervisor Signature

Date

Department/ Job Site Overseer

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Appendix C

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Employee Report of Unsafe Condition or Hazard

Employees who wish to provide a safety suggestion or report an unsafe workplace condition, hazard or practice should complete this form. Please forward this completed form to Irene Reynolds, Safety and Risk Manager in the Business Services Department for follow-up.

Site/Dept:	Specific Location:
Date Identified:	Time Identified:

Describe Concern(s):

What do you believe may be the cause or contributing factor?

Suggestion(s) for improving safety relating to this matter:

Has this matter been reported to the employer? Yes No

Employee Name (Optional: Complete if you want a written response. If you wish to remain anonymous, do not complete this section.)

Date

Reviewed By

Date

Corrective Action Taken By

Date

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in safety communication. The employer will investigate any reports or questions as required.

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Appendix D

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Safety Inspection Checklist

Hazard Identification Inspection Checklist

- Administration offices
- Classrooms
- Auditorium, Theaters
- Library, Resource center, Student store, Staff lounge
- Cafeteria, Kitchen
- Athletic fields and bleachers
- Multipurpose Rooms
- Storage Rooms
- Mechanical, Technology and Electrical rooms
- Gymnasium, weight room, swimming pool, courts
- All sidewalks, walkways, and parking lots
- All other areas

Location:		Area:		
Inspected By:		Date:		

This checklist is to be completed quarterly (four times per school year). Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to the Safety & Risk Manager and retain the original for one year. Document corrective action taken and note dates of completion, list work order #s - Use the bottom of the second page or attach additional sheets as needed. Attach any additional supporting documentation.

	Yes	No	N/A	Risk Level (H, M, L)	Corrective Action/Date Completed
Required Postings – Posted on bulletin boards or other appropriate locations.					
1 Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Minimum Wage laws)					
2 SDS Information available and accessible					
3 Company Nurse Contact Information posted and visible					
4 Emergency Phone Numbers posted and visible					
Fire Prevention, Emergency Exits, Emergency Response					
5 Portable fire extinguishers are tagged, sealed and in place on brackets					

6	Intercom or emergency communication equipment is operational					
		Yes	No	N/A	Risk Level (H, M, L)	Corrective Action/Date Completed
7	Evacuation maps posted where required					
8	First Aid supplies are sanitary and orderly					
9	Fire doors are unlocked and closed at all times					
10	Exits are properly marked, exit signs illuminated					
11	Smoke Detectors inspected and tested. Battery replaced annually					
12	Emergency exit doors are free of all objects/storage					
13	Occupancy limits are posted near the main exit where required					
14	Current emergency action plan in place					
15	Flammable and combustible materials stored properly					
16	Hazardous material containers are marked to identify hazards, metal oily waste cans used when needed					
17	Trash and debris are removed on a regular basis					
Bookcases, Shelves, Cabinets, Storage, and Hanging Objects						
18	Maps, screens, monitors, and other suspended objects are securely attached					
19	Wall shelves are not overloaded, no clutter					
20	Heavy bookcases, storage and file cabinets are secured from tipping					
21	File drawers are closed when not in use					
22	Materials are stored to minimize unnecessary climbing, reaching and bending					
23	No storage within 18" of sprinkler heads (24" from ceiling when no sprinklers)					
24	Equipment and supplies are stored in a safe manner, no items protruding from closets, counters or storage spaces.					
		Yes	No	N/A	Risk Level (H, M, L)	Corrective Action/Date Completed

Electrical Hazards						
25	Cords and plugs in good condition; No exposed or taped wire.					
26	Surge protectors in place for computer equipment					
27	No multi extension cord usage, space heaters, microwaves and other small appliances have dedicated outlets, No piggybacking of extension cords or surge protectors					
28	Wall plates are in place over outlets and switches					
29	Breakers or fuse switches are identified and not overloaded					
30	Light fixtures have clean lenses and operate properly					
31	Electrical panels have 36 inches of unobstructed access, Electrical rooms not used for storage					
32	Cooking appliances are in safe condition and approved for use					
Interior Walking Surfaces, Stairways, Ramps, and Corridors						
33	Building entrances, aisles and work areas are free of trip and fall hazards, doorways are unobstructed					
34	Entrance mats are used during wet weather					
35	No tripping hazards present. Clear of all materials (cords, wires, paper, equipment) No spills or liquids					
36	Carpets and rugs are secure and in good condition					
37	Floors are even (no holes/cracks); Floors kept dry					
38	Stairways, ramps and corridors are illuminated, kept clear, no storage					
39	Stair treads in good condition, edges visible with paint or other markings					
40	Ramps have non-slip surface					
41	Handrails and guardrails present where required, in good condition					
42	Floor drains and floor electrical outlets are properly covered and secure					
		Yes	No	N/A	Risk Level (H, M, L)	Corrective Action/Date Completed
General Safety and Housekeeping						

