Injury and Illness

Prevention Program

(IIPP)

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INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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I. PROGRAM ORGANIZATION/ADMINISTRATION

Introduction

This Central Unified School District Injury and Illness Prevention Program is a guide to assist our administrators and supervisors in carrying out their safety and health responsibilities in our operations. Each supervisor is responsible for knowing Central Unified School District's policy on safety, for communicating this policy to every employee, and for reinforcing the safe job procedures and programs outlined in this program.

Because the district's operations are diverse, this guide may not cover all conditions affecting the safety and wellbeing of district employees. We expect administrators, supervisors and employees to use good judgment to ensure that every activity undertaken is done so in the safest manner possible.

This document is intended to assure compliance with California Code of Regulations Title 8 Section 3203 and defines specific workplace safety responsibilities and procedures for all employees.

Safety Policy Statement

All of us at Central Unified School District share a common interest in the continued success of district operations. This is particularly true when it comes to safety in the workplace. Accidents can result in injury to district employees, damaged equipment, and disruption of district operations. However, proper training, communication and good judgement can prevent most accidents.

Reduction of accidents in district operations is possible through a team effort involving both employees and management. District management will do everything possible to provide a safe working environment. Employees are expected to do everything possible not to create conditions that can result in injury to themselves or to fellow employees.

For your safety, do not hesitate to ask your supervisor about any part of your work that may seem too hazardous or unfamiliar. Where specific safe work procedures apply, follow them. If you are not sure of the safe way to do the job, ask for help.

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Central Unified School District

Director of Risk Management/Human Resources

Employee Safety and Health Responsibilities

As an employee of Central Unified School District, you are expected to use good judgment and common sense in carrying out your job duties. If you don't understand the safe way to do the job, ask your supervisor. The following basic responsibilities apply to all employees:

1. Cooperate on all matters relating to safety and health in district operations and promote safety positively.

2. Understand Central Unified's General Safe Job Procedures (see Page 15) and comply with all specific safe job procedures that apply to your job.

3. Plan and carry out job assignments without creating hazards to yourself and other employees.

4. Use all personal protective equipment (PPE) where required in district operations.

5. Report all unsafe conditions or equipment immediately to your supervisor.

6. Report all accidents to your supervisor immediately and obtain first aid for all minor injuries.

7. Report to work physically and mentally ready to do the job. The district insists on a substance free environment. If you report to work under the influence of drugs or alcohol, you will be sent home and disciplinary action may be taken, up to and including discharge.

8. Working safely is your most important responsibility. Employees failing to do so are subject to verbal warnings, formal written warning, or other disciplinary action, depending on the circumstances.

Supervisor Safety and Health Responsibilities

As a supervisor, you are critical to the ultimate success of the Injury and Illness Prevention Program. By your actions and leadership, you set the standards which others will follow. The district expects administrators and supervisors to carry out the Injury and Illness Prevention Program to build a team spirit on the basis that accidents are preventable and unacceptable in our operations. Supervisor's responsibilities include:

1. Review the district safety policies and specific procedures with each employee. Ensure each employee has access to personal protective equipment as required by Title 8 Section 3203. Please contact the District's Risk Management office if you need assistance.

2. Provide safety orientation and training to new employees and retrain existing employees when needed because of new operations, hazards or injuries. Included on the next page is a listed of required trainings by department. Additional training resources may be found on CRMA's website (www.crma-jpa.org). Please contact the District's Risk Management/Human Resources office if you need assistance.

3. Insure that all accidents or injuries are reported immediately, and that control is provided at the scene of an accident.

4. Investigate all accidents and injuries, including "near misses" in where the accident/incident does not result in injury or damage, and prepare the appropriate accident report. That report shall be submitted to the Risk Management/Human Resources Office within 2-3 days of supervisor's knowledge of the incident.

5. Insure that regular safety inspections are made of your department, school site or work area. Periodic inspections will be conducted by CRMA. Inspection reports will be sent to the Maintenance Director and site supervisors. Site supervisors are responsible for following up on recommendations resulting from CRMA's inspection reports.

6. Promote the district's Injury and Illness Prevention Program at all times and maintain a positive attitude on safety related issues.

Safety Administration

1. Safety Responsibility

Administrators and supervisors are responsible for carrying out the Central Unified School District Injury and Illness Prevention Program (IIPP). Each employee is responsible and will be held accountable for complying with applicable district safe job procedures.

2. Disciplinary Action

   a. Non-Serious (no injury or property damage) – employee disciplinary actions for non-serious violations of Central Unified School District safe job procedures will be addressed in accordance with District's Administrative Regulations and Board Policies.

   b. Serious – employee disciplinary actions for serious violations of safe job procedures that result in bodily injury or property damage will be addressed in accordance with District's Administrative Regulations and Board Policies.

3. Record Keeping

   a. *Facility safety records*. The following safety records will be retained at the District Office for a minimum of 3 years:

      a. Accident and injury reports – Copy of all reports of injury or accident on the job.

      b. Safety meetings – Documentation of Employee Safety meetings and site safety meetings to include the names and signatures of all those in attendance, the date of the meeting, who facilitated the meeting and the topics covered.

c. Safety training/orientation – Copy of all new hire orientation or job training instructions given to new employees.

d. Inspections – Copy of all inspections completed of site facilities, equipment or work methods.

e. Cal/OSHA Records – Copy of Cal/OSHA form 300 is to be maintained and 300A posted during the month of February each year.

4. Posting Requirements

The following posters must be posted at all sites prominently on a bulletin board, in the lunch/break room, or wherever employees may have the opportunity to review them:

a. Cal/OSHA Poster
b. Notice of Workers Compensation Insurance Coverage
c. Pay Day Notice
d. Emergency Phone Numbers and Location of Hospital
e. Notice of Employees of Unemployment and Disability Insurance
f. Industrial Welfare Commission Order Regulating Wages, Hours, and Working Conditions
g. Discrimination in Employment Prohibited by Law
h. Family Medical Leave Act.

5. Safety Meetings

a. *District Safety Committee*
The committee will consist of Department Directors and managers. The committee will meet at least quarterly (Title 8-3203(c)(1)) to review safety related items, such as:

- Administration of the Illness and Injury Prevention Program
- Coordination of the district's safety program with sites and departments
- Near miss and actual accidents or injuries
- Unusual hazards that are encountered on the job
- Unsafe conditions found on the job
- Recommendations for prevention of unsafe conditions, safe work standards, Cal/OSHA inspections, violations, and/or general concerns

b. *Site/Department Safety Meetings*
Site and department administrators shall discuss safety topics as part of a staff meeting at least quarterly (Title 8-3203(c)(1)). When conducting these meetings, the following topics should be covered.

- Review safe work practices and/or appropriate safety topics.
- Discuss the general conditions in the work area.
- Discuss specific topics applicable to departments operations (new hazards, past accidents or near misses, equipment problems, etc.)
- Solicit employee feedback on safety related issues (unsafe conditions or general concerns).

When holding safety discussions, follow these guidelines:

- Schedule the discussion for a definite time and day.
- Start on time and follow a simple format or agenda.
- Limit the length of the discussion.
- Plan the discussion.
- Review accidents and safe job procedures.
- Encourage suggestions and input.
- Record all items discussed.
- Document all employees who were in attendance either by a compiled list or actual signature of those in attendance.

6. <u>New Hire Orientation</u>

a. *New Hire Safety Orientation*
California General Industry Safety Orders Section 3202 requires that all new hires be given specific safety training or orientation regarding safety related to their job. Supervisors will provide orientation to each new employee and will summarize high priority safe work procedures. <u>Supervisors will also inform new hires that additional safety training will be provided on a regular basis and that if they</u> <u>are in doubt about the correct and safe way to do the job they are</u> <u>to ask a supervisor immediately.</u>

b. *Student Helpers*
Administrators will ensure that student helpers are properly trained in the use of any equipment that could result in injury, such as paper cutters, shredders, or automated equipment. Care must be taken to ensure students are only allowed to use equipment that is appropriate for their age and understanding of the hazard in using the equipment.

7. Safety Inspections

   a. *CRMA*
      Annual inspections will be conducted by California Risk Management Authority (CRMA) of school sites within the district. A list of unsafe conditions and recommendations will be made from these inspections and provided to the site administrator and the Maintenance Director. The site supervisor is responsible for following up on the recommendations made in CRMA's report.

   b. *Site/Department Supervisors*
      Administrators are responsible to conduct safety inspections of their sites/departments to identify hazards at least quarterly. Any hazards should be reported for repair to the district's Maintenance Department, utilizing regular procedures for reporting maintenance requests.

      When unsafe or unhealthy conditions are found, reported, or witnessed by employees on the job, the administrator should immediately notify the Risk Management Office. If the hazard may cause eminent danger, employees will not be allowed to work in the area until it is abated.

   c. *CAL/OSHA Inspections*
      Central Unified School District will comply with Cal/OSHA standards and will permit inspections of district facilities. However, notes will be taken by the site administrator or supervisor on conditions found, and the Compliance Officer will be asked for a closing conference. In this wrap up meeting, a list of any and all safety orders for which the district may be cited for will be requested, along with a determination of whether they are deemed serious. When employees are exposed to "serious" hazards that result in a serious citation, the names of all people exposed must be documented, along with a diagram showing conditions or exposures.

   d. *Post-Accident/Incident Inspections*
      When injuries or incidents occur, administrators are responsible to complete an inspection of the accident scene noting equipment conditions, people and procedures that may have contributed to the accident or injury. This inspection/investigation must be completed as soon after the accident as possible. The Risk Management office must be notified immediately of any serious accident or injury.

8. Employee Safety Suggestions

Safety suggestions should be provided in writing by the employee and referred by their site administrator, Human Resources, or the Risk Management Office.

Employees are encouraged to report any condition in the workplace that could result in an accident or injury. Concerns should be given in writing to the site administrator, Human Resources, or the Risk Management Office. Concerns may also be submitted anonymously directly to the Risk Management/Human Resources Office. There will be no reprisal for reporting conditions in the workplace that could result in accident or injury.

Central Unified School District Illness/Injury Reporting Procedures

1. All work-related injuries are to be reported immediately to the site/department supervisor. Employees must report all work-related injuries to their supervisor regardless if he or she accepts or refuses treatment. All reported injuries must be investigated, and a report completed by the supervisor regardless if employee receives treatment.

2. Once injury is reported, the site/department supervisor along with the injured employee (unless it was an emergency situation) will contact InterAid Triage (service is available 24 hours a day) to report the injury. InterAid will triage the injured employee over the phone.

3. If necessary, InterAid Triage will refer the injured employee to an approved medical provider. After the employee has obtained medical treatment, they are to report to the Risk Management/Human Resources office to review District policies and procedures when reporting a work-related injury including completion of a DWC1 form.

4. If injured employee declines medical treatment after speaking with InterAid the supervisor will complete the injury report and submit to the District's Risk Management/Human Resources office.

5. IF AN EMERGENCY DIAL 911 and get employee treated. After 911 is contacted and as soon as you are able, please contact the InterAid Triage System (1-800-367-5020) to report the injury.

Confidentiality of Employee Records. Strict confidentiality shall be maintained concerning workers compensation claims. Records should be stored in a secured area and should be made accessible only in accordance with law and district policy.

II. GENERAL SAFE JOB PROCEDURES

Training and Orientation

1. It is a condition of employment that all employees hired at Central Unified School District be provided with General Safe Job Procedures prior to starting work.

2. The Human Resource Department will provide the General Safe Job Procedures to new employees at the time of hire.

3. A written acknowledgement of receipt of the Code of General Safe Job Procedures will be kept in the employee's file.

4. Site Administrators and/or supervisors are to provide employees with specific procedures related to the safe performance of their job duties.

General Safe Job Procedures

TO ALL EMPLOYEES:

It is the policy of Central Unified School District to comply fully with all State and Federal Safety laws that apply to district operations. The district will do everything possible to provide employees with safe and healthful working conditions. The district expects employees, as a condition of employment, to comply with applicable safe job procedures. Failure to follow safe job procedures can result in disciplinary action up to, and including, discharge.

It is not possible to cover all safe job procedures that apply to operations in one document. The following safe work procedures are general in nature and apply to all employees. You will receive, and are expected to comply with, additional information related to safe practices at site/department meetings. If you have any questions, ask for directions from your supervisor.

The following practices apply to all job locations.

1. All work-related injuries must be reported to your supervisor immediately, regardless if you want or need medical attention. This practice is done to ensure the safety of all employees by identifying and addressing conditions and or behaviors which have caused or can cause injuries. Please be aware that submitting false or fraudulent information when reporting an accident or injury is unlawful.

2. The use or possession of intoxicants or drugs on the job is prohibited. Any employee

reporting for work under the influence of alcohol or drugs will not be allowed to work and will be subject to disciplinary action per district policy.

3. Report to work physically and mentally prepared for the job and with attire appropriate for job duties.

4. Strains caused by lifting is one of the most common causes of injuries. Always ask for assistance whenever you lift, handle or move bulky materials. When lifting, do not bend at the waist. Use your legs to lift objects.

5. Injuries caused by slip, trip and falls is one of the most common causes of injuries in for all departments within the District. Be mindful where you step and keep your work area clean and free of tripping or other safety hazards. Please report all hazards to your supervisor so they may be addressed.

6. Always use approved ladders. Never stand on chairs, desks or other furniture.

7. Wear all personal protective equipment provided as part of the specific job assignment. Eye protection must be worn whenever doing anything that could present an eye injury exposure. If you are unsure of the proper protective equipment required for your job, ask your supervisor.

8. No job involving moving machinery is to be undertaken without first receiving safety orientation. If you do not know the safe way to do the job, ask your supervisor.

9. Report all unsafe conditions or equipment to your supervisor immediately. Employees are encouraged to report any condition in the workplace that could result in an accident or injury. Concerns should be given in writing to the site administrator to be forwarded to the Risk Management Office. Concerns may also be submitted anonymously directly to the Risk Management Office. There will be no reprisal for reporting safety concerns.

10. Know the location of and routes to exit doors near your workstation in the event of fire or other emergency.

11. Do not talk to or otherwise distract employees who are working with or around machinery.

Teamwork is the key to safe operations. Be ready to help other workers who are in need of assistance. Always keep alert and report hazards that may injure others.

As a Central Unified School District employee, you are expected, as a condition of employment, to work in a manner that will not cause injury to yourself or to your co-workers.

III. ASBESTOS AWARENESS

Purpose

The purpose of this procedure is to advise employees in areas where asbestos is suspected on an awareness level basis about the properties and dangers of asbestos, general guidelines and training requirements and to provide basic precautions and protections for employees to avoid exposure to asbestos containing material (ACM) or presumed asbestos containing material (PACM).

Scope

This procedure applies to Central Unified School District operations where employees whose work activities may be in the vicinity of asbestos containing materials during their work activities. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Central Unified School District employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Asbestos – Include Chrysolite, amosite, crocidolite, tremolite, asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated or altered.

Asbestos Containing Material – any material or product that contains more than 1% asbestos.

Category I Non-Friable ACM – Materials such as packing, gaskets, resilient floor covering, and asphalt roofing products containing more than 1% asbestos.

Category II Non-Friable ACM – Any material containing more than 1% asbestos that is not category I non-friable ACM, and that, when dry, cannot be crumpled, pulverized or reduced to powder by hand pressure. Category II ACM includes, but is not limited to:

1. Asbestos cement siding and shingles,
2. Transite panel boards, and
3. Asbestos cement pipe (asbestos cement pipe may not be limited to buildings).

Friable ACM. Any material containing more than 1% asbestos that, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure.

High-Efficiency Particulate Air (HEPA) Filter. A filter capable of trapping and retaining at least 99.97% of monodispersed particles of 0.3 micrometers or larger in diameter.

Presumed Asbestos Containing Material (PACM). Thermal System Insulation (TSI) and surfacing material found in buildings constructed before 1981 and floor tile installed in buildings through 1981 may contain asbestos. Although it is unlikely, some flooring installed after 1981 may contain asbestos. Until sampling demonstrates that the material has 1% or less asbestos, we consider these materials PACM.

Regulated Asbestos Containing Material (RACM). RACM includes:

1. Friable asbestos material;
2. Category I non-friable ACM that has become friable, or has been subjected to sanding, grinding, cutting, or abrading; and
3. Category II non-friable ACM that has a high probability of becoming crumbled, pulverized, or reduced to powder during the course of demolition or renovation operations.

Vinyl Asbestos Floor Tile – When vinyl floor tile, and in some cases its mastic, contains more than 1% asbestos, it must be handled as ACM.

Responsibilities

Managers/Supervisors

- Ensure officers or operators are notified of PACM.
- Prohibit Central Unified School District employees from working until material in question is confirmed as non-asbestos or abated.
- Ensure proper employee asbestos awareness training is completed.
- Notify personnel of the presence, location, and physical condition of the ACM, and stress the need to avoid distributing the material.
- Distribute written notices, post signs or labels on ACM where employees can see them, and make the Maintenance & Operations plan available to anyone who might work on disturb the ACM. All warning signs and labels posted on areas containing asbestos must comply with CAL OSHA regulations.
- Make sure contractors who may come in contact with ACM or PACM are aware of this material by having them review the Maintenance & Operations plan and sign the Contractor Notification Form for Asbestos (see FWS Form 3-2432).

All Employees

- All employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.
- Immediately report any suspected asbestos containing material to their supervisor

Awareness Level Requirements and Information

Asbestos Exposure Control

Depending on the exposure level Unified School District is required to develop and train workers on an Asbestos Exposure Controls Plan.

Background of Asbestos

The word asbestos is derived from a Greek word that means inextinguishable or indestructible. Asbestos is a naturally occurring mineral that is found throughout the world. Asbestos has several characteristics that make it desirable for many commercial uses. The fibres are extremely strong, flexible, and very resistant to heat, chemicals and corrosion. Asbestos is also an excellent insulator and the fibres can be spun, woven, bonded into other materials, or pressed to form paper products. For these reasons and because it is relatively inexpensive asbestos has been widely used for many years and now is found in over three thousand different commercial products.

Exposure to asbestos fibres can cause serious health risks. The major risks from asbestos come from inhaling the fibres. Asbestos is composed of long silky fibres that contain hundreds of thousands of smaller fibres. These fibres can be subdivided further into microscopic filaments that will float in the air for several hours. Asbestos fibres can easily penetrate body tissues and cause disabling and fatal diseases after prolonged exposure.

Although exposure to asbestos is potentially hazardous, health risks can be minimized. In most cases the fibres are released only if the asbestos containing materials (ACM) is disturbed. Intact and undisturbed asbestos materials do not pose a health risk. The mere presence of asbestos does not mean that the health of occupants is endangered. When ACM is properly managed, release of fibres into the air is prevented or minimized, and the risk of asbestos related disease can be reduced to a negligible level. However, asbestos materials can become hazardous when they release fibres into the air due to damage, disturbance, or deterioration over time.

The ability to recognize the kinds of material that contain asbestos, knowing under what conditions they are dangerous, and understanding basic safety precautions, are all important in keeping exposures to a minimum.

USEs

Examples of these uses include automotive brake and clutch linings, floor and ceiling tiles, plastics, asbestos-cement pipes and sheets, paper products, textile products such as curtains and gloves, and insulation for boilers and pipes. It is also present in sprayed-on materials located on beams, in crawlspaces, and between walls. The amount of asbestos contained in these products may vary from 1-100%.

Fireproofing

One of the most common uses for asbestos was as a fireproofing material. More than half of the large multi-story buildings constructed during 1950-1970 period contain some form of sprayed ACM. It was sprayed on steel beams and columns to prevent these structures from warping or collapsing in case of a fire. Asbestos comprised 5-95% of the fireproofing mixture. This mixture is soft and fluffy in appearance and to the touch and is considered very friable. The material may vary in color from white to dark gray and may have been painted or encapsulated with a sealant. Spray painting of asbestos was banned in 1978.

Insulating and Decorative Purposes

Sprayed or trowelled asbestos coatings generally have an asbestos content of 50-80%. The coatings were commonly applied to steel I-beams and decks, concrete ceilings and walls, and hot water tanks and boilers. The coatings were applied primarily for thermal insulation but also provided acoustical insulation and a decorative finish. Sprayed coatings typically have a rough fluffy appearance. Trowelled coatings have a smooth finish and may be covered with a layer of plaster or other non-asbestos material. Both sprayed and trowelled coatings are friable. Asbestos insulation board was used as a thermal/fireproofing barrier in many types of walls, ceilings and ducts or pipe enclosures. This material looks like A-C sheets but is less dense and much more friable.

Pipe Insulation

Pipe insulation for hot and cold water and steam pipes commonly contained asbestos. These coverings have an asbestos content of about 50%. This material is usually white and chalky and was typically manufactured in 3-ft long half round sections. The sections were joined around the pipe using plaster-soaked canvas or metal bands. Asbestos pipe coverings are easily crumbled and are considered friable.

Boilers and Hot Water Tanks

Asbestos block insulation was used as thermal insulation on boilers, hot water heaters and heat exchangers. These blocks are usually chalky white, 2 inches thick, and 1-3 ft long. The blocks are held in place by metal wires or lath and are often wrapped in a plaster-saturated canvas. The insulation is friable and readily deteriorates in a high humidity environment or when exposed to water.

Cement Pipes and Sheets

Asbestos cement was used to form pipes and sheets. Asbestos-cement pipes have been widely used for water and sewer lines. It was also used for electrical conduits, drainage pipes, and ventilation pipes. Asbestos-cement sheets have been used primarily for roofing and siding. It is also used in cooling towers, laboratory tables and hoods, and electrical switching gear panels. Asbestos-cement products are dense and rigid with gray coloration.

The asbestos in these products is tightly bound and does not release fibers to the air under normal use.

Building Materials

Asbestos is added to a variety of building materials to act as a binder and increase strength. It can often be found in concrete, concrete tile products, and plaster and may contain up to 50% asbestos by weight. These products are used in siding and roofing shingles, wall board, corrugated and flat sheets for roofing, cladding, partitions, and as pipes. Asbestos has also been added to asphalt, vinyl, and other materials to make products like roofing felts, exterior siding, floor tiles, joint compounds, and adhesives. Fibers in these products are usually firmly bound and are released if the material is mechanically damaged, for example by drilling, cutting, or sanding. Roofing shingles and siding may also show slow deterioration due to weathering.

Friction Products

Asbestos is used in brake and clutch linings on automobiles. In the past, asbestos linings accounted for up to 99% of the market. Although the asbestos is tightly bound, dust in a brake drum from worn linings contains high levels of asbestos. Non-asbestos brake linings have been developed and are replacing asbestos linings. Extreme care should be used when working on brake linings to ensure that the asbestos dust is properly contained.

Plastic Products

Asbestos was added to many plastic products for increased strength. For example, asbestos was added to vinyl and asphalt floor coverings, roof coatings, and some molded plastic products such as cooking pot handles. These products are usually tough and non-flexible. The asbestos is tightly bound and is not released under typical conditions of use. However, any sawing, drilling, or sanding may result in the release of fibers.

Paper and Textile Products

Asbestos fibers were also manufactured into many paper and textile products. Paper products containing asbestos include commercial insulating papers, gaskets, roofing materials, heat protecting mats and pads, filters, and tiles for walls and ceilings. Asbestos yarn is used to manufacturer fire resistant curtains, protective clothing, electrical insulation, thermal insulation, and packing seals. These materials may release fibers when cut or torn.

Response Actions/Periodic Surveillance

Damage

Circumstances in which friable asbestos-containing material or its covering is damaged, deteriorated, or delaminated.
Significant Damage

Circumstances in which friable asbestos-containing material or its covering is significantly damaged, deteriorated, or delaminated.

Potential Damage

Circumstances in which friable asbestos containing material is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities, and there is a reasonable likelihood that the material or its covering will become damaged, deteriorated, or delaminated.

Potential Significant Damage

Circumstances in which friable asbestos containing material is in an area regularly used by building occupants, including maintenance personnel, in the course of their normal activities, and there is a reasonable likelihood that the material or its covering will become significantly damaged, deteriorated, or delaminated.

Periodic Surveillance

Central Unified School District will require the following:

- An identification of the location of friable and non-friable asbestos in a school building under the authority of a local educational agency.
- Periodic reinspection of such friable and non-friable asbestos, if applicable.
- Central Unified School District will educate and notify all employees about the location of and safety procedures with respect to such friable and non-friable asbestos.

Types of Asbestos

Asbestos can be defined as friable or non-friable. Friable means that the material can be crumbled with hand pressure and is therefore likely to emit fibres. The fibrous or fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable and they readily release airborne fibres if disturbed.

Materials such as vinyl-asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibres unless subjected to sanding or sawing operations. Asbestos cement pipe or sheet can emit airborne fibres if the materials are cut, abraded or sawed, or if they are broken during demolition operations.

Identifying Asbestos

There are many substances that workers contact that may contain asbestos and have the potential to release fibres. Only rarely can asbestos in a product be determined from labeling or by consulting the manufacture. The presence of asbestos cannot be confirmed visually in many cases. The only way to positively identify asbestos is through laboratory analysis of samples. If the presence of asbestos is suspected always assume that it is an asbestos containing material and have it analyzed.

Employees will abide warning signs and labels and will not disturb the asbestos containing material.

Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that Asbestos Containing Material (ACM) and/or Presumed Asbestos Containing Material (PACM) will not be disturbed. Central Unified School District shall ensure that employees working in and adjacent to regulated areas comprehend the warning signs.

Friable Asbestos

The potential for a product containing asbestos to release fibers depends on its degree of friability. Friable ACM can easily be crumbled or reduced to a powder by hand pressure, releasing fibers into the air.

The white fibrous or fluffy spray-applied asbestos material found in many buildings for fireproofing, insulating, sound proofing, or decorative purposes are friable. Friable ACM is found primarily in building areas not generally accessible to the public, such as boiler and machinery rooms. For example, asbestos insulation around pipes and boilers is considered friable.

Asbestos that is tightly bound with another material is considered non-friable and will only release fibers if sanded, cut, or broken. For example, ceiling tiles containing asbestos, and asbestos-cement pipe or sheets will not normally release fibers unless cut or broken. Vinyl asbestos tile is also considered non-friable and generally does not emit fibers unless sanded, cut, or sawed.

Health Effects of Asbestos

The most dangerous exposure to asbestos is from inhaling airborne fibres. The body's defenses can trap and expel many of the particles. However, as the level of asbestos fibres increase many fibres bypass these defenses and become embedded in the lungs. The fibres are not broken down by the body and can remain in body tissue indefinitely. Exposure to asbestos has been shown to cause respiratory diseases such as lung cancer, asbestosis, mesothelioma and various types of cancer of the stomach and colon.

Operations and Maintenance Program (Safer Work Practices)

An Operation and Maintenance Program is designed to manage asbestos in place to safeguard the health of building occupants. This is accomplished by training, cleaning, work practices, and inspections to maintain ACM in good condition. Removal is often not the best course of action to reduce asbestos exposure. The O&M program is designed to prevent asbestos fiber release and control fiber releases if they occur. A well-run O&M program may be all that is necessary to control the release of fibers. Emphasizing the importance and effectiveness of a good O&M program is critical to putting the potential hazards of asbestos exposure in proper perspective. That effort centers on communicating the following five facts to employees:

1. Although asbestos is hazardous, the risk of asbestos-related disease depends upon exposure to airborne fibers. An individual must breathe asbestos fibers in order to develop an asbestos-related disease. How many fibers an individual must breathe are uncertain. However, at very low exposure levels, the risk may be negligible or zero.

2. The average airborne asbestos level in buildings is very low. Therefore, the health risk to most building occupants will be very low. An EPA study in 1987 found asbestos air levels in buildings to be essentially the same as levels outside. Based on that data, most building occupants (i.e., those unlikely to disturb ACM) appear to face only a very slight risk, if any, of developing an asbestos-related disease.

3. Removal is often not the best course of action to reduce asbestos exposure. In fact, improper removal can create a dangerous situation where none previously existed. Asbestos removals tend to elevate the airborne level of asbestos fibers in a building. Unless all safeguards are properly applied, a removal operation can actually increase rather than decrease the risk of asbestos related disease.

4. EPA only requires asbestos removal during building demolition or renovation activities. This is done to prevent significant public exposure to airborne fibers.

5. EPA recommends a proactive, in-place management program whenever ACM is discovered. In place management does not mean "do nothing." It means having a program that reduces the release of asbestos fibers and ensures that proper controls and cleanup procedures are implemented if fibers are released. If in doubt about the possibility of disturbing ACM during maintenance activities, adequate precautions should be taken to minimize fiber release.

Basic O&M procedures to minimize and/or contain asbestos fibers may include wet methods, HEPA vacuuming, area isolation, PPE, and avoidance of certain activities, such as sawing, sanding, and drilling ACM. The need for these practices varies with the situation. For example, removing light fixtures located near ACM may disturb the material and might involve the use of special cleaning, area isolation, and respiratory protection. Periodic

emptying of a trash can near asbestos containing plaster may not disturb the material, so special work practices would be unnecessary.

ACM may readily release fibers into the air when certain mechanical operations are performed directly on it. For example, fiber release can occur when workers are drilling, cutting, sanding, breaking, or sawing vinyl asbestos floor tile. Maintenance or repair operations involving those actions should be eliminated or carefully controlled to prevent or minimize asbestos fiber release. Certain activities that occur near ACM can also cause damage which may result in asbestos fiber release. Activities performed near ACM should always be done in a way that minimizes fiber release and the O&M program should include a system to control all work that could disturb ACM.

Informing Building Occupants and Workers

Owners should inform occupants and workers about the location of ACM and stress the need to avoid disturbing the material. Occupants should be notified because they are less likely to disturb the material and cause fiber release.

In maintenance areas (such as boiler rooms and equipment rooms) signs should be placed directly next to boilers, pipes, and other equipment to remind maintenance workers not to disturb the ACM. As an alternative, color coding can be used to identify ACM if all potentially exposed workers understand the coding system.

The information given to building occupants should contain the following points:

1. The location, condition of the ACM, and the appropriate response.

2. Asbestos only presents a health hazard when fibers become airborne and are inhaled. The mere presence of ACM does not present a health hazard.

