



RUSD

RIVERSIDE UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT
NEW EMPLOYEE SAFETY GUIDE

BE EXTRAORDINARY

Employee Safety

The District is dedicated to providing a safe and healthy work environment. Besides complying with applicable laws, the District has a moral obligation to provide safe classrooms, offices, and schools.

This publication includes important information about both your legal rights and responsibilities as an employee with the Riverside Unified School District (RUSD). Together we hope to reduce the risk of injury to employees, students, and guests. A safe and healthy working environment is a shared responsibility, with each employee making sure safety conditions and practices are implemented and regularly monitored.

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about them during the District's hiring process.

These plans can be found at each site, in Risk Management, or on the District website:

→Departments → Risk Management → Safety Programs.

Employee Assistance Program

The Employee Assistance Program (EAP) is designed to help employees cope with emotional, family and other personal problems. There are no costs involved and ALL RUSD employees and their family can participate.

Employees are entitled to as many telephone or web-video consultations as needed or five (5) office consultations per incident, per calendar year. MHN CAN HELP you and your family with personal and work-related issues, including:

- ☐ Depression, anxiety, stress, grief
- ☐ Substance abuse
- ☐ Marital, family, & relationship issues
- ☐ Stress and anxiety
- ☐ Domestic violence
- ☐ Workplace conflicts
- ☐ Financial & legal issues

Call (888) 625-4809 toll-free 24 hours a day, 7 days a week, or visit www.liveandworkwell.com and register with the company code: **VEBA.**

If you have any additional questions, please contact Benefits at 951.788.7135 x80612.

What Do I Do When a Work Related Injury Occurs?



**Call 9-1-1
for any life-threatening emergency**

Immediately report all injuries, no matter how minor, to your site secretary and ask for the "Workers' Compensation paperwork."

The District is self-insured for Workers' Compensation, which means that coverage for an injured employee comes out of the General Fund. To protect employees and the District, it is important that injuries at work are reported whether or not medical attention is needed, for three reasons:

1. Protects employees by documenting an injury that occurred at work.
2. Protects the District by documenting an injury that occurred at work.
3. May identify an unsafe condition.

The site secretary will report the "who, what, when, where, and how" information to Risk Management. Risk Management will review the information and work with your supervisor or administrator to determine the root cause(s) of the incident so that the injury does not happen again to you or another employee.

• When an injury occurs:

1. The injured employee notifies their supervisor.
2. The supervisor/injured worker immediately calls the Company Nurse hotline to report the injury and receive preliminary guidance on their injury.

Company Nurse Hotline: 1(877) 518-6702

• If medical attention is needed:

1. The site secretary and Company Nurse have the location of the local clinic that will treat employees right away, without an appointment.

• If medical attention is not needed,

1. Let the Company Nurse and site secretary know. If symptoms persist, call Risk Management for authorization to seek medical treatment at a later date. (951) 788.7135 x80610.

Report all "close calls" to your supervisor. A close call this time might be an injury the next time. "Close Calls" will also be investigated to find out what steps need to be taken to protect staff, students, and property in the future.

Always follow-up with Risk Management after being treated for a work injury:

(951) 788-7135 x80610

On-Line Training

The District has access to an abundance of on-line training resource that currently includes over 100 training modules that are, on average, 15 to 20 minutes in length. The training categories include:

- Emergency Management
- Environmental
- Health
- Security
- Human Resources
- Nutrition Services
- Social and Behavior
- Transportation



Go to the **District website** → **Departments** → **Risk Management** → **Safety Training**.

Return to Work Program

The Riverside Unified School District has implemented a transitional Return to Work Program to benefit all employees that are injured in the course and scope of their employment may be assigned to a temporary modified/alternate position that is within the medical abilities and limitations outlined by their treating physician; or they may be instructed to modify their current position if able to perform the essential job function(s).

This is a temporary assignment that is not intended to create a new position. The work assignment is subject to change and usually does not exceed 45 days. The employee will receive their regular pay provided they work the assigned number of hours. No overtime or extra duty is authorized while working in a modified/alternative assignment.

Injury Illness Prevention Program (IIPP)

The Governing Board believes that District students and employees have the right to learn and work in a safe and peaceful school environment. The object of every safety program is to provide this safe environment through prevention. By achieving this objective, employee and student injuries, damage to materials or equipment, and the related costs both direct and indirect are eliminated or reduced.