43	Furniture, tables, desks, chairs in good condition					
44	Step stools available where needed. No standing on chairs, tables, boxes, etc.					
45	Restrooms are cleaned regularly					
46	Equipment and machines equipped with guards, have sufficient clearance for safe operation					
47	Materials are stored safely, stacked properly, within safe reach and no clutter					
48	Chemical inventory up to date, chemicals labeled and stored properly					
49	Ventilation hoods tested and inspected annually, fans functioning					
50	Good housekeeping practices in place					
Personal Protective Equipment (PPE)						
51	Eye wash stations and emergency showers functioning properly, inspected, tested and records available.					
52	PPE is being used appropriately gloves, eye protection (safety glasses, goggles) face shields, hearing protection, correct footwear, aprons, outerwear,					
53	Respirators where required, tested, fitted, records available					
54	Broken glass and sharps disposed of in correct containers					
Other						
55	Ladders meet OSHA and ANSI standards, only trained employees use ladders.					
56						
57						
58						

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Appendix E

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IN CASE OF WORKPLACE INJURY

ACCION a seguir en caso de un accidente en el trabajo

COMPANY NURSE
Because Accidents Happen



**AVAILABLE
24 HOUR DAY**

1-877-778-2576

Employer Name (Nombre De Compania)

Search Code (Codigo Del Buqueda)

Vallejo City

Unified School District

VALJO

1

Injured worker notifies supervisor.

Empleado lesionado notifica a su supervisor.

2

Supervisor/Injured worker immediately calls injury hotline.

Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

3

Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Profesional Medico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

NOTICE TO EMPLOYER/SUPERVISOR: Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.

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Appendix F

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Accident Investigation/Corrective Action Report

Date and Time of Incident / Exposure		Location	
EMPLOYEES INVOLVED			
DETAILED INCIDENT / EXPOSURE DESCRIPTION			
ULTIMATE CAUSE OF INCIDENT/EXPOSURE (I.E. "WHO, WHAT, WHEN, WHERE, WHY, HOW")			
OPTIONS FOR ELIMINATION OR CONTROL OF THE ROOT CAUSE(S)			
CORRECTIVE ACTIONS TAKEN / DATE / NAME OF PERSON(S) MAKING CORRECTIONS			

Witnesses: _____

Investigated By: _____ Date: _____

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Appendix G

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Code of Safe Practices

Guideline

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall hold employees accountable for observing all applicable safety rules practices and take action as is necessary to obtain compliance.

Definition of a Hazardous Condition(s)

A hazard is any existing or potential condition in the workplace which, by itself or by interacting with other variables, can result in the unwanted effects of injuries, property damage, and other losses.

This definition carries with it two significant points:

1. A hazardous condition does not have to exist at all times to be classified as a hazard when the situation is being evaluated.
2. A hazardous condition may not result from independent failure of workplace components, but from one workplace component acting upon or influencing another.

In any work activity, workers, equipment, and materials interact within the work environment to produce a product or perform a service. Reviewing this interaction can produce easy-to-follow Code of Safe Work Practices to help reduce injuries and illnesses in the workplace.

General Safe Practices Procedures

1. Report all unsafe conditions and equipment to your supervisor or Irene Reynolds, Safety and Risk Manager.
2. Report all accidents, injuries, and illnesses to your supervisor or Irene Reynolds, Safety and Risk Manager immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in such a condition.
4. Unless authorized to do so, do not remove, displace, damage, destroy, or carry off any safety device, safeguard, notice, or warning on any equipment or property owned by the District.
5. Never fail or neglect to do every other thing reasonably necessary to protect the life and safety of employees or students.
6. Means of egress shall be unblocked, well-lighted, and unlocked during work hours.
7. In the event of a fire, sound the alarm and evacuate according to your site safety plan.
8. Upon hearing the fire alarm, stop work, proceed to the nearest clear exit, and gather at the designated location.
9. Only trained workers may attempt to respond to a fire or other emergency.
10. Exit doors must comply with fire safety regulations during business hours.
11. Stairways should be kept clear of items which can be tripped over and all areas under the stairways, which are egress routes, should not be used to store combustibles.
12. Materials and equipment will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
13. Aisles must be kept clear at all times.
14. Work areas should be maintained in a neat and orderly manner. Trash and refuse are to be thrown in the proper waste containers.
15. All spills shall be wiped up promptly.
16. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. The heaviest items should be stored closest to the floor and lightweight items stored above.
17. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent them from becoming tripping hazards.