3. Do not disturb the ACM.

4. Report any evidence of disturbance or damage of ACM to supervision.

5. Report any dust or debris that might come from the ACM or any changes in the condition of ACM to supervision.

6. Cleaning and maintenance personnel are taking special precautions to properly clean up any asbestos dust and to guard against disturbing ACM.

7. All ACM is inspected periodically, and additional measures will be taken if needed to protect the health of building occupants.

General Safety Procedures

The health risks associated with asbestos are directly related to the amount and frequency of exposure. Decreasing exposure to asbestos will decrease the health risks associated with it. This can be done by following safe work practices and taking proper precautions.

The health risks associated with exposure to asbestos occur when it is disturbed and releases fibers into the air. To reduce exposure, it is important to know where asbestos is located and to minimize activities that will release fibers into the air. The potential for a particular form of asbestos to release fibers will depend on several factors including the degree of friability, wear, age, and location.

Exposure to asbestos fibers can be hazardous. The following general precautions will reduce exposure and lower the risk of asbestos related health problems:

- Drilling, sawing, or using nails on asbestos materials can release asbestos fibres and should be avoided.
- Floor tiles, ceiling tiles or adhesives that contain asbestos should never be sanded.
- Use care not to damage asbestos when moving furniture, ladders, or any other object.
- Know where asbestos is located in your work area. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, ducts or boilers.
- All asbestos containing materials should be checked periodically for damage or deterioration. Report any damage, change in condition or loose asbestos containing material to a supervisor.
- All removal or repair work involving asbestos must be done by specially trained personnel.
- Asbestos should always be handled wet to help prevent fibres from being released. If asbestos is soaked with water or a mixture of water and liquid detergent before it is handled, the fibres are too heavy to remain suspended in the air.
- In the presence of asbestos dust above the PEL, the use of a respirator approved for asbestos work is required. A dust mask is not acceptable because asbestos fibres will pass through it.
- Dusting, sweeping, or vacuuming dry asbestos with a standard vacuum cleaner will put the fibres back into the air. A vacuum cleaner with a special high efficiency filter (HEPA) must be used to vacuum asbestos dust.
- If a HEPA vacuum is not used clean-ups must be done with a wet cloth or mop. The only exception to this would be if the moisture presents an additional hazard such as around electricity.
- All surfaces shall be maintained as free as practicable of ACM waste and debris and accompanying dust.
- All spills and sudden releases of material containing asbestos shall be cleaned up as soon as possible.
- Do not remove ventilation system filters in a dry state
- Do not shake ventilation system filters.

- Do not remove ceiling tiles below materials containing asbestos without wearing proper respiratory protection, clearing the area of other people, and observing asbestos waste disposal procedures.
- Do not hang pictures, signs (except asbestos notification/warning signs), clothing, plants or any other articles on structures covered with materials containing asbestos.
- Surfaces contaminated with asbestos may not be cleaned by the use of compressed air.

If gradual deterioration or damage to ACM has occurred, asbestos-containing dust or debris could be present. Special cleaning practices should be used to collect residual asbestos dust. Routinely cleaning floors using wet methods is an example of one such practice. Custodial and maintenance workers should also identify and report areas that are in need of special cleaning or repair. Cleaning must be done properly because the use of improper techniques may result in widespread contamination and increase air-borne asbestos fiber levels in the building. In addition, improper cleaning may cause damage to the ACM, thus releasing more airborne asbestos fibers.

Workers involved in cleaning up small quantities of asbestos dust must receive training in asbestos awareness. The following practices should be used:

1. Always use wet cleaning or wet-wiping practices to pick up asbestos fibers. Dry sweeping or dusting can result in asbestos fibers being re-suspended and should never be used.

2. Wet cloths, rags, or mops used to pick up asbestos fibers, should be properly disposed of as asbestos waste while still wet.

3. The use of special vacuum cleaners known as HEPA vacuums may be preferable to wet cleaning in certain situations. Never use a regular vacuum cleaner to clean up asbestos dust. Workers should wear proper PPE when changing HEPA filters. Waste must be disposed of as asbestos waste.

4. If the ACM has been released onto a carpet it may be impossible to adequately clean the carpeted area. Consult with supervision prior to cleaning. Steam cleaning and HEPA vacuuming can be used. Proper respiratory protection may be necessary. This type of cleaning should be done after hours.

Asbestos Floor Tiles

The following procedures should be used when caring for asbestos containing floor tiles.

1. Sanding of asbestos containing floor tiles is prohibited

2. Stripping of finishes shall be conducted using wet methods and low abrasion pads at speeds lower than 300 rpm. Do not perform dry stripping or over strip the floor.

3. When high speed buffing is done, ensure that there is adequate sealer and finish on the floor. Always keep the machine moving.

4. Do not remove or attempt to repair loose floor tiles. Improperly removed asbestos containing floor tiles could result in the release of high levels of asbestos.

5. Report loose floor tiles to supervision immediately. Avoid running the machine over loose tiles.

Asbestos Fiber Releases

Special procedures are needed to reduce the spread of asbestos fibers after a release of fibers has occurred, such as the partial collapse of an ACM ceiling or wall. Depending on the severity of the release, an asbestos contractor may be needed to conduct the cleanup operation. If fibers are released through an incident, personnel should take the following steps to reduce asbestos exposure to occupants until trained asbestos personnel arrive:

1. Prevent access to the contaminated area if possible.

2. Shut and lock doors.

3. Report the damaged ACM to supervision.

4. Remain in the area to direct asbestos personnel to the site.

5. Do not attempt to clean up a release.

On occasion potentially, large releases of asbestos fibers will occur. When this happens, supervisors should be notified immediately. Supervisors will notify the Manager or Director. They will conduct a joint evaluation of the release and determine what actions should be taken. A minor release episode is defined as three square or linear feet or less of friable ACM. A licensed asbestos contractor will be called to clean up releases greater than three square or linear feet. If the release is minor specially trained in-house personnel may clean-up the release using the following procedures:

1. Secure the area and post signs to prevent unauthorized personnel from entering the area.

2. If fibers could enter the HVAC system, the unit should be shut down and sealed.

3. Put on a half or full-face respirator with HEPA cartridges.

4. Put on a Tyvek suit and gloves.

5. Clean up loose asbestos with a HEPA vacuum, do not use a regular vacuum.

6. If a HEPA vacuum is not available, wet down the area with amended water (water in which a few drops of liquid laundry detergent have been added).

7. Place all trash into two 6-mil plastic labeled bags.

8. Wipe the area clean.

9. Properly dispose of waste.

Personnel Air Monitoring

Depending on the exposure level Central Unified School District is required to perform air sampling.

Waste Disposal

Asbestos waste, scrap, debris, bags, containers, equipment, and contaminated clothing shall be collected and disposed of in sealed, labeled impermeable bags of greater than 6 mils thickness or other closed, labeled, impermeable containers.

Emergency Procedures

Clean up of asbestos spills must be performed by specially trained personnel. OSHA and EPA regulations are very specific about work practices and equipment required to work safely with asbestos. These requirements may include respiratory protection, special enclosures, training, exposure monitoring, record keeping, and medical surveillance. Proper procedures must be followed to reduce the spread of asbestos fibers after a release has occurred, such as the partial collapse of a ceiling containing spray-on asbestos. Depending on the severity of the release, an asbestos contractor may be called to conduct the cleanup operation.

Initial Response and Notification

If a release or suspected release of asbestos fibers occurs, take the following general steps to reduce exposure to occupants until trained asbestos personnel arrive:

- Prevent access to the contaminated area if possible.
- Shut and lock doors.
- Report the spill or suspected spill to the Maintenance & Operations Department.
- Remain in a safe area and direct clean up personnel to the site.
- Do not attempt to clean up the release.

Maintenance & Operations will:

- Immediately call the District Office.
- Prevent access to the site until cleanup personnel arrive.
- Personnel will assess the spill and determine if in-house personnel can clean up the spill or an asbestos contractor should be called.

Major Release

1. If the spill is greater than the amount that would fill a single 5 ft x 5 ft glove bag, the Maintenance & Operations Department will call a licensed asbestos contractor to clean up the spill.

2. The District Office will ensure that the site is secured until the arrival of the asbestos contractor.

3. The Ventilation System will be shut off.

4. The District Office, Maintenance & Operations, and the Police Department will consult and determine if an evacuation of the area or building is necessary.

Minor Release

1. A minor release is the quantity of ACM that would fill a single 5 ft x 5 ft glove bag. The Maintenance & Operations Department will assess the spill and clean up minor releases. Spills greater than this amount will be cleaned up by a licensed contractor.

2. Workers involved in cleaning up small quantities of asbestos must receive at least 16 hours of training in asbestos management.

3. The following procedures should be used to clean up small releases:

    a. Secure the area and post signs to prevent unauthorized access to the area.
    b. Assess the potential for fiber release and the need for PPE.
    c. If fibers could enter the HVAC system shut down and seal the unit.
    d. Put on proper respiratory protection (ensure that HEPA cartridges are used).
    e. Put on gloves and a Tyvek suit if necessary.
    f. To prevent asbestos fibers from being re-suspended wet down the area with amended water (water in which a few drops of liquid laundry detergent have been added).
    g. Do not pick up dry asbestos containing materials.

    h. Pick up large pieces. Using a scraper push small pieces of debris into a pile, working towards the center of the spill (do not use a brush) Wipe the area with a wet rag or vacuum with a HEPA vacuum, do not use a regular vacuum.

i. Deposit all debris into a double 6-mil plastic asbestos bag, seal, and dispose of as asbestos waste (do not dispose of the bag in the regular trash).
j. Take clearance samples before re-occupancy of the area.

Medical Surveillance Program

Central Unified School District shall ensure that all medical examinations and procedures are performed by a licensed physician without cost to the employee.

Before an employee is assigned to an occupation exposed to airborne concentration of asbestos fiber at or above the TWA and/or excursion limit, a pre-placement medical examination shall be provided or made available by the employer. This should be obtained within 45 working days of the employee's assignment to any work involving exposure to asbestos in excess of the TWA and/or excursion limit.

Such examination should include:

- A medical and work history
- Physical examination
- Respiratory Disease Questionnaire
- Chest Roentgenogram
- Pulmonary function tests (FVC and FEV should be included)

Frequency of Chest Roentgenogram

Years since first exposure	*Age of employee*	
	Less than 40	*40 and older*
0 to 10	Every 3 years	Annually
10	Annually	Annually

All Unified School District employees who are exposed to asbestos (more than 30 days) shall be included in the Unified School District medical surveillance program.

Respiratory Protection

The only circumstances that will necessitate Central Unified School District employees using respiratory equipment for protection against asbestos is during the asbestos exposure assessment process, while confirming (via personnel monitoring) that the engineering controls and work practices designed and employed for a particular work activity are adequate to maintain exposure levels below the PEL/excursion limit. Asbestos work that requires respiratory equipment beyond the PEL should be performed by a qualified contractor.

Recordkeeping

Central Unified School District must ensure that the staff relations all facility asbestos management documents, including:

- Copies of Asbestos Hazard Emergency Response Act (AHERA) inspection and assessment reports;
- Written Operations and Maintenance Plan
- Any ACM/PACM visual inspection records (See Appendix)
- Awareness Training records
- Changes to location, condition, or quantity of the ACM/PACM.

Training

Asbestos awareness training is required for employees who work in areas that contain or may contain asbestos and whose work activities may contact Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Material (PACM) but do not disturb the ACM or PACM during their work activities. Unified School District shall ensure the training is documented and will be taken annually.

Awareness training should include such topics as:

- Background information on asbestos,
- Health effects of asbestos,
- The relationship of asbestos and lung cancer
- The quantity, location, manner of use, release and storage of asbestos, and the operations that could result in asbestos exposure.
- Air Monitoring Program – Purpose and description
- Medical surveillance program – Purpose and description
- Respirations / Protective Clothing – purpose, proper use, limitations of respirators, and protective clothing, if required.
- Appropriate work practices (clean-up procedures and personal protective equipment).
- Engineering controls and work practices associated with the employee's job assignment.
- Names, Address, phone numbers of public health organization for additional information on smoking cessation.
- Worker protection programs,
- Locations of ACM and PACM at the facility,
- Recognition of ACM and PACM damage and deterioration,
- The O&M plan for the facility, and
- Proper response to fiber release episodes.

Subcontractors performing work shall comply with the requirements of this standard and all applicable regulatory and environmental regulatory requirements.

Locations of Potential Asbestos Exposure

Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

The following Central Unified School District locations may present an elevated risk to asbestos containing materials, specifically where surfacing material or insulation is present:

List maintained by Maintenance Department

Asbestos Maintenance Policy

Before You:

- Disturb Plaster Walls or Ceilings
- Cut, drill, or grind floor tile or linoleum
- Disturb piping and thermal system insulation
- Cut and/or dispose of fire doors
- Remove and/or dispose of transit (hardboard) material
- Remove or disturb fireproofing

Check in the Asbestos Management Plan and verify if asbestos containing material will or is likely to be encountered or disturbed by activities of your work. If the answer is YES, advise your supervisor. In renovation and demolition work, if you encounter any material suspected of containing asbestos which is not identified in the Management Plan notify your supervisor.

Public Notice - Asbestos Containing Materials

Asbestos containing materials (ACM) are located in this building. The mere presence of asbestos does not mean that the health of building occupants is endangered. Intact and undisturbed asbestos materials do not pose a health risk. The Environmental Protection Agency (EPA) only requires asbestos removal during building demolition or renovation, or if the ACM is significantly damaged. Removal of intact ACM is usually not the best course of action to reduce asbestos exposure because removal may create a hazard where none existed.

The EPA recommends a proactive, in-place management approach to control asbestos fiber release, particularly when the materials are not likely to have direct human contact or be significantly damaged. This program ensures that the daily management of the building

is carried out in a manner that minimizes release of fibers. Periodic inspections are conducted, and proper controls are implemented if ACM is damaged and fibers are released. The university complies with EPA recommendations and has implemented an in-place management program to protect employees and building occupants from exposure to asbestos fibers.

Vendor Notification

A building asbestos survey has been conducted and an inventory of known asbestos containing material is on file in the Maintenance & Operations. Before you begin work you are advised to consult the inventory listing and determine if the activities of your work will disturb identified asbestos containing materials. If so, contact the Director of Maintenance & Operations. Further, if during the execution of your work, should you encounter materials which you believe may contain asbestos, you shall notify the Director of Maintenance & Operations before proceeding.

IV. BLOODBORNE PATHOGENS PROGRAM

Policy Statement

The Central Unified School District recognizes its responsibility to provide a place of employment that is safe for its employees. This includes the possible exposure to bloodborne pathogens as defined by Title 8, California Code of Regulations Section 5193.

The district shall maintain a program that includes exposure determination, a written exposure control plan, implementation of universal precautions, a hepatitis B vaccination program, employee training, and recordkeeping procedures. It is the responsibility of all district employees to follow the established program and to conduct themselves accordingly.

The following serves as the district's Exposure Control Plan for Bloodborne Pathogens.

Definitions

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (Title 8, Section 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, non- intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

Parenteral Contact means "piercing mucous membranes of the skin barrier through such events as needle sticks, human bites, cuts, and abrasions." (Title 8, Section 5193(b))

Exposure Control Plan

The District's Exposure Control Plan contains all the following components per Title 8, Section 5193(c):

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials.

2. A description of how the district will be implement and train staff regarding exposure control requirements, including, but not be limited to:

    a. Universal precautions

    b. Engineering and work practice controls.

c. Personal protective equipment.

d. Hepatitis B vaccination.

e. Post-exposure evaluation and follow-up.

f. Informing employees about biohazards, including:

(1) Labels and signs.
(2) Training.

g. Maintenance of training and medical records.

3. The District's procedure for evaluating circumstances surrounding exposure incidents.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure.

2. Reflect new or revised employee positions with occupational exposure.

3. Review the exposure incidents which occurred since the previous update. (Title 8, Section 5193(c))

The District's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his-her designee, upon request for examination and copying. (Title 8, Section 5193(c))

Designated Occupational Exposure

The District has classified the following positions as having an occupational exposure:

1. School Nurses
2. Special Education instructors
3. Classroom aides
4. Bus drivers
5. Coaches
6. Physical Education instructors
7. Custodians
8. Teachers
9. School secretaries

Universal Precautions

Universal precautions shall be observed throughout the district to protect employees, students and other persons in the school environment from contact with potentially infectious blood or other body fluids. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

All employees identified above as having an occupational exposure will receive training at the time of hire and annually thereafter on universal precautions and exposure to bloodborne pathogens.

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens. (Title 8, Section 5193)

Human immunodeficiency virus (HIV and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct hand contact with blood, other body fluids, or contaminated items or surfaces.

   This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.

2. Wash your hands and any other contacted skin surfaces thoroughly for fifteen (15) to thirty (30) seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:

   a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects or surfaces.

   b. Immediately after removing gloves, gowns or smocks.

   c. Before eating, drinking or feeding.

   d. Before handling food, cleaning utensils or kitchen equipment.

e. Before using the toilet or diapering.

When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten (10) parts water to one (1) part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.

4. Properly dispose of contaminated materials and label them as bio-hazardous.

   a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.

   b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture proof containers.

   c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.

   d. Dispose of urine, vomit or feces in the sanitary sewer system.

5. Do not care for others' injuries if you have any bleeding or oozing wounds or skin conditions.

6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Immediately report any exposure incident or first-aid incident in accordance with the District's Exposure Control Plan or other procedures.

Hepatitis B Vaccination

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law. (E 4119.42) (Title 8, Section 5193(f))

The District may exempt "designed first-aid providers" from the pre-exposure hepatitis B vaccine if:

1. Rendering first-aid is not the primary job responsibility of the employee and is not performed on a regular basis.

2. The District's Exposure Control Plan provides that:

   a. Employees report all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the incident occurred.

   b. Designated first-aid providers participate in the bloodborne pathogens training program.

   c. Unvaccinated first-aid providers receive the full hepatitis B vaccination series no later than twenty-four (24) hours after rendering assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether an exposure incident occurred.

3. District implements a procedure to ensure the above requirements are met. (Title 8, Section 5193(f))

Protective Equipment

The District shall provide appropriate personal protective equipment at no cost of the employee. The District shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (Title 8, Section 5193(d))

Information and Training

The District shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (Title 8, Section 5193(g))

Exposure Incidents: Post-evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the District shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The District shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (Title 8, Section 5193(f))

First-Aid Incidents

Unvaccinated designated first-aid providers must report any first-aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than twenty-four (24) hours after the first-aid incident. (Title 8, Section 5193(f))

Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus thirty (30) years. Training records shall be maintained for three (3) years from the date of training. (Title 8, Section 5193(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law. (Title 8, Section 5193(h))
Records shall be made available to employees and the National Institute for Occupational Safety and Health in accordance with law. (Title 8, Section 5193(h))

V. DRIVER RECORD REVIEW PROGRAM

The following represents the Central Unified School District's Driver Record Review Program which is designed to establish safety standards for employees driving a district vehicle or on district business.

Qualifications

Only individuals 21 years of age or older should be allowed to drive district vehicles or personal vehicles on district business. Substitutes and walk-on coaches will only be allowed to drive district vehicles if they are at least 21 years old and have a verifiable clean driving record. Upon completion of a volunteer packet and fingerprint clearance, volunteers may drive district vehicles. If it is necessary for a volunteer to drive their own vehicle as part of their duties, they must have insurance liability limits of at least $100,000/$300,000 per accident bodily injury, $50,000 property damage and per accident medical payments. A photocopy of a valid California Driver's license plus a current DMV printout for all approved drivers is to be on file with Central Unified School District.

Employees who drive a district and/or personal vehicle on behalf of the school district and/or who transport students shall be enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program pursuant to Vehicle Code section 1808.1. A current DMV printout of the individual's driving record is to be on file with the school district. This service will provide annual driving record printouts and immediate notifications of any violations to the school district. Employees who only occasionally use their vehicle for conference attendance and never transport students, are not required to be part of the Department of Motor Vehicle Pull Notice Program. However, these employees will be required to provide proof of a valid driver's license and vehicle insurance coverage which meets district requirements.

Continuation of driving privileges is contingent upon a favorable driving record as set forth below.

The following procedures meet the minimum guidelines adopted by Central Unified School District. AR 3540 (b) CENTRAL UNIFIED SCHOOL DISTRICT Fresno, California:

1. Employees who are authorized to operate district owned or privately owned vehicles for district business purposes will be enrolled in the Department of Motor Vehicle Pull Notice Program. A copy of the employee's valid California license, proof of insurance (see limits outlined under General Policy) and current driving record will be maintained by the District Office.
2. Individuals who are employees of the district and who drive personal vehicles on district business shall be subject to the same requirements as non-employees driving personal vehicles as set forth in the General Policy stated above.
3. It is the responsibility of each individual driver to notify the district immediately of

any change in the status, class, and restriction to his or her California driver's license and any change in his or her driving record. The district may ask for periodic updates, at the district's expense, to verify driving records.

4. No Driving Under the Influence (DUI), reckless driving, or speed contest in any vehicle while conducting district business.

It is the employee's responsibility to notify the district immediately of any change to their driving record. The district may ask for periodic updates, at the district's expense, to verify records.

VI. ERGONOMICS PROGRAM

1. INTRODUCTION

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace exceed the body's capabilities, the result is often a musculoskeletal disorder (MSD). To help avoid MSDs, work demands should not exceed the physical capabilities of the worker. MSDs are also known by several other names including:

- CTDs (cumulative trauma disorders)
- RSIs (repetitive stress or repetitive strain injuries)
- RMIs (repetitive motion injuries)
- Overuse syndrome

The most common, recognizable name for MSDs is cumulative trauma disorders or CTDs. Whatever the name used, these injuries belong to a family or group of wear and tear illnesses that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal discs of the body. MSDs do not include slips, trips and falls, cuts, motor vehicle accidents or other similar accidents; although a close look at the reasons for acute injuries often reveals design problems that can be corrected.

2. POLICY

It is the policy of Central Unified School District to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into our company's written safety and health program.

Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors will be maintained pursuant to all regulations.

This program is a collaborative effort that includes managers, supervisors, and labor. The Ergonomics Program Coordinator is responsible for the program's implementation, management, and recordkeeping requirements.

3. ERGONOMICS PROGRAM

The purpose of an ergonomics program is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of MSDs, thus decreasing workers' compensation claims and, where possible, increase productivity, quality, and efficiency. An ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as incorporating ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools, and into the contemplation of scheduling changes. Central Unified School District has such a program which includes the following components:

A. **Management Leadership**. The management of Central Unified School District is committed to the ergonomics process. Management supports the efforts of the Ergonomics Program Coordinator by pledging financial and philosophical support for the identification and control of ergonomic risk factors. Management will support an effective MSD reporting system and will respond promptly to reports. Management will regularly communicate with employees about the program.

B. **Employee Participation**. An essential element to the success of the ergonomics program, employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training. Employee participation in the program will occur only during company time.

C. **Identification of Problem Jobs**. Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either *passive* or *active*. Conducting a records review is an example of passive surveillance, which looks at existing data such as OSHA Logs, workers' compensation claims, trips to the medical facility, and absentee records. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluation tools to identify specific high-risk activities. Central Unified School District will be using both passive and active surveillance to identify problem jobs.

D. **Worksite Evaluations**.

(1) Triggers for a worksite evaluation:

(a) When an employee reports an MSD sign or symptom.
(b) Jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate MSDs.
(c) Any change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours (for example, going from a traditional 5-day, 8-hour shift to a compressed 4-day, 10-hour shift).

(d) When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.

(2) Work-related risk factors to be considered in the evaluation process include, but are not limited to:

(a) Physical risk factors including force, postures (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
(b) Administrative issues including job rotation/enlargement, inadequate staffing, excessive overtime, inadequate or lack of rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.
(c) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
(d) Combination of risk factors such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work done in a dimly lit room.

E. **Setting Priorities**. Worksite evaluations will be scheduled based upon the following:

(a) Any job, process, operation, or workstation which has contributed to a worker's current MSD;
(b) A job, process, operation, or workstation that has historically contributed to MSDs; and
(c) Specific jobs, processes, operations, or workstations that have the potential to cause MSDs.

F. **Worksite Evaluations Methods**. Various methods will be used to evaluate problem jobs including:

(1) Walk-through and observations
(2) Employee interviews
(3) Surveys and questionnaires
(4) Checklists
(5) Detailed worksite evaluations

G **Control of the Ergonomic Risk Factors**. Central Unified School District will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):

(1) Engineering controls. The most desirable and reliable means to reduce workplace exposure to potentially harmful effects. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes.

(2) Administrative controls. This means controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest/recovery breaks, work pace adjustment, redesign of methods, and worker education.

(3) Personal protective equipment (PPE). Although not recognized as an effective means of controlling hazards and do not take the place of engineering or administrative controls, there are acceptable forms of PPE, which include kneepads and anti-vibration gloves.

H. **Training**. Training is intended to enhance the ability of managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:

(1) To all new employees during orientation.
(2) To all employees assuming a new job assignment.
(3) When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced.
(4) When high exposure levels to ergonomic risk factors have been identified.

The minimum for all managers, supervisors, and employees will include the following elements:

(1) An explanation of Central Unified School District's ergonomics program and their role in the program;
(2) A list of the exposures which have been associated with the development of MSDs;
(3) A description of MSD signs and symptoms and consequences of injuries caused by work and non work-related risk factors;
(4) An emphasis on the importance of early reporting of MSD signs and symptoms and injuries to management, and;
(5) The methods used by Central UNIFIED to minimize work and non work-related risk factors.

Training will be provided in one, or a combination, of the following formats:

(1) Oral presentations
(2) Videos
(3) Distribution of educational literature
(4) Hands-on equipment and work practice demonstrations

Trainers will be experienced in delivering training programs that address all work and non work-related risk factors and will be familiar with Central Unified School District's operations. Training will be provided from one, or a combination, of the sources listed below:

(1) Internally developed resources
(2) The workers' compensation carrier
(3) An outside consultant

All training will be documented:

(1) All employees will be required to sign a training sign-in roster.

I. **MSD (Medical) Management and Early Return-to-Work.**

Pursuant to the law, Central Unified School District provides medical care to all employees injured at work. Central Unified School District maintains a good working relationship with our health care provider. All work-related injuries and illnesses will be referred to Concentra unless the injured employee has notified Central Unified School District in writing that other provisions have been made prior to an injury or illness.

Central Unified School District has an aggressive Early Return-to-Work program and will offer return-to-work opportunities to all injured employees in accordance with work restrictions identified by a recognized health care provider.

J. **Program Evaluation and Follow-Up**. To ensure that issues have been addressed and that new problems have not been created, monitoring and evaluation will be conducted on an on-going basis. The methods include use of individual interviews and checklists to reevaluate the job/task to ensure that risks have been reduced, minimized, or eliminated.

4. INDIVIDUAL RESPONSIBILITIES

A. **Ergonomics Program Coordinator**. The Ergonomics Program Coordinator will report directly to upper management and be responsible for this policy and program. All evaluations, controls, and training will be coordinated under the direction of the Ergonomics Program Coordinator in collaboration with management. The Ergonomics Program Coordinator will monitor the results of the program to determine additional areas of focus as needed.

The Ergonomics Program Coordinator will:

(1) ensure that evaluators performing worksite evaluations and training are properly trained;
(2) ensure that control measures are implemented in a timely manner;
(3) ensure that a system is in place for employees to report MSD signs or symptoms and suspected work-related risk factors to managers and supervisors;
(4) ensure that accurate records are maintained and provide documentation upon request;
(5) schedule manager, supervisor, and employee training and maintain records to

include date, name of instructor, topic, and materials used, and;
(6) monitor the program on a quarterly basis and provide an annual review;
(7) follow-up with any ergonomics strategy and/or solutions.

B. **Managers**. Duties of all managers will include:

(1) accountability for the health and safety of all employees within their departments through the active support of the ergonomics program;
(2) allocating human and/or financial resources;
(3) attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomic risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management;
(4) ensuring that supervisors and employees have received the appropriate training;
(5) ensuring that ergonomics practices and principles are considered when conducting worksite evaluations, and;
(6) ensuring that recommended controls are implemented and/or used appropriately through active follow-up.

C. **Supervisors**. Duties of all supervisors will include:

(1) attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomics risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management;
(2) ensuring that employees have received the appropriate training;
(3) ensuring that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements;
(4) ensuring that employees understand the MSD signs and symptoms and early reporting system;
(5) responding promptly to employee reports;
(6) providing appropriate workers' compensation documentation to employees as required by all regulations;
(7) seeking clarification from Human Resources when return-to-work directives from the health care provider are unclear, and;
(8) maintaining clear communication with managers and employees.

D. **Employees**. Every employee of Central Unified School District is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

(1) when provided, use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors;
(2) ensure that equipment is properly maintained in good condition and when not, report it immediately;
(3) provide feedback to supervisors regarding the effectiveness of design changes,

new tools or equipment, or other interventions;
(4) attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities;
(5) report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible to facilitate medical treatment and initiate proactive interventions, and;
(6) take responsibility in their personal health and safety.

5. ANNUAL PROGRAM REVIEW

A. The Ergonomics Program Coordinator will conduct an annual program review to assess the progress and success of the program. The review will consider the following:

(1) Evaluation of all training programs and records.
(2) The need for retraining of managers, supervisors, and employees.
(3) The jobs, processes, or operations which have produced a high incidence rate of work-related MSDs.
(4) The length of time between a request for an ergonomic evaluation and the actual evaluation.
(5) The length of time between the point at which the results of the evaluation are known and when implementation of controls begins.
(6) The length of time between the beginning and completion of implementation of controls.
(7) The program's success based upon comparison to previous years using the following criteria:

(a) Number and type of lost workdays associated with OSHA recordable cases.
(b) Cost of workers' compensation cases.
(c) Employee feedback through direct interviews, walk-through observations, written surveys and questionnaires, and reevaluations.

