

Liberty Union High School District

Administrative Regulation

Classification: All Personnel

Policy No. AR 4157/4257/4357

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Effective 09/09/92

Subject: Employee Safety

Revised 06/18/24

The Superintendent or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

Injury and Illness Prevention Program

The district's injury and illness prevention program 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 obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
3. A system for communicating with employees, in a form readily understandable by all employees, on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but not be limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard
5. A procedure for investigating occupational injury or illness.

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6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures, or equipment is introduced into the workplace and represents a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR [3203](#), with either of the following: (8 CCR [3203](#))

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR [3204](#) for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or web site, which allows an employee to review, print, and email the current version of the district's injury and illness prevention program

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The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR [3203](#))

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. 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. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a workplace is not

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in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR [3400](#))

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
 2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.
- (cf. 5141.6 - School Health Services)
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

Protection from Communicable Diseases and Infections

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR [5193](#); 29 CFR [1910.1030](#))

(cf. [4119.42/4219.42/4319.42](#) - Exposure Control Plan for Bloodborne Pathogens)

(cf. [4119.43/4219.43/4319.43](#) - Universal Precautions)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks,

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and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

(cf. [5141.22](#) - Infectious Diseases)

The Superintendent of designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR [2508](#))

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
17 CCR 2508	<u>Reporting of communicable diseases</u>
8 CCR 14000-14316	<u>Occupational injury or illness reports and records</u>
8 CCR 3203	<u>Injury and illness prevention program</u>
8 CCR 3204	<u>Access to employee exposure and medical records</u>
8 CCR 3400	<u>Medical services and first aid</u>
8 CCR 5095-5100	<u>Control of noise exposure</u>
8 CCR 5193	<u>Bloodborne pathogens</u>
Ed. Code 32030-32034	<u>Eye safety</u>
Ed. Code 32225-32226	<u>Communications devices in classrooms</u>
Ed. Code 32280-32289.5	<u>School safety plans</u>
Ed. Code 44984	<u>Required rules for industrial accident and illness leave</u>
Gov. Code 3543.2	<u>Scope of representation</u>
Lab. Code 1139	<u>Worker's rights in emergencies</u>
Lab. Code 132a	<u>Workers' compensation; nondiscrimination</u>
Lab. Code 3300	<u>Definition of employer</u>
Lab. Code 6305	<u>Occupational safety and health standards; special order</u>
Lab. Code 6310	<u>Retaliation for filing complaint prohibited</u>
Lab. Code 6325	<u>Prohibition of entry into place of employment</u>
Lab. Code 6400-6413.5	<u>Responsibilities and duties of employers and employees</u>

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State	Description
Lab. Code 6401.7	<u>Injury and illness prevention program</u>
Lab. Code 6401.9	<u>Workplace violence prevention plans</u>
Federal	Description
17 CFR 2508	<u>Reporting of communicable diseases</u>
29 CFR 1910.1030	<u>Bloodborne pathogens</u>
29 CFR 1910.95	<u>Noise standards</u>
29 CFR 651-678	<u>Occupational safety and health</u>
8 CFR 14000-14316	<u>Occupational injury or illness reports and records</u>
8 CFR 3204	<u>Access to employee exposure and medical records</u>
8 CFR 5193	<u>Bloodborne pathogens</u>
Management Resources	Description
CA Department of Industrial Relations Publication	<u>Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>National Institute for Occupational Safety and Health</u>
Website	<u>U.S. Department of Labor, Occupational Safety and Health Administration</u>
Website	<u>California Department of Industrial Relations, Occupational Safety and Health</u>
Website	<u>National Hearing Conservation Association</u>
Website	<u>CSBA</u>
Website	<u>Centers for Disease Control and Prevention</u>
Cross References	
Code	Description
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
3514	<u>Environmental Safety</u>
3514	<u>Environmental Safety</u>

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Code	Description
3514.1	<u>Hazardous Substances</u>
3514.1	<u>Hazardous Substances</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516.5	<u>Emergency Schedules</u>
3530	<u>Risk Management/Insurance</u>
3530	<u>Risk Management/Insurance</u>
4112.9	<u>Employee Notifications</u>
4112.9-E(1)	<u>Employee Notifications</u>
4113.5	<u>Working Remotely</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.41	<u>Employees With Infectious Disease</u>
4119.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4119.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4119.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4119.43	<u>Universal Precautions</u>
4119.43	<u>Universal Precautions</u>
4131	<u>Staff Development</u>
4156.2	<u>Awards And Recognition</u>
4157.1	<u>Work-Related Injuries</u>
4157.2	<u>Ergonomics</u>
4158	<u>Employee Security</u>
4158	<u>Employee Security</u>
4161.11	<u>Industrial Accident/Illness Leave</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>

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4213.5	<u>Working Remotely</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.41	<u>Employees With Infectious Disease</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.43	<u>Universal Precautions</u>
4219.43	<u>Universal Precautions</u>
4231	<u>Staff Development</u>
4256.2	<u>Awards And Recognition</u>
4257.1	<u>Work-Related Injuries</u>
4257.2	<u>Ergonomics</u>
4258	<u>Employee Security</u>
4258	<u>Employee Security</u>
4261.11	<u>Industrial Accident/Illness Leave</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4313.5	<u>Working Remotely</u>
4319.41	<u>Employees With Infectious Disease</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.43	<u>Universal Precautions</u>
4319.43	<u>Universal Precautions</u>
4331	<u>Staff Development</u>

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4356.2	<u>Awards And Recognition</u>
4357.1	<u>Work-Related Injuries</u>
4357.2	<u>Ergonomics</u>
4358	<u>Employee Security</u>
4358	<u>Employee Security</u>
4361.11	<u>Industrial Accident/Illness Leave</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
6142.93	<u>Science Instruction</u>

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