18. Never stack material precariously on top of lockers, file cabinets, or other high places.
19. Never leave desk or cabinet drawers open which may present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
20. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
21. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
22. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
23. All electrical equipment should be plugged into the appropriate wall receptacles, never use extension cords or power strips. Three pronged plugs should be used to ensure continuity of ground.
24. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, equipped with tip-over switches, should be used.
25. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat, or fraying cords.
26. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
27. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
28. Cleaning supplies should be stored away from edible items on kitchen shelves.

General Office and Classroom Safe Practices Procedures

Physical and Environmental Hazards

Typical Office Hazards

1. Trip, slip, and fall hazards
2. Work areas are not kept clean and clear
3. Electrical cords not secure
4. Overcrowding of employees
5. Doors and aisles not kept clear
6. File drawers left open
7. Appliances such as coffee pots, microwave ovens, and fans that do not have dedicated outlets
8. Bending, stooping, and lifting heavy objects incorrectly
9. Office equipment and furniture not laid out for efficiency or convenience
10. Broken equipment

Safe Work Practices to Avoid Injury

1. Report all unsafe conditions to supervisor.
2. Store materials and supplies in a safe and orderly manner.
3. Place trash and refuse in proper containers.
4. Wipe up spills promptly.
5. Floors shall be kept clean and dry to prevent slipping hazards.
6. Never leave files or desk drawers open.
7. Use proper lifting and bending techniques at all times.
8. Electrical cords must be plugged into appropriate wall receptacles.
9. Fans and portable heaters must have hand guards.
10. Electrical cords must not show signs of wear, heat, or fraying.
11. All electrical extension cords must be three-pronged, grounded cords.
12. Know the locations of available fire extinguishers.
13. Follow good housekeeping procedures.
14. Maintain first aid supplies.
15. Employee work stations shall be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
16. Employees shall not run electrical cords or any other cord, ropes, cables, or other trip hazards across aisles, walkways, corridors, passageways, stairways, or any other area where people might be expected to walk. Electrical cords shall be secured to avoid trips and falls.
17. All electrical equipment shall be plugged into appropriate wall receptacles.
18. Extension cords are permitted for temporary use only.
19. Power strips shall be plugged directly into approved electrical outlets, no piggybacking.
20. Portable fire extinguishers shall not be obstructed or operated, tampered with, or removed, except in an emergency and in accordance with safety procedures.

21. Materials and equipment shall not be stored under egress stairways.
22. Materials and equipment shall not block access to fire extinguishers, fire pull stations, or other firefighting equipment.
23. All routes of egress shall be kept clear and items shall not block or obstruct emergency exit doors, aisles, hallways, or stairways.
24. Adequate aisle space shall be maintained.
25. Electrical control panels shall not be obstructed and shall maintain 36 inches of clearance.

Laboratory and Laboratory Support Personnel Safe Practices Procedures

Physical and Environmental Hazards

Typical Laboratory Hazards:

1. Trip, slip, and fall hazards
2. Work areas not kept clean and clear
3. Electrical cords not secure
4. Overcrowding of employees
5. Doors and aisles not kept clear
6. File drawers open
7. Appliances such as coffee pots, microwave ovens, and fans that do not have dedicated outlets
8. Bending, stooping, and lifting heavy objects incorrectly
9. Office equipment and furniture not laid out for efficiency or convenience
10. Broken equipment
11. Hazardous chemicals not stored properly
12. Improper handling of hazardous chemicals
13. Improper or non-use of personal protective equipment (PPE) or other safety related equipment
14. Improper storage of compressed cylinders
15. Improper storage or inventory of Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS)

Safe Work Practices to Avoid Injury

1. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment.
2. Work areas shall be kept free of debris and trash shall be placed in appropriate receptacles.
3. Floors shall be kept clean and dry to prevent slipping hazards.
4. Proper lifting and carrying techniques of equipment shall be used.
5. Employees shall not handle chemicals, toxic substances, radioactive materials, biological substances, carcinogens, or any other hazardous materials except as required by their assigned work.
6. As required, all experiments involving hazardous materials shall be performed inside a laboratory hood (biological or chemical, as appropriate).
7. Fume hoods and biological safety cabinets shall have current certification.
8. Fume hoods shall not be used for the storage of equipment or chemicals.
9. Emergency shower and eyewash stations shall be available with unobstructed access and tested at least monthly to ensure they are in proper working order.
10. Adequate aisle space shall be maintained.
11. Storage of chemicals on the floors shall be avoided.
12. Eating and drinking are not permitted in areas where hazardous materials are used or stored.

