



LOMPOC UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

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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. As a condition of employment, each LUSD employee shall comply with all applicable safety practices and procedures in accordance with the 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 maintain a copy of LUSD's most recently updated 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 administrators are the key persons who implement and enforce this program. All administrators, 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 administrators, managers, and supervisors, are responsible for complying with safe and healthful work practices. LUSD's 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.

Related resources:

<https://www.lusd.org/board/board-policies>

- LUSD Administrative Regulation 4118 Personnel Dismissal, Suspension, Disciplinary Action
- LUSD Administrative Regulation 4157/4357 Personnel/Employee Safety
- LUSD Board Policy 4119.21/4319.21 Personnel Professional Standards

<https://www.lusd.org/departments/classified-non-teaching>

- LUSD Personnel Commission Rules and Regulations 19.1.5

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 & Programs
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 accompany site and District administrators in completing annual facility and Sexual Assault & Molestation (SAM) inspections each year. High priority findings are shared and mitigated with the assistance of district and site administrators.
- 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

An administrator, 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 administrators, supervisors, or managers on all accidents to identify the causes and recommend corrective measures. Administrators, supervisors, and managers 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 VIII- 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 workers with the protection needed to correct hazardous conditions.

Integrated Pest Management

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

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

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

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

Workplace Violence Prevention

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 annual review and input to the above three groups during the first quarter of the school year.

Communication Plan

The WVPP is available for employees and their representatives without cost via the LUSD website at <https://www.lusd.org/departments/business-services> 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.

Heat Illness Prevention

Responsibility

The Superintendent or designee has the overall authority and responsibility for implementing the provisions of this Heat Illness Prevention Program (HIPP) in the LUSD workplace. In addition, all District and site administrators are responsible for implementing and maintaining the HIPP in their assigned work areas and ensuring that workers receive answers to questions about the procedures in a language they understand.

All LUSD employees are responsible for using safe work practices, following all directives, policies, and procedures, and maintaining a safe work environment. This plan is:

- Intended to be understood by all LUSD workers.
- Incorporated into the District's Injury and Illness Prevention Program (IIPP)
- Available to workers or their representatives upon request
- Accessible electronically on the LUSD website at <https://www.lusd.org/departments/business-services>

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. LUSD is committed to preventing heat illness in the workplace and will take necessary steps to protect its employees. As such, this HIPP shall be in effect at all times and in all locations overseen by LUSD.

Heat Illness

As temperatures begin to rise, so does the risk of heat illness. Heat-related deaths and illnesses are preventable, yet many people succumb to the effects. In the United States, it is estimated that at least 240 people die from the impact of heat each year, and the mortality rate is believed to be highly under-reported. Heat-related illness is also an underlying cause of a high percentage of non-fatal incidents.

LUSD staff can suffer from heat-related illness when their bodies are unable to compensate and properly cool themselves. The body normally cools itself by sweating. Under certain conditions, sweating will fail to cool the body, and the heat storage over time will lead to the signs and symptoms of heat illness. As the body temperature rises, various effects occur, including brain damage and other vital organs.

Many factors contribute to a person being affected by heat illness, including environmental conditions, health, diet, age, degree of acclimatization, fluid intake, and other predisposing factors. Our staff's best defense against heat-related illness is prevention. Staying cool and making simple fluid intake, activities, and clothing changes during hot weather can help LUSD staff remain safe and healthy.

The body must eliminate excess heat, primarily by varying the rate and amount of blood circulation through the skin and the sweat glands releasing fluid onto the skin. These automatic responses usually occur when the blood temperature exceeds 98.6°F, kept in balance and controlled by the brain. In this process of lowering internal body temperature, the heart begins to pump more blood, blood vessels expand to accommodate the increased flow, and the microscopic blood vessels that thread through the upper layers of the skin start to fill with blood. The blood circulates closer to the skin's surface, and the excess heat is lost to the cooler environment.

If heat loss from increased blood circulation through the skin is inadequate, the brain continues to sense overheating and signals the sweat glands to shed large quantities of sweat onto the skin's surface. Evaporation of sweat cools the skin, eliminating large amounts of heat from the body.

As environmental temperatures approach normal skin temperature, body cooling becomes more difficult. If the air temperature is as warm as or warmer than the skin, blood brought to the body's surface cannot lose heat. Under these conditions, the heart continues to pump blood to the body's surface, the sweat glands pour liquids containing electrolytes onto the skin's surface, and the sweat's evaporation becomes the principal effective means of maintaining a constant body temperature. With so much blood going to the external surface of the body, relatively less goes to the active muscles, the brain, and other internal organs; strength declines, and fatigue occurs sooner than it would otherwise. Alertness and mental capacity may also be affected. LUSD staff who must perform delicate or detailed work may find their accuracy suffering, and others may find their comprehension and retention of information diminishes.

Types of Heat Illness

Even short periods of high temperatures can cause serious health problems. Doing too much on a hot day, spending too much time in the sun, or staying too long in an overheated place can cause heat-related illness.

- Heat rash, also known as prickly heat, is a skin irritation caused by excessive sweating during hot, humid weather. It is likely to occur where sweat is not easily removed from the surface of the skin by evaporation, and the skin remains wet most of the time. Sweat ducts become plugged, eventually leading to a rash. It is manifested as red papules and usually appears in areas of restrictive clothing. It can occur at any age but is most common in young children.
- Heat Syncope/Fainting is when the brain does not receive enough oxygen because the blood pools in the extremities. LUSD staff who are not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.
- Heat Cramps are usually caused by strenuous activity in a hot environment. Painful muscle spasms occur when staff drink large quantities of water but fail to replace their body's electrolyte loss. Cramps can be caused by too much or too little salt in the system. The muscles most susceptible become tired from performing the energetic activity. Cramps may occur during or after work hours.