VII. FALL PROTECTION

Policy

It is the policy of Central Unified School District to maintain, insofar as is reasonably possible, an environment that will not adversely affect the health, safety and well-being of students, employees, visitors and the surrounding community.

Administrators, faculty, staff and students all share a responsibility to reduce the hazards associated with falls. Fall hazards must be controlled through conventional fall protection systems (guardrails, personal fall arrest systems, or safety nets) unless these controls are infeasible and doing so would create a greater safety hazard. When engineering controls such as guardrails and safety nets are not feasible, personal fall arrest systems, administrative controls and training must be instituted.

Authority

California Code of Regulations Title 8 1670. Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Devices.

California Code of Regulations Title 8 1671.1. Fall Protection Plan.

California Code of Regulations Title 8 3209-3212. Guardrails, Elevated Locations, Floor Openings, Floor Holes and Roofs

Scope

This Fall Protection Program shall apply to all employees or students exposed to unprotected sides or edges of surfaces that present a falling hazard of four feet or more to a lower level. Employees will not be required or allowed to perform any duties which require the employee to get closer than six feet to an unprotected edge, platform, walk way of any building or utilize elevated equipment unless the employee is properly secured from falling.

Exceptions to this requirement include:

- the working sides of loading docks
- exposed perimeters of entertainment stages
- use of portable ladders without fall protection equipment up to six feet
- scaffolds and aerial lifts up to 6 feet in height
- edge of an excavation up to 6 feet in depth without fall protection

Definitions

- Aerial lift device: means equipment such as powered platforms, vehicle-mounted elevated and rotating work platforms, extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers and powered industrial truck platforms. See Attachment 2

- Anchor point: A secure point of attachment for lifelines, lanyards or deceleration devices.

- Body belt: A strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration (grabbing) device. Body belts are prohibited by Cal/OSHA and the University

- Body harness (also referred as Full-body harness): An interconnected set of straps that may be secured about a person in a manner that distributes the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

- Competent person: A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the authority to impose prompt corrective measures to eliminate these hazards.

- Deceleration device: Any mechanism, such as a rope, that dissipates a substantial amount of energy during a fall arrest, or otherwise limits the energy on an employee during fall arrest.

- Elevated Work Surfaces: roof surfaces within six feet of edge and work platforms more than six feet above a lower level for construction; four feet for general industry.

- Fall Arrest System: system used to arrest a person in a fall from a working level. It consists of an anchorage, connectors, and a body harness and may include a lanyard, deceleration device, or lifeline.

- Fixed ladder: A ladder permanently attached to a structure, building, or equipment. It does not include manhole steps. See Attachment 3

- Guard rail: A barrier erected to prevent personnel from falling to lower levels.

- Hole: A void or gap 2 inches or more in a floor, roof, or other walking/working surface.

- Horizontal Lifeline: These are linear anchoring devices, which allow workers to move along the whole length of the anchor, usually without needing to disconnect and fixing points of the anchorage.

- Lanyard: A flexible line of rope or strap that generally has a connector at each end for connecting the body harness to a deceleration device, lifeline or anchor point.

- Low-slope roof: means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

- Opening: A gap or void 30 inches or higher and 18 inches or wider in a wall or partition, through which personnel can fall to a lower level.

- Positioning device system: means a body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

- Qualified or authorized person: a person designated by the employer; and by reason of training, experience, or instruction who has demonstrated the ability to perform safely all fall protection duties.

- Restraint line: a device which is attached between the employee and an anchorage to prevent the employee from walking or falling off an elevated surface.

- Scaffold: means any temporary elevated or suspended platform, at its supporting structures, used for supporting employees or materials or both.

- Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal movement and which, after onset of a fall, automatically locks the drum and arrests the fall (usually within two feet or less).

- Steep roof: means a roof having a slope greater than 4 in 12 (vertical to horizontal).

- Snap hook: A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically closes to retain the object. Only locking snap hooks are permitted in fall protection systems.

- Toe board: A low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.

- Tie-Off: A procedure of connecting directly or indirectly to an anchorage point.

- Unprotected sides and edges: means any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system.

Accountability

A. Directors and Department Heads
   1. Evaluate Departmental activities to determine if and which activities are covered by the Fall Protection Program
   2. Designate individuals who will act as competent and/or qualified persons responsible for the implementation of the Fall Protection Program
   3. When Department employees engage in activities covered by the Fall Protection Program
      a. Ensure that competent and/or qualified persons are adequately trained and/or qualified
      b. Provide administrative and financial support for this program within individual departments
      c. Ensure the Fall Protection Program is implemented and maintained within the department

B. Competent Persons
   1. Implement all aspects of the program for work areas under their control
   2. Receive training for "competent person" and maintain status
   3. Act as the "competent person" for job sites under their control that contain fall hazards
   4. Evaluate fall hazards in work areas under their control
   5. Ensure that employees are informed, trained, and provided with the appropriate fall protection systems and equipment to be protected from potential fall hazards

C. Supervisors
   1. Ensure that employees are informed, trained, and provided with the appropriate fall protection systems and equipment to be protected from potential fall hazards associated with job tasks
   2. Coordinate the correction of fall hazards brought to their attention by employees
   3. Complete a Report of Employee Injury form and any additional documentation needed to investigate work related injuries and illnesses

D. Qualified/Authorized Employees

1. Comply with the Fall Protection Program and any further safety recommendations provided by the supervisor and EHS regarding fall protection
2. Complete fall protection training requirements and request further instruction if unclear
3. Conduct assigned tasks in a safe manner and properly wear fall arrest or wear all assigned personal protective equipment
4. Report to Facilities Management any frequently accessed work platforms, including roofs that are not protected by guardrails or some other fall protection system

E. Risk Management

1. Provide technical information and assist departments in implementing an effective fall protection program
2. Provide technical information and assist Facilities Management and academic department, such as Theatre, in designing controls for fall protection
3. Provide and/or coordinate fall protection training as needed
4. Provide assistance to departments on purchasing of fall protection equipment
5. Investigate and document all reported accidents that are related to fall hazards, recommending corrective actions
6. Review and revise the Fall Protection Program, as needed for compliance with applicable regulations

F. Facilities Management

1. Maintain and update Design Guidelines requiring that projects be designed according to current OSHA standards and that engineering controls for fall protection such as guardrails and anchorage points for occupant use and maintenance work be designed into projects wherever feasible.
2. Monitor contractor compliance with Cal/OSHA required fall protection regulations.

G. Contractors

Contractors are required to comply with all applicable Cal/OSHA regulations and must have and enforce their own fall protection program.

Program

I. Identification of Fall Hazards.

Fall hazards from elevations include, but are not limited to, unprotected sides and edges of roofs, excavations, skylights, floor holes, wall openings, and all other walking or working surfaces where personnel can possibly fall four feet or more to a lower level. Each department shall be responsible to inspect for potential fall hazards and to have each potential fall hazard evaluated by a competent person.

Personnel should alert their supervisors to potential fall hazards not already identified and controlled. The following are examples of fall hazards which require protection.

1. Open sided floors, platforms, and runways four feet or more in height
2. Open sided floors, ramps, walkways etc. that are adjacent to or above dangerous operations must be guarded regardless of height
3. Wall openings from where there is a drop of more than 4 feet
4. Open windows from which there is a drop of more than 4 feet and the bottom of the window is less than 3 feet above the floor or platform
5. Hatchway and chute floor openings
6. Any opening more than 4 feet in elevation where a significant portion of the body is leaning over or through to perform work
7. Skylights that are even with the roof surface, that represent fall hazards or that may otherwise serve as a walking/working surface
8. Scaffolds over 6 feet
9. Aerial lift devices

The following fall hazards must also be addressed when identifying fall protection hazards:

1. Placement of toe boards
2. Need for use of hard hats
3. Storage of equipment within four feet of an unprotected edge
4. Protection for high traffic areas from work above. The area to which objects could fall must be barricaded or a canopy must be built.

II. General Requirements

- Authorizations. Work in unprotected elevated areas requires prior approval by competent persons.

III. Preferred Controls. Controls such as fall protection harnesses, lanyards, and anchorage points will be the last solution considered to protect people from falling from heights. The following engineered controls will be used to provide effective fall protection:

1) Roofs. Engineered guardrails designed in accordance with applicable stands or 42-inch high parapets are required at roof edges when frequent access is required (more than four times a year).

2) Other elevated work surfaces. Engineered guardrails designed in accordance with applicable standards are required for elevated fixed platforms, mezzanines, catwalks, and balconies when frequent access is required. For infrequent access at these locations or if guardrails are infeasible, fall protection equipment may be used.

3) Construction Activities. For construction related activities exposing employees to unprotected heights over six feet, acceptable means to reduce fall hazards include: Bringing the work down to ground level scaffolding, ladders, elevating work platforms and aerial devices using fall restraint, work positioning, and fall arrest systems only if other methods are infeasible.

IV. Engineering Controls

a) A competent person must determine if engineering controls can eliminate or lessen the hazard of the work area or job site and eliminate the need for personal protective equipment. Engineering controls for fall hazards consist of the following:

i) Guardrails and Toeboards

The use of guardrails and toe boards apply to temporary controls on job sites as well as permanent fixtures in general work areas.

(1) The standard railing consists of a top rail, mid rail, and posts and is 42 – 45 inches high from the top of the rail to the floor, platform, runway or ramp. Nominal height of the mid rail is 21 inches
(2) Standard toe boards must be a minimum of 3.5 inches high, no more than 1/4-inch clearance to the floor
(3) The anchoring of posts and framing of members for railings of all types must be of such construction that the completed structure is capable of withstanding a load of 200 pounds applied in any direction at any point on the top rail
(4) Guardrail systems have a surface that prevents injuries such as punctures and lacerations and prevents snagging of clothing
(5) When guardrail systems are in hoisting areas, a chain gate or removable guardrail section shall be in place when not being used

ii) Skylights

(1) Skylights that may be used as a walking or working surface must be protected by a standard railing, standard skylight screen, grill work with 4 by 4-inch openings or slat work with 2-inch openings

(2) Standard skylight screens must be capable of withstanding minimum load of 200 pounds applied perpendicular to any point on the screen and will not deflect under ordinary loads and impacts and break glass

iii) Covers for Holes

(1) Covers for holes, including grates, shall be capable of supporting at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time

(2) Covers located on roadways and vehicular aisles shall be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over it

(3) All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees

(4) Covers shall be marked with the word "Hole" or "Cover" to provide warning of the hazard when it is not readily apparent

(5) While a cover is not in place, the pit or trap opening shall be constantly attended by someone or shall be protected on all exposed sides by removable standard railings

b) Personal Protective Equipment

Personal protective equipment must be used to minimize fall hazards when engineering controls do not eliminate the hazard or in conjunction with engineering controls. Fall protection equipment is divided into the following functional categories: Fall Arrest, Positioning, Suspension, Retrieval, and Restraint.

i) Fall Arrest System

The use of a personal fall arrest system is used as personal protective equipment for fall hazards at the University. A personal fall arrest system consists of a full-body harness, lanyard, and anchor point OR a full-body harness, lanyard, lifeline, anchor point, and deceleration/grabbing device. All fall protection equipment shall meet or exceed appropriate American National Standards Institute (ANSI) standards. District employees shall use only commercially manufactured equipment specifically designed for fall protection and

certified by a nationally recognized testing laboratory. All fall protection equipment must bear the marking of the manufacturer and approvals for specified use. Requirements for a personal fall arrest system include but are not limited to the following:

(1) Body Harness - Only full-body harnesses shall be used. The use of a body belt is prohibited. When free fall is possible, body harness should include apparatus that will reduce the chance that an employee will go into shock due to restricted circulation due to being suspended in the harness (stirrups for example).

(2) Connecting Device - Shock-absorbing lanyards and lifelines
- (a) Lanyards and lifelines shall have a minimum breaking strength of 5000 pounds
- (b) Lanyards shall not exceed six feet in length. Lanyards used on aerial lift devices should not exceed 4 feet in length to reduce slack
- (c) Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers
- (d) Connecting assemblies shall have a minimum tensile strength of 5,000 pounds
- (e) Self-retracting lifelines and lanyards shall have a tensile strength of at least 3,000 pounds and limit free fall to two feet or less (5,000 pounds for ripstich lanyards, and tearing and deforming lanyards)
- (f) Personal fall arrest systems shall limit the maximum arresting forces to 1,800 pounds with a full body harness
- (g) The maximum free fall distance is six feet for all systems
- (h) The maximum deceleration distance is 3.5 feet
- (i) Personal fall arrest systems shall have sufficient strength to withstand twice the potential impact energy of the falling employee
- (j) Lifelines shall be protected against cutting and abrasions
- (k) Horizontal lifelines shall be designed, installed and used under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of two. On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline

shall be capable of locking in both directions on the lifeline

(l) Each employee shall be attached to a separate lifeline when vertical lifelines are used. On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline

(3) Anchorage - Anchorage point and anchorage connector

(a) Anchorages used for personal fall arrest systems must be independent of any anchorage being used to support or suspend platforms and be capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed (temporarily or permanently), and used as part of a complete fall arrest system which maintains a factor of two and under the supervision of a qualified person

(b) A qualified person shall determine all anchor points, both temporary and permanent. Permanent anchor points shall be properly marked and approved by a Professional Engineer

(c) Permanent anchorage points used for fall arrest or used for positioning devices shall be inspected annually or before use by a competent person or Professional Engineer.

(d) Personal fall arrest systems shall not be attached to guardrail systems or hoists

ii) Positioning Device - A positioning device is not a substitute for a personal fall arrest system and is limited to use for employees on an elevated vertical surface, such as a wall, and work with both hands free while leaning. Where positioning device is used, it shall comply with the following:

(1) Only a full-body harness shall be worn as part of a positioning device system. Body belts are not acceptable

(2) Positioning devices shall be rigged such that a free fall cannot be more than 2 feet

(3) Positioning devices shall be secured to an anchorage point capable of supporting at least twice the potential impact load of an employee’s fall or 3,000 lbs., whichever is greater

iii) Suspension Personal suspension systems are used for window washing and painting and are designed to lower and support a worker

to perform tasks. The components of a suspension system are:

(1) Full-Body Harness
(2) Work line
(3) Anchorage
(4) Positioning device such as a boatswain's chair.

A boatswain's chair system is considered a single-point adjustable suspended scaffold. Since the suspension system components are not designed to arrest a free fall, a back-up fall arrest system should be used in conjunction with the personal suspension system that would activate only if the worker were to experience a free fall.

iv) Retrieval - Personal retrieval systems are used for confined space entry and on-entry rescue. Personal retrieval systems consist of the following:
(1) Full body hardness
(2) Retractable lifeline/rescue unit
(3) Tripod

v) Restraint Line - A restraint line is a device which is attached between the employee and an anchorage point to prevent the employee from walking or falling off an elevated surface. It does not support an employee at an elevated surface, but rather, prevents the employee from leaving the elevated surface or work position. Restraint lines are preferred to the use of fall arrest systems at the University due to their ability to prevent free fall and to reduce the need for a rescue team.

vi) Additional Personal Protective Equipment. Any other PPE deemed necessary for the task must be worn. This includes, but is not limited, to hard hats, gloves, safety glasses, and hard toed boots. Hard hats shall be worn within an area beneath elevated work where objects could fall from a height and strike a worker.

vii) Equipment Inspections and Maintenance

(1) Impact Loading. Any fall arrest system or component that has been used to arrest a fall (impact loading) must be immediately removed from service until a competent person has inspected the equipment and found it to be undamaged.
(2) Inspection. Visual equipment inspections must be conducted by

personnel prior to each use. If, upon inspection, a piece of equipment shows any signs of wear it must immediately be removed from service and the supervisor notified. Departments must perform and document inspections of fall protection equipment annually for any such equipment used by Department employees.

(3) Maintenance. When needed, fall protection devices should be washed in warm water using a mild detergent, rinsed thoroughly in clean warm water and allowed to dry at room temperature. Store equipment in a clean area away from strong sunlight and extreme temperatures. Check the manufacturer's recommendations for cleaning, maintenance and storage information.

c) Training

All employees that are exposed to fall hazards shall be trained in the recognition and minimization of such hazards. Training shall be arranged through Environmental Health and Safety. The employee shall be trained in the following areas:

i) Nature of fall hazards in the work area;
ii) The correct procedures for erecting, maintaining, disassembling and inspecting fall protection systems;
iii) The use and operation of controlled access zones and guardrails, personal fall arrest systems and warning lines;
iv) The limitations on the use of mechanical equipment during the performance of roofing work on low-slope roofs;
v) The correct procedures for equipment and materials handling and storage and the erection of overhead protection; and
vi) The employee’s role in fall protection plans.

d) Rescue

When fall arrest systems are in use, a competent person will develop an effective rescue plan specific to the work location and job being performed. If a possible free-fall requires the use of a rescue team, then pre-job arrangements must be made for a standby, onsite rescue team. This will generally involve a contract company that specializes in fall rescue, development of internal expertise through specialized training or use of the Fire Department with a pre-job agreement that the Fire Department can act as a standby, onsite rescue team.

e) Specific Conditions

Roofs

The hazards associated with work on roofs includes falling through openings and falling off edges. Effective roof work fall protection techniques are intended to protect workers while providing the mobility and comfort necessary to perform work tasks. Techniques, such as Controlled Access Zones area are available and described below.

(1) Low-Sloped Roofs - All employees working on low slope roofs with unprotected sides and edges six feet or more above the lower levels shall be protected from falling by guardrail systems or a combination warning line system and personal fall arrest system, or a combination warning line system and a safety monitoring system.

(2) Steep Roofs - All employees on a steep roof with unprotected sides and edges six feet or more above the lower levels shall be protected by either guardrail systems with toe boards or a personal fall arrest system. Contractors have used vertical, horizontal lifeline combination systems but these must be used under the direction of a competent person.

(3) Controlled Access Zones - Controlled access zones are areas where certain work may be done without the use of guardrails, personal fall arrest systems, or safety nets. However, unlike a warning line, which is barrier that cannot be crossed, a controlled access zone establishes a boundary that can be crossed, but only by a specifically designated employee.

General requirements for lines and stanchions are similar to warning lines, except that the minimum breaking strength for lines is only 200 pounds. Lines must be rigged and supported in such a way that the lowest and highest points are no more than 39 inches and 45 inches above the surface, except that 50 inches is allowed for overhand bricklaying.

On floors and roofs where guardrails are not in place, controlled access zones must include all points of access, material handling areas and storage areas. On floors and roofs where guardrails are in place but need to be removed to allow bricklaying or leading edge work, only the portion of the railing that permits that day's

work may be removed.

Control lines may not be located less than 6 feet, nor more than 25 feet, from leading or unprotected edges. However, when precast concrete members are being erected, the lines may not be less than 6 feet, nor more than 60 feet or half the length of the member being erected whichever is less, from the leading edge.

The control line must run approximately parallel to the entire length of the unprotected or leading edge. The controlled access zone must be defined by a control line erected not less than 10 feet nor more than 15 feet from the working edge. The control line must extend for a distance sufficient to enclose all employees performing overhand bricklaying and related work at the working edge, and it must be approximately parallel to the working edge.

4) Safety Monitoring Systems

A safety-monitoring system is an administrative control that allows a competent person to watch employees and warn them if they get to too close to an unprotected edge. The competent person must be specifically designated to serve as the safety monitor and must be on the same working level and within sight of the employees being monitored. Monitors must also be close enough to communicate with employees orally and may have no other responsibilities that could divert their attention from monitoring duties.

Attachment #1: Scaffolding

Fall protection is required for all scaffold use 6 feet above a lower level.

1. All scaffolds, where work is conducted in excess of 6 feet in height, shall have 4-inch toe boards
2. A scaffold shall not be moved while personnel are on it
3. Follow all manufacturer's guidelines and special warnings if the scaffold is commercially produced
4. The maximum work level height shall not exceed 4 times the least base dimension of the scaffold. Example: a four-foot by six-foot scaffold cannot exceed sixteen feet in height at the work platform level
5. The minimum working platform width is two feet
6. The supporting structure for the scaffold must be rigidly braced, using adequate cross bracing or diagonal bracing with rigid platforms at each work level
7. Working platforms should have a nonslip surface
8. Scaffolds should be used only on an even surface
9. The platform surface should be kept clear of extraneous tools and materials
10. The work level platform shall be wood, aluminum, plywood planking, steel or expanded metal for the full width of the scaffold, except for necessary protected openings
11. All work platform planking shall be compliance grade lumber. Planks shall be overlapped a minimum of 12 inches and extended over supports 6 - 12 inches. Work platforms shall be secured in position
12. Follow all manufacturer guidelines in the assembly of the scaffold. Do not use or assemble the scaffold, if unsure of the correct assembly procedure
13. Hard hats must be worn within an area beneath elevated work where objects could fall from a height and strike a worker
14. Mobile scaffolds shall not be moved unless the surface of travel is within 3 degrees of level and free of pits, holes and obstructions, and the employee on the scaffold has advanced knowledge of the movement

Inspection of Scaffolds

1. Prior to the use of any scaffold, an inspection must be conducted, and then daily during usage of the scaffold
2. Carefully examine the scaffold for broken or missing cross bracing, broken supporting structure, working platform, and other damaged parts. In addition, all walking and working surfaces must be free of grease, oil, paint, or other slippery substances

3. The scaffold should be equipped with positive wheel lock casters secured in place
4. The joint between working platform and supporting structure must be tight, and all hardware and fittings should be attached firmly. Movable parts should operate freely without binding or undue play
5. All wood parts must be free of sharp edges and splinters. Visually inspect the scaffold to be free of shakes, warpage, decay or other irregularities. Metal parts must be free of sharp edges, burrs and corrosion. Inspect for dents or bends in supporting structure, cross braces and walking/working surfaces
6. Check all working platform to support structure connections, hardware connections and rivets. If a scaffold tips over, inspect the scaffold for damage before continuing work
7. Damaged scaffolds must be withdrawn from service and either repaired or destroyed. When a defect or unsafe condition is found, personnel shall tag or mark the scaffold so that it will not be used until corrective action is taken. Defective or unsafe situations shall be reported to the supervisor. Field repairs and the fabrication of improvised scaffolds is prohibited

Attachment #2: Aerial Lifts

Aerial lifts include the following types of vehicle mounted aerial devices used to elevate personnel to job sites above ground:

1. Articulating boom platforms designed to reach up and over obstacles.
2. Extensible or telescoping boom platforms may extend over one hundred feet.
3. Vehicle mounted bucket lifts used to repair utility lines.
4. Scissor lifts extend into the air via a series of crisscross supports.
5. Personal man lifts that are lightweight and designed for one person to use indoors.

Specific requirements

1. Aerial ladders shall be secured in the lower traveling position before the truck is moved for highway travel;
2. Lift controls shall be tested each day prior to use;
3. Only personnel authorized by a fall protection competent person shall operate an aerial lift:
4. Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position;
5. A full-body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift (exception: a harness is not required in a scissor lift or personal man lift with surrounding guardrail system and closing gate or latch chain);
6. Belting off to an adjacent pole structure, or equipment while working from an aerial lift shall not be permitted;
7. Boom and basket load limits specified by the manufacturer shall not be exceeded;
8. The brakes shall be set and when outriggers are used, they shall be positioned on pads or other solid surface. Wheel chocks shall be installed when using an aerial lift on an incline;
9. An aerial lift truck shall not be moved when the boom is elevated in a working position, except for equipment which is specifically designed for this type of operation;
10. Articulating and extensible boom platforms shall have both platform and ground controls; and
11. Before moving an aerial lift for travel, the boom shall be inspected to ensure that it is properly cradled and outriggers are in the stowed position.

Attachment #3: Portable Ladders

Use of Portable Ladders - The proper ladder must be selected for the task. General rules include the following:

1. The ladder chosen must be long enough to provide access to the work area without necessitating standing on the top two steps of a stepladder or the top three rungs of a straight ladder;
2. The ladder selected must be sufficient for the weight of the employee plus the weight of any tools and materials:
3. Type 1A-Extra-heavy industrial ladder will support 300 lbs.
4. Type 1-Heavy-duty industrial ladder will support 250 lbs.
5. Type 2-Medium-duty commercial ladder will support 225 lbs.
6. Type 3-Light-duty household ladder will support 200 lbs.;
7. When a straight ladder is used to gain access to a roof, the side rails should extend at least three feet above the support point at the eave, gutter, or roof line;
8. Never splice together short ladders to form a longer ladder;
9. Never place ladders on boxes, barrels, or other unstable bases for additional height;
10. Ladders must be placed on level surfaces. Although ladder feet or shoes provide an important measure of safety, they cannot compensate for uneven ground unless they are designed with adjustable feet;
11. Be alert to slippery surfaces. Nonslip bases are not a substitute for safety in placing, lashing, or holding a ladder on oily, metal, concrete, or other slippery surfaces;
12. Do not use ladders for unintended purposes;
13. Do not use a metal ladder when working on or near electrical equipment;
14. The distance from the bottom of a straight ladder to its support wall shall be one- quarter the working length of the ladder;
15. Where possible, straight ladders should be secured with a rope or wire at the top and blocked at the bottom;
16. The top two steps and platform of a stepladder shall not be used, and the top three rungs of a straight ladder shall not be used;
17. Do not over-reach, jump or slide a ladder while on it. Ladders shall not be moved, shifted, or extended while occupied;
18. Always face the ladder and use both hands while ascending or descending.
19. Tools or materials should be raised by means of a rope after the climber has reached the working position. Carrying heavy loads up or down ladders is prohibited;
20. Barricades and warning signs should be posted when ladders are placed near doors or other locations where they could be struck;

21. Two workers shall handle and set up all extension ladders;
22. Ladders should not be used by more than one person at a time unless they are designed for such use;
23. The bracing on the backside rails of stepladders is designed only for increasing stability, not for climbing;
24. Ladders shall not be used horizontally as platforms, runways, or scaffolds. Extension ladders must have proper overlap.
    a. Three foot overlap for 32 foot ladder;
    b. Four foot overlap for 32 to 36 foot ladder;
    c. Five foot overlap for 36 to 48 foot ladder; and
    d. Six foot overlap for 48 foot ladder.
25. Make certain that both automatic locks of the extension ladder are in proper position before ascending the ladder;
26. Straight ladders and stepladders that exceed 10 feet may be held by another person for steadying;
27. The area around the top and bottom of the ladder shall be kept clear; and
28. Hard hats must be worn within an area beneath elevated work where objects could fall from a height and strike a worker.

Ladder Inspection

1. Prior to use of any ladder, an inspection must be performed:
2. Carefully examine the ladder for broken or missing rungs or cleats, broken side rails, and other damaged parts;
3. All cleats, rungs, and side rails must be free of grease, oil, paint, or other slippery substances;
4. The ladder should be equipped with feet that are secured in place;
5. The joint between steps and side rails must be tight, and all hardware and fittings should be attached firmly. Movable parts should operate freely without binding or undue play;
6. All wood parts must be free of sharp edges and splinters;
7. Visually inspect the ladder to be free of shakes, warpage, decay or other irregularities;
8. Metal ladders must be free of sharp edges, burrs and corrosion;
9. Inspect for dents or bends in side rails, rungs or cleats;
10. Check step to side rail connections, hardware connections and rivets; and
11. If a ladder tips over, inspect the ladder for damage before continuing work.

Fixed Ladder

1. Fixed ladders should be designed to withstand a single concentrated load of at least 200 lbs.;
2. Rungs of metal ladders must have minimal diameter of three quarters inch. Rungs must be at least 16 inches wide, be spaced 12 inches apart;
3. Fixed Ladders, when their location so demands, must be painted or treated with a preservative to resist deterioration;
4. The preferred pitch for a safe descent is 75 to 90 degrees. Ladders with 90 degree pitch must have two and one half feet of clearance on the climbing side. There must be a three foot clearance on ladders with a 75 degree pitch;
5. There must be at least a seven inch clearance in back of the ladder to provide adequate toe space;
6. There must be a clear width of 15 inches on each side of the center line of the ladder, unless the ladder is equipped with a cage or well;
7. Fixed ladders must have cages if they are longer than 20 feet. Landing platforms must be provided on ladders greater than 20 feet long. A platform is required every 30 feet for caged ladders and every 20 feet for unprotected ladders; and
8. Side rails must extend at least 42 inches above the landing.
9. Any system (tracks or runways) attached to the fixed ladder for the purposes of attaching fall protection equipment such as lifelines, lanyards, positioning systems or personal fall arrest systems must be inspected annually by a competent person or a Professional Engineer.

VIII. FIRE AND EARTHQUAKE SAFETY

Central Unified School District's Fire Prevention Plan is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire and related hazards.

Responsibilities

Administrators and supervisors have primary responsibility for insuring that their site disaster plan contains procedures to protect lives and facilities in the event of fire. Each site plan should include a designated person responsible for ensuring an effective on-going program, including conducting regular surveys of facilities, conducting required fire drills, providing periodic training materials to increase fire safety awareness, and informing employees of the location and use of fire extinguishers.

Program Content

Site plans should include, at a minimum, the following elements related to Fire Prevention:

a. Posting of emergency phone numbers in the main office and other prominent locations at each site.

b. Specific procedures for reporting fires to site personnel and to the appropriate fire department.

c. A suitable fire/emergency warning notification system.

d. An evacuation plan (floor plan) noting the location of all exits and fire extinguishers.

e. Periodic surveys to assess possible fire danger.

f. Inspection of fire extinguishers on a monthly basis to insure they are in the proper location, easily accessible, properly charged and otherwise operable.

g. Fire safety rules covering use of and restrictions on personal electrical appliances brought into the office by employees to ensure that this equipment is safe for the office environment.

h. Fire drills shall be carried out in accordance with state law.

Emergency Evacuation Procedure

It is the responsibility of every administrator and supervisor to ensure that the employees under their supervision know how to get out of the building quickly and safely in the event of a fire or other emergency. An orderly evacuation depends on both an early warning and employer awareness of the proper procedures to follow.

Administrators should designate supervisory or senior personnel as fire safety monitors to be responsible for:

1. Knowing primary and alternate evacuation routes from the building.

2. Knowledge of fire extinguisher use techniques and the location of all fire extinguishers on the site.

3. Assuring that personnel are evacuated safely and orderly in the event of an emergency.

4. Insuring that employees know how to provide proper notification for fire or other emergencies that occur in their work areas.