13. Compressed gas cylinders shall be securely fastened (by straps or welded chain) to an immovable object such as a wall. Cylinders with regulators shall be individually secured. Those with safety caps may be secured in groups of up to three. When securing more than one cylinder, two straps shall be used (one placed 1/3 distance from the bottom of the cylinder and one placed 1/3 distance from the top of the cylinder).
14. Compressed gas cylinders shall not be stored in areas exposed to sources of heat.
15. Trussed handcarts shall be used for transporting compressed gas cylinders from storage into the lab or support area.
16. Employees shall not roll cylinders or handle them by their valves.
17. Compressed gas cylinders not in use (not equipped with a regulator) shall have the safety cap in place.
18. Employees shall be aware of the location and proper use of the hazardous materials spill kits.
19. All spills shall be wiped up promptly using appropriate materials and reported to the Laboratory Manager or Department Chair.
20. Hazardous waste shall be handled in accordance with state, federal, and local regulations and Vallejo City Unified School District standard operating procedures. Hazardous waste containers shall be labeled with a hazardous waste label and stored with compatible materials.
21. Trash, garbage, or waste containers shall not be allowed to overflow.
22. Hazardous materials shall be stored according to their physical state, compatibility with other materials, and hazard classification, in order to prevent the possibility of fires or other reactions.
23. Flammable liquids shall be stored away from ignition and radiant heat sources.
24. Aggregate quantities of flammable liquids over ten (10) gallons shall be stored in an approved flammable storage cabinet.
25. Quantities of stored hazardous materials shall be kept to a minimum. When feasible, quantities shall be ordered which can be readily used in two-three (2-3) months.
26. Chemicals containers shall be closed or capped at all times.
27. Hazardous chemicals shall be stored on the lowest shelves or below eye level and the shelves shall have proper seismic restraints to prevent toppling.
28. Chemicals shall be properly labeled and stored to prevent accidental misuse and spills.
29. Employees shall be knowledgeable about how to access a Safety Data Sheet (SDS).
30. Employees shall review the SDS sheets and other references relevant to the hazardous materials to which they may potentially be exposed and abide by the instructions and recommendations.
31. Personal protective equipment (PPE) shall be available at all times for use in the laboratory. This includes, but is not limited to, safety glasses, safety goggles, gloves, and lab coats.
 - a. Employees shall wear safety glasses and/or safety goggles or shields when there is a possibility of splashing or an eye injury.
 - b. Lab coats shall not be worn outside the labs unless transporting material from one location to another, in which case one hand shall be gloved.
 - c. Gloves shall not be worn outside the labs unless transporting material from one location to another, in which case one hand shall be gloved.

- d. Environmental Health and Safety (EHS) shall issue respirators as appropriate for use when hazardous exposure cannot be controlled by engineering designs or administrative controls.
- 32. Portable fire extinguishers shall not be operated, tampered with, or removed except in an emergency and in accordance with safety procedures.
- 33. Materials and equipment shall not be stored under egress stairways. Items shall not block access to fire extinguishers, fire pull stations, or other firefighting equipment.
- 34. All routes of egress shall be kept clear. Items shall not block or obstruct emergency exit doors, aisles, hallways, or stairways.
- 35. When storing high materials of any description, a minimum clearance of 18 inches between the top of the storage and the fire sprinkler head is required.
- 36. All electrical equipment shall be plugged into appropriate wall receptacles. Extension cords are permitted for temporary use only.
- 37. Electric cables and cords shall be secured to avoid trips and falls. Employees shall not run electrical cords or any other cords, ropes, cables, or other trip hazards across aisles, walkways, corridors, passageways, stairways, or any other area where people might be expected to walk.
- 38. Power strips shall be plugged directly into approved electrical outlets.
- 39. Electrical control panels shall not be obstructed and shall maintain 36 inches of clearance.