- Heat Exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced fluid replacement. It is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. If not properly treated, heat exhaustion may rapidly progress to heat stroke.
- Heat Stroke is a medical emergency. It occurs when the body's temperature regulation system fails, sweating becomes inadequate, and its core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the employee receives quick and appropriate treatment, death or permanent disability can occur.

Provision of Water

LUSD provides fresh, pure, suitably cool water to all LUSD workers free of charge. All work site locations within LUSD have chilled & filtered water stations in or near the cafeteria at school sites and at one location each at LUSD's Central Services and Education Center. This water is available for staff, students, and administrators and can be consumed at the station or can be transferred into an employee-provided bottle and taken to alternate locations of the workplace for consumption.

- Each employee is responsible for maintaining their water containers in a sanitary condition.
- If staff are unaware of the location of the nearest chilled & filtered water station at their work site, they should contact their site administrator or immediate supervisor.

During extreme heat conditions, site administrators or immediate supervisors will allow increased water breaks and remind staff to drink water throughout the work shift. LUSD reminds and encourages staff to frequently consume small quantities of water throughout their work day. For those staff who work in outdoor locations, when the outdoor temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the site administrator or immediate supervisor will conduct a pre-shift meeting before the commencement of work to:

- Encourage LUSD staff to drink plenty of water
- Remind LUSD staff of their right to take a cool-down rest when necessary

Access to Cool-Down Areas- Staff Working Indoors

The site administrator or immediate supervisor will designate cool-down areas, such as a nearby portable classroom or other work site location containing air conditioning. The site administrator or immediate supervisor will use the air conditioner to maintain the temperature in the indoor cool-down area below 82 degrees Fahrenheit. The cool-down area will be available at work sites to accommodate all staff on a break at any point in time and will be large enough so that all LUSD staff who are on a break can sit in a normal posture without having to be in physical contact with other LUSD staff. Site administrators or immediate supervisors will ensure that adequate seating is provided in the cool-down area. Site administrators or immediate supervisors will inform LUSD staff of the location of the cool-down area, and staff will be encouraged and allowed to take cool-down breaks whenever they feel they need a break.

- Site administrators or immediate supervisors will monitor LUSD staff who take a preventative cool-down rest break and will ask these staff if they are experiencing symptoms of heat illness.
- In no case will a LUSD employee be ordered back to work until signs or symptoms of heat illness have abated.
- Site administrators or immediate supervisors will provide appropriate first aid or emergency response when a LUSD employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest.
- Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed for the employee to access the cool-down area.

Access to Shade- Staff Working Outdoors

For staff working outdoors, shade will be as close as practicable to staff when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is above 80 degrees Fahrenheit, access to shade will be promptly provided when requested by a LUSD employee to the site administrator or immediate supervisor.

- Natural or artificial shade sources are available at many locations throughout LUSD worksites.
- Employees may only use the interior of a vehicle to provide shade if the vehicle has a working air conditioner and is cooled down beforehand.
- Enough shade will be available at the site to accommodate all LUSD outdoor workers on a break at any time.
- During meal periods, there will be enough shade for all LUSD outdoor workers who choose to remain in the general area of work or areas designated for recovery and rest periods.
- If necessary, site administrators or immediate supervisors will rotate workers in and out of breaks, including meal periods, recovery, and rest periods, if the number of workers is higher than the number that can fit comfortably under shade.

Site administrators and immediate supervisors will inform outdoor workers of shade locations on the worksite and encourage employees to take five-minute cool-down rest periods in the shade. Such access will be permitted at all times during the work day.

- Site administrators or immediate supervisors will monitor all LUSD outdoor workers who take a preventative cool-down rest break, encourage them to remain in the shade, and ask if they are experiencing symptoms of heat illness.
- No employee will be directed back to work before five minutes or before all signs and symptoms of heat illness have abated.
- All outdoor workers will have access to shade during their rest and meal breaks so they can sit in normal postures without touching each other.

- If trees or other vegetation are used to provide shade, the site administrator or immediate supervisor will evaluate the thickness and shape of the shaded area to ensure that sufficient shadow is cast to protect LUSD outdoor workers throughout the workday as the shade moves.

Temperature Assessment- Staff Working Indoors

Outdoor weather conditions, including temperature, will be monitored using the Internet (www.weather.com, et. al.) or the National Weather Service by phone at (805) 988-6610 (#1). Indoor temperatures will be monitored using the thermostat located within the indoor location. The temperature or heat index will be measured and recorded by the site administrator or immediate supervisor. Records of the temperature or heat index measurements will be maintained (Appendix IV), retained for at least one year, and made available to workers or designated representatives upon written request to the Assistant Superintendent, Human Resources, or Assistant Superintendent Business Services. The records will include the measurements' date, time, and specific location. LUSD staff and their union representatives will be actively involved in planning, conducting, and recording temperature or heat index measurements and identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace.

- Initial temperature or heat index measurements shall be taken where workers work and during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
- Measurements will be retaken when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Weather Monitoring- Staff Working Outdoors

The site administrator or immediate supervisor will be trained to check the extended weather forecast beforehand. Weather forecasts will be checked using the Internet (www.weather.com, et al.) or the National Weather Service by phone at (805) 988-6610 (#1). Work schedules will be planned, considering whether high temperatures or a heat wave are expected. This type of advance planning should occur whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

Before each workday, the site administrator or immediate supervisor will monitor the weather at the worksite using the methods described above. This critical weather information will be considered to evaluate the risk level for heat illness and when it is necessary to modify the work schedule, such as increasing the number of water and rest breaks. The site administrator or immediate supervisor will use the Internet (www.weather.com, et al.) or the National Weather Service by phone at (805) 988-6610 (#1) to measure temperature throughout the work site and throughout the shift to monitor for increases in outdoor temperature and ensure that once the temperature exceeds 80 degrees Fahrenheit, shade will be made available to LUSD workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as the high-heat procedures described in the "High-Heat Measures" section of this HIPP, will be implemented.