5. Designating an assembly place for emergency evacuations and checking attendance to ensure that everyone is out of the building.

Employee Fire/Emergency Responsibilities

In the event of a fire or emergency employees are responsible for:

1. Notifying other employees quickly and calmly so that an alarm can be sounded, and authorities notified.

2. Following the directions of fire monitors or supervisors in evacuating the facility.

    a) Do not attempt to use fire extinguishers unless you have been trained to use them.

    b) Do not remain in the building for any purpose after the evacuation order has been given or alarm has been sounded.

    c) Do not place yourself in danger during the emergency.

3. District employees should know the basic fire safety principles and apply them as part of their work performance:

    a) Use only approved (UL, NFPA, FM) appliances in the office (fans, heaters).

b) Do not bring any flammable liquids into the building (solvents, cleaning fluids, etc.)

c) Do not block fire extinguishers, exits or egress routes with material or equipment.

4. Comply with safety and health standards provided to you by your supervisor or other district representatives.

Earthquake Procedures

1. During the earthquake, take cover immediately and remain under cover until the shaking stops.

2. Stay away from heavy furniture, large panes of glass, shelves holding heavy objects or materials.

3. Know the safest place in the building or room to take protection during a quake. It will be difficult to move from one place to another during a severe earthquake.

4. Always know the possible ways to exit the workplace in emergency situations.

5. Have employees stay inside the building until evacuation procedures begin.

6. Know the location of shut-off valves for water, gas and electricity.

7. Have employees immediately report to you any condition, person or object that may create an emergency.

8. Have regular earthquake/fire drills. Emergency procedures should be review and practiced periodically.

IX. FIRE EXTINGUISHER PROGRAM

Purpose:

This policy will provide guidelines for the use of fire extinguishers in a safe manner on Central Unified School District property. The objective is to comply with all federal, state, and local codes by providing training and education to familiarize employees with the general principles of fire extinguisher use and the hazards involved with the incipient stage of firefighting. A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of a fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property.

Scope:

These guidelines set forth in this policy apply to all fire extinguishers on campuses, and to all faculty staff, students, contracted services personnel, contracted vendors and visitors.

Responsibility:

A. Fire Extinguishers

1. Extinguisher Use

No one at Central Unified School District is required to fight a fire as a part of his or her responsibility. However, voluntary use of a fire extinguisher by an employee who is properly trained can save both lives and extensive property loss.

Portable fire extinguishers will be installed per fire code in workplaces regardless of other fire prevention measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

2. Classification of Fires and Selection of Extinguishers

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

a. **Class A** fires involve materials such as wood, paper, and cloth which produce glowing embers or char.

b. **Class B** fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.

c. **Class C** fires involve fires in live electrical equipment or in materials near electrically powered equipment.

d. **Class D** fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

e. **Class K fires involve oils and greases normally found in commercial kitchens and food preparation facilities using deep fryers.**

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, the asset to be protected, and other factors pertinent to the situation.

3. Location, Markings, and Mounting

Fire Hazard Class	Travel Distance
Class A	75 feet or less
Class B	50 feet or less
Class C	Based on Class A and B extinguisher placement, but close to the hazard
Class D	75 feet of less
Class K	Close to the cooking surface

i. Extinguishers will be conspicuously located Extinguishers will be conspicuously located, easily identified, and readily accessible for immediate use in the event of fire per NFPA 10. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted brackets will be used as extinguisher locations whenever possible. In most cases extinguishers will be located in hallways or in common areas and not in rooms. They shall be placed just outside of a room and allow accessibility to the room occupants as well as other occupants of the building. Extinguishers should not be stored in locked rooms or offices.

ii. Extinguishers will be clearly visible. In locations where, visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers.

iii. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate.

iv. Extinguishers mounted in cabinets or wall recesses will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking

the cabinet or wall recess in a contrasting color that will distinguish it from the normal decor.

v. All extinguishers must have a gross weight not exceeding 40 pounds, and will be installed so that the top of the extinguisher is not more than 4 feet above the floor.

4. Maintenance, Care, and Inspection

a. Fire extinguishers will be kept unobstructed and in clear view at all times.

b. Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

c. Fire extinguishers will be inspected on a monthly schedule by trained facility personnel and a written record of the inspection will be maintained. This inspection will include:

   i. Verify that the extinguisher is in the proper location

   ii. Physical condition

   iii. Pressure gauge within operable range (green area)

   iv. Nozzle is unobstructed

   v. Hose is not cracked

   vi. Canister is not dented or damaged

   vii. Lift the extinguisher to verify it is not too light (indicating a loss of contents)

d. An annual inspection will be performed by a certified fire extinguisher contractor and records of service will be maintained.

e. After any fire extinguisher is used, the unit will be removed from service until it is inspected and recharged by the contractor.

f. If a fire extinguisher is damaged, involved in an incident where damage could result, or if the extinguisher shows signs of corrosion, it will be removed from service until it is inspected and recharged by the contractor.

g. All fire extinguishers will be labeled with the class of fire (s) that they are designed to fight and with the operating instructions.

5. Proper Use

a. There is nothing within our district that is worth a human life. No employee is required to use a fire extinguisher. Operation of a fire extinguisher is a voluntary action.

b. Only trained personnel are authorized to use a portable fire extinguisher.

c. Fire extinguisher will only be used on incipient fires.

d. The steps in fire extinguisher use are:

i. Alert employees at immediate risk from the fire

ii. Activate the facility fire alarm

iii. Use only a fire extinguisher that is approved for the class of fire

iv. Always keep an exit path open behind you

v. Stay low to avoid heat and smoke

vi. Do not turn your back on a fire, even after extinguishment

vii. All fire extinguisher must be reported immediately to your supervisor

viii. Remember **PASS** for the proper use of a fire extinguisher

1. **P**ull the pin: By pulling the pin, the operating lever is unlocked and allows you to discharge the extinguisher.

2. **A**im low: Point the extinguisher hose/nozzle at the base of the fire.

3. **S**queeze the lever: This will discharge the extinguishing agent. Some extinguishers may have a button or other means of activation.

4. **S**weep from side to side: While you are aiming at the base of the fire, you should sweep back and forth until the fire is extinguished. If the fire re-ignites, repeat the process.

Other safeguards include:

- Stand at least 8 feet from the fire and begin PASS.
- If the fire does not extinguish immediately, leave the fire.
- If the fire is extinguished, have the fire department survey the area to ensure the fire is no longer a hazard.

6. Training

Fire extinguisher training and education will be provided as required by Cal OSHA, Title 8, Subchapter 7, Group 27, Article 157, Section 6151.

a. Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
b. The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.
c. The employer shall provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.
d. The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

X. FORKLIFT SAFETY PROGRAM

Employees may not operate a forklift vehicle unless they have been trained and are authorized by knowledgeable and experienced manager/supervisor to operate such equipment. Each forklift operator's performance will be evaluated every three years, with retraining given for accidents and near misses. This evaluation includes a discussion with the operator regarding his/her experience with the forklift, an observation of the employee operating the forklift, and written documentation that the evaluation was performed.

Forklift vehicle operators must follow these safe work practices as well as any other special instruction given to you by your supervisor during the work shift.

All training and evaluations are documented and will include the name of the trainee, name of the trainer and the date of training.

Training Program Content

Training for forklift operators is extensive, and covers both general forklift topics and workplace-specific topics, including:

General forklift topics:

- An overview of Central Unified's Written Forklift Safety Program
- Operating instructions, warnings and precautions for the types of forklifts the operator will be
  authorized to operate
- Differences between forklifts and automobiles
- Forklift controls and instrumentation
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation and use limitations
- Vehicle capacity and stability
- Vehicle inspection and maintenance
- Refueling and/or charging of batteries
- Seatbelt use

Workplace-specific topics:

- Surface conditions where the vehicle will be operated
- Load stability, manipulation, stacking and unstacking

- Pedestrian traffic areas
- Narrow aisles and other restricted places
- Hazardous locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where a buildup of carbon monoxide or diesel exhaust could exist
- Any other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Hazards

Collision accidents with injury to other workers, or property damage to facilities and equipment.

Damage to material because of poor stacking practice or improper loading while working with the forklift vehicle.

"Caught in" or "caught under" injuries which could result if material being lifted or loaded accidentally strikes others.

Overturn of the forklift that could result if the load is carried too high, and the vehicle is turned too sharply or on an incline.

Safe Job Procedures

a. Be physically and mentally alert when operating the forklift. You should get plenty of rest prior to reporting to work. If you are tired or not feeling well enough to operate a forklift, report the condition to your supervisor.

b. Check and test vehicle's condition at least once per shift. The following items should be given special attention during the inspection.

Clutch	Horn	Controller	Lifting System
Tires	Lights	Brakes	Hydraulic leaks
Fuel leaks	Battery	Steering Mechanism	

All unsafe conditions must be reported to your supervisor for repairs. Do not attempt to operate an unsafe vehicle at any time.

c. Do not operate vehicle with wet or greasy hands. If you do have materials that may cause your hands to slip on the wheel, clean them before attempting to drive.

d. Never stunt or horseplay on a forklift.

e. Always start and stop vehicles gradually. Be sure to look around you for obstacles and hazards before starting to move the vehicle.

f. Never use a lift truck to carry passengers. These vehicles are not designed for this purpose.

g. Keep arms, legs and other parts of the body within dimensions of vehicle at all times. Always anticipate minimum clearances around the vehicle.

h. Keep eye contact with other workers in area or those walking close to the direction of travel. Tap horn if necessary, to let others know that you are near.

i. Know and operate within the capacity of your forklift vehicle. The rated lifting capacity is located on the vehicle and should be visible to you. Never overload the unit and do not move the load until it is safe and secure. If you are in doubt about capability of the forklift vehicle, check with your supervisor.

j. Do not permit employees to stand, pass, or work under the elevated position of your vehicle, loaded or empty, unless it is blocked to prevent it from falling. Always assume that a raised load can fall at any moment.

k. Do not exceed the authorized speed limit established for the plant. Forklifts were not designed for fast speeds and can easily overturn if traveling at a high rate of speed.

l. When traveling, always look in the direction of travel and do not move the vehicle until it is safe to do so.

m. Never drive a vehicle up to anyone standing in front of fixed objects such as stock, machinery or work in progress that is of such size that the person could be caught between the vehicle and the object. Remember, if your brakes fail, you could seriously injure the person.

n. Ascend or descend grades slowly. Loaded vehicles should be driven with the load upgrade.

o. Slow down the vehicle when driving around sharp curves, ramps, dips, and blind corners or on rough wet or slippery surfaces.

p. Before moving vehicle with load, be sure that load is properly balanced, and that no loose material or overhanging material could present hazards. If in doubt, safely stop the vehicle, get off and check the load.

q. Be alert to rear-end swing of your forklift unit. Be particularly cautious near the edge of loading docks.

r. When loading or unloading from trucks or trailers be sure that brakes are set and that wheel chocks are placed under the wheels of the vehicle.

s. Always check for overhead clearance to be sure that there are no obstructions, particularly piping, that could be damaged as a result of moving the forklift. This is a significant hazard when moving the forklift with the carriage raised high.

t. Stock and material should never be stored in locations that block or impair access to fire extinguisher and standpipe hose.

u. Always give pedestrians the right-of-way. When working around pedestrians, expect the unexpected.

v. Carry load as close to the floor as possible with mast tilted slightly back to cradle the load. Never travel with the load raised high. The load should rest against the carriage.

w. When leaving the vehicle, shut off the power, set the breaks, and lower the mast to the floor or ground. If you must leave the vehicle on an incline, set a wheel chock.

x. Exercise extreme care when the mast and load are raised high. The heavier the load and the higher you raise it, the higher you will force your vehicle's center of gravity, thus reducing stability.

y. Do not use reverse gear as a brake. Always come to a full stop before shifting into reverse. Do not let fork tips strike any objects. They can cause serious injury or damage to property.

z. Never travel with forks raised high above the ground. Ideally, fork blades should be no higher than is necessary to safely clear object or obstructions encountered while driving.

aa. For better vision, drive the vehicle backwards with bulky loads and always look in the direction of travel.

bb. Lift loads smoothly and slowly. Avoid sudden jerks. Never lift with the mast tilted forward--only with the mast vertical or tilted slightly back.

XI. HAZARD COMMUNICATION AND GLOBALLY HARMONIZED SYSTEM (GHS)

Policy Statement – Communication Program

TO ALL EMPLOYEES:

The purpose of the Central Unified School District GHS program is to ensure that the use, handling and storage of all materials in our facilities and on job sites is done in a manner that will minimize potential danger to district employees, other workers and the environment.

The school district is fortunate that there are few chemicals or hazardous materials used. However, some chemicals or materials will be stored, handled and used in small quantities. If used improperly, they may present possible hazards to the user. It is the intent of Central Unified School District to never allow any worker or the environment to be exposed to any hazardous material beyond the safe limits.

Please do your part to prevent exposure to potentially hazardous material to yourself, your co-workers and to others. Take time to read labels and always follow the instructions. If you are in doubt about the safety of materials you are using, notify your supervisor or administrator immediately. Also, be sure to listen carefully to any instructions given by supervisors regarding materials used or stored in district facilities.

Again, Central Unified School District is fortunate that most our employees do not handle or use large quantities of hazardous materials on the job. For those very few instances in which chemical substances may be used, district objectives are to do everything to prevent harm to you. The GHS program is one important method for accomplishing these objectives.

Policy Statement – Hazardous Materials

It is the policy of Central Unified School District that all employees who are exposed to potentially hazardous substances in district operations shall be trained and have explained to them, the possible health hazards and safety precautions needed for these substances.

To insure compliance with State and Federal OSHA Hazard Communications Standards, this written program will apply to all locations and work areas. A copy of this written program will be available for administrators and supervisors, and at the District Office.

Definition

As defined in this program, a hazardous substance is any substance that is a physical or health hazard, or is included in the list of hazardous substances, Section 6382, California Labor Code. **The listings referred to in subdivision (a) are as follows:**

(1) Substances listed as human or animal carcinogens by the International Agency for Research on Cancer (IARC).

(2) Those substances designated by the Environmental Protection Agency pursuant to Section 307 (33 U.S.C. Sec. 1317) and Section 311 (33 U.S.C. Sec. 1321) of the federal Clean Water Act of 1977 (33 U.S.C. Sec. 1251 et seq.) or as hazardous air pollutants pursuant to Section 112 of the federal Clean Air Act, as amended (42 U.S.C. Sec. 7412) which have known, adverse human health risks.

(3) Substances listed by the Occupational Safety and Health Standards Board as an airborne chemical contaminant pursuant to Section 142.3.

(4) Those substances designated by the Director of Food and Agriculture as restricted materials pursuant to Section 14004.5 of the Food and Agricultural Code which have known, adverse human health risks.

(5) Substances for which an information alert has been issued by the repository of current data established pursuant to Section 147.2.

Safe Job Procedures

cc. Administrators and supervisors shall be responsible for providing district employees with information and training on hazardous substances to which they are exposed or may be exposed in the work place. This training shall include:

i. An explanation of any hazards associated with materials or products defined as hazardous in this program.

ii. Proper precautions for handling these substances.

iii. The required and necessary personal protective equipment and any other precautions that are needed to minimize exposure.

iv. Emergency procedures for spills, fire, disposal and first aid.

v. An explanation of what a Safety Data Sheet (SDS) is and what it is used for in our communications program.

vi. The locations of the file of the Safety Data Sheets for hazardous substances that are found in operations and the availability of these sheets to the employees.

vii. The requirements of the law (Section 5194, General Industrial Safety Orders, State of California).

viii. Information and explanation of information found on hazardous substances.

ix. Methods of observations to detect the presence of hazardous substances.

x. Any operation or work areas where hazardous substances are present or may be released.

dd. As each new employee enters employment with Central Unified School District in a location where chemicals are used, his/her supervisor shall review any data sheet covering hazardous material with the employee and make available to the employee a Safety Data Sheet, if requested by the employee. This applies only to employees who are or could be exposed to toxic or hazardous materials.

ee. Whenever a new or revised safety data sheet is received, this information shall be made known to employees on a timely basis, not to exceed 30 days after receipt. If the new information indicates significantly increased risks or measures necessary to protect employees' health as compared to those stated on a Safety Data Sheet previously provided, this information shall be provided to affected employees.

ff. A roster of attendance shall be maintained for all persons attending meetings to receive instruction, orientation and review of hazardous communications. This roster shall be maintained in the District Office. The roster shall be made available to any Cal/OSHA enforcement officer upon request. Any employee, who, for any reason, is unable to attend the required training meetings, shall be required to attend a review of the applicable safety data sheet before returning to work.

gg. No products, materials or chemical substances shall be permitted in the workplace or in district facilities unless and until an appropriate Safety Data Sheet is available to the job supervisor.

hh. The purchasing department shall require all vendors, manufacturers or suppliers to provide a Safety Data Sheet for the product, material or chemical substance as a condition of purchase for the new product. These Safety Data Sheets shall be forwarded to the district office for review, distribution and inclusion into the master file of Safety Data Sheets.

ii. Any outside contractors with employees working on or about Central Unified School District property shall be informed of chemical substances, if any, to which a contractor's employee may be exposed while performing their work.

jj. Warning Labels

i. Manufacturers, importers and distributors are responsible for insuring that each container of hazardous substance is marked with the following information: 1) the identification of the hazardous substance, 2) appropriate hazard warnings and, 3) name and address of the manufacturer or other responsible party.

ii. Supervisors and other persons responsible for materials in the workplace shall not accept any containers not marked as noted in section 8a.

iii. All fixed (stationary) containers of potentially hazardous material located on Central Unified School District property shall be labeled with the following information: 1) the identity of the hazardous substance in the container, and 2) appropriate hazard warnings.

iv. Labels are not required on containers into which hazardous substances are transferred from labeled containers, and which are intended for the immediate use of the employee who performs the transfer.

v. Labels on incoming containers of hazardous substance shall not be removed or defaced. Damaged labels or containers that are defaced shall be immediately marked with the required information (section c1 and c2 above) before being put into use or placed into storage.

Employee Responsibility

It is the responsibility of all Central Unified School District employees to use good judgment in work situations where hazardous materials are present or are likely to be present. Failure to follow written standards and procedures on recognized hazardous materials may result in disciplinary action.

XII. Hearing Conservation Program

1.0 Reference
California Code of Regulations, Title 8, Article 105, Sections 5095 to 5100; and 29 CFR 1910.95.

2.0 Policy
It is the policy of Central Unified School District to establish and maintain effective noise control and hearing conservation programs designed to eliminate or control, in so far as is reasonable and practical, overexposure of students, faculty, and staff to harmful noise.

Central Unified School District shall identify noisy areas on campus and shall take steps to protect personnel who work in these areas. When noise cannot be controlled by engineering and administrative controls, the University shall distribute hearing protectors to all employees exposed to an 8-hour time-weighted average noise level of 85 decibels or greater. Under certain conditions, employees shall be required to use hearing protection.

Central Unified School District shall provide, at no cost to employees involved in this program, a hearing program designed to provide information of satisfactory maintenance of employee hearing levels and to ascertain the effectiveness of noise control methods.

3.0 Purpose
The purpose of this program is to establish a coordinated approach toward controlling excessive occupational noise exposure as directed by University policy and State law.

4.0 Scope
The Hearing Conservation Program affects all employees exposed to an 8-hour time-weighted average noise level of 85 dBA or greater. The potential for these noise levels have been found in the following departments:

A. Carpenter Shop
B. Landscape Services
C. Central Plant
D. Publication Services (Reprographics)
E. Performing Arts wood shop
F. Building Maintenance
G. Engineering Shops
H. Grounds Workers
I. Auto Shop
J. University Police

All other employees that believe they are working in an environment above 85 dBA TWA should notify their supervisor or Risk Management.

5.0 Control of Noise Exposure

The State of California and Federal Government regulates a worker's exposure to noise. The regulations set exposure limits and details the employer's responsibilities when the limits are exceeded.

The following is a summary of the safety orders regulating exposure of workers to occupational noise.

5.1 Hearing Conservation Program

When workers are exposed to an 8-hour time-weighted average [TWA of 85 decibels (dBA)] or greater, Central Unified School District must institute a hearing conservation program. This program includes monitoring of workplace noise, an audiometric testing program for all exposed workers and an expert evaluation of the test results.

Required audiometric testing must be conducted by a licensed audiologist, otolaryngologist, qualified physician, or trained technician. The results will be made available to employee that was tested. Annual audiograms are compared with the baseline audiogram to determine if there has been any deterioration of the worker's hearing (threshold shift). If a worker suffers a significant threshold shift, Central Unified School District must fit or refit the worker with hearing protectors, train or retrain the employee in their use and make sure the hearing protection devices are used.

An audiogram is a record of hearing loss of hearing level that is measured at several frequencies--usually 500 to 6000 Hz. Decibel is a measure of sound pressure level or loudness from the threshold of hearing (0 dB) to the threshold of pain (140 dB).

5.2 Hearing Protectors

Workers must wear protectors when:

A. They are exposed to a sound level of 85 dBA or greater and have had a standard threshold shift in hearing.
B. They are exposed to noise in excess of the limits set in Cal/OSHA Title 8, Section 5097.

5.3 Training Program

Workers exposed to noise at or above 85 dBA for 8-hour TWA shall participate in an annual training program. The program will include the effects of noise on hearing, the purpose and effectiveness of hearing protectors, and the purpose of and an explanation of audiometric testing.

5.4 Record keeping and Records Access.

The employer will maintain records of exposure measurements for at least 3 years and audiometric tests for the duration of the affected employee's employment.

These records must be made available to workers, former workers, worker representatives, and authorized representatives of the Division of Occupational Safety and Health.

6.0 Responsibilities

New employees assigned to work in areas listed in Section 4.0 shall be sent for a baseline audiogram within the first two weeks of employment.

6.1 Risk Management

A. Coordinate the campus Hearing Conservation Program, providing consultation to departments according to their specific needs.
B. Conduct personal noise dosimetry to determine time-weighted average (TWA) exposures for individuals and departments.
C. Conduct noise surveys in response to department requests or as a general noise survey.
D. Assist departments in developing methods for noise abatement, reduction or control.
E. Purchase personal protective devices.
F. Establish and conduct an audiometric testing program for affected employees, providing consultation and notification of exam results.
G. Maintain and make available records of exposure measurements and audiometric tests.
H. Maintain training records.

6.2 Departments

A. Ensure that noise control is considered when procuring equipment, machinery and tools.
B. Identify work areas that may overexpose employees to harmful levels of noise and notify the Risk Management Office.
C. Develop methods for noise abatement, reduction or control.
D. Train or arrange training for employees covered by the Hearing Conservation Program; ensure that they read, understand and comply with all appropriate procedures.
E. Ensure that appropriate personal protective equipment is provided to affected employees; enforce the use of such devices when required; ensure that such devices are kept in good repair and maintained in a sanitary manner.
F. New employees assigned to work in areas listed in Section 4.0 shall be sent for a baseline audiogram or personal exposure assessments within the first 2 weeks of their assignment.

6.3 Employees

A. Employees are ultimately responsible for the wearing of hearing protection whenever working in noisy environments.
B. Read and comply with all appropriate hearing conservation safety procedures while performing assigned duties.
C. Use common sense and good judgment at all times; the unlimited number of potential hazards that may exist or be created in the work place is sometimes unpredictable.

7.0 Sound Levels

The following relates some common equivalents of sound levels in decibels (dB). Exposure to noise with a loudness of 80 dB is annoying. It is roughly equivalent to the noise level of an alarm clock about two feet from your ear. Exposure to 90 dBA can cause physical damage to the ear. At about 120 dBA, hearing actually becomes painful and damage to hearing is certain and rapid. Risk Management can provide results of the measured noise level output of CSUF equipment that has been measured or can conduct monitoring for a piece of equipment upon request.

8.0 Effects of Overexposure

The ear has three sections. The outer ear helps to direct sound into the auditory canal. The middle ear, separated from the outer ear by the eardrum, consists of three connected bones which transmit the vibrations of the eardrum to the inner ear. In the inner ear a coiled hearing organ, the cochlea, transforms the vibrations into nerve impulses for transmission to the brain along the auditory nerve. The cochlea is lined with cells equipped with tiny hairs and is filled with liquid. As the liquid moves in response to the vibrations of the bones of the middle ear, the hairs move sending nerve impulses to the brain for decoding. The effects of continued overexposure to noise is the destruction of the hair cells and a permanent loss of hearing.

The first warning of hearing loss is often the inability to hear high frequency sounds. People with hearing deficiencies caused by overexposure to noise lose sensitivity to sound at about 4,000 Hz, the approximate frequency of a bird's song or a voice on the telephone. If the overexposure continues, the range will gradually be extended until the entire hearing is affected. As more and more hair cells of the inner ear are destroyed, the ability to hear is progressively and permanently reduced. Damaged hair cells cannot be repaired or replaced. As a person loses sensitivity to higher frequencies, sounds become distorted. He/she may be able to hear a conversation but unable to understand it. The use of a hearing aid makes the sound louder, but it will not clear the distortion.

Overexposure to noise affects the entire body. It is associated with tinnitus (ringing in the ears), increased pulse rate, hypertension, increased secretion of certain hormones, tiredness, nervousness, sleeplessness, and other symptoms of stress.

9.0 Noise Survey

How can you tell there is a noise problem where you work? Common indications of overexposure to noise are temporary hearing loss and muffled speech, ringing in the ears after leaving the work area, or difficulty hearing normal speech in the work area.

If you suspect that there is a noise problem, the next step is to request a noise survey. The purpose of the survey is to measure the noise levels workers are exposed to, find the source of the noise, and determine corrective measures. If a noise survey is needed, the affected employee should inform his/her supervisor who will in turn request this service from the Risk Management Office.

10.0 Controlling Noise

If the noise survey reveals an overexposure problem, the following are alternative ways to reduce the exposure to within acceptable limits.

10.1 Engineering Controls

Noise levels can be controlled by making changes in the machinery, the way the machinery operates, or the design of the structure in which the machinery is housed. Engineering controls include barriers, damping, isolation, muffling, noise absorption, mechanical isolation, variations in force, pressure or driving speed, combinations of these and other means of reducing noise emissions. The way that these solutions are applied depends on the particular source of the noise and the characteristics of the nose being produced. The practical application of noise controls requires the services of an experienced and innovative engineer.

10.2 Administrative Controls

These may also be referred to as operational controls. These controls limit the length of time workers are exposed to noise in the work area. This involves assigning the worker to less noisy areas in the workplace so that the average of his/her daily exposure is less than the permissible exposure limit. The choice of which kind of controls to use is governed by the particular noise control problem being encountered.

10.3 Personal Protective Equipment. When engineering and/or administrative controls either fail to reduce noise to within required limits or are not technologically feasible, hearing protectors must be used.

When either earmuffs or ear plugs are used, sufficient variety should be available to insure that workers can get a good fit. Protective devices should be both effective and comfortable. Sized ear plugs are made of soft, flexible materials which will conform to the shape of the wearer's ear canal. Other plugs are malleable, made of cotton, paper, plastic, and other materials. They can be thrown away after each use and are designed to fill all ears.

When ear muffs are used, make sure that the seal between the muff and the head is tight. Long hair, glasses, and other obstructions may diminish the effectiveness of the device.

XIII. HEAT ILLNESS PREVENTION

It is the policy of the Central Unified School District to provide a safe environment for employees, staff, students, and visitors at each of our schools and any other site occupied by its activities or services.

The District has a commitment to the prevention of on-the-job accidents; treatment, care and rehabilitation of an injured employee; and the employee's rights and responsibilities when an on-the-job injury occurs, while protecting the financial integrity of the school district.

I. Purpose

The purpose of this program is to prevent illness resulting from exposure to warm working conditions. The program is intended to assist in complying with California Code of Regulations, Title 8 (CCR8), Section 3395, *Heat Illness Prevention*. The Heat Illness Prevention Plan establishes procedures and provides information necessary to educate employees in the recognition and prevention of heat-related illness and to ensure their own safety and the safety of others.

II. Scope

This program will apply to all employees and volunteers whose primary job assignment involve outdoor work and may be exposed to environmental risk factors that could place the individual at risk of heat-related illness.

Employee job assignments identified:

- Grounds Workers
- Athletic Field Workers
- Pool Technicians
- Irrigation Workers
- Grounds Equipment Operators
- Maintenance Workers
- Custodians
- Athletic Coaches/Trainers
- Teachers/Substitutes
- Playground Supervisors

III. Definitions

Acclimatization: Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for about two hours per day in the heat.

Environmental Risk Factors: Conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load.

Heat Rash: A condition that occurs in hot, humid environments where sweat cannot easily evaporate from the skin. Heat rash produces a rash which in some cases causes severe pain.

Heat Cramps: Painful muscle spasms that result from the loss of salt and electrolytes due to excessive sweating. Cramps will usually affect the stomach, arms, and legs.

Heat Exhaustion: A state brought on by the loss of fluids during excessive sweating. Heat exhaustion produces nausea, headaches, clammy and moist skin, weakness and fainting.

Heat Stroke: Severe medical emergency that can result in death. The body's core temperature gets too high and can no longer cool itself down. Heat Stroke produces hot and dry skin (usually no sweating).

Personal Risk Factors: Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Recovery Period: A period of time to rest and recover from the heat in order to prevent heat illness.

Shade: Blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow while in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

IV. Risk Factors

Each employee and work task have unique characteristics that affect the susceptibility to Heat Related Illness. The following factors should be considered when evaluating the risk of Heat Related Illness.

