San Bernardino County Superintendent of Schools
Procedure 4157, 4257, 4357

EMPLOYEE SAFETY

The personal safety and health of each employee is of primary importance. All employees shall comply with all occupational safety and health standards, rules, regulations and orders required by law and County Superintendent of Schools policy and procedures.

Injury and Illness Prevention Program

The County Superintendent of Schools shall maintain and implement a written injury and illness prevention program which clearly defines the responsibilities of supervisors and employees and that identifies:

1. 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. This system may include:
   a. Disciplinary actions.
   b. Programs for training and retraining in safety rules and procedures.
   c. Means for recognizing or rewarding employees who follow safe and healthful work practices.

3. A system for communicating with employees in a way readily understandable by all employees on occupational health and safety matters, including provisions designed to encourage employees to report hazards at worksite without fear of reprisal. This system may include:
   a. Regular, scheduled meetings at which safety is freely and openly discussed.
   b. Training programs.
   c. Display of posters and bulletins.
   d. Written communications such as newsletters and reproductions of the County Superintendent of Schools employee safety policy.
   e. A reporting form, safety suggestion box or other system of anonymous notification by employees about hazards.
   f. Labor/management safety and health committees.

4. Procedures for identifying and evaluating work place hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections to identify and evaluate hazards shall be made:
   a. When the program is first established.
   b. Whenever new substances, processes, procedures or equipment that represent a new occupational safety or health hazard are introduced into the work place.

5. Procedures for investigating occupational injury or illness, including near-miss incidents.

6. Procedures for the timely correction of unsafe or unhealthful conditions and work practices, based on the severity of the hazard when 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. A training program designed to instruct employees in general safe and healthful work practices and the hazards specific to each employee's job assignment. Training shall be provided:
   a. When the program is first established.
   b. To all new employees.
   c. To all employees given new job assignments for which training has not previously be received.

d. Whenever new substances, processes, procedures or equipment are introduced into the work place and represent a new hazard.
e. Whenever the County Superintendent of Schools Office is made aware of a new or previously unrecognized hazard.
f. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Records of the steps taken to implement and maintain the Injury and Illness Prevention Program shall be kept in accordance with law.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7.

Eye Safety Devices

Eye safety devices shall be worn by teachers, other employees, students and visitors whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes.

Such occasions include, but are not limited to, the following:

1. Working with hot molten metal.
2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials.
3. Heat treating, tempering, or kiln firing of any metal or other materials.
4. Gas or electric arc welding.
5. Repair or servicing of any vehicles, machinery or equipment.
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.

Approved: September 15, 1994