Control Measures- Staff Working Indoors

LUSD implements control measures for staff working indoors when either of the following conditions occur:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher, and workers are either:
 - Wearing clothing that restricts heat removal, or
 - Working in an area with high radiant heat.

LUSD first implements feasible engineering controls to reduce the temperature and heat index to below 87°F or 82°F for any LUSD staff working in clothing that restricts heat removal or working in high radiant heat areas. If feasible engineering controls are insufficient to comply with the standard, LUSD will add administrative controls. If feasible engineering AND administrative controls are not adequate to decrease the temperature and minimize the risk of heat illness, then LUSD will provide personal heat-protective equipment or take additional precautions that will minimize the risk of heat illness.

LUSD will implement the following engineering controls to lower the indoor temperature and heat index or both to the lowest possible level:

- Use of fans or air conditioning
- Increasing natural ventilation, such as opening windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- Closing window coverings to block solar heat gain from sunlight
- Turning off indoor lighting to reduce radiant heat

LUSD will implement the following administrative controls once all feasible engineering controls have been implemented:

- Modify schedules and work activities to times of the day when the temperature is cooler, such as early morning or late afternoon
- Schedule shorter shifts, especially during heat waves, a day in which the predicted high temperature will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- Require that employees take mandatory rest breaks in a cooler environment, such as a shady location or inside an air-conditioned building.

High-Heat Measures- Staff Working Outdoors

Although it is unusual in the Lompoc area climate, high-heat procedures are additional preventive measures that LUSD uses when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor work locations.

- Effective communication by email, phone, text, two-way radio, or in person will be maintained so that staff at LUSD worksites can contact a supervisor as necessary.

- Frequent communication will be maintained between site administrators or immediate supervisors and LUSD employees working outdoors alone or in smaller groups using email, phone, text, two-way radio, or in person.
- Site administrators or immediate supervisors will contact employees working in outdoor locations as frequently as possible since outdoor workers in distress may not be able to summon help on their own.
- Site administrators or immediate supervisors will frequently provide effective communication and direct observation for alertness and signs and symptoms of heat illness.

When the site administrators or immediate supervisor is unavailable, they will designate an alternate responsible person ahead of time. The designee will be assigned to observe and look for signs and symptoms of heat illness. If a site administrator or immediate supervisor, designated responsible person, or any worker reports any signs or symptoms of heat illness in any LUSD employee, the site administrator, immediate supervisor, or designated responsible person will take immediate action commensurate with the severity of the illness according to the “Emergency Response” section of this HIPP.

- Workers will be reminded by email, phone, text, two-way radio, or in person throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- Pre-shift meetings will be held before staff begin working outdoors to:
 - Review the high-heat procedures
 - Encourage workers to drink plenty of water
 - Remind LUSD staff of their right to take a cool-down rest when necessary

Heat Wave Guidelines- Staff Working Outdoors

As noted earlier in this HIPP, a heat wave means any day that the predicted high temperature will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. During a heat wave:

- The site administrator or immediate supervisor will closely observe all LUSD staff who work outdoors.
- Outdoor work activities will be cut short or rescheduled during cooler hours, such as early morning or late afternoon.
- Before starting work, the site administrator or immediate supervisor will facilitate tailgate meetings with staff who work outdoors to review:
 - LUSD’s HIPP procedures
 - The latest weather forecast
 - Emergency response procedures

Additionally, if schedule modifications are not possible, LUSD staff who work outdoors will be provided with more opportunities for water and rest breaks and observed closely by the site administrator or immediate supervisor for signs and symptoms of heat illness. During a heat wave, outdoor workers will be assigned in groups of at least two to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms.

Acclimatization

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and LUSD workers risk heat illness by not taking it easy when a heat wave or heat spike strikes or when starting a new job that exposes our staff to heat that their body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in high heat and physical stress conditions. LUSD staff, site administrators, and immediate supervisors will be trained in the importance of acclimatization, how it is developed, and how LUSD's procedures address it. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to.

- The weather will be monitored daily so that site administrators or immediate supervisors can look for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.
- For the first 14 days of employment, the LUSD site administrator or immediate supervisors will closely observe new workers and those newly assigned to high-heat areas.
- The intensity of the work will be decreased during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day, such as the early morning or evening.
- Steps taken to lessen the intensity of the workload for new workers will be documented.

For indoor work areas, this 14-day observation period applies:

- When the temperature or heat index equals or exceeds 87 degrees Fahrenheit or
- When the temperature or heat index equals or exceeds 82 degrees Fahrenheit, when:
 - A worker wears clothing that restricts heat removal, or
 - When a worker works in a high radiant heat area

Emergency Response

Effective means of bringing emergency services to LUSD workers, or bringing LUSD workers to emergency services will be ensured by:

- All staff working indoors or outdoors will be provided with a diagram of the work site. This will allow employees to give clear and precise directions to the worksite, including the street address, to avoid a delay in emergency medical services.

- The site administrator or immediate supervisor will designate another employee to physically go outside to the front of the work site to the nearest road where emergency responders can see them. If daylight is diminished, the designated worker will be given reflective vests or a flashlight to direct emergency personnel to the sick worker's location, which may not be visible from the road.
- Effective communication will be ensured by email, text, phone, two-way radio, or in person so that workers can contact site administrators or immediate supervisors when necessary.
- Appropriately trained personnel, such as the Licensed Vocational Nurse or Health Services Assistant, will be available at the site to render first aid.