Personal Factors:

- Age (very young and elderly are more affected)
- Personal Health/Fitness/Obesity and other Health Conditions
- Personal Stress
- Dehydration
- Alcohol Use
- Certain Drugs, Medications, or Supplements (Be particularly cautious if taking antihistamines, cold or cough medicines, blood pressure/heart medication, diet pills, seizure medication, laxatives, thyroid pills, diuretics, etc. Check with your health care provider to determine whether your medications will have any effects on your exposure to heat.)
- Lack of Acclimatization to Hot Weather or Hot Weather Work

Environmental Risk Factors (job related):

- Duration of Activity
- Metabolic Load (how strenuous the work is)
- Wearing Heavy Attire or Protective Clothing (PPE)

Environmental Risk Factors (environmentally related):

- Temperature
- Humidity
- Air Velocity
- Radiant Heat Sources (sunlight, reflection, etc.)

V. Prevention

The following steps should be taken to prevent Heat Related Illness:

Acclimate yourself: It takes several days of being exposed to hot weather work to become accustomed to it. Begin with short durations of hot weather work and gradually increase your exposure time to allow your body to become accustomed.

Schedule activities: Schedule vigorous outdoor activity for cooler times of the day, such as early morning, when possible. Work/rest schedules should be adjusted in correlation to increasing temperatures. Cycles of shorter work shifts and more frequent rest periods are preferable.

Monitor the weather: Check the forecast and review the Heat Index (see Appendices, Table 1). The Heat Index chart will indicate when combinations of heat and humidity can be dangerous for employees. Realize that direct sun can add as much as 15 degrees to the heat index.

Wear lightweight clothing: Wear loose fitting, light-colored, and lightweight clothing that breathes, such as cotton.

Protect yourself: Wear a hat or use an umbrella to protect yourself from the sun when possible. Use sunscreen with a sun protection factor (SPF) of 15 or more. Relocate working areas to the shade if possible.

Hydrate yourself: Drink fresh water or other liquids every 15-20 minutes, even if you do not feel thirsty. Drink a minimum of 1 quart of fresh water every hour. Drink plenty of water before starting outdoor activities and drink water throughout the day. Avoid beverages containing caffeine (such as tea, coffee, or cola).

Monitor coworkers: Use a "buddy system" so that workers and supervisors can monitor each other when out in the field.

VI. Acclimatization

Acclimatization refers to the physiological adaptation that occurs when an individual accustomed to working in a cool environment is exposed to a hot environment. Any individual may develop signs of significant strain with abnormally high body temperature, pounding heart, and other signs of heat stress when beginning to work in a hot environment.

On each succeeding day in the hot area, his or her ability to adjust to the hot environment improves and the signs of discomfort and strain diminish. After a period of a week, no difficulty should be expected.

An acclimatization period may also be necessary upon return from vacation or other extended periods away from the workplace.

VII. Heat Illness Types and Symptoms

Heat Cramps

Description:

Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. These occur when workers drink sufficient amounts of water but do not replace their body's salt loss. They are usually caused by heavy sweating, especially when water is not replaced quickly enough.

Prevention/First Aid:

Drink electrolyte solutions such as Gatorade or plenty of water during the day and try eating more fruits such as bananas to help keep the body hydrated. Increase intake of non-diuretic fluids and rest. Common diuretic fluids that should be avoided include caffeine-containing products and alcoholic beverages, etc. A damp towel applied to the head or neck may speed cooling. **Call 911 and your supervisor immediately if the person becomes ill.**

Heat Exhaustion

Description:

This condition results from loss of fluid through sweating when a worker fails to drink enough fluids, replace mineral loss, or both. The worker still sweats but experiences extreme weakness/fatigue, intense thirst, dizziness, giddiness, nausea, and/or headache. The skin is clammy and moist, the complexion is pale/flushed, and the body temperature is normal or slightly higher.

Prevention/First Aid:

Move the affected individual to a cool location such as a shaded area or air-conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool wet cloths, or fan them. Remove as much clothing as possible. Have them drink water or electrolyte drinks. Try to cool them down and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day and continue to drink water to replace lost body fluids**. Call 911 immediately if the person becomes non-responsive, refuses water, vomits, or loses consciousness. Contact your supervisor immediately.**

Heat Syncope (Fainting)

Description:

Heat syncope, or fainting, can occur if a worker is not acclimatized to heat and if the worker stands still rather than moving around.

Prevention/First Aid:

Victims usually recover after a brief period of lying down. Moving around, rather than standing still in the heat, will reduce the possibility of fainting. **Call 911 and your supervisor immediately if the person becomes ill.**

Heat Stroke

Description:

Heat Stroke is a potentially life-threatening illness. It is caused by the failure of the body's internal mechanism to regulate its core temperature. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. Heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke and to check for them anytime someone collapses while working in a hot environment.

Symptoms include a high body temperature (106 degrees or higher), hot dry skin which may be red, mottled, or bluish, mental confusion, delirium, loss of consciousness, convulsions, coma, and absence of sweating.

Prevention/First Aid:

Victims of heat stroke can die unless treated promptly. It is vital to quickly lower a heat stroke victim's body temperature. Move victim to a shaded or cool area, pour water on them, fan them, or apply cold packs. **Call 911 immediately to get the person medical aid as soon as possible and contact your supervisor.**

VIII. Notification Procedures

Any person showing symptoms or signs of heat illness, either in themselves or in a co-worker, must report his or her condition to their immediate supervisor and Company Nurse On Call.

If the victim is at a site location that may be difficult for responding emergency personnel to locate, administrative personnel or personnel on the scene shall go to the site entrance to provide directions for responding emergency service providers. If the victim is at a location not readily accessible, if necessary and if possible without causing any further injury, the affected person may be relocated using an available vehicle to an accessible location.

Contact the supervisor immediately upon notification of 911 emergency services.

IX. Responsibilities

Risk Management

A. Prepare and maintain a written program which complies with the requirements of applicable Cal/OSHA standards.

B. Assist with providing training materials and training potentially impacted employees and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.

Principals, Directors, Managers, and Supervisors

A. Develop procedures on how the requirements of the applicable standards will be met and ensure all requirements are followed.

B. Identify all employees who are required to work outdoors where potential heat illness could occur.

C. Assure that adequate water and shade are available at the job site when the environmental risk factors for heat illness are present.

D. Ensure that emergency response procedures are in place to respond to employees who may be affected by heat-related illness.

E. Ensure all affected employees have received proper training on heat illness prevention.

Affected Employees

A. Comply with the provisions of this Heat Illness Prevention Program, as described in this document, written procedures, and training received.

B. Verify they have drinking water available at all times when the environmental risk factors for heat illness are present and report water supply deficiencies to their supervisor.

C. Verify they have access to a shaded area to prevent or recover from heat-related symptoms and report to their supervisor any inadequate shade conditions.

D. Reporting heat-related illness symptoms to their supervisor.

X. Compliance

The Title 8 requirements are met by providing access to potable drinking water to all organizational personnel by way of plumbed sources such as water fountains located at fixed sites and/or portable coolers carried on organizational vehicles.

Personnel working in heat-related occupations are also encouraged to take more frequent breaks in shaded areas or cooled vehicles when necessary.

Principals, directors, managers, and supervisors shall provide refresher training to all affected personnel as needed through safety meetings and tailgate safety briefings.

All assigned supervisors of employees working in heat-related areas shall be trained and familiar with required employee training, procedures implementing applicable provisions of this program, and procedures to follow when an employee exhibits possible heat-related symptoms due to heat illness.

When needed, supervisors shall provide additional supervision to new employees or employees returning from extended leave to ensure the workers are adequately acclimated.

XI. Program Components

The following elements of the Central Unified School District program for heat illness prevention provide specific information for departments and supervisors complying with the program:

Provision of Water

Whenever environmental risk factors for heat illness exist, supervisors are responsible to ensure that fresh, pure, and suitably cool potable water and located as close as practicable to where employees are working, with exceptions when employers can demonstrate infeasibility.

Where unlimited drinking water is not immediately available from a plumbed system, supervisors must provide enough water for every employee to be able to drink one quart of water per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift). Smaller quantities of water may be provided at the beginning of the shift if there are effective procedures for replenishing the water supply during the shift as needed.

The Cal/OSHA standard requires not only that water be provided, but that supervisors encourage employees to drink frequently. Employees must understand that thirst is not an effective indicator of a persons need for water and it is recommended that individuals drink one quart of water, or four 8-ounce cups, per hour when working in hot environments.

School Sites and/or Departments shall take one or more of the following steps to ensure employees have access to drinking water:

A. Provide access to drinking fountains
B. Supply water cooler/dispenser and single service cups
C. Supply sealed one time use water containers

Drinking water and water dispensers shall meet the following requirements:

- All sources of drinking water shall be maintained in a clean and sanitary condition
- Drinking water must always be kept cool. When temperatures exceed 90° F it is recommended that ice be provided to keep the water cool.
- Potable drinking water dispensers used to provide water to more than one person shall be equipped with a spigot or faucet
- Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose
- Dipping or pouring drinking water from containers, such as barrels, pails or tanks, is prohibited regardless of whether or not the containers are fitted with covers
- The use of shared cups, glasses or other vessels for drinking purposes is prohibited
- Non-potable water shall not be used for drinking

- Outlets for non-potable water shall be posted in a manner understandable to all employees that the water is unsafe for drinking

Access to Shade

Supervisors are responsible to ensure that employees have access to a shaded area when the temperature reaches 80 degrees. Shaded areas shall accommodate all employees on recovery periods and meal periods and allow employees to sit in the shade without touching each other.

The nearest shaded area must be as close as practicable. Usually this will mean that shade must be reachable within a 2 1/2-minute walk, but in no case more than 1/4-mile or a five-minute walk away, whichever is shorter.

Canopies, umbrellas or other temporary structures may be used to provide shade, provided they block direct sunlight. Trees and dense vines can provide shade if the canopy of the trees is sufficiently dense to provide substantially complete blockage of direct sunlight. Areas shaded by artificial or mechanical means, such as by a pop-up canopy as opposed to a tree, must provide means for employees to avoid contact with bare soil.

The interior of a vehicle may be used to provide shade if the vehicle is air-conditioned and the air conditioner is operating.

If the National Weather Service, as of 5 pm the previous day, forecasts the temperature to be over 80° F, shade structures must be available at the beginning of the shift and present throughout the day. Regardless of predicted temperatures, supervisors must always have the capability to provide shade promptly if it is requested by an employee. If the temperature exceeds 90° F, shade must actually be present regardless of the previous day's predicted temperature high.

Acclimatization

Supervisors are required to acclimatize employees and allow time to adapt when temperatures rise suddenly and employee risks for heat illness increase. Acclimatization may also be required for new employees, employees working at temperatures to which they haven't been exposed for several weeks or longer, or employees assigned to new jobs in hot environments.

Generally, about four to fourteen days of daily heat exposure is needed for acclimatization. Heat acclimatization requires a minimum daily heat exposure of about two hours of work. Gradually increase the length of work each day until an appropriate schedule adapted to the required activity level for the work environment is achieved. This will allow the employee to acclimate to conditions of heat while reducing the risk of heat illness.

It should be noted that new employees are among those most at risk of

suffering the consequences of inadequate acclimatization and will be closely observed for their first two weeks on the job. Supervisors with new employees should be extra-vigilant during the acclimatization period and respond immediately to signs and symptoms of possible heat illness.

Preventive Cool–Down Rest Periods

The purpose of the cool-down rest period is prevention of heat illness. The supervisor is required to provide access to shade for employees who believe they need a preventive cool-down rest period from the effects of heat and for any who exhibit indications of heat illness. Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone.

Access to shade must be allowed at all times, and employees must be allowed to remain in the shade for at least five minutes.

The purpose of the preventive cool-down rest period is to reduce heat stress on the employee. The preventive cool-down rest period is not a substitute for medical treatment.

Emergency Procedures

If an employee has any symptoms of heat illness, first-aid procedures should be initiated without delay. Common early signs and symptoms of heat illness include headache, muscle cramps, and unusual fatigue. However, progression to more serious illness can be rapid, and can include loss of consciousness, seizures, mental confusion, unusual behavior, nausea or vomiting, hot dry skin, or unusually profuse sweating.

Any employee exhibiting any of the above-mentioned symptoms requires immediate attention. Even the initial symptoms may indicate serious heat exposure. If medical personnel are not immediately available onsite and serious heat illness is suspected, emergency medical personnel should be immediately contacted and on-site first aid undertaken. No employee with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization.

All Supervisors and employees must be trained to recognize and respond to symptoms of possible heat illness.

If any employee exhibits signs or symptoms of heat stroke emergency medical services must be contacted. Supervisors must be able to provide clear and precise directions to the worksite and should carry cell phones or other means of communication to ensure that emergency services can be called.

High Heat Procedures

High heat procedures are additional preventative measures that the District

will take when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures will include the following to the extent practicable:

a) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site or area can contact a supervisor when necessary. An electronic device, such as a cell phone or radio may be used for this purpose only if reception in the area is reliable.
b) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:

- Supervisor or designee observation of 20 or fewer employees, or
- Mandatory buddy system, or
- Regular communication with sole employee such as by radio or cellular phone, or
- Other effective means of observation.

c) Designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
d) Reminding employees throughout the work shift to drink plenty of water.
e) Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Reporting Requirements

Constant awareness of and respect for heat illness prevention procedures and compliance with all applicable Central Unified School District safety rules is mandatory. Employees may report any safety concerns to their supervisor or Risk Management.

Supervisors may issue warnings to employees and implement disciplinary actions up to and including termination for failure to follow the guidelines of this program.

Training Requirements and Competency Assessment

Management shall provide training for all potentially impacted employees, and their supervisors, working where environmental risk factors for heat illness are present. Training information shall include, but not be limited to:

- Environmental and personal risk factors for heat illness
- Procedures for identifying, evaluating, and controlling exposure to environmental risk factors for heat illness.

- The importance of frequent consumption of hydrating fluids, up to 1 quart (4 cups of water) per hour, when environmental risk factors for heat illness are present, particularly when employee is excessively sweating during the exposure

- The importance of acclimatization
- Types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor
- Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service
- Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders

Supervisors shall receive training on the following topics prior to being assigned to supervise outdoor employees.

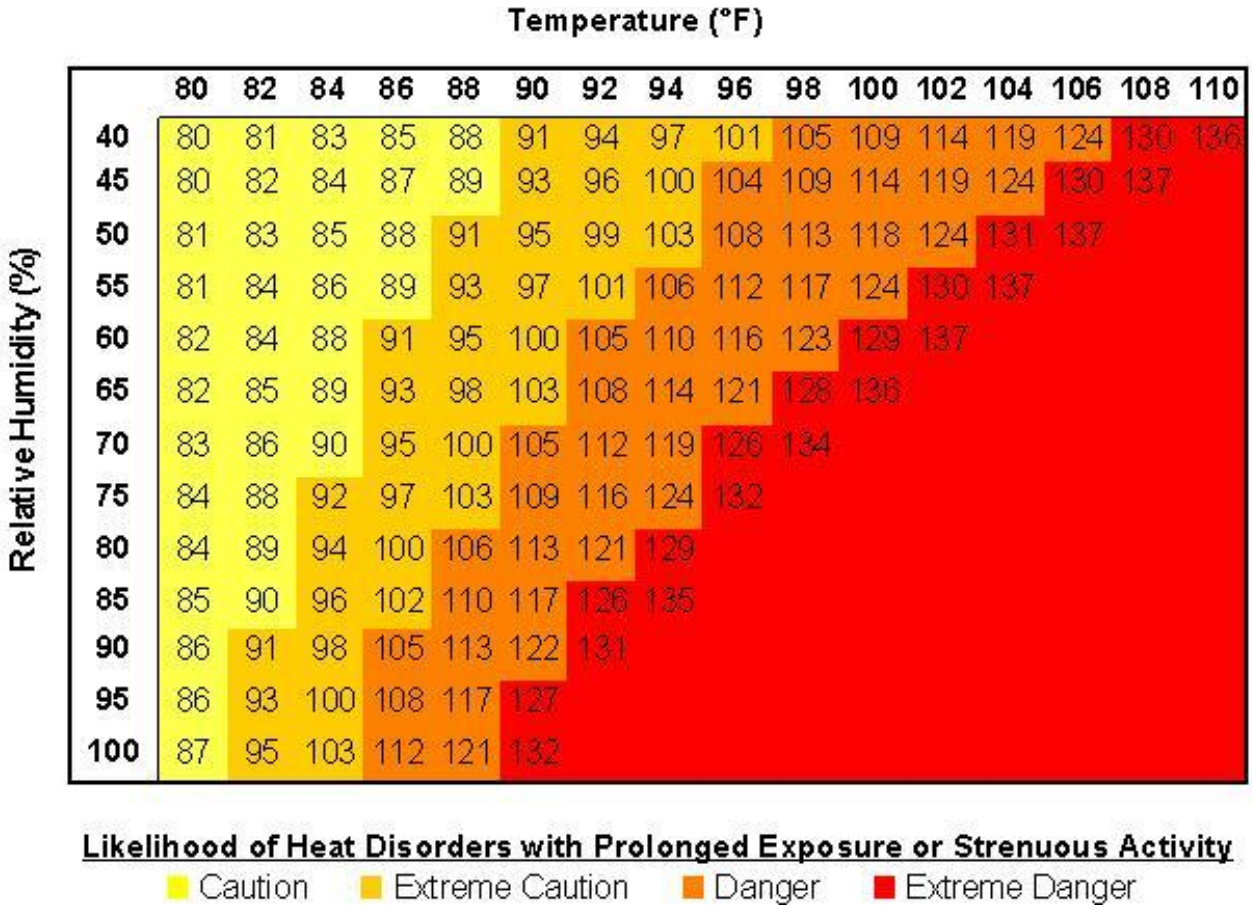
- The training information required of the employees, detailed above
- Procedures supervisors are to follow to implement the provisions of this program
- Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

Re-training will be required under any of the following conditions:

- Changes in the workplace render previous training obsolete
- Inadequacies in an employee's knowledge of heat illness prevention indicate that the employee has not retained the required training

Management shall maintain training records for a minimum of 3 years.

Heat Index


Temperature (°F)
Relative Humidity (%)
80 82 84 86 88 90 92 94 96 98 100 102 104 106 108 110
40 80 81 83 85 88 91 94 97 101 105 109 114 119 124 130 136
45 80 82 84 87 89 93 96 100 104 109 114 119 124 130 137
50 81 83 85 88 91 95 99 103 108 113 118 124 131 137
55 81 84 86 89 93 97 101 106 112 117 124 130 137
60 82 84 88 91 95 100 105 110 116 123 129 137
65 82 85 89 93 98 103 108 114 121 128 136
70 83 86 90 95 100 105 112 119 126 134
75 84 88 92 97 103 109 116 124 132
80 84 89 94 100 106 113 121 129
85 85 90 96 102 110 117 126 135
90 86 91 98 105 113 122 131
95 86 93 100 108 117 127
100 87 95 103 112 121 132
Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity
Caution
Extreme Caution
Danger
Extreme Danger

XIV. LOCKOUT/TAGOUT/BLOCKOUT PROGRAM

Policy Statement

It is the policy of Central Unified School District that everything reasonable will be done to prevent injury to employees during machine set up, running, cleaning, service and maintenance or repair operations. Machinery and equipment will be de-energized, locked or blocked and otherwise made safe before maintenance work is performed.

Safe Job Procedures

Scope of Procedure

This procedure applies to all machinery and equipment including conveyor systems and to any operation with energy potential that can harm employees.

This procedure does not apply to normal operations that involve routine minor adjustments or servicing of hazards that are safeguarded as required by the General Industrial Safety Orders.

This procedure also does not apply to cord and plug-connected electric equipment when it is unplugged and under the full control of the employee. However, employee orientation and training will include employee responsibility to properly safeguard cord-connected equipment when doing this work.

Locking Device

Where possible on existing equipment, the energy sources shall be equipped with positive lock out controls which require a key locking disconnect or padlock to insulate the energy source. On new machinery or overhauled equipment, a positive lockout device will be installed.

Equipment not currently equipped with positive lockout means shall be tagged to indicate that the power is de-energized and effectively blocked out.

Tagging Systems

Identity tags shall be used to indicate when equipment or machinery is de-energized for service, repair or maintenance work. All employees responsible for performing this work shall be provided with tags to use anytime that they are working on de-energized equipment.

Safety with Energy Sources

Protective measures shall be taken to protect employees against other energy sources (mechanical, fluids under pressure, steam, etc.) and tags will be used to

alert other employees when work is being done. Other protective devices are blocks, mechanical safety hooks, valves and controls.

Padlocks

Employees assigned to work on machinery and equipment will have access to padlocks to be used only for this purpose. Padlocks used in our lockout program shall not be used for any other purpose.

Inspection Requirement

The maintenance managers and safety director shall complete an inspection of all machinery and equipment, including locks and tags, at least annually to ensure that our program is effective and operational.

Monitoring Responsibility

The safety director shall make routine surveys to insure compliance at all levels of our lockout/tagout program.

Energy Control Procedures

a. Prior to commencing service or repair work on energized systems, the employee performing the work shall de-energize the equipment. He may also alert others who routinely use system that work is to be done.

b. His/her padlock will be used to lock out energy to the system. If a padlock cannot be used, a tag, used only for this purpose will be affixed to the control so that this is clear that work is being done. The tag shall be dated and each worker doing this work shall use his/her tags.

c. Tags **are not** to be removed except by the person who placed it there.

d. Employees with padlocks shall maintain control of their own keys.

e. After equipment and machinery are placed in the safe mode, it is the responsibility of the employee doing the work to check the equipment and issue notice that it is safe to perform work.

f. If other energy sources are present, they shall be effectively blocked out and tagged.

g. After performing the work, the employee shall recheck controls to ensure that they are in the "off" position prior to re-energizing the system.

h. Safety protocol prior to working on any vehicle, whether it be in the shop or in the parking lot is as follows:

    i. With your foot on the brake pedal, verify the vehicle is in park or neutral.
    ii. Verify that the parking brake has been applied.
    iii. Verify that the ignition is turned off.
    iv. Do not leave a key in the ignition while vehicle is not being attended to.
    v. Place “Do Not Start Sign” on dash or windshield area.
    vi. Place chock blocks on tires.

Training

The supervisor shall insure that all appropriate employees are given training on the district's energy control (lockout/tagout) program. No employee will be permitted to work on systems or equipment without first being trained on lockout/tagout.

XV. PERSONAL PROTECTIVE EQUIPMENT PROGRAM

The program describes the selection, maintenance and use of personal protective equipment (PPE) at Central Unified School District.

I. Purpose/Scope

The purpose of the Personal Protection Equipment (PPE) Program is to establish a comprehensive approach toward controlling potential accidental employee injuries on campus and to reduce/prevent exposure to specified physical hazards when/where needed. The requirements of this document apply to all employees when working in conditions requiring personal protective equipment. This program does not apply to workplace operations regulated by Cal/OSHA's High Voltage Electrical Safety Orders or to their Construction Safety Orders.

Good safety practices should not rely on PPE alone to control all possible hazards. To enhance injury prevention, the proper use of PPE will be required after guarding, engineering and administrative solutions are deemed inadequate or impractical as determined by the employee's department management and EH&S.

II. General Guidelines

The requirement to use PPE is a function of the type of work (activities), the duration of the exposure (e.g., time weighted average for sound level) and the degree of physical contact (action level to implement controls) with the potential injury/illness source. However, each job has varying degrees of exposure to injury ranging from slight to significant.

Because the purchase, training, use and enforcement of personal protective equipment is implemented across a cross-section of departments, the most expedient way for a supervisor to assess the need for PPE is to examine the existing Safety and Health programs.

In the case of an injury potential for getting a foreign body embedded in the eye, the exposure may exist at very many job activities. However, experience has shown that the level of eye injury potential is greater where there is flying particles from wood sawing operations or metal chips from grinding. Thus, those activities, that have this increased injury potential, would be subject to mandatory eye protection for the employee through other specific programs.

Supervisors, responsible for the on-the-job health and safety of the employee, should look first to the specific program that details the PPE required. If the hazardous job is occasional or does not fit into a specific program, the Department Director or Risk Management Department will assist with PPE selection and training as required to protect the employee.

III. Exposures & Protective Devices

Exposures: The condition of being unprotected from a possible injury source.

- Ballistic Exposure: exposures consist of flying or dropped materials that may strike and injure an employee on the job causing a blunt or penetrating trauma.
- Biological Exposure: exposures consist of any biological agent that may cause personal injury.
- Blunt Trauma Exposure: refers to a type of physical trauma caused to a body part by impact. Resulting injury may be concussions, abrasions, lacerations, and/or bone fracturing. Blunt trauma is contrasted with penetrating trauma, in which an object such as a hypodermic needle enters the body.
- Chemical Exposure: exposures consist of any chemical agent that may cause personal injury.
- Confined Space Entry Exposure: exposures consist of any confined workplace that may result in injury.
- Extreme Temperatures: working in very high or very low temperatures either localized or in the general environment can cause injuries.
- Fall Exposure: exposures consist of any work activity from elevated heights or ladders.
- Fire Exposure: exposures working around open flames or from fighting a fire.
- Hazardous Materials: exposure to any material which poses a health and safety threat to employees and/or as a result of improper handling or disposal methods or accidental discharge. PPE may consist of gloves, safety glasses, goggles, face shields, clothing and creams.
- Penetrating Trauma Exposure: exposures to puncture wounds while in a work environment.
- Radiation Exposure: exposures to harmful ionizing or non-ionizing radiation in which an employee may work.
- Respiratory Exposure: exposures to harmful contaminants in the air in which an employee may work.
- Rolling Stock: exposures to powered and non-powered rolling carts, dollies and pallet movers used to manually transport heavy materials and equipment. PPE may consist of gloves and hard toed shoes.
- Sharp Objects: exposures to tools, equipment and materials with sharp points or edges. PPE may consist of gloves, special clothing and safety glasses.

Personal Protection Devices: Any clothing or equipment provided by the District that is designed and constructed to safeguard the wearer exposed to a specific physical hazard.

Such as:

- Body Protection Equipment: used by employees exposed to potential injury to the body, trunk, limbs or torso. PPE may consist of special clothing.
- Eye/Face Protection Equipment: used by employees exposed to potential injury from harmful light or airborne particles in the work environment. PPE may consist of special safety glasses, goggles or face masks.
- Fall Protection Equipment: used by employees exposed to potential by working at above ground levels of 6 feet or more. PPE may consist of Personal Fall Arresting Systems. Components of a personal fall arrest may include a body harness, lanyard, lifeline, connector, and an anchorage point capable of supporting at least 5000 pounds
- Foot Protection Equipment: used by employees exposed to potential injury to the feet. PPE may consist of special shoes, boots or metatarsal guards.
- Hand Protection Equipment: used by employees exposed to potential injury to hands. PPE may consist of special gloves or hand creams.
- Head Protection Equipment: used by employees exposed to potential injury to the head. PPE may consist of special hats, helmets or bump caps.
- Hearing Protection Equipment: used by employees exposed to excessive levels of sound. PPE may consist of special earplugs or earmuffs.
- Radiation Protection Equipment: used by employees exposed to potential injury. PPE may consist of safety glasses, protective clothing and gloves.
- Respiratory Protection Equipment: used by employees exposed to potential injury to the lungs and associated breathing functions. PPE may consist of special dust masks, respirators of single or multiple use and air supplied types.
- Skin Protection Equipment: used by employees exposed to potential injury (i.e., dermatitis) from chemical or others hazardous materials they may need to handle in the course of their work assignments. PPE may consist of gloves, special protective hand creams, sunscreen or clothing.

IV. Definitions

- *Airborne contaminants*: a harmful, irritating, or nuisance material, in the form of gas, dust/particulate, mist, or fumes, that is foreign to the normal atmosphere.
- *Clothing*: refers to whatever may be worn by the employee as protection for any body part.
- *Combination of hazards*: a workplace situation where more than one hazard is present concurrently, such as exposure to non-ionizing radiation, toxic gasses and flying hot particles when welding,

- *Excessive heat/flame*: working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- *Excessive sound*: exposure to an 8-hour time weighted average (TWA) noise level of 85 dBA or greater as measured on A scale of a sound level meter. Impulsive or impact noise should not exceed 140 dB peak sound pressure level.
- *Flying chips*: exposure to particulate material ejected by mechanical processes (e.g., wood sawing, metal grinding, paint spraying) or wind-blown dust.
- *Harmful light*: Any exposure to high energy laser light or other high intensity natural or artificial light that may cause damage to eye structures. Moderate and high-power lasers are potentially hazardous because they can burn the retina of the eye, or even the skin
- *Harmful radiation*: The level or dose of ionizing radiation or non-ionizing radiation that may cause biological damage if exposed. The ionizing radiation category primarily includes alpha, beta, x-ray, and gamma radiation. Non-ionizing radiation includes, among others, ultraviolet (UV), infrared (IR), radio frequency (RF), and microwave radiation. The difference between the two is that ionizing radiation has enough energy to eject orbital electrons from the atoms of the material being irradiated.
- *Hazardous materials*: Any material which poses a health and safety threat to employees and/or students or a threat to the environment as a result of improper handling, disposal methods or accidental discharge is considered hazardous.
- *Hazardous motion*: machinery or processes where any movement of tools, machine elements or particles exists, or movement of personnel that could result in collision with stationary objects.
- *Personal protective equipment:* Any device or system of clothing and devices that protects the wearer from the obvious harmful substances, activities, conditions or environment at the workplace.
- *Respirator*: a device designed to protect the wearer from the inhalation of harmful atmospheres.
- *Sharp objects*: Any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires, knives, drills and burrs.

V. Exemptions & Exclusions

Employees working with energized electrical equipment are covered specifically under Lockout/Tagout programs and are exempt from this program for those related exposures.

VI. Responsibilities

All Employees:

- Each person working in a hazardous environment, having been trained, is responsible for remaining aware of the hazards associated with their activities and with the materials being handled and the appropriate personal protective equipment required. Each person is responsible for knowing how to use PPE safely according to types of hazards. If one is unsure of a hazard or proper procedure, they should ask for assistance before using that particular PPE.
- Must follow all appropriate PPE requirements while performing assigned duties.
- Must inspect PPE prior to each use.
- Must report conditions to your supervisor which may lead to injury.

Supervisor:

- With assistance of EH&S and the department Safety Coordinator, determine the required protective apparel and equipment.
- Ensure that personal protective equipment is available and working.
- Responsible for ensuring new and existing employees receive PPE training as applicable to their job duties.
- Maintain appropriate records.