To ensure that emergency medical services can be called, all site administrators and immediate supervisors will have access to or carry communication devices, such as cell phones and two-way radios. These devices will be checked before each shift to ensure they are functional. When an LUSD employee shows signs or symptoms of severe heat illness:

- Emergency medical services will be called.
- Steps will immediately be taken to keep the employee cool and comfortable to prevent the progression to more severe illness.
- No affected LUSD employee will be left unattended.

During a heat wave, heat spike, or hot temperatures, LUSD workers will be reminded and encouraged to immediately report any signs or symptoms they are experiencing to their site administrator or immediate supervisor. All LUSD staff, including site administrators and immediate supervisors, will be trained in these written procedures for emergency response.

Sick Workers

When an LUSD employee displays possible signs or symptoms of heat illness, a trained first aid worker, such as the Licensed Vocational Nurse or Health Services Assistant, or the site administrator or immediate supervisor, will evaluate the sick worker and determine whether resting in a shaded or cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. Sick LUSD workers will NOT be left alone in the shade or a cool-down area, as their condition could take a turn for the worse. When a LUSD employee displays possible signs or symptoms of heat illness and no trained first aid worker is available at the site, the site administrator or immediate supervisor will:

- Immediately call emergency service providers.
- Communicate to emergency service providers the employee's signs and symptoms
- Request an ambulance

Whenever a LUSD employee displays signs or symptoms of severe heat illness such as decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face, does not look okay, or does not get better after drinking cool water and resting in the shade,

the Licensed Vocational Nurse or Health Services Assistant, or the site administrator or immediate supervisor, will:

- Immediately call emergency service providers.
- Communicate to emergency service providers the employee's signs and symptoms
- Request an ambulance
- While the ambulance is en route, first aid will be initiated, such as cooling the worker by placing them in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fanning the worker.
- NOT let a sick employee go home because even if they start to feel better, their condition could worsen, including death, before reaching a hospital.

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 management, implementation, and administration of the Asbestos Management Plan. 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 LUSD's 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, an inspection and investigation may be conducted 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). 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>

Automated External Defibrillator

Scope

The Santa Barbara Self Insured Program for Employees (SIPE) is dedicated to establishing, maintaining, and overseeing a successful Automated External Defibrillation (AED) Program for SIPE Schools in Santa Barbara County, like Lompoc Unified School District (LUSD). The SIPE Safety Office will work with employees of LUSD who volunteer to serve as trained responders in the event of a medical emergency requiring cardiopulmonary resuscitation (CPR) and the use of an AED. This document describes the guidelines.

Purpose

The purpose of this document is to establish effective, comprehensive, and consistent guidelines. These guidelines will apply to the site assessment, application, maintenance, training, and other components that may be required by Santa Barbara School Districts so that SIPE can ensure that an effective AED program is in place in LUSD.

Definitions

- *Automated External Defibrillator (AED)*- A small, portable electronic medical device with a computer that will automatically analyze the heart rhythm. If the AED detects a life-threatening abnormal rhythm, the AED will provide voice prompts and a visual message for the responder. The AED instructs the responder to move away from the victim and to push the shock button to deliver a life-saving shock.
- *Volunteer Responder*- An employee of a Santa Barbara School District who volunteers to respond to an emergency at work. The volunteer responder is trained in CPR and the use of the AED and has received certification from a nationally recognized training institution. This would also include any security personnel who have been contracted by the company organization and who are also required to respond to medical emergencies. Certification must be current.
- *Cardiopulmonary Resuscitation (CPR)*- External chest compressions and artificial ventilation applied to a victim of Sudden Cardiac Arrest.
- *Emergency Medical Services (EMS)*- A national system of professional responders who have been trained to provide pre-hospital, immediate care for victims of sudden illness or injury.
- *Risk*- The chance of injury or illness as determined by the presence of hazards and/or the probability of an adverse event occurring.
- *Sudden Cardiac Arrest (SCA)*- Sudden cardiac arrest is an electrical problem whereby the heart function ceases abruptly and without warning. The heart no longer pumps blood

throughout the body, and death occurs. The usual cause is an arrhythmia known as Ventricular Tachycardia (VT) or Ventricular Fibrillation (VF) or both.

- *Heart Attack*- A heart attack is a pumping problem whereby one or more vessels of the heart are blocked, preventing proper blood flow that results in heart muscle death.

The Concepts of an Early Defibrillation Program

Early defibrillation addresses the problem of sudden cardiac arrest. Early defibrillation is most successful when implemented as part of the chain of survival. The links of the chain of survival include early recognition of cardiopulmonary arrest and activation of 911 by trained responders, early CPR, and early defibrillation when indicated, and early advanced life support. The establishment of early defibrillation within a strong chain of survival will ensure the highest possible survival rate.

The Response Team

Goal: The goal of the response team is to increase the rate of survival of people who have sudden cardiac arrest at work. Effective programs deliver a shock to a victim within 3 to 5 minutes of collapse.

Roles and Responsibilities: Listing all those trained in current CPR and AEDs as potential responders. These responders are protected by California's Good Samaritan Laws as defined in SB 658.

Program Administrator: It is the responsibility of the SIPE Safety Office to:

- Oversee the implementation of the program
- Designate the AED site coordinators(s)
- Communicate with key decision-makers
- Review the program annually to evaluate its effectiveness
- Accurately maintain and update the AED monthly inspections

LUSD Site Coordinator: It is the responsibility of the Site Coordinator to:

- Communicate with SIPE with respect to:
 - Medical director and medical oversight
 - Program administration, management, and EMS notification
 - Volunteer responders
 - Compliance with SIPE policies and procedures
- Maintain a current list of trained volunteer responders
- Facilitate event review, data collection, and quality initiatives
- Adhere to the SIPE guidelines for maintenance and upkeep involving the AED(s) they are responsible for
- Accurately maintain and update their AED monthly inspections via the Internet or maintenance work order.

Volunteer Responders: Volunteer responders are responsible to:

- Successfully complete all mandatory training and skills evaluations as detailed by the AHA and the medical director
- Maintain current certification and participate in re-certification

SIPE Safety Manager: It is the responsibility of the SIPE Safety Manager to:

- Identify and review local and state regulations
- Notify the local EMS or regulatory agency of the location of AEDs where applicable by law
- Identify local EMS policies and procedures and communicate them to the Program Administrator
- Share AED use data per local and state regulations
- Provide CPR and AED training for any district with AEDs
- Provide an “online oversight” AED maintenance program to assist districts in keeping compliant with regulations that require regular inspections and tracking of AEDs.

The Response Equipment

Description- The AED and other emergency response equipment support the chain of survival in the event of an SCA. Each device should be maintained according to policy and following the manufacturer's guidelines. The AED and equipment will only be used at the facility and are not for personal use.

The AED shall be applied to:

- Unresponsive and not breathing victims
- Victims that are infant to pre-pubescent
 - Pediatric electrodes, if available; If not, adult pads used like pediatric pads (affixing the upper right chest pad to the center chest and the lower left rib cage pads moved to the center of the back between shoulder blades)

Location- The AEDs will be placed in the location recommended by SIPE and the program administrator to ensure the availability of the AED within the 3–5-minute recommended response time. AEDs are placed for the most efficient response time to ensure that the goal of the AED program is reached. AEDs should be stored with the appropriate accessories.

Accessories- All accessory equipment must remain with the AED and include the following:

Item Description	Quantity
Electrode pads	1 or more
AED battery	1 or more
Rescue essentials	1 or more

All equipment and accessories must be inspected routinely for readiness of use and integrity of the device.

AED Maintenance

See Appendix 1 for the *Periodic Maintenance Checklist*

Report of Damage- Follow SIPE guidelines for all scheduled AED maintenance checks. Report immediately any defects, missing, damaged, or expired accessories to SIPE.

Required Maintenance Schedule- The site coordinator is required to complete the periodic maintenance verification checklist on each AED to ensure the quality of the AED program. Monthly checks are required to be recorded by the 28th of every month but no sooner than the 18th of each month. The site coordinator will receive an email reminder five (5) days prior to the required verification date. If the verification is not performed, the site coordinator will be notified again the day the check is due. If the AED has not been checked within three days following the required maintenance deadline, the program administrator and the site coordinator will be notified that the site has reached an out-of-compliance status.

The AED Response Plan Overview

See Appendix II for the *Response Plan*

Call 911

Notifying emergency medical services is the first link in the chain of survival and is a very crucial step. Any employee who recognizes an emergency must call 911 immediately.

Information that needs to be provided to 911 may include:

- The type of emergency
- The location of the emergency
- A brief description of the victim, including approximate age, gender, status of victim, and CPR
- Special access instructions to the site of the emergency

Any employee should then summon the volunteer responders.

Volunteer's Respond

Volunteer responders will provide care based on the following:

- Scene safety
- Victim's condition and initial assessment
- The emergency response plan
- SIPE protocols

Transfer of Care

Upon arrival of EMS, the volunteer responders will transfer care to EMS; the volunteer responders may assist with care if requested by EMS. Volunteer responders will provide the following information to EMS:

- The victim's condition upon the arrival of the responder

- Time of incident
- All care provided to the victim

Post Incident Procedures

The volunteer responders will follow these procedures after the incident:

- Notify SIPE immediately by calling (805) 922-8003 (Monday-Friday, 8:00 a.m. - 5:00 p.m.)
- Complete the Post-Incident Report Form
- Complete post-incident equipment maintenance
- Participate in a critical incident debriefing session
- Notifying SIPE will activate the loaner system so that a loaner AED may be sent to the site. The site address will be verified so that SIPE may send a loaner AED and a return shipment label to the site via UPS. The LUSD site coordinator must return their AED back to SIPE in the loaner box utilizing the label provided. SIPE will retrieve the event data from the AED and submit the information to the overseeing physician for review.

Critical Incident Debriefing

A critical incident debriefing session will be held as soon as possible following an event. This will be done on an informal basis. The purpose of debriefing is to:

- Determine the need for emotional support for the volunteer responders
- Evaluate the effectiveness and quality of the Emergency Response Plan
- Determine the need for additional training
- Recommend corrective actions

No changes to the Emergency Response Plan will be made without conferring with the program administrator and the expressed authorization from SIPE based on consultation with and approval by the medical director.

Protocol Authorization

SIPE and the program administrator will review and approve all emergency response procedures, including AED protocol and any addendums or changes.

Protocol Approval

The procedures and protocols are developed with guidance from SIPE for the specific use by Santa Barbara County SIPE School Districts.

Protocol Review

An annual review will be conducted to ensure quality and consistency with the program. No changes to the Emergency Response Plan will be made without conferring with the program administrator and the expressed authorization from SIPE based on consultation with the approval of the medical director.

Operational Guidelines

The protocol detailed in the Emergency Response Plan is intended for the volunteer responders.