Shop/Lab/Maintenance Employees:

- Understand and act in accordance with the safety requirements established by the department.
- Participate in all required training programs.
- Understand the function and proper use of all provided personal protective equipment.
- Wear and properly maintain the personal protective equipment necessary to perform each task.
- Use engineering controls and safety equipment properly and according to department requirements.
- Report to supervisor all facts pertaining to accidents that result in injury and any action or condition that may result in an accident.

VII. Selection Process

Selection Overview

- While personal protective equipment is an effective loss control tool in accident and injury prevention, these devices still do not reduce or eliminate the hazards. Thus, PPE is advised when it is not feasible to render the workplace environment adequately safe. It is not Central Unified School District's intention to make PPE the sole protection but a supplement to effective environmental control coupled with safe work procedures and proper training.

- Supervisors must take care when considering the appropriate PPE for a specific or combination of hazards. Selecting the correct PPE may mean choosing from a variety of types, materials, functions and design to achieve the most cost-effective protection without compromising safety. Many PPE devices available require choices among several variables and priorities over and above cost

Internal Workplace Hazard Assessment and PPE Evaluation

- The Internal Workplace Hazard Assessment and PPE Evaluation Form is used by the Department Director or Risk Management to document that the area identified had undergone a workplace hazard assessment and verify that the use of PPE is appropriate for the hazards found. Management will be responsible for conducting this assessment and maintaining records. Any suggestions for safety enhancement will be communicated to the proper department personnel. Department supervisors may download this form and conduct a self-evaluation whenever conditions in the department change.

Selection Tables

The following tables give the department person responsible for PPE a quick overview of the selections available. It is but the first step in the process of providing PPE for our employees.

TABLE 1 - PPE by Job Title

JOB TITLE	PPE SUGGESTED
Admin Support Coordinator	Job specific
Administrator	Job specific
Air Cond/Refrig Mechanic	Safety Glasses, Ear Plugs
Athletic Equipment Attendant	Job specific
Auto/Equipment Mechanic	Safety Glasses, Ear Plugs
Building Service Engineer	Safety Glasses, Ear Plugs
Buyer	Job specific
Carpenter	Safety Glasses, Ear Plugs
Clinical Aid	Gloves, Safety Glasses
Clinical Lab Technologist	Gloves, Safety Glasses
Coach	Sports specific
Coaching Assistant	Sports specific
Corporal	Clothing

JOB TITLE	PPE SUGGESTED
Custodian	Gloves, Safety Glasses
Dept Chair	Job specific
Dup Machine Operator	Job specific
Electrician	Gloves, Safety Glasses
Equip Systems Specialist	Job specific
Equip Tech, Mechanical	Gloves, Safety Glasses, Ear Plugs
Equip Tech, Electronic	Job specific
Equip Tech, Specialized Equip	Gloves, Safety Glasses, Ear Plugs
Facilities Project Supv.	Job specific
Facilities Worker	Gloves, Safety Glasses
Graduate Assistant	Job specific
Groundsworker	Gloves, Safety Glasses, Ear Plugs. Hard hats, Filter masks
Head Coach	Gloves, Safety Glasses
Heavy Equip Operator	Gloves, Safety Glasses, Ear Plugs, Hard hats
Bus Driver	Job specific
Interpreter	Job specific
Instr Fac (non-Science)	Job specific
Instr Fac (Science)	Gloves
Instructional Support Asst	Job specific
Instructional Support Tech	Job specific
Laborer	Gloves, Safety Glasses, Ear Plugs, Hard hats
Lead Auto/Equip Mechanic	Gloves, Safety Glasses
Lead Carpenter	Gloves, Safety Glasses
Lead Custodian	Gloves, Safety Glasses
Lead Electrician	Gloves, Safety Glasses
Lead Groundsworker	Gloves, Safety Glasses
Lead Locksmith	Safety Glasses
Lead Painter	Gloves, Safety Glasses
Lead Plumber	Gloves, Safety Glasses
Lecturer	Job specific
Licensed Vocational Nurse	Gloves
Light Auto Equipment Operator	Job specific
Locksmith	Safety Glasses
Mail Clerk	Job specific
Mail Services Supervisor	Job specific
Mason	Gloves, Safety Glasses, Safety Shoes
Metal Worker	Gloves, Safety Glasses, Ear Plugs
Network Analyst	Job specific
Notetaker	Job specific
Nurse Practitioner	Safety Glasses
Operations Specialist	Job specific
Painter	Gloves, Safety Glasses, Respirators, Masks
Parking Officer	Job specific
Performing Arts Tech	Gloves, Safety Glasses, Respirators
Pest Control And Spray Specialist	Gloves, Safety Glasses, Respirators
Physician	Gloves, Safety Glasses, Job specific
Plumber	Gloves, Safety Glasses, Hard hats, Respirators

JOB TITLE	PPE SUGGESTED
Police Officer	Clothing, Job Specific
Police Officer Cadet	Clothing, Job Specific
Registered Nurse	Gloves, Safety Glasses, Clothing
Sergeant	Clothing, Job Specific
Speech Pathologist	Job specific
Supervising Carpenter	Gloves, Safety Glasses, Ear Plugs
Supervising Plumber	Gloves, Safety Glasses, Respirators
Storekeeper	Job specific, Safety Glasses
Supervising Electrician	Gloves, Safety Glasses Respirators, Ear Plugs
Teaching Associate	Job specific
Warehouse Worker	Gloves, Safety Glasses, Hard hat

TABLE 2 - PPE by Activity

ACTIVITY	PPE SUGGESTED
Asbestos Removal	Gloves, Safety Glasses Respirators, Safety Shoes
Athletics	Sports specific (i.e., helmets, chest protectors, goggles, etc.)
Biology Lab	Gloves, Safety Glasses, Respirators
Carpentry	Gloves, Safety Glasses, Respirators, Ear Plugs, Safety Shoes, Hard hat
Chemistry Lab	Gloves, Safety Glasses, Respirators
Cleaning	Gloves, Safety Glasses, Respirators
Computer Repair	Gloves, Safety Glasses
Construction	Gloves, Safety Glasses, Respirators, Ear Plugs, Safety Shoes, Hard hats
Construction Eqpt. Oper	Gloves, Safety Glasses, Safety Shoes, Hard hats
Custodial Services	Gloves, Safety Glasses, Safety Shoes
Driving	Job specific
Electrical Work	Gloves, Safety Glasses, Safety Shoes, Hard hats
Elevated Work	Gloves, Safety Glasses, Safety Shoes, Hard hats
Excavation-Trenching	Gloves, Safety Glasses, Ear Plugs, Safety Shoes, Hard hats
Facilities Services	Gloves, Safety Glasses, Safety Shoes
Fire Fighting	Gloves, Safety Glasses, Respirators, Clothing, Safety Shoes, Hard hats
Haz Mat Handling	Gloves, Safety Glasses, Respirators, Clothing, Safety Shoes
Interpreters	Job specific
Lab Work	Gloves, Safety Glasses, Respirators, Clothing
Landscape/Grounds	Gloves, Safety Glasses, Ear Plugs, Safety Shoes, Respirators, Hard hats
Laser Operations	Safety Glasses
Law Enforcement	Clothing, Job specific, Safety Shoes
Maintenance	Gloves, Safety Glasses, Respirators, Ear Plugs, Safety Shoes, Hard hats
Mechanical Services	Gloves, Safety Glasses, Respirators, Ear Plugs, Safety Shoes, Hard hat
Metal Working	Gloves, Safety Glasses, Face Shields, Respirators, Ear Plugs, Safety Shoes, Hard hats
Painting	Gloves, Safety Glasses, Respirators, Clothing, Safety Shoes, Hard hats
Plumbing	Gloves, Safety Glasses, Respirators, Safety Shoes, Hard hats
Rescue Work	Gloves, Safety Glasses, Respirators, Clothing, Ear Plugs, Safety Shoes, Hard hats
Roofing	Gloves, Safety Glasses, Safety Shoes, Hard hats
Science Instruction	Gloves, Safety Glasses, Respirators, Clothing

ACTIVITY	PPE SUGGESTED
Set Construction	Gloves, Safety Glasses, Safety Shoes, Hard hats
Stone/Concrete Work	Gloves, Safety Glasses, Respirators, Ear Plugs, Safety Shoes, Hard hats
Tree Work	Gloves, Safety Glasses, Ear Plugs, Fall Protection, Safety Shoes, Hard hats
Vehicle Services	Gloves, Safety Glasses Respirators, Safety Shoes
Warehousing	Gloves, Safety Glasses, Safety Shoes, Hard hat
Window Cleaning	Job specific

TABLE 3 - PPE by Body Part Affected

BODY PART	PPE SUGGESTED
Ears	Ear Plugs, Ear Muffs, Head Sets
Eyes	Goggles, Visors, Face Shields, Sun Glasses, Safety Glasses
General Body	HazMat Suits, Diving Suit, Lab Apron, Coveralls, Lab Coat, Shoulder Pads
Head	Hard Hats, Helmets, Bump Caps
Hands	Gloves (specific to hazard)
Limbs	Coveralls, Long Sleeve Shirts, Safety Shoes, Gloves, Hard Hat
Respiratory	Respirators (air supplied, air purifying, canister), Filter Masks
Skin	Clothing, Protective creams/ointments

TABLE 4 - PPE by Hazard

HAZARD	PPE SUGGESTED
Airborne Contaminants	masks, respirators, coveralls, skin cream
Electrical Current	gloves, non-metal hard hats, clothing
Excessive Heat	clothing, cooling suits
Excessive Sound	ear plugs, ear muffs, head sets
Falling Objects	hard hat, bump cap
Fire	gloves, clothing, boots
Flying Metal Chips	safety glasses, goggles, face shields, hats
Harmful Dust	masks, respirators, coveralls, skin cream
Harmful Light	safety glasses, goggles, dark lens glasses, laser glasses
Hazardous Material Handling	gloves, safety glasses, goggles, face shields, clothing, creams
Hot Materials	gloves, work shoes, clothing, safety glasses, face shields
Ionizing Radiation	masks, special clothing, respirators, gloves
Laser Light	special glasses, clothing
Machine nip-points	safety glasses, gloves
Moving Equipment	safety glasses, metatarsal protectors, hard hats
Non-Ionizing Radiation	safety goggles, clothing, respirators, masks, gloves
Open Flame	safety goggles, clothing, gloves
Rolling Stock	work boots, metatarsal protection
Sharp Objects	gloves, clothing
Sunlight	sunglasses, goggles, skin creams, clothing

VIII. References/Resources

Title 8, California Code of Regulations, General Industry Safety Orders
§3380 Personal Protective Devices
§3381 Head Protection

§3382 Eye & Face Protection
§3383 Body Protection
§3384 Hand Protection
§3385 Foot Protection
§5096 Hearing Protection
§5144 Respiratory Protection
American National Standards Institute
Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components
Practice for Occupational and Educational Eye and Face Protection
Industrial Head Protection

IX. PPE Rules

The California State Department of Industrial Relations, Division of Occupational Safety & Health, CCR Title 8 Regulations references the following recommendations regarding personal protective equipment.

Procurement

The department person responsible for purchasing PPE should be very specific when ordering PPE so that there is a balance of quality, work efficiency and safety with the cost of the item. The purchaser should select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. When cost effective, an inventory of approved PPE should be maintained.

Maintenance and Care

It is critical that all reusable PPE be kept clean and properly maintained in order to provide the protection intended. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. For the purposes of compliance with Section 3380(a) and (d), PPE should be inspected, cleaned, and maintained at regular intervals. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards. Defective or damaged personal protective equipment shall not be used.

Training

The department should provide access to training for each employee required to use PPE and the training should include the following:

- When & why PPE is necessary
- Which PPE is required
- Proper use of PPE

Fitting

For PPE devices with adjustable features, adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of a helmet is important to ensure that it will not fall off during work operations. In some cases, a chin strap may be necessary to keep the helmet on an employee's head. Careful consideration must be given to comfort and fit because continued wearing of the

device is more likely if it fits the wearer.

Storage and Distribution

- When feasible, PPE should be kept in a clean, dust free locker, cabinet or area so that it is easily accessible to whomever needs it. Some PPE devices will have storage considerations specified by the manufacturer.
- The department should make all PPE readily available to employees requiring hazard protection. When possible, reusable PPE devices may be assigned to individuals.

Supervision & Enforcement

Department management is responsible for assuring each worker wears the appropriate PPE when exposed to hazards on the job. Any employee who fails to wear PPE, when required, may face disciplinary action.

XVI. POWERED CARTS & LOW SPEED VEHICLES PROGRAM (GOLF CARTS)

To provide administrators and supervisors with guidelines to be followed when training vehicle operators in the proper and safe driving practices for powered carts and low-speed vehicles (LSV). The powered cart & LSV maintenance program and pre-trip safety inspection provide a mechanism to ensure vehicles are maintained to minimum safety standards.

Policy

It is the policy of Central Unified School District to establish a program that provides the operators of electric or gasoline powered carts & LSV with the following:

1. Adequate training so that the vehicles may be operated in a safe manner.
2. A vehicle that is mechanically safe to operate on a university campus.
3. An understanding of the legal requirements for driving these vehicles on or off roadways

Definitions

Powered Carts are not motor vehicles and are not licensed by the DMV (they do not have a license plate) and shall not be driven on public roadways. They may be either gasoline or electric powered.

Low-Speed Vehicles (LSV) are motor vehicles which are capable of top speeds of 25 mph. They may be licensed to operate on public streets posted 35 mph or less that are adjacent district properties.

Responsibilities

Safety

1. Develop and administer the procedures relating to the Powered Cart & LSV Safety Program.
2. Coordinate the program with all affected campus departments.
3. Ensure departments are administering all elements of the program through periodic record audits.
4. Annually conduct the following activities:
a. Review the program for possible revisions.
b. Provide refresher information to departments that operate powered carts and LSV.

Departments that use Powered Carts or LSV

1. Ensure that all vehicle operators complete the training prior to operating a powered cart or LSV.

2. Annually review "Rules for Safe Operation of Powered Carts and LSV" with all powered cart and LSV operators.
3. Monitor the driving habits of employees.
4. Have all purchases of powered carts and LSV approved and inspected upon delivery by management.
5. Ensure that the carts and LSV are maintained according to the Maintenance Program.
6. Immediately or within 24 hours of occurrence:
   a. Report all accidents using Standard Vehicle and Accident Forms
   b. Report all injuries
   c. Send completed forms to department manager and Risk Management Department.
   d. Accidents involving injury immediately notify supervisor and contact Company Nurse on Call or 911.

Employees

1. Abide by all the rules and regulations specified in this program.

Operations

1. Drivers and passengers should always remain seated while the golf cart is moving.
2. Only authorized employees should be permitted to drive golf carts.
3. The number of users on a golf cart should never exceed the number of seats.
4. Only tow golf carts that are designed for towing.
5. Slow down and honk the horn (if available) at intersections. Try and make eye contact with pedestrians.
6. Reduce speed when near pedestrians and remember that they have the right-of-way.
7. Use safety mirrors whenever possible (if available).
8. Reduce speed when turning corners or passing through openings.
9. Do not park carts in the way of emergency equipment, aisles, doorways, or traffic flow.
10. Only drive the golf cart at a speed which is safe for conditions. Never operate a golf cart at a speed over 15 mph.
11. Always observe any applicable traffic laws.
12. Always try to operate golf carts on approved travel areas.
13. All passengers should keep their hands, arms and legs within the confines of the golf cart.
14. When the golf cart is not in use, always park it in a safe area and apply the parking brake.
15. Do not leave the keys in the ignition of the golf cart when unattended.
16. Never back up without looking to see what is behind the golf cart.
17. Maintain a safe distance between your golf cart and other vehicles or golf carts.

Facility Management

1. Develop and maintain a standard for powered cart and LSV safety equipment (i.e. seat belts, horn, windshield). This standard will be used when purchasing to ensure that all new carts and LSV purchased meet minimum safety standards.

2. Administer the powered cart and LSV maintenance program

Training

Prior to operating a powered cart or LSV, drivers must complete a powered cart/LSV safety training program administered by their supervisor. Note: this training is in addition to the Defensive Driving class required for all drivers of state vehicles. Complete the following sections:

1. Ensure that the driver has met the minimum requirements for operating a state vehicle:
   a. Driver must have a valid STATE Driver's License
   b. Driver has completed a Defensive Driving class
2. Provide the employee with a copy of Rules for Safe Operation of Powered Carts & Low-Speed Vehicles. Ensure the employee understands all of these rules. A copy of these rules should also be posted in the workplace.
3. Review the Pre-Trip Safety Inspection requirements
4. Review the basics for operating the powered cart or LSV with the employee. Ensure that the driver knows the location and proper operation of the following:
   a. Lights, turn signal, and horn location (if equipped).
   b. Emergency brake location and operation.
   c. Accelerator and brake pedal operation.
   d. Forward-Reverse switch location and operation.

After completing the above steps, have employee sign the Employee/Supervisor Training Certification Form or provide copy of Certificate of Completion. A copy of this certification shall be retained in department files as long as the employee remains an active powered cart or LSV operator.

Pre-trip Safety Inspection

Prior to driving any powered cart or LSV, the following Pre-Trip Safety Inspection shall be performed:
1. Check all tires for proper air pressure - use air pressure gauge if you are unsure.
2. Check accelerator pedal for a smooth and non-binding motion.
3. Check all lights (if equipped).
4. Test brakes for proper operation.
5. Ensure seatbelts are in good working condition.
6. Check mirrors.

If any of the tested items are not functioning properly, immediately take the cart or LSV out of service until repairs are completed.

Maintenance Program

All powered carts and LSV must undergo an annual safety inspection conducted by the Maintenance or Transportation Department. A written summary of the inspection results will be given to the department for their records.

If a department chooses to use an outside vendor to perform the inspection, the vendor will (as a minimum) follow the same inspection protocol as that followed by the District.

XVII. RESPIRATORY PROTECTION PROGRAM

Purpose

Central Unified School District is committed to providing a safe and healthy work environment for its employees. On occasion, employees may be exposed to airborne contaminants. In an effort to limit their exposure, Central Unified School District will do the following:

- Evaluate respiratory hazards in order to select appropriate respiratory protection.
- Ensure employees are medically able to wear respirators.
- Fit test employees with appropriate respirators.
- Establish procedures to ensure employees properly care for and maintain their respirators.
- Ensure high-quality breathing air is supplied for the air-supplying respirators.
- Conduct continuing respirator training.
- Evaluate the program periodically to ensure its effectiveness.

Scope and Application

This program applies to any employee who is required to wear a respirator during normal work activities and emergencies.

Any employee who requests to use a respirator when such use is not required may be supplied with a respirator by Central Unified School District or may be permitted to use his or her own if the company determines such respirator use will not create a hazard. Employees using respirators under this paragraph will be provided information in 29 CFR §1910.134, Appendix D, Information for Employees Using Respirators When Not Required Under the Standard (found at the end of this program). Prior to such voluntary use, the company will nonetheless implement the medical evaluation provisions under this program for such voluntary use and ensure the employee cleans, maintains and stores the respirator so it does not present a health hazard to the employee.

Exception to these requirements for voluntary dust mask use: When an employee wears a dust mask, or filtering face piece, when not required, such use is not subject to the medical evaluation, cleaning, maintenance and storage requirements of this program.

This program will be updated to reflect changes in workplace conditions and processes that affect employees' respirator use.

Employer and Employee Responsibilities

Employer

Central Unified School District will provide appropriate respirators when needed to protect the health of its employees. As a part of the written respiratory protection program, work-

site procedures will be provided for all employees required to wear respirators.

Employees

Employees who wear respirators must use them in accordance with the instructions and training provided.

Employees must maintain their respirators properly and not alter them in any way. Any employee wearing a respirator in a hazardous area must take periodic breaks in a safe area to rest and wash the face piece when it needs cleaning. If the respirator does not work properly on the job, the employee must go to a safe area immediately and report the problem to the program administrator.

Program Elements

Hazard Identification and Evaluation

Central Unified School District will identify and evaluate all workplaces for respiratory hazards. The evaluation will include an estimate of employee potential exposure to the hazards and the identity of each hazard's chemical state and physical form.

The program administrator will arrange these evaluations, and the information will be used to select and assign the proper respirators to employees.

Respirator Selection

The program administrator will select respirators by determining whether there is a potential for employees to be exposed to contaminants above their permissible exposure limits (PEL) or there is a specific reason an employee needs such protection.
Only filters and/or chemical cartridges matched to expected atmospheric contaminants known to be present will be used. A variety of respirator sizes will be kept in stock to ensure proper fits for all employees.

The program administrator is also responsible for selecting appropriate respirator filters and/or cartridges based on a review of safety data sheet (SDSs) or other relevant air-contaminant data. Central Unified School District will use only National Institute for Occupational Safety and Health- (NIOSH-) certified respirators. The program administrator will select respirators based on the criteria in Table 1 below from 29 CFR §1910.134(d).

When determining assigned protection factors (APFs), the program administrator will rely Table 1 for APFs in atmospheres that are NOT considered immediately dangerous to life or health (IDLH). Central Unified School District does not foresee any instance where our workers will encounter IDLH atmospheres and will not knowingly expose workers to IDLH atmospheres. Respiratory program provisions for IDLH atmospheres are not included in this program and if the hazard identification process reveals any such areas in the vicinity of a company jobsite, provisions will be taken to require those areas be secured against entry and prevent access by our company's employees. Should entry to an IDLH atmosphere be required, a site-specific respiratory protection program will be developed

for the IDLH hazards with specific equipment and training for affected employees. Such program will be separate from this program and fully address the hazards and controls needed to maintain the safety and health of our employees.

Table 1. -- Assigned Protection Factors[5]

Type of respirator[1, 2]	Quarter mask	Half mask	Full facepiece	Helmet/ hood	Loose-fitting facepiece
1. Air-Purifying Respirator	5	[3]10	50	.....	.....
2. Powered Air-Purifying Respirator (PAPR)	.....	50	1,000	[4]25/1,000	25
3. Supplied-Air Respirator (SAR) or Airline Respirator					
• Demand mode	.....	10	50	.....	.....
• Continuous flow mode	.....	50	1,000	[4]25/1,000	25
• Pressure-demand or other positive-pressure mode	.....	50	1,000	.....	.....
4. Self-Contained Breathing Apparatus (SCBA)					
• Demand mode	.....	10	50	50	.....
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	.....	.....	10,000	10,000	.....

Notes:

[1]Employers may select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

[2]The assigned protection factors in Table 1 are only effective when the employer implements a continuing, effective respirator program as required by this section (29 CFR 1910.134), including training, fit testing, maintenance, and use requirements.

[3]This APF category includes filtering facepieces, and half masks with elastomeric facepieces.

[4]The employer must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance at a level of protection of 1,000 or greater to receive an APF of 1,000. This level of performance can best be demonstrated by performing a WPF or SWPF study or equivalent testing. Absent such testing, all other PAPRs and SARs with helmets/hoods are to be treated as loose-fitting facepiece respirators, and receive an APF of 25.

[5]These APFs do not apply to respirators used solely for escape. For escape respirators used in association with specific substances covered by 29 CFR 1910 subpart Z, employers must refer to the appropriate substance-specific standards in that subpart. Escape respirators for other IDLH atmospheres are specified by 29 CFR 1910.134 (d)(2)(ii).

Medical Evaluations

Each employee required to wear a respirator or who requests an air-purifying respirator must be medically evaluated before being fit tested. The program administrator will make arrangements for each employee to have a medical evaluation by a physician or other licensed health care professional (PLHCP). The program administrator will provide a copy of the OSHA Respirator Medical Evaluation Questionnaire (29 CFR §1910.134, Appendix C) to each employee who must wear respirators. The program administrator will collect completed questionnaires and give them to the PLHCP.

The program administrator also will provide the PLHCP with the following information:
• Type and weight of respirator each employee will use
• Duration and frequency of use
• Expected physical work effort
• Any other protective equipment and clothing needed
• Temperature and humidity extremes at the job site
• Air contaminants and concentration levels that each employee may encounter.
The PLHCP will discuss results of the evaluation with the employee and provide a written determination to the program administrator. The determination will not contain confidential medical information but will include:
• The PLHCP’s opinion of the employee’s ability to tolerate a respirator
• Any limitations of respirator use
• Any need for follow-up evaluations
• A statement that the employee has been informed of the determination

If the PLHCP recommends alternative respiratory protection, such as a powered-air purifying respirator, the program administrator will comply with the recommendation.

The program administrator will maintain a file of the PLHCP's written determination for each employee. Employees will receive follow-up medical evaluations under the following conditions:

• The employee reports medical signs or symptoms related to the use of the respirator.
• The PLHCP, a supervisor or the program administrator recommends a re-evaluation.
• Fit-test or other program information indicates a need for re-evaluation
• Changes in the workplace increase respiratory stress

Fit Testing

All employees using a tight-fitting face-piece respirator must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT). The program administrator will determine which test is appropriate for each type of respirator. Qualitative and quantitative fit tests will be administered with appropriate protocol from 29 CFR §1910.134, Appendix A. A QLFT will be used only to fit test negative pressure air-purifying respirators that achieve a fit factor of 100 or less.

Employees must be fit tested before they use a respirator for the first time; whenever they use a different respirator face piece; and after any changes in the physical condition that could affect respirator fit.

Fit tests will be administered using employees' assigned respirators (from previous fit-testing results) or from a selection of respirators set up for fit-testing purposes (for an initial fit test).

All employees must be fit tested annually.

Respirator Use Using Tight-fitting Respirators

Employees who have beards or other conditions that interfere with the face-to-face seal or valve function cannot wear tight-fitting respirator face pieces. Clean-shaven skin must be in contact with all respirator sealing surfaces. PPE or clothing that interferes with the face-to-face seal or valve function is not permitted.
Corrective lenses with temple bars or straps that interfere with face-to-face sealing area cannot be used with any respirator.
Each employee must perform a user seal check before putting on a tight-fitting respirator. The procedures can be found in 29 CFR §1910.134, Appendix B-1.

Monitoring Respirator Effectiveness

The program administrator will monitor and re-evaluate the effectiveness of employees' respirators after any significant changes in workplace conditions or exposure levels.

Employees must leave the areas in which they wear respirators when: they need to wash their faces or their respirator face pieces or components; they detect face piece leaks or change in breathing resistance; or they must change respirators, filters, cartridges or canister elements.

Respirator Maintenance and Care

Before any new respirator is used, it must be washed, disinfected and inspected according to the manufacturer's instructions or the instructions in 29 CFR 1910.134, Appendix B-2.

Employees must clean and disinfect their own respirators after each use and store them in a sanitary location so the face pieces and valves are protected.
Respirators used for fit testing must be cleaned and disinfected after each use by the person conducting the fit test.

Employees must inspect their respirators before they use them and after they clean them. Inspection includes a check of respirator function; tightness of connections; and the condition of the elastomeric face piece, head straps, valves, connecting tubes, cartridges, canisters and filters.

Only trained employees can replace worn or deteriorated respirator parts. All repair work, adjustments and replaced parts must comply with the respirator manufacturer's instructions.

Tables 2 and 3 show the required intervals for cleaning, disinfecting and inspecting respirators. Appendix B-2 of 29 CFR §1910.134 describes respirator cleaning procedures and is found at the end of this program.

Table 2—Respirator Cleaning and Disinfecting Intervals

Respirators issued for the exclusive use of an employee	Clean and disinfect as often as necessary to be maintained in a sanitary condition.
Respirators issued to more than one employee	Clean and disinfect after being worn by each user.
Respirators maintained for emergency use	Clean and disinfect after each use.
Respirators used in fit testing and training	Clean and disinfect after each use.

Table 3—Respirator Inspection Intervals

Respirators used in routine situations	Inspect before each use and during cleaning.
Respirators used in emergency situations	Inspect at least monthly, in accordance with manufacturers' recommendations; check for proper function before and after each use.
Respirators used for emergency-escape-only situations	Inspect just before use.

Identity of Filters, Cartridges and Canisters

All filters, cartridges and canisters must be maintained as received by the manufacturers, distributors or suppliers and labeled and color-coded with the NIOSH-approval label. The label cannot be removed and must remain legible. Defective filters, canisters and cartridges cannot be used and must be removed from service.

Air Quality in Atmosphere-supplying Respirators

Compressed breathing air used in atmosphere-supplying respirators must meet the criteria established by the American National Standards Institute (ANSI) for grade D breathing air.

Training

Before any employee wears a respirator for the first time, he or she must receive training on and demonstrate comprehension of:

- Why a respirator is necessary
- How improper fit, use or maintenance can compromise the protective effect of a respirator
- A respirator's capabilities and limitations

• How to use a respirator in emergency situations, including ones in which the respirator malfunctions
• How to inspect, put on and remove a respirator and check the seals
• Proper maintenance and storage procedures
• How to recognize medical signs and symptoms that may limit or prevent effective respirator use

Training will be provided by the program administrator or other qualified person. The training will be fully documented, certifying that employees understand the concepts presented and have demonstrated how to use and wear the respirator.

The training must give each user an opportunity to handle the respirator; have it fitted properly; test its face-to-face seal; wear it in normal air for a trial period; and wear it in a test atmosphere.

Retraining must be performed annually or as deemed necessary by the program administrator.

Employees who are responsible for inspecting the emergency and supplied-air respirators will receive supplied-air respirator-specific training.

Employees who are permitted to wear respirators must first read the information in 29 CFR §1910.134, Appendix D found at the end of this program.

Program Evaluation

The program administrator will evaluate this program annually or more often if necessary to ensure it remains effective. The administrator will consult employees about proper respirator fit, selection, use and maintenance and make periodic workplace observations to confirm that respirators are being used and maintained properly.

Record Keeping

The program administrator will maintain records of nonconfidential medical evaluation determinations, fit testing, training documentation and annual inspection audits and make them available to employees.

Appendix B-2 to § 1910.134: Respirator Cleaning Procedures (Mandatory)

These procedures are provided for employer use when cleaning respirators. They are general in nature, and the employer as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed here in Appendix B- 2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in Appendix B-2, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

I. Procedures for Cleaning Respirators

A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,

2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,

3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

E. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

F. Components should be hand-dried with a clean lint-free cloth or air-dried.

G. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

H. Test the respirator to ensure that all components work properly.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

XVIII. SILICA DUST SAFETY PROGRAM

Purpose

It is the policy of Central Unified School District to take precautions to eliminate potential hazards in the workplace. The purpose of this Silica Dust Safety Program is to provide the hazards associated with silica dust and outline the steps to take to ensure employees who work with, or around silica are not exposed to hazardous levels of silica dust; and to provide procedures for common silica related work duties to minimize exposure in accordance with the OSHA Air Contaminants standard (29 CFR 1910.1000) and Cal OSHA Title 8, Subchapter 7, Group 16, Article 110, Section 5204.

Scope

Crystalline silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of crystalline silica. All materials containing silica can result in the presence of respirable silica particles when chipping, cutting, drilling or grinding takes place. Silica exposure occurs through inhalation of silica containing particles and occurs through many construction and general industry methods. The most severe exposures generally occur during abrasive blasting with sand to remove paint and rust from bridges, tanks, concrete structures and other surfaces. Other activities that may result in severe silica exposure include jack hammering, rock/well drilling, concrete mixing, concrete drilling, brick and concrete cutting/sawing, tuck pointing and tunneling operations. Exposure to excessive silica dust over long periods of time can result in silicosis. This Silica Dust Safety Program applies to Central Unified School District employees who are expected to be exposed to silica dust through the methods outlined above; or through other means, which are determined by their supervisor.

Responsibilities

I. Department of Maintenance & Operations

a. Department of Maintenance & Operation provides program oversight relating to silica dust exposures.

b. Conduct building/material assessments for silica containing materials and any district staff exposed will be perform employee silica hazard assessments/monitoring upon request.

c. Each department with responsibilities for maintaining buildings or working in buildings with potential exposure to silica should:

d. Ensure the applicable components of the Silica Dust Safety Program are available to all affected employees.

e. Provide applicable training to employees expected to work in, or with, building materials where there is a potential risk for silica exposure.

II. Supervisors

a. Central Unified School District employees who supervise personnel with responsibilities to work in areas where there is a risk of exposure to silica dust, must ensure employees are properly trained on the applicable contents of the Silica Dust Safety Program and are provided appropriate personal protective equipment (PPE) when conducting such work.

III. Authorized Person

a. Employees working in areas where there is an identified risk of silica dust exposure must be properly trained on all applicable elements of the Central Unified School District Silica Dust Safety Program; and be provided and utilize the appropriate PPE for the task being performed.

Definitions

The following definitions are provided to allow for a better understanding of the Central Unified School District Silica Dust Safety Program.

- Authorized person: An employee who has received proper training and exposure monitoring to safely work with silica containing materials.

- Crystalline silica: Naturally occurring component in earth soils, sand, granite and many other minerals resulting in many building materials containing silica.

- Exposure Assessment: The initial determination to find if any employee may be exposed to lead at or above the permissible exposure level. Until the assessment is completed, employees shall take all precautions necessary to maintain exposures below the PEL.

- HEPA: High Efficiency Particulate Air. A filtering system capable of trapping and retaining at least 99.97% of all particles of 0.3 micron in diameter and larger.

- Permissible Exposure Limit: (PEL) the OSHA limit for silica dust exposure. It is set at 50µg/m3, averaged over an 8-hour workday, as a TWA.

- Silica containing material: Any material, which has the potential to contain silica at levels, which may pose a hazard to employees when the material is manipulated to create airborne particles

- Silicosis: A lung disease caused by inhalation of silica dust. Silica dust can cause fluid buildup and scar tissue in the lungs that cuts down the ability for the lungs to fully function. The disease is not curable but can be prevented through the use of protective systems.

Material Assessment

1. Any time there is a potential for silica containing materials to be involved in a project, sources of silica must be assessed prior to disturbing. An authorized contractor can perform building material assessments to determine silica content in materials.

2. Crystalline silica occurs naturally in the earth's crust and is a basic component of sand, concrete, brick, asphalt, granite, some blasting grit and wall spackling materials. Employees can be exposed to silica when conducting activities such as:

- Abrasive blasting
- Jack hammering
- Concrete crushing
- Hoe ramming
- Rock drilling
- Mixing of concrete or grout
- Concrete drilling
- Sawing concrete or bricks
-Chipping or scarifying concrete
-Rock crushing
-Moving or dumping piles of concrete, rock or sand
-Demolition of concrete or brick
-Using coatings containing silica
-Removing coatings containing silica

3. If airborne silica is expected to be generated during the project, Central Unified School District Maintenance and Operations shall be contacted to conduct exposure monitoring and ensure all safety precautions are followed to minimize exposure to airborne silica dust.

Exposure Monitoring

I. Initial Exposure Monitoring:

a. Central Unified School District employees expected to come in contact/work with silica containing materials where there is a risk of exposure through inhalation of dust should develop an exposure monitoring program.

b. Initial exposure monitoring should be conducted by an **authorized contractor** to quantitatively evaluate the exposure to airborne silica.

c. Exposure monitoring should be conducted on any employee exposed to airborne silica dust as levels may vary based on job duty within a project. For example, the employee performing concrete cutting vs an employee providing supervision during the work.

II. Periodic Exposure Monitoring:

a. Whenever silica exposure levels are greater than, or equal to the Permissible Exposure Level (50µg/m3), periodic exposure monitoring is required. It is the responsibility of the affected department to work with **Maintenance and Operations Department** and develop a periodic exposure monitoring schedule.

b. The frequency of exposure monitoring should be as follows:

1. **Measured Concentration**: Permissible Exposure Limit - 50 µg/m3
2. **Monitoring Frequency**: Annual

c. Exposure monitoring is not required by every employee at risk of airborne lead exposure. Enough sampling must be done to enable the employee's exposure level to be reasonably represented.

III. Termination of Exposure Monitoring:

a. Periodic exposure monitoring may be discontinued if results from two consecutive sampling periods taken at least 7 days apart show that employee exposure is below the PEL.

IV. Sampling methods

a. Personal exposure monitoring will be conducted using an approved NIOSH method. Monitoring records shall include the following.

b. The date, number, duration, location and results of each of the samples taken, including a description of the sampling procedure used to determine representative employee exposure where applicable.

c. A description of the sampling and analytical methods used.

d. The type of respiratory protective devices, if any.

e. Name and job classification of the employee monitored.

f. Any environmental variables that could affect the measurement of the employee exposure.

V. Reporting of exposure monitoring results

a. EHS will notify the department/supervisor of exposure monitoring results within as soon as the final laboratory analysis is completed. The department/supervisor must provide this information to the affected employee(s) within 5 working days.

b. If levels are measured during the exposure monitoring exceeding the PEL, the EHS report will include steps and controls to reduce exposure to below the PEL.

c. Follow up exposure monitoring may be necessary if engineering or administrative controls are put in place to reduce hazardous exposures.

Exposure Control

I. Pre-project planning

a. Prior to projects taking place affecting Unified School District buildings/facilities, Maintenance and Operations reviews planning documents to account for potential exposures to hazardous materials, including silica.

b. Authorized contractors can conduct building material assessments to make determinations if there are any silica containing materials, which may be impacted by the project.

c. During the planning process, any silica containing materials are addressed and methods for exposure control are provided prior to work beginning.

d. If silica containing materials are to be disturbed during the project, the appropriate exposure control methods will be recommended by Maintenance and Operations.

II. Administrative/Engineering Controls

a. Where silica exposures at or above the Permissible Exposure Limit have been documented, or are expected, the appropriate engineering or administrative controls will be implemented, where feasible. Follow-up exposure monitoring may be necessary when administrative or engineering exposure controls are utilized.

b. Typical controls involve:

i. Substituting non-silica containing materials for use while abrasive blasting

ii. Alternative methods such as pre-ordering grout already mixed instead of on-site mixing in bulk

iii. Local exhaust ventilation

iv. General ventilation

v. Vacuum methods with HEPA filters

vi. Distance

vii. Dust control products

viii. Containment

ix. Use of water to keep dust down

x. General work practices such as good housekeeping, worker rotation, development of specific SOPs to minimize exposure

III. Personal Protective Equipment (PPE)

a. In addition to administrative/engineering controls, employees may be required to wear specific PPE during the disturbance of silica containing materials and/or when airborne silica is present. The level of protection will depend on the task being conducted and the tools being utilized to complete the task.

b. Recommended PPE will typically include:

i. Respiratory Protection

ii. Disposable or reusable work clothing to keep from spreading the dust or bringing the dust home

iii. Leather gloves

iv. Safety glasses or goggles

v. Face shield

vi. Boot covers or rubber boots

c. The following table provides recommended respiratory protection levels based on the measured or anticipated exposure levels:

Respirator	Protection Factor	Typical Silica Activity
N95	Less than 50	• Used on Voluntary basis to control low exposures
Half-face with HEPA Filters	50 - 500	• House-keeping (wet method) • Saw cutting (wet method) • Drilling concrete (wet method) • Power tools with dust collection
Full-Face with HEPA Filters	500 - 5,000	• Chipping concrete • Jack hammering • Power tools without dust collection • Mixing grout in bulk • Vacuum abrasive blasting
SCBA	Above 5,000	• Abrasive blasting

Housekeeping & Hygiene Facilities

I. In areas where silica containing dust may be present, all surfaces must be maintained free from accumulations of dust to minimize potential silica exposure. Dust and other silica containing debris must be removed from the work area as soon as possible.

II. Acceptable method of silica dust removal includes the use of HEPA vacuum or wet methods such as wet mopping.

III. Unacceptable methods of silica dust removal include dry sweeping, vacuum cleaners, shop vacuums, and compressed air.

IV. Follow all recommended procedures and utilize recommended PPE during silica containing debris cleanup activities.

V. Where silica containing materials are used, impacted, or being removed; the following requirements must be met.

VI. PPE should be removed upon work completion and disposed of after each use.

VII. Employees must wash hands and are recommended to shower prior to leaving work.

VIII. Ensure contaminated PPE, including footwear is not worn outside the work areas.

Medical Surveillance

I. Employees exposed to silica levels above the Permissible Exposure Limit (50 µg/m3), or any employee working with silica who develops signs/symptoms of excessive exposure, should be enrolled in the Medical Surveillance Program.

II. All medical surveillance will be performed by Central Unified School District Medical Provider Network and results must be provided the affected employee and their supervisor within 15 days of the assessment.

III. The medical surveillance program consists of baseline examination and chest X-ray.

IV. Employees enrolled in the medical surveillance program should be examined annually to track any changes as a result to exposure to silica dust.

Training and Recordkeeping

I. Hazard Communication training is required by Central Unified School District employees who will be exposed to such hazards and should be conducted initially upon hiring.

II. Silica Awareness Training is available in person or at www.getsafetytrained.com. And must be offered to affected employees prior to working with silica and annually thereafter.

a. Silica awareness training should include the following:

i. Information about the potential health effects and symptoms of exposure to respirable silica

ii. Safety data sheets for silica, quartz, and applicable products containing silica

iii. The purpose and set up of regulated areas to mark the boundaries of work areas containing silica dust

iv. The use of engineering controls, work practices, good housekeeping and PPE to control exposure to silica

v. Use and care of PPE

vi. Expected exposures to silica dust

vii. Exposure monitoring process

viii. Medical surveillance process

III. Respiratory protection training, medical clearance, and quantitative fit testing is required under the Respiratory Protection Program. Contac EHS for additional information regarding enrollment in the program.

IV. The supervisor is required to maintain all training, medical surveillance, and exposure monitoring results.

Signage

I. In areas where exposure to silica dust may exceed the PEL the following type of signage must be in place to warn employee of hazards.

XIX. WELDING, CUTTING AND BRAZING PROGRAM

1. INTRODUCTION

1.1. Purpose

Central Unified School District has developed this Program to provide occupational safety guidelines for welding, cutting and brazing (WCB) flame activities in order to comply with Cal OHSA regulations.

1.2. Scope

This Program applies to all welding, cutting, and brazing work activities performed by employees and other employees who are under the supervision and direction of employees.

2. AUTHORITY AND RESPONSIBILITY

2.1. Management is responsible for:

2.1.1. Developing the Welding, Cutting, and Brazing Program and revising the Program as deemed appropriate;
2.1.2. Stopping any welding, cutting, or brazing activities that pose safety or health concerns; and
2.1.3. Conducting exposure assessments.

2.2. Departments are responsible for:

2.2.1. Coordinating specific welding, cutting, and brazing training.
2.2.2. Notifying employees who perform welding, cutting, or brazing activities of the purpose and intent of this Program;
2.2.3. Ensuring that affected employees are trained in welding, cutting, and brazing hazards;
2.2.4. Providing departmental specific information and training relating to this Program for affected employees;
2.2.4. Ensuring that employees comply with this Program;
2.2.5. Providing and ensuring that employees who weld, cut, or braze are utilizing personal protective equipment;
2.2.6. Notifying respective campuses of welding, cutting, or brazing activities that require a hot work permit;
2.2.7. Complying with the Hot Work and Welding Management Procedures; and

2.3. Employees are responsible for:

Complying with this Program;

2.3.1 Complying with the Hot Work and Welding Management Procedures and attending hot work training;

2.3.2 Notifying their supervisor when a hot work permit is needed;
Obtaining a hot work permit when performing hot work in non-designated areas; Understanding and taking necessary precautions when welding, cutting, or brazing; Inspecting all welding, cutting, or brazing equipment for proper working condition; prior to use;

2.3.3 Using personal protective equipment (i.e. gloves, clothing, lenses, respirator, etc.); Utilizing warning signs, barricades, and barriers around WCB activities when necessary; and

2.3.4 Utilize local ventilation equipment when welding, cutting, or brazing or respiratory protection if local ventilation is not possible due to process.

3. PROGRAM ELEMENTS

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3.1. Hazard Identification and Prevention

Welding, cutting, and similar processes produce molten metal, sparks, slag, and hot work surfaces that can cause fire or explosion if precautionary measures are not followed. Flying sparks are the main cause of fires and explosions in welding and cutting.

3.1.1. Hot Work Permit Policy and Procedures

Central Unified School District has developed Hot Work and Welding Management Procedures to prevent accidental fires, loss of life, and injury from hot work activities (exposure to sparks, heat or flames, and/or loss of property that may result from welding, cutting, and/or brazing activities).

Anyone performing hot work must comply with the Hot Work and Welding Management Procedures and obtain a hot work permit to perform hot work activities.

3.1.2. Electrical Shock Hazards and Safety Precautions

Electric shock from electrical welding and cutting equipment can result in death or severe burns. Additionally, serious injury can occur if the welder falls as a result of the shock.

This safety hazard is associated with operations that use electricity to generate heat, such as arc and resistance welding and cutting.

Employees shall use proper precautionary measures and recommended safe practices at all times to avoid electrical shocks. Personnel using electrical welding and cutting equipment must be trained on safe work practices and procedures before use of this equipment. Some measures to prevent electrical shock include:

3.1.2.1. Never use a bare hand or wet glove to change electrodes.

3.1.2.2. Do not touch an energized electrode while you are in contact with the work circuit.

3.1.2.3. Never stand on a wet or grounded surface when changing electrodes.

3.1.2.4. Do not allow the electrode holder or electrode to come in contact with any other person or any grounded object.

3.1.2.5. Ground the frames of welding units.

3.1.2.6. Insulate yourself from the work piece and ground using dry insulating mats or covers big enough to prevent any physical contact with the work or ground, or wear properly designed and approved rubber-soled boots in good condition.

3.1.2.7. If utilizing long lengths of cable, suspend them overhead whenever possible.

3.1.2.8. If run along the floor, be sure they do not create a tripping hazard, become damaged, or tangled.

Additional safety precautions are required when welding is performed under any of the following electrical hazardous conditions:

- In damp locations or while wearing wet clothing;
- On metal floors, gratings, scaffolds, or other metal structures;
- In cramped positions such as sitting, kneeling, or lying; and
- When there is a high risk of unavoidable or accidental contact with the work piece and ground.

Where these conditions are present, use one of the following types of equipment presented in order of preference:

- Semiautomatic DC constant voltage metal electrode (wire) welder;
- DC manual covered electrode (stick) welder; or
- AC welder with reduced open-circuit voltage.

In most situations, use of a DC constant voltage wire welder is recommended. Do not work alone!

3.1.3. **Fumes and Gases**

3.1.3.1. When engaging in welding, cutting, or brazing activities, various fumes, gases and vapors are generated from the metals, fluxes, and fillers being used in addition to coatings, paints, galvanizing and plating. In order to protect workers from these, appropriate personal protective equipment (PPE) in the form of a respirator and/or ventilation is recommended. Fume and gas hazards to be considered prior to conducting WCB are:

3.1.4.1.1 Fumes (metals) – Aluminum, Antimony, Arsenic, Beryllium, Cadmium, Chromium, Cobalt, Copper, Iron, Lead, Manganese, Molybdenum, Nickel, Silver, Tin, Titanium, Vanadium, and Zinc;

3.1.4.1.1 Shielding Gases – Argon, Helium, Nitrogen, Carbon Dioxide; and

3.1.4.1.1 Process Gasses – Nitric Oxide, Nitrogen Dioxide, Carbon Monoxide, Ozone, Phosgene, Hydrogen, Fluoride, and Carbon Dioxide.

3.2 Personal Protective Equipment (PPE)

Employees exposed to the hazards created by welding, cutting, or brazing operations shall be protected by PPE. Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work to be performed. PPE must protect against hazards such as burns, sparks, spatter, electric shock, optical radiation, and inhalation hazards as identified below.

3.2.1 General Protective Equipment

The following are minimum requirement for proper personal protective equipment needed for welding activities:

3.2.1.1 Eye and Face Protection;

3.2.1.2 Clothing with adequate body coverage;

3.2.1.3 Leather boot protection;

3.2.1.4 Hand protection; and

3.2.1.5 Additional personal protective equipment may include the use of respiratory protection.

3.2.2 Eye and Face Protection

3.2.2.1 All filter lenses and plates must meet the test for transmission of radiant energy prescribed in the ANSI standard Z87.2010, Personal Eye and Face Protection Devices (see Appendix B).

3.2.2.2 Helmets and hand shields shall protect the face, forehead, neck and ears to a vertical line in back of the ears, from the arc's direct radiant energy, and weld splatter.

3.2.2.3 Welding helmets with filter plates are intended to protect users from arc rays and from weld sparks and spatters which strike directly against the helmet. They are not intended to protect against slag chips, grinding fragments, wire wheel bristles, and similar hazards which can ricochet under the helmet. Spectacles, goggles or other appropriate eye protection must also be worn to protect against these impact hazards.

3.2.2.4 OSHA requires that when arc cutting and arc welding with open

arcs, helmets or hand shields with filter lenses and cover plates shall be used by operators and nearby personnel viewing the arc also subject to wear proper protection. Spectacles with a shade 2 lens are recommended for general purpose protection for viewers. When resistance welding or brazing; operators of resistance welding must use face shields, spectacles, or goggles depending on the particular job to protect their faces and eyes from welding hazards.

3.2.3 **Protective Clothing**

3.2.3.1 Appropriate protective clothing for any welding and cutting operation will vary with the size, nature and location of the work to be performed. Clothing shall provide sufficient coverage and be made of suitable materials to minimize skin burns caused by sparks, spatter or radiation. Covering all parts of the body is recommended to protect against ultraviolet and infrared ray flash burn.

3.2.3.2 Dark clothing works best to reduce reflection under the face shield. Heavier materials such as wool clothing, heavy cotton or leather are preferred as they resist deterioration. Materials that can melt or can cause severe burn due to sparks that may lodge in rolled-up sleeves, pockets of clothing or pant cuffs are not recommended.

3.2.3.3 Other protective clothing includes durable, flame-resistant aprons made of leather or other suitable materials to provide protection to the front of the body when additional protection against sparks and radiant energy is needed.

3.2.4 **Gloves**

3.2.4.1 The standard requires all welders and cutters to wear protective flame-resistant gloves, such as leather welder's gloves, which provide the heat resistance needed for welding. A gauntlet cuff offers additional arm protection, and insulated linings shall be used to protect areas exposed to high radiant energy.

3.2.5 **Respiratory Protection**

3.2.5.1 Respiratory protection is recommended for all welding, cutting, or brazing operations regardless of ventilation due to the variable nature of potential toxic exposure to fumes that are carcinogenic or toxic at very low levels as in the case of manganese or hexavalent chrome. It is precautionary to assume that fumes will be above the level of acceptable risk during all WCB activities. Further guidance can be found at IU's Respiratory Protection Program.

3.2.5.2 Respirators are required when "adequate ventilation" as

defined in 3.3.1 is not present or is insufficient to control the fumes.

3.3 Ventilation

Ventilation refers to changes of room air as often as necessary to prevent welders and other workers from breathing high levels of airborne contaminants. Ventilation is a means of providing adequate breathing air, and must be provided for all welding, cutting, brazing and related operations (see Appendix G and 29 CFR 1910.252(c)(3) for further mechanical ventilation requirements)

3.3.1 **Adequate Ventilation - depends on the following factors:**

3.3.1.1 Volume and configuration of the space where the welding operations occur;

3.3.1.2 Number and type of operations that are generating contaminants;

3.3.1.3 Natural air flow rate where operations are taking place (see Appendix H for natural ventilation requirements); and

3.3.1.4 Locations of the welders' and other workers' breathing zones in relation to the contaminants or sources.

3.3.1.5 Welding in a confined space can be extremely dangerous. Without adequate ventilation, welding can transform an acceptable atmosphere into a toxic one very quickly. When welding in a confined space, atmospheric monitoring shall be conducted before anyone enters the space and periodically during the entry to ensure that the process of welding is not creating a hazardous atmosphere

3.4 Compressed Gas Cylinders

3.4.1 Gas cylinders shall be stored in approved spaces and must be secured from falling.

3.4.2 The control valves of cylinders not in use will be covered by protective caps.

3.4.3 Compressed gas cylinders shall be legibly marked to identify the gas contents.

3.4.4 Acetylene cylinders must be kept in an upright position to prevent acetone (solvent used to dissolve the acetylene) from spewing out with the gas.

3.4.5 All gas units must have anti•flashback devices installed on them.

3.4.6 For further guidance, see IUEHS Compressed Gas Cylinder Safety Program.

3.5 Welding and Cutting of Hazardous Materials

When welding, cutting, or brazing where hazardous materials are involved the following rules will apply:

3.5.1 Before welding, cutting, or brazing has begun on any surface covered by a preservative coating whose flammability is not known, a test will be made to determine its flammability and toxicity. Preservative coatings will be considered highly flammable when scrapings burn with extreme rapidity.

3.5.2 Preservative coatings will be removed from the area to be heated to ensure any temperature increase of the unstripped metal will not be appreciable, artificial cooling of the metal surrounding the heating area may be used to limit the area to be stripped.

3.5.3 When welding, cutting, or brazing toxic preservative coatings in enclosed spaces, all surfaces covered with toxic preservatives will be stripped of coverings for a distance of at least 4 inches from the area of heat application or the employees will be protected by respirators.

3.5.4 All welding, cutting or brazing of toxic preservative coated metal will be performed with both local exhaust and respiratory protection. When welding, cutting, or heating toxic preservative coatings in the open air, employees will be protected by respirators.

3.5.5 Before heat is applied to a drum, container, or hollow structure, a vent or opening will be provided for the release of any built-up pressure generated during the application of heat.

3.5.6 Cutting or welding shall not be permitted in the following situations:

3.5.6.1 In the presence of flammable or explosive atmosphere;

3.5.6.2 Near readily ignitable materials;

3.5.6.3 In operating air handling units or ducts; and

3.5.6.3 Outside of a regularly assigned welding area without authorization.

4. TRAINING & RECORDKEEPING

4.1. Training

4.1.1. Training is required when employees are first hired and every three years for refresher training. Welding, Cutting and Brazing Safety training includes the following topics:

- Proper equipment operation
- Handling and storage of welding materials
- Compressed gas
- Cylinder safety
- Physical and chemical hazards
- Hazard control
- PPE selection and use
- Fire precautions
- Fire watch

- Hot work procedures, including how to obtain the written hot work permit.(refer to Hot Work and Welding Management Procedures)

4.1.2. Additionally, employees are required to attend training when a new process or equipment has been obtained, when an unsafe act has been observed, or when the supervisor feels that retraining is necessary.

4.2. Recordkeeping

4.2.1. Training Records

- Copies of training records are to be maintained within the department and an additional copy sent to IUEHS for your respective campus.

XX. CAL-OSHA INSPECTIONS

Purpose

To establish procedures that will give guidance to the sites units on how to prepare for and deal with an Occupational Safety and Health Compliance Officer during an inspection.

General Procedures

It is the policy of Central Unified School District to cooperate fully with all OSHA Compliance Officers during the course of an inspection. However, the situation may arise when admittance of a compliance officer can only be made by the Superintendent or Legal Counsel.

The following section will explain the inspection procedure and activities that must be conducted by the employees of Central Unified School District before, during and after an inspection.

Specific Procedures

Pre-Inspection Activities will include:

- All Federal/State mandated records must be updated on a regular basis. This would include the OSHA Form 300, for the past five years. The notice to employees, which outlines their rights and responsibilities, must be posted. District documents, such as the Injury and Illness Prevention Program, Right-To-Know, material handling documents, environment monitoring records etc., must also be up to date and available for inspection.

- The Superintendent and/or Director of Personnel are the designated management employees who will accompany the compliance officer during the inspection. These individuals are familiar with district procedures and have the authority to make corrections of observed deficiencies during the inspection.

- Employees have a right to be represented by their employee association during the inspection.

Arrival of the Cal-OSHA Compliance Officer

1. Compliance officers may enter facilities without unreasonable delay, at reasonable times during regular working hours. Advance notice is not usually given; however, industrial hygiene inspectors may prearrange their inspection to ensure that they have the appropriate testing equipment on site at the time of the inspection.
2. When approached by anyone claiming to be a compliance officer, site

personnel must immediately notify the Superintendent or Director of Personnel in the Superintendent's absence. Determine the reason for the inspection (general, employee complaint, injury investigation, compliance follow-up or industrial hygiene) and provide this information to the Superintendent or Director of Personnel. Escort the officer to an area to await district approval of the inspection.

3. Site personnel should request official identification credentials to verify the identity of the Cal/OSHA compliance officer. Should the identification prove unsatisfactory, ask for the area director's name and phone number and call to verify.

4. The Superintendent or Director of Personnel should attempt to provide the site with personnel to accompany the inspector. If that is not possible due to distance or other factors, the site administrator will be designated as the management representative.

5. Once approval has been obtained, request that the management representative(s), employee representative and any other inspection team members assemble for the opening conference.

The compliance officer shall:

1. State the purpose of the visit.

2. Outline in general terms the scope of the inspection, including records he/she may desire to review, employee interviews, physical inspection and the closing conference to discuss inspection findings.

3. Provide copies of laws, standards, regulations and promotion material as applicable.

4. Request a copy of the employee complaint(s), if applicable. The compliance officer will not divulge the name of the complainant.

Management shall advise the compliance officer of:

1. District and facility safety policies.

2. Description of safety training conducted.

3. The existence of any management/employee safety committee and its responsibilities.

4. The medical facilities located on site or in the immediate locality.

5. Attitude and a positive approach to the inspection are very important.

The compliance officer does not have to cite an employer if the employer can demonstrate a sincere effort to correct deficiencies and comply with the standard.

Inspection

1. The compliance officer may inspect records required to be maintained including:

    a) OSHA 300 Log and Summary of Occupational Injuries and Illnesses for the past five (5) years (on file at the District Office)
    b) Workers' Compensation Injury and Notification Reports.
    c) Doctor's Reports
    d) Training Verification Records

2. When conducting a general inspection, the compliance officer has instructions to take whatever time is necessary to conduct a thorough inspection of the facility. This does not mean that the district is obligated to lead the compliance officer around but accompany the compliance officer wherever he/she wishes to go.

3. When conducting an employee complaint, follow-up or injury inspection, the district representative should accompany the officer to the complaint or injury site by the most direct route avoiding as many other areas as possible. The officer can site and impose penalties for deficiencies observed while going to the inspection site.

4. The compliance officer has the right to interview employees, in private, if he/she so desires. Employees also have the right to point out violations without fear of reprisals.

5. Extensive notes must be taken by the management representative listing violations observed, location, type and equipment used to sample the environment (noise meters, etc.) and if possible, duplicate pictures that may be used in future hearings.

6. Whenever possible, violations noted during the inspection should be corrected while in the area (close junction boxes, discard damaged ladders, etc.). This activity will further demonstrate the district’s willingness to comply and cooperate with the officer.

Closing Conference (Exit Interview)

1. Following the inspection, the compliance officer will request a meeting with the management representative and the inspection team to discuss apparent violations of the Act. Extensive notes must be kept during this meeting. Violations that were observed and corrected should be brought to the attention of the officer.

2. For the alleged violations, the compliance officer will request from the district the approximate time it will take for the violation to be corrected. Make certain that you allow enough time for abatement of the violation. The district will be held accountable for the time frames it sets, if and when a citation is issued.

Post Inspection

1. Make a verbal report of the inspection and alleged violations to the Superintendent and Director of Personnel.

2. Work with the Director of Personnel (or other appropriate Director) to begin corrective action of the violations listed by the officer. If it is believed that an alleged violation cited by the officer is unwarranted, it is up to district documentation to support its position.

3. A copy of the alleged citations and proposed penalties will be received from the compliance officer. Immediately upon receipt, a copy must be sent to the Superintendent and Director of Personnel.

4. A copy of the citation must also be posted in the immediate vicinity of each alleged violation and remain posted for three days or until the violation has been corrected, whichever is later.

5. Upon receipt of the citation by the Superintendent, a meeting will be held with the appropriate persons to discuss the citation and/or penalties proposed.

6. Abatement dates assigned to violations must be met or an extension of abatement date requested from the area director. Every 30 days following receipt of a citation, a written report must be submitted to the area director outlining violations not yet abated.