Protocol Qualifications

The qualifications of the volunteer responders are:

- Successful completion of AHA and/or any nationally recognized and approved training program, such as Red Cross or Medic First Aid.
- The minimum training to be completed is CPR and AED
- Volunteer responders perform only to the level of training completed and indicated on the certification card.
- The LUSD site coordinator must identify and accept the volunteer responder as part of the emergency response team
- Current certification must be maintained

Emergency Response Protocol

Initial Assessment

The first volunteer responder conducts an initial assessment to determine the level of response required from the team and local EMS. The initial assessment includes but is not limited to:

- Determine scene safety for self and other responders
- Assess the victim; determine if the victim is responsive or unresponsive
- Consider universal precautions prior to patient contact

Call 911

The first volunteer responder should call for additional help. A second responder should be sent to call 911.

If alone and no other person responds the first volunteer responder should not delay and call 911 immediately. The following information is to be provided to 911:

- Type of emergency
- The exact location of the emergency
- Any special access instructions
- Victim assessment, responsive/unresponsive, breathing/not breathing, if known

Note: 911 may be able to assist with directions for care.

Retrieve the AED

If available, a second person or another responder should be sent to get the AED immediately. If alone, call 911 from a portable phone, if possible, so you can retrieve the AED while you call 911. If you are alone and no portable phone is available, retrieve the AED immediately after calling 911.

Begin CPR

The volunteer responder will provide CPR as follows:

- Check for breathing
 - Assess face for signs of shock
- Check for normal breathing
 - Look for the chest to rise, if none

- Immediately begin chest compressions
 - Push hard on the lower center of the chest at a depth of 2"-2-1/2" depth at a rate of 100 compressions/minute
 - Do 30 Compressions, then give 2 rescue breaths
 - If you do not have a CPR Barrier, do compression-only CPR with continuous chest compressions. If you have help, switch off with another CPR provider every 2 minutes or as needed.
- If you plan on giving rescue breaths, use head tilt, chin lift method, open mouth and quickly inspect for obstructions, apply CPR Barrier, and give two(2) one-second breaths each. Ensure that each breath makes the chest rise and fall.
- Continue cycles of 30 compressions and 2 rescue breaths until an AED arrives, EMS takes over, or the victim becomes responsive

AED Arrives

It is extremely important that the AED be used immediately. As soon as the AED arrives:

- Power on the AED
 - Push the on/off button
 - Remove the cover/lid
 - Follow the voice prompts
- Follow the pictures on the AED electrode pads for proper placement
- Perform any special procedures as needed
 - Wearing protective gloves, remove any medication patches on the surface of the chest and then wipe the chest
 - Using the supplied prep razor, shave excessive chest hair
 - Do not place the AED electrode pad directly over implanted devices; however, move the pads slightly if possible.
 - Dry the chest if wet, so the AED pads adhere properly

Allow the AED to Analyze

When the AED pads are in place, the AED will automatically analyze the victim's heart rhythm and indicate a "shock" or "no shock" status.

- If SHOCK ADVISED
 - Clear the victim - do not touch the victim
 - Press the flashing button to deliver the shock when prompted
 - Resume CPR immediately after the shock, the AED will prompt you to resume CPR
 - Begin with compressions, continue with 30 compressions and 2 breaths
 - The AED will re-analyze in two (2) minutes, follow the voice prompts
- If NO SHOCK ADVISED
 - Resume CPR immediately
 - Continue with 30 compressions and 2 breaths until the victim moves or breathes normally or until EMS arrives
 - The AED will re-analyze rhythm every 2 minutes
 - Follow the voice prompts

AED Application Guidelines

Once the AED electrode pads are applied, do not remove them. If the victim shows signs of responsiveness, stop CPR and put the victim in a recovery position if no injuries are suspected. If injuries are suspected, do not move the patient, but maintain the airway with a head-tilt, chin-lift procedure. Do not power off the AED. The AED will continue to monitor the patient's heart rhythm.

Patient Monitoring

If the victim becomes unresponsive again after regaining consciousness following a shock, the AED will alert the volunteer responder to

- Clear the victim
- Press the shock button if an additional shock is needed
- Follow the voice prompts of the AED
- Resume CPRI.

Transfer of Care to EMS

Upon arrival of EMS, transfer patient care to the EMS team. Provide as much information as possible to EMS as requested.

AED Application Guidelines

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Patient Monitoring

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- Clear the victim
- Press the shock button if an additional shock is needed
- Follow the voice prompts of the AED
- Resume CPR

Transfer of Care to EMS

Upon arrival of EMS, transfer patient care to the EMS team. Provide as much information as possible to EMS as requested.

Post Incident Report

Contact SIPE within 24 hours of the event. The Post Incident Report and any other forms required by local law will be sent to the LUSD Site Coordinator in charge of the site that used the AED. The volunteer responders who provided care will document the care given and the use of the AED. The Post Incident Report Form will be used.

- This form is to be given to the LUSD Site Coordinator and/or the Program Administrator.

- This report will then be forwarded to SIPE within 24 hours of the event.

Confidentiality

The Post Incident Report is part of the patient care record and is confidential information. This report is not to be copied or altered. Compliance with HIPAA is mandatory. Volunteer responders must refrain from any discussion with co-workers about any aspects of the emergency, including the outcome. A critical incident debriefing session will be held with the volunteer responders involved with the care of the patient. This is the only time that confidential information can be shared with the medical director and the AED site coordinator from LUSD. This debriefing will be held via phone conference with SIPE.

Post Event Support and Data Retrieval

SIPE will begin the post-event services at no additional charge.

Data Retrieval

Notifying SIPE of your AED use will activate the loaner system so that a loaner AED may be sent to the site. The site address will be verified so that SIPE may send a loaner AED and return their AED to SIPE in the loaner box utilizing the label provided. SIPE will retrieve the event data from the AED and submit it to the overseeing physician for review and filing according to local requirements. LUSD Site coordinators may also retrieve their event data and email it to their SIPE Account Manager. Data cards may also be submitted in lieu of AEDs for data retrieval.

AED Return to Service

Once the AED has been returned to the specified location, inspect the AED for any damage and/or missing parts. Replace all supplies used during the event, such as batteries and electrode pads.

Report Misuse or Defect

Any defects in the AED operation or deviation from the protocols established herein are to be reported to the program administrator and to SIPE. Tampering with medical equipment, including the AED, will not be tolerated. Any suspected tampering and/or misuse must be reported immediately so the AED can be inspected for proper operation.

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 most recently updated 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>

Employee Training

All workers, including administrators, managers, and supervisors, shall have training and instruction on general and job-specific safety and health practices. LUSD provides and keeps record of 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/Explosion	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 on the need for, use of, 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.

Training records, other than those maintained in the Keenan Vector Training, K-12 Edition database or otherwise, may be recorded and maintained on (Appendix IX) Employee Training & Instruction Record.

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 VIII- 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 I
WORKPLACE VIOLENCE 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
WORKPLACE 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
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"> ● Bolted entries/locks ● Designated public entry doors ● Clear sightlines ● Good lighting ● Motion/movement detectors 	
<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"> ● Coded doors/security doors ● Employee ID cards and guest passes with sign-in/out ● Clearly labeled staff areas ● Closed-circuit video system ● Metal detectors ● Alarms ● Mirrors 	
<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"> ● Clear sightlines ● Means of communication ● Signage (re: hours) ● No heavy or sharp objects 	
<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"> ● Widened service desks ● Barriers (e.g., unbreakable screens) ● Silent, concealed alarms ● Other means to summon help 	

<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"> ● Restricted public access ● Clear sightlines ● Locked doors ● Mirrors ● Angled corners
<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"> ● Exit signs ● Good lighting ● No obstructions ● Panic bars to allow escape
<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"> ● Clear sight lines ● Restricted public access ● Communication devices or alarms ● Locks that can be accessed by security
<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"> ● Clear sight lines ● Communication devices or alarms ● Furniture layout ● Weighted furniture ● Extra exit
<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"> ● Clear sightlines ● Means of communication ● Mirrors ● Angled corners ● Restricted access

<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"> ● Locked and hidden storage ● Controlled access
<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"> ● Security tours ● Cameras ● Secured grounds
<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"> ● Personal alarms ● Cell phones ● Two-way radios ● GPS tracking devices or other locating devices
<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"> ● Test the security systems regularly ● Test individual security devices before use and regularly while in use ● Keep records of tests ●
<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"> ● For emergency purposes, a safe area (for example, a secure room, the business next door, etc.) should be identified.

<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"> • Measures and procedures will depend on the specific workplace
<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"> • Provide workers training on workplace security measures and in the proper use and testing of individual security devices
<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"> • Risks of workplace violence arising from their job or location • Other relevant measures and procedures
<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"> • Personal alarms • Cell phones • Two-way radios • GPS tracking devices or other locating devices

**APPENDIX IV
HEAT ILLNESS TEMPERATURE LOG**

Site administrators and immediate supervisors will monitor outdoor weather conditions, including temperature, using the Internet (www.weather.com, et al.) or the National Weather Service by phone at (805) 988-6610 (#1). Indoor temperatures will be monitored using the thermostat located within the indoor location. Records of the temperature or heat index measurements will be maintained in this log.

- Temperature or heat index will be measured and recorded by the site administrator or immediate supervisor.
- Initial temperature or heat index measurements are taken where workers work and at times during the shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
- Measurements are taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Date	Time	Location of Measurement	Temperature	Person Logging this Entry

APPENDIX V AED PERIODIC MAINTENANCE CHECKLIST

SIPE recommends that your AED inspection be conducted and a record of this inspection be recorded into the database at www.safetymatters.onlineoversight.com. You will enter a record of inspection for each device for which you are the AED site coordinator.

To check your device:

- Go to the location in your facility where the device is located. Verify that the AED still indicates a “ready status.” Refer to the manufacturer’s guidelines for further information on verifying “ready status.”
- Check the expiration date on the electrode pads and the batteries. Note: The AED’s self-diagnostic may detect the expiration status of your AED battery.

To enter the record of your inspection:

- Go to www.safetymatters.onlineoversight.com and log in using your AED site coordinator username and password.
- For each LUSD site you are overseeing, you will need to enter the maintenance record.
- Click on the dashboard tab to take you to your AED inventory and locations.
- Click the status tab to see the AED inspection checklist. Verify you inspected by clicking “check now.” When done, click the save button.

What if something is wrong with my device?

If your device is not ready when you click on the "no" bubble, the system will open another box that will explain the problem and allow you to correct it. If you are still experiencing difficulties, please contact Safety Matters at (805) 705-9222.

APPENDIX VI AED RESPONSE PLAN

The following AED protocol is for use by your company's volunteer responders. Safety Matters medical director/local medical director approves it for use by approved members only. The protocol will be reviewed on an annual basis and replaced by a revised protocol as necessary. See the following AED protocol flow chart.