7. **Do not** report a violation as being abated when it has not. In most cases, a follow-up inspection will be held to determine compliance. If the compliance officer finds violations that have not been completed, additional penalties up to $7,000 per day for each violation can be assessed up to the date of actual abatement.

Search Warrants

1. As previously indicated, Central Unified School District will have an open-door policy with regards to OSHA Compliance Officers. The district will not deny access or search warrants.

2. The only exception to this would be in the event that there was some reason to believe that repeated or numerous inspections have occurred within a short period of time which were considered to be harassment.

OSHA Recordkeeping Summary

A. OSHA Form 300 (5 years)

B. General Safety Orientation Training Records (by department)

C. Job Specific Safety Orientation Training Records (by department)

D. Periodic Safety Training Records (by department)

E. Periodic Supervisory/Management Safety Training Records

F. Periodic Safety Hazard Inspection Records

G. Hazard Abatement Records

H. Safety Committee Records

XXI. COVID-19 PROGRAM

The training and procedures, as it pertains to COVID-19, are listed in the Appendix J.

APPENDIX A – Glossary

Brazing - Uses molten metal to join two pieces of metal. The metal added during the process has a melting point lower than that of the work piece.

Combustible Materials - Solid or liquid materials that are capable of burning or igniting.

Cutting - Any process which produces sparks capable of igniting combustible or flammable materials and transmits heat to the work material from a hot gas.

Designated Hot Work Area: A permanent area that has been designated by INLOCC for the performance of hot work operations such as welding, torching, grinding, cutting, etc. This may include areas such as zone maintenance shops, art facilities, or laboratories and does not require a daily permit to perform hot work.

Flammable Compressed Gas - Gases that are under high pressure and can easily catch fire and burn rapidly. They include acetylene, hydrogen, natural gas, and propane.

Flammable Materials - Solid or liquid materials that are capable of igniting at a low temperature and continue to burn.

Hot Work: Any operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open–flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy–fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.

Hot Work Operations: Temporary maintenance, renovation, or construction operations using gas– or electric–powered equipment, which produces flames, sparks, or heat that is sufficient to start a fire or ignite flammable/combustible materials. This includes operations such as cutting, welding, Thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch–applied roof systems or any other similar operation.

Hot Work Permit – A document that will be required when the task requires the use of a flame, sufficient heat or sparks to generate or serve as a source of ignition. Permits are issued by the responsible person at the facility under the Hot Work and Welding Management Procedures permitting welding or other hot work to be done in locations referred to in Chapter 35 of the IFC 2014 edition or like codes in other states.

Welding - A way of permanently joining metals together by applying heat to metal pieces, melting and fusing them together to form a permanent bond. The most common forms of welding include: oxygen-fuel gas, arc, gas tungsten and gas metal arc.

APPENDIX B

Filter Shade Selection for Type of Welding				
Operation	**Electrode Size (mm)**	**Arc Current (A)**	**Min Shade**	**Suggested Shade**
Shielded Metal	< 2.5 mm	< 60	7	*
Arc Welding	2.5 - 4mm 4 - 6.4mm	60 - 160 160 - 250 250 - 550	8 10 11	10 12 14
Gas Metal Welding and Flux Cored Arc		< 60 60 - 160 160 - 250 250 - 500	7 10 10 10	** 11 12 14
Gas Tungsten Arc Welding		< 50 50 - 150	8 8	10 12
Air Carbon Arc Cutting		150 - 500 < 500 500 - 1000	10 10 11	14 12 14
Torch Brazing				3 or 4
Torch Soldering				2
Carbon Arc Welding				14
Gas Welding (plate under 1/8'' thick, light)				4 or 5
Gas Welding (plate 1/8'' to 1/2'' thick, medium)				5 or 6
Gas Welding (plate over 1/2'' thick, heavy)				6 or 8
Oxygen Cutting (plate under 1'' thick, light)				3 or 4
Oxygen Cutting (plate 1'' to 6'' thick, medium)				4 or 5
Oxygen Cutting (plate over 6'' thick, heavy)				5 or 6
Workers with prescription lenses are not exempt from wearing proper eye protection.				

APPENDIX C - Gas Metal Arc Welding (GMAW and GTAW) and Flux Core Arc Welding (FCAW)

When performing GMAW, GTAW, and FCAW, the following rules will apply:

Chlorinated Solvent Safety

- Chlorinated solvents will be kept at least 200 ft. away, unless shielded, from the exposed arc.
- Surfaces prepared with chlorinated solvents need to be dry before welding is permitted on such surfaces.

UV/Arc Protection

- Persons in the area not protected from the arc by screening will be protected by filter lenses.
- When two or more welders are exposed to each other's arc, filter lens goggles will be worn under welding helmets.
- Hand shields will be used to protect the welders against flashes and radiant energy when either the helmet is lifted or the shield is removed.
- Welders and other persons who are exposed to radiation will be protected so that the skin is covered to prevent burns and other damage by ultraviolet rays.
- Welding helmets and hand shields will be free of leaks, openings, and highly reflective surfaces.

Stainless Steel Welding

- When gas metal arc welding is performed on stainless steel, persons will be protected against dangerous concentrations of nitrogen dioxide by local exhaust ventilation or airline respirators.

APPENDIX D - Oxy-fuel Gas Welding and Cutting

When performing oxy-fuel gas welding and cutting the following rules will apply:

- Oxy-fuel gas welding and cutting equipment shall be listed by a nationally recognized testing laboratory.
- Oxygen cylinders and apparatus will be kept free from oil, grease, and other flammable or explosive substances and will not be handled with oily hands or gloves.
- Oxygen cylinders and apparatus will not be used interchangeably with any other gas.

Hoses

- Fuel gas hose and oxygen hose will be readily distinguishable from each other.
- Oxygen and fuel gas hoses will not be interchangeable; a single hose having more than one gas passage will not be used.
- Hose couplings of the type that can be unlocked or disconnected without a rotary motion are prohibited.
- Hose which has been subject to flashback or which shows severe wear or damage will be tested to twice the normal pressure to which it is subjected, and in no case less than (300 psi). Defective hose, or hose in doubtful condition, will not be used.
- When parallel runs of oxygen and fuel gas hose are taped together, not more than 4 inches out of every 12 inches will be covered by tape.
- Boxes used for the storage of gas hose will be ventilated.
- Hose connections will be clamped or otherwise securely fastened in a manner that will withstand, without leakage, twice the pressure to which they are normally subjected in service, but not less than 300 psi.

Torches

- Torches shall be inspected, at the beginning of each working shift, for leaking shutoff valves, hose couplings, and tip connections. Defective torches will not be used.
- Hoses will be purged individually before lighting the torch for the first time each day. Hoses will not be purged into confined spaces or near ignition sources.
- Clogged torch tip openings shall be cleaned with suitable cleaning wires, drills, or other devices designed for such purposes.
- Torches will be lighted by friction lighters or other approved devices, not by matches or from hot work.
- Torch valves will be closed, and the gas supply shut off whenever work is suspended.
- The torch and hose will be removed from confined spaces whenever work is suspended.
- Oxy-fuel gas, and other fuel gas-oxygen, welding and cutting systems utilizing cylinder-hose-torch will have a reverse-flow check valve, in each hose, between the torch and the regulator (Reverse-flow check valves that are integral with the torch are acceptable.).

APPENDIX E - Arc Welding and Cutting

Manual Electrode Holders

- Only manual electrode holders specifically designed for arc welding and cutting of a capacity capable of safety handling the maximum rated current required by the electrodes may be used.
- All current carrying parts of the holder which are gripped by the welder or cutter, and the outer jaws of the holder, will be fully insulated against the maximum voltage encountered to ground.

Cables and Connectors

- Cables shall be completely insulated, flexible, and capable of handling the maximum current requirements of the work in progress and in good repair.
- Cables with splices or repaired insulation within 10 feet of the holder shall not be used.
- Where it becomes necessary to connect or splice lengths of cable together, insulated connectors of a capacity at least equivalent to that of the cable shall be used. When connections are affected by cable lugs, they shall be securely fastened together to give good electrical contact and the exposed metal parts of the lugs shall be completely insulated.
- The frames of arc welding and cutting machines shall be grounded either by a third wire in the cable connecting the circuit conductor or by a separate wire which is grounded at the source of the current.

APPENDIX F - Brazing

Brazing is frequently necessary to join metals at low temperatures. Since brazing is a process requiring heat, precautions shall be taken for handling hot objects to prevent workers from being burned.

Brazing Compound Safety

- The caution notices on the packages shall be followed when using brazing fluxes. Fumes generated during brazing can be a serious hazard. Brazing fluxes generate fluoride fumes when heated. Cadmium in silver brazing alloys vaporizes when overheated and produces cadmium oxide, a highly toxic substance. If cadmium oxide fumes are inhaled into the respiratory tract, they can cause pulmonary distress, shortness of breath and in cases of severe exposure, may cause death.

- When using silver solder, the guidance listed below shall be followed.
    - Know the materials with which you are working. Be sure you are not brazing on cadmium plated parts.
    - Read warning labels on filler metals and fluxes and label instructions.
    - Wear eye and face protection and protective clothing as required by the job.
    - Work in well ventilated areas, or use respirators as required by the job.
    - Apply heat to base metal, not directly to the brazing filler metal.
    - Do not overheat either the base metal or the brazing filler metal.
    - Wash hands thoroughly after handling brazing fluxes and filler metals.

APPENDIX G - Mechanical Ventilation

In order to protect employees from vapors and fumes during WCB activities, mechanical ventilation might consist of the following:

- Mechanical ventilation options generally fall into two basic categories. The first is the low vacuum system which takes large volumes of air at low velocities. These systems consist of hoods positioned at a distance from the work area. The hood and housing may have to be repositioned by the worker to get maximum benefit from this means of ventilation. Hoods generally remove the fumes and contaminated air through ducting and exhaust the contaminants to the outdoors. Hoods shall be placed as near as practical to the work, and shall provide effective air flow and capture velocity that complies with 29 CFR 1910.252(c)(3)(i).
- Another category of mechanical ventilation is the high vacuum system fume extraction system (LEV). These are close-range extractors that are aimed at capturing and extracting fumes as near to the work as possible. Fume extractors often have an immediate area of welding. By removing a small volume of air at a high velocity, the potentially hazardous materials are effectively removed before reaching the welder's breathing zone. These systems often are equipped with a fan that pulls the contaminants into a filtration system, with a HEPA (High Efficiency Particulate Absolute) filter or combination of HEPA filter and pre-filter and then re-circulate the clean air back into the work area. Advantages of high vacuum systems are greater flexibility for job adaptation, more efficient means of fume removal, and greater visibility to the welder due to reduced clouds of fumes and vapors being created.
- Air sampling to verify the concentration levels of toxic fumes and gases is necessary, and respiratory protection is required along with mechanical ventilation in the cutting and/or welding of certain metals and compounds.
- Such ventilation shall be at the minimum rate of 2,000 cubic feet per minute per welder, except when local exhaust ventilation or respirators are provided.

APPENDIX H - Natural Ventilation

In the event portable mechanical ventilation is infeasible, natural ventilation may be used as long as the below are met and an exposure evaluation is conducted.

- Space of more than 10,000 square feet is provided per welder;
- A ceiling height of more than 16 feet; and
- Welding is not done in a confined space.

APPENDIX I - Forms

Safety Training Documentation

Law requires safety training be provided on a quarterly basis. This training can be provided by allowing each employee to access the safety training resource Get Safety trained and complete job specific modules, during all employee meetings (utilizing safety material pertaining to site specific exposures), and/or with the Department Safety Coordinator and/or EH&S resource that will be available to answer any questions. **Completion of this training must be documented by having each employee sign the training record below.** Employee Training records must be maintained, for a minimum of five years.

All workers, supervisors and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows: Trainings and instruction

- When our IIPP is first established;
- To all new and temporary workers;
- To all workers given new job assignments for which training has not previously provided; Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To 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 with respect to hazards specific to each employee's job assignment;

Name	Training Dates	Names	Training Dates

Hazard Report Form

Hazard Report Form	
Name:	**Date:**
Location:	
Equipment:	
Description of the hazard (substance, employee process/practice, workplace condition, unsafe action of employee, etc.):	
Corrective action taken (training, substitution of method/process, engineering modifications, etc.):	
Signature:	
Supervisor's remarks:	
Corrective action taken:	

Signature of Supervisor:	

Supervisors Injury Report

Employer Information					
Name, Location, and Address: Phone:					
Employee Information					
Last	First	Middle Initial	Gender	Date of Birth	Date of Hire
Address Street	City	State	Zip	Personal Telephone #	
Department	Division	Shift	Occupation	Supervisor Name	
Date, Time, and Place of Incident/Report					
Date/Time of Incident	Day of Week	Date/Time Reported	Injury Location		
Triage Description					
1. Please describe your medical complaint.					
2. How did this accident occur? Machinery? Tool? Substance? Object most closely related with accident (Please state all details). What was the employee doing?					

TO BE COMPLETED BY SUPERVISOR/MANAGER

Explain in detail how the injury/illness occurred and the specific activity being performed: *(Sources: employee, witnesses, investigation, and observations)*
Select at least one (or more) from each section below.

INITIAL CAUSE	CONTRIBUTING FACTORS AND ACTIVITIES		PREVENTIVE ACTIONS
☐ Struck by or against object (indicate) _____ ☐ Caught in/under/between ☐ Fall / Slip / Trip ☐ Material handling/lifting ☐ Repetitive motion ☐ Chemical exposure ☐ Body fluid exposure: ____Needle stick ____Sharps ☐ Animal bite ☐ Other, Explain _____ _____	**Equipment** ☐ Equipment failure ☐ Equipment unavailable ☐ Improper equipment or material used for job **Personal protective equipment** ☐ Not worn ☐ Not readily available ☐ Not adequate for the task ☐ Personal protective equipment failure **Training/Experience** ☐ Lack of training ☐ Safety training provided, not followed ☐ New task for employee or lack of experience **Work Area** ☐ Work area set up improperly ☐ Inadequate lighting or noise issues ☐ Housekeeping issues ☐ Environmental factors (rain, wind, temp. etc) ☐ Ventilation issues ☐ Ergonomic factors	**Employee** ☐ Physically not able to do work ☐ Employee fatigue ☐ Unbalanced or poor position or motion ☐ Incorrect procedures used for task ☐ Other unsafe practice **Assistance** ☐ Difficult to perform task without help ☐ Safety features or devices not readily available ☐ Assistive devices not used ☐ **Lack of policy/procedure** (explain below) ☐ **Animal** (explain below) ☐ **Other** (explain – use additional page(s) if necessary) _____ _____ _____ _____ _____	**SUPERVISOR WILL:** ☐ Develop/revise safety procedures and update IIPP or Chem. Hyg. Plan ☐ Request ergonomic evaluation ☐ Order new equipment ☐ Order new personal protective equipment ☐ Remove equipment from use and repair/replace ☐ Schedule preventive maintenance ☐ Will retrain employee before task is re-assigned. ☐ Perform on-site review of work activity, update job safety analysis. ☐ Reconfigure work area ☐ Communicate corrective actions to others in job category. ☐ Other_____ _____ _____ _____
Preventive action will be completed by Name/Department:			Expected date of completion:

SUPERVISOR/MANAGER'S SIGNATURE:	**Date of Investigation:**
DEPARTMENT HEAD'S SIGNATURE:	**Date:**

School Site Checklist

School Site_____ Date_____

General	Satisfactory	Unsatisfactory	Location (Room #, Building, etc.)
Drinking fountains operable and sanitary.			
3 – foot clearance in front of and below electrical panel and equipment.			
Wheel chair lifts are operable and inspection is documented.			
Metal bleachers do not have sharp points/edges.			
Construction paper rolls are secured within holder/dispenser.			
All exit doors are open (during business hours), unobstructed, clearly marked, and exit signs are in good working order.			
Shelving units or book cases are bolted down and secure to non-movable			

stationary object.			

School Exterior	Satisfactory	Unsatisfactory	Location (Room #, Building, etc.)
Concrete Walkways, Blacktop, & Ramps are free of defects (e.g. cracks, breaks, holes, raised edges, and uneven surfaces).			
Handrails are in good condition.			
Exterior walls, trim, and roof in good condition (No leaks or water damage).			
Facility access, controlled (fenced and gated).			
No pipes, sprinklers, or other protrusions are obstructing walkway access.			
No pooling water is observed, allowing for proper drainage.			
Semi - circle arch indicating classroom door pathway is clearly marked.			

Classroom	Satisfactory	Unsatisfactory	Location (Room #, Building, etc.)
Aisles and lanes are free of electrical cords, phone cords or other slip hazards.			
Floor mats are in good condition (lay flat, do not have dog ears or are creeping of place).			
No electrical adapters being used (extension cord good alternative and limited power strip acceptable).			
No paper cutters in classrooms (finger guards on paper cutters, and cutting arm stays up when raised and released).			
Fire extinguisher present, current tags, visually inspected, and signed.			
(Science classroom) Emergency eyewash provided/tested.			
(Science classroom) Emergency shower provided/tested.			
Rooms are free of space heaters.			
No exposed wires are observed.			

PA System and Phone line(s) are operable.			

Restrooms	**Satisfactory**	**Unsatisfactory**	**Location (Room #, Building, etc.)**
Lights: Bulbs, fixtures, lens covers are operational and undamaged.			
Fans: Operational			
Floor/Walls/Ceiling: Tile, baseboards, and grout are clean, free of graffiti, and undamaged.			
Toilets: Operational. Porcelain and seats are clean and undamaged			
Sinks: Faucets, backsplash and basin are clean and undamaged.			
Dispensers: Soap, tissue, seat covers, towels are operational, filled and undamaged.			
Stalls/Partitions: Operational, clean, free of graffiti and undamaged.			

Playground	**Satisfactory**	**Unsatisfactory**	**Location (Room #, Building, etc.)**
Fall protective surface is redistributed to areas of dishing (slide exits, overhead components, etc.).			
Protective surface has adequate depth (Fibar: 12” recommended, 9” required). Check CPSC for material used spec.			
Broken glass, tree branches, soda cans, or animal excrement removed from protective surfacing.			
Unwrap any swings wrapped around swing top-rail. Make sure swing seats do not have damage or decay.			
Check slides for cracks, holes, burns, and/or sharp points.			
No potential clothing entanglement hazards, such as S-hooks, exposed screws, protruding end bolts, or exposed			

end caps).			
No trip hazards are observed (exposed footings, exposed under-matting, anchoring devices, squirrels or gopher holes).			
The entire play area has adequate drainage, especially in areas of heavy use such as under swings and at slide exits.			
No metal/plastic equipment surfaces that are excessively hot/cold to the touch.			
No slipping hazards such as fall protection (sand, fibar, etc.) on walkways, pavement, or blacktop.			
There are no broken supports, anchors, missing components on equipment (handrails, guardrails, protective barriers, steps, or rung on ladders). Overall playground condition is good.			

Notes:

Inspected by: _____ Date: _____

Site Administrator: _____ Date: _____

APPENDIX J –

Covid-19 Prevention Program

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Covid-19 Prevention Program

Updated: September 23, 2022

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Covid-19 Prevention Program

1. Authority and Responsibility

District administration has overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Plan (CPP) in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

2. Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards.

Employee Screening

We screen our employees by having them self-screen according to CDPH guidelines. We ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.

3. Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the ***Appendix B: COVID-19 Inspections*** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

4. Control of COVID-19 Hazards

Face Coverings

- Employees who are not fully vaccinated have the right to request an N95 respirator for voluntary use. CUSD will provide the respirator at no cost to employees and instructions on how to properly fit and wear the respirator. If an employee does not request an N95 respirator, they must wear an approved face covering as defined above.

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- District provided portable partitions
- Any other engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Check and replace air filters regularly to ensure optimal air quality.
- Portable air purification systems are installed in each learning and working space.
- Follow AHERA Reopening of Schools and Universities Checklist.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- All staff will be trained to regularly clean, sanitize, and disinfect high-touch areas and surfaces in their work areas in accordance with the Centers for Disease Control (CDC) guidance for schools and childcare centers.
- All school buses will be equipped with cleaning, sanitation, and disinfectant supplies (i.e., hand sanitizer, gloves, sanitizing wipes, and disinfectant solutions) to ensure proper disinfection of the buses between each bus route.
- Frequent monitoring of cleaning and disinfecting protocols will be conducted by the Custodial Supervisor.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- We will follow all guidelines regarding disinfecting schools for COVID-19.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles, and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses

by:

- All school sites and departments will be equipped with cleaning, sanitation and disinfectant supplies (i.e., hand sanitizer, gloves, sanitizing and wipes, disinfectant/bleach solutions).
- Cleaning and PPE inventory will be available in the administration office.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

PPE Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

5. Investigating and Responding to COVID-19 Cases

This will be accomplished by using the ***Appendix C: Investigating COVID-19 Cases*** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

6. System of Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Where testing is not required, employees can access COVID-19 testing through local testing centers, who demonstrate symptoms to reduce the likelihood of bringing the virus to work.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

7. Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

8. Exclusion of COVID-19 Cases from Work

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure as determined by the Fresno County Department of Public Health Quarantine Guidelines.
- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related.

- Providing employees at the time of exclusion with information on available benefits.

9. Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

10. RETURN-TO-WORK/SCHOOL AFTER ILLNESS PROTOCOL: STUDENTS & STAFF

Purpose: To provide guidance on when to allow a student to return back to school and an employee to return back to work after showing signs of a fever and respiratory illness.

Criteria for Return to Work/School After Fever

Staff and students may return to work/school when the following criteria is met:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved; and

Staff members or students should have a negative test for SARS-CoV-2 if returning before day 11, OR healthcare provider documentation that symptoms are typical of the staff member's or student's underlying chronic condition (e.g., allergies or asthma) OR healthcare provider confirmation of an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus).

Criteria for Return-to-Work/School After Confirmed Positive COVID-19 Test

In accordance with the Fresno County Department of Public Health (FCDPH), students and staff

may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 test and ASYMPTOMATIC, they can return to work/school:
  - **Time-based strategy.** Can return to work if:
    - They re-test on Day 5 or more and are asymptomatic
    - If they choose not to test, they return and 10 days have passed since the date of their first symptom and have a positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
  - **Time-based strategy for severely immunocompromised.** Can return to work if:
    20 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
  - Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work:
    - Symptom-based strategy. Can return to work if:
      - They retest on day 5 or more, are asymptomatic and the covid-19 diagnostic test is negative they may return on day 6 or,
        If they choose not to re-test, they return at least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
      - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.
  - **Symptom-based strategy for severe to critical illness or who are severely immunocompromised.**
    - Can return to work if:
      - At least 20 days have passed since symptoms first appeared, and
      - At least 1 day (24 hours) have passed since last fever without the use of fever reducing medications, and
      - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.

Criteria for Return to Work/School After Exposure to a Confirmed Positive COVID-19 Person

- All asymptomatic close contacts less than six feet for a cumulative total of 15 minutes within a 24-hour time period in a shared indoor air space (e.g. classroom) may

discontinue quarantine after Day 10 from the date of last exposure without testing. If close contact develops symptoms, the close contact will need to be isolated for 10 days from the start of symptoms. See *Criteria for Return to Work/School After a Confirmed Positive COVID-19 Test* above for guidance.

- CUSD positions designated as "healthcare workers" who were exposed to a confirmed COVID19 person and are asymptomatic:
    - If there are staffing shortages, the "healthcare worker" may return to work after Day 7 from the date of last exposure after completing a Polymerase Chain Reaction (PCR) nasal swab test after Day 5 and receives a negative test result. After this time, the "healthcare worker" must use surgical face masks at all times during work and continue to use face coverings when outside the home through Day 10 after last exposure.
- CUSD employees who are fully vaccinated and boosted or not yet eligible to receive a booster, or who have been diagnosed with COVID-19 in the last 90 days are presumed immune if they are asymptomatic. They do not need to quarantine if exposed to a confirmed positive COVID-19 case and/or to someone with COVID-19 symptoms.

All close contacts released from quarantine before Day 10 must:

- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and refer to the Process for Employees to Report COVID-19 Related Illness chart located in this CUSD Return-to-Work Toolkit.
- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day
  10.

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, they will immediately report to the school's isolation area and the case form will be completed.

Once the employee or student arrives at the isolation area, immediately provide them with a mask. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The contact tracer must complete the COVID-19 Case Form. The employee must notify their supervisor.
- The contact tracer and others attending to the ill student and/or employee should also wear a protective mask and gloves while working with the suspected infected person.
- The contact tracer will direct the ill student and/or employee to leave school or call the parent of the student to be picked up and go home.
- When interviewing a student and/or employee with a confirmed case of COVID-19, the contact tracer must identify persons who they may have come in close contact with, as defined as being within six feet of someone, for a total of 15 minutes within a 24-hour

period in a shared indoor airspace. (e.g. classroom)

- *Unless required by the local health authority, the name of the employee or child should not be provided.*
- If the person with a confirmed case of COVID-19 is able to identify, to the best of their knowledge, any person whom they may have had close contact with, the student and/or employees will be advised by the contact tracer that they may have been in close contact with a confirmed COVID-19 person. The close contact person will then be asked to follow the quarantine policy for those exposed to covid-19. Parents of students will be notified if their child is a close contact.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned in addition to all other common surfaces recently touched by the employee or student.

11. Multiple COVID-19 Infections and COVID-19 Outbreaks

- This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period.
- This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

12. COVID-19 Testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.
    - We will provide additional testing when deemed necessary by Cal/OSHA.

13. Exclusion of COVID-19 Cases

- COVID-19 cases and employees who had COVID-19 exposure are will be excluded from the workplace in accordance with our CPP requirements, and local health officer orders if applicable.

14. Investigation of Workplace COVID-19 Illness

- We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases.**

15. COVID-19 Investigation, Review and Hazard Correction

- In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as

needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

16. COVID-19 Hazard Correction

- In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:
  - In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
  - We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
  - We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
  - Implement any other control measures deemed necessary by Cal/OSHA.

17. Notifications to the Local Health Department

- We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications** to the Local Health Department.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person(s) Conducting the Evaluation: Click here to enter text.

Date: Click here to enter text.

Name(s) of employee and authorized employee representative that participated:

Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Appendix B: COVID-19 Inspections

Person(s) Conducting the Inspection: Click here to enter text.

Date: Click here to enter text.

Name of Location Evaluated: Click here to enter text.

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Click here to enter text.	Click here to enter text.	Click here to enter text.
Ventilation (amount of fresh air and filtration maximized)	Click here to enter text.	Click here to enter text.	Click here to enter text.
Additional room air filtration	Click here to enter text.	Click here to enter text.	Click here to enter text.
Administrative			
Physical distancing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Surface cleaning and disinfection	Click here to enter text.	Click here to enter text.	Click here to enter text.
Hand washing facilities	Click here to enter text.	Click here to enter text.	Click here to enter text.
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Click here to enter text.	Click here to enter text.	Click here to enter text.
PPE			
Face coverings	Click here to enter text.	Click here to enter text.	Click here to enter text.
Gloves	Click here to enter text.	Click here to enter text.	Click here to enter text.
Face shields/goggles	Click here to enter text.	Click here to enter text.	Click here to enter text.
Respiratory protection	Click here to enter text.	Click here to enter text.	Click here to enter text.

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

COVID-19 SUSPECTED OR POSITIVE EMPLOYEE CASE FORM REPORT

Employee Information									
Last	First			Gender	Date of Birth	Case #			
Address Street		City	State	Zip	Personal Telephone #				
School Site		Shift	Position		Supervisor Name				
Date, Time, and Place of Incident/Report									
Date/Time of Report	Day of the Week			Current location (Work, Home, Hospital)					
Triage Description									
1. Date of first symptoms?		2. Last day worked?		3. Last site worked?					
TO BE COMPLETED BY DISTRICT LEAD NURSE									
How many people are in your household?									
Do they work/attend within CUSD? If yes please list name and site:									
• **COVID-19 Symptoms at work**	• **Close Contact**	• **COVID 19 POSITIVE TEST**	• **Baseline/AOC**						

Follow the COVID-19 Health Screening Decision Tree for Employees:

- Take temperature **Send home if 100 or more**
- Type of symptoms (Please list):
- Close contact with someone that is positive for COVID-19 in the past 14 days.
- Traveled outside of the country in the last 14 days

Using the Decision Tree if:

- Within normal – Return to work
- Outside of normal – Home
- Employee will notify supervisor of results
- Contact HR if going home Rosa Romero, Classified x 63129 or Leisha Berry, Certificated x 63131
- Date sent home
- Advised to consult Medical/Health Care Provider

If through Contract Tracing employee is a "close contact" of someone that has tested positive for COVID-19:

- Home for 14 days to quarantine
- Employee will notify supervisor
- Contact HR: Rosa Romero x 63129 or Leisha Berry x 63131
- Advised to consult Medical/Health Care Provider
- Other:

How are they today?

- Discussed location and close contacts on the last day of work and the two days before symptoms occurred.
- Was in close contact with employees? Please answer Yes or No below
- **Yes**, complete here
  - Number of employees
  - List names of employees

  *If more room is needed please attach on additional paper
- **No**, explain:
- What was the date of COVID-19 test?
- What date were results received?
- Dates of fever/s
- Date last used medication to relieve fever
- Date of 1st day without fever or fever-reducing medication
- Date of 10th day after symptoms began
- Anticipated Date of Return
- Date reported to Fresno County Dept. of Public Health (559-600-3332) Contact Name and Date

Nurse Completion		**DATE:**	

TO BE COMPLETED BY HUMAN RESOURCES

- Work with Human Resources on return/Medical Clearance
- HR to notify close contacts via close contact letter
- HR to notify department/site via exposure letter
- Other:

HR Name :

- R. Romero - Classified
- L. Berry - Certificated
- Z. Betancourt - Certificated Subs

Employee Supervisor Contact Date:

Telephone:

Email:

Employee Follow Up Date:

Employee RTW Date:

HR Notes:

Appendix D: COVID-19 Training Roster

Person(s) Conducting the Training: Click here to enter text.

Date: Click here to enter text.

Employee Name	Signature
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