- Conduct an initial assessment:
 - Assess for scene safety; use universal precautions.
 - Assess the patient for lack of consciousness and lack of breathing by quickly checking the face for signs of shock and the chest for rising and falling breathing.
- Ensure that 911 has been notified and that the local EMS response agency is en-route. When an emergency call is received, the following information must be obtained:
 - Type of emergency
 - Location of the emergency
 - Breathing/consciousness of patient and whether CPR is in progress
 - Any special access instructions
- Assess the breathing of the patient. If the patient is not breathing, perform CPR until the AED arrives.
- As soon as the AED is available, power on the AED and follow the prompts. Make sure that the AED pads are placed in their proper location and that they are making effective contact with the patient's chest. Do not place the AED pads over the nipple, medication patches, or implantable devices. It is vital that the electrode pads are placed on the patient as soon as possible.
- If shock is advised by AED, make sure no one is touching the patient. Say "CLEAR" and deliver a shock to the patient if AED is a manual type. Automatic AEDs will deliver a shock after a 3-second countdown. Make sure during the countdown and shock that no one is touching the patient. After shock or no shock prompt, listen for AED prompts that advise it is safe to touch the patient and to continue to do CPR. Per AHA guidelines, do 2 minutes of uninterrupted CPR. The AED will prompt you to "stop CPR" and will do an analysis of the patient's heart rhythm.
- If no shock is advised, check for breathing, and continue doing CPR.
- If the patient exhibits no breathing, continue to perform continuous CPR until otherwise prompted by the AED, EMS medics, and/or the medical director.
- Transfer patient care to EMS. No more than 24 hours following the event, document the SCA event and complete the AED Incident Report (complete all fields). Provide all documentation to the AED site coordinator/program administrator within 24 hours of the occurrence of the event.

- Contact Safety Matters Customer Support at (805) 705-9222 as soon as possible and follow post-event procedures found in Section 8, D & E. Post-event procedures shall commence, including:
 - AED Incident Report
 - Notification of supervisor/AED site coordinator/program administrator from LUSD.
 - Replacement of all equipment used.

APPENDIX VII
AED INCIDENT REPORT
SIPE FACILITY AED REPORT FORM FOR CARDIAC ARRESTS

1. LUSD Facility Name: _____
2. Specific Incident Location: _____
3. Street Address: _____
4. Date of Incident: _____
5. Time of Incident: _____
6. Patient Gender: _____
7. Estimated age of patient in years: _____
8. Did the patient collapse (become unresponsive)? Yes _____, No _____
 - A. If yes, what were the events immediately prior to the collapse (check all that apply)
 - Difficulty breathing _____
 - Chest pain _____
 - No signs or symptoms _____
 - Drowning _____
 - Electrical shock _____
 - Injury _____
 - Unknown _____
 - B. Was someone present to see the person collapse? Yes _____, No _____
 - If yes, was that person a trained AED employee? Yes _____, No _____
 - C. After the collapse, at the time of patient assessment and just prior to the facility AED pads being applied:
 - Was the person breathing? Yes _____, No _____
 - Did the person have signs of circulation? Yes _____, No _____
9. Was CPR given prior to 911 EMS arrival? Yes _____ Go to 9a, No _____ Go to 10
 - A. Estimated time CPR started: _____
 - B. Was CPR started prior to the arrival of a trained AED employee? Yes _____, No _____
 - C. Who started CPR? Bystander _____, Trained AED employee _____
10. Was a facility AED brought to the patient's side prior to 911 EMS arrival? Yes _____, No _____

- A. If no, briefly describe why and skip to #18
- B. If yes, estimated time facility AED at patient's side: _____
11. Were the facility AED pads placed on the patient? Yes _____, No _____
- A. If yes, was the person who put the AED pads on the patient a:
- Trained AED facility employee _____
 - Untrained AED facility employee _____
 - Bystander _____
12. Was the facility AED turned on? Yes _____, No _____
- A. If yes, estimated time facility AED was turned on: _____
13. Did the facility AED ever shock the patient? Yes _____, No _____
- A. If yes,
- Estimated time of 1st shock by facility AED: _____
 - If shocks were given, how many shocks were delivered prior to the EMS ambulance arrival? # _____
14. Name of the person operating the facility AED: _____
- A. Is this person a trained AED employee? Yes _____, No _____
- B. Highest level of medical training of the person administering the facility AED:
- Public AED trained _____
 - First responder AED trained _____
 - EMT-B _____
 - CRT/EMT-P _____
 - Nurse/Physician _____
 - Other health care provider _____
 - No known training _____
15. Were there any mechanical difficulties or failures associated with the use of the facility AED?
- Yes _____, No _____
- If yes, briefly explain and attach a copy of the completed FDA reporting form (required by Federal law):
16. Did any of the below personal concerns regarding the patient apply?
- Vomiting _____
 - Excessive chest hair _____
 - Sweaty _____
 - Water/Wet Surface _____
 - Other concerns not listed above:

17. Were there any unexpected events or injuries that occurred during the use of the facility AED? Yes _____, No _____
- If yes, briefly explain:
18. Indicate the patient's status at the time of the 911 EMS arrival
- Signs of circulation restored: Yes _____, No _____, Unsure _____
 - Breathing restored: Yes _____, No _____, Unsure _____
 - If yes, time breathing restored: _____
 - Responsiveness restored: Yes _____, No _____, Unsure _____
 - If yes, time responsiveness restored _____
19. Was the patient transported to the hospital? Yes _____, No _____
- A. If yes, how was the patient transported?
- EMS Ambulance _____
 - Private vehicle _____
 - Other _____
- B. If yes, please provide the name of the transporting ambulance service and the facility the patient was transported to:
20. Other comments/concerns not referenced on this form that may be useful for the medical director?

Report completed by:

- Print Name: _____
- Date: _____
- Signature: _____
- LUSD Title: _____
- LUSD Phone: _____

Make/model of the facility AED used

- Manufacturer _____
- Model _____

PLEASE RETURN THIS FORM TO SIPE WITHIN 24 HOURS FOLLOWING INCIDENT- FAX (805) 928-5414

PLEASE FORWARD ANY QUESTIONS TO THE LUSD SITE COORDINATOR OR SIPE AT (805) 922-8003

**APPENDIX VIII
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 IX
EMPLOYEE TRAINING AND INSTRUCTION RECORD**

Employee Name	Training Dates	Type of Training	Trainers