1. **THIS PROGRAM INCLUDES:** A system for identifying and evaluating workplace hazards. Methods and procedures for correcting unsafe and unhealthful conditions and work practices. A system designed to encourage employees to report hazards in the workplace without fear of reprisal. A system for ensuring employee compliance with safe and healthful work practices that include disciplinary actions.
2. A procedure to investigate workplace injuries and illnesses.
3. Identification of a person responsible for implementing the program.
4. An employee safety training program.

EMPLOYEES HAVE THE RIGHT TO:

1. Receive training specific to the tasks they are required to perform, and the equipment/tools they are required to use.
2. Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal (Report of Unsafe Conditions can be found on the **District website** → **Departments** → **Risk Management** → **Report Unsafe Conditions** or call Risk Management at (951) 788-7135 x80605.
3. Have access to the District's written Injury Illness Prevention Program (IIPP) at all District locations and the **District website** → **Departments** → **Risk Management** → **Safety Programs**.

EMPLOYEES HAVE THE RESPONSIBILITY TO:

1. Work safely.
2. Not create unsafe conditions.
3. Follow all safety policies/safe practices.
4. Report unsafe conditions.

Hazard Communication Program

The Hazard Communication Program, also known as the "**Right to Understand**" law says that you have a right to know what chemical hazards you face in the workplace and how to protect yourself against them. The law has been updated to standardize and streamline the information on chemicals worldwide.

What was updated?

- Revised and standardized labeling on chemicals
- Material Safety Data Sheets (MSDS) are now known as Safety Data Sheets (SDS)
- Specified format for SDS
- Standardized signal words, pictograms, and hazard statements

What needs to be done?

- Check for a current SDS for each chemical
- Read the SDS for understanding prior to using a chemical
- Learn the new label format on chemicals.

New labels will include:

- Signal word – “danger” for most severe and “warning” for less severe
- Symbols/pictograms
- Product name or identifiers
- Hazard statements
- Precautionary statements
- Manufacturer information



EMPLOYEES HAVE THE RIGHT TO:

1. To have access to the written plan (on District's web site, and all District locations)
2. To receive information about specific hazardous substances to which they may be exposed
3. To receive emergency information relative to the release of hazardous substances
4. To have access to SDS, formally called MSDSs

EMPLOYEES ARE RESPONSIBLE FOR:

1. Reading and complying with the instructions on container labels and the SDS
2. Only using substances as directed by container labels and SDS
3. Only storing substances as directed by container labels and SDS
4. Properly labeling all substance containers that are not labeled by the substance manufacturer
5. Not introducing to the workplace a substance that is not purchased and authorized for use by the District (i.e. bringing items, chemicals from home)
6. Using personal protective gear provided

SAFETY DATA SHEETS (SDS) are required for all chemicals or products that contain hazardous materials. The SDS provides important information regarding the health effects of the chemical, routes of entry into the body, appropriate personal protective equipment to use, and first aid treatment if an exposure occurs.

RIVERSIDE UNIFIED SCHOOL DISTRICT has printed copies of SDSs at school sites, Risk Management, as well as online at **www.MSDSonline.com**.

Please ask your site administrator, or call Risk Management at **(951) 788-7135 x80605** if you cannot locate the SDS for a specific chemical or product or if a SDS needs to be added because a new chemical or product has been purchased.

Bloodborne Pathogens Exposure Control Plan

THIS PROGRAM INCLUDES:

1. A written plan, **District website → Departments → Risk Management → Safety Programs**
2. Determination of employee potential occupational exposure to bloodborne pathogens
3. Procedures for control of exposure to bloodborne pathogens
4. An employee training program
5. Procedures to offer Hepatitis B vaccinations and post-exposure follow-up, at no cost to the employee.

EMPLOYEES HAVE THE RIGHT TO:

1. Receive training specific to the control of exposure to bloodborne pathogens.
2. Receive, at no cost, Hepatitis B vaccinations if they have exposure and post-exposure follow-up.
3. Privacy in regards to medical examination reports, testing and other post-exposure follow-up.

EMPLOYEES ARE RESPONSIBLE FOR:

1. Complying with instructions and procedures provided during BPP ECP Training.
2. Reporting potential exposure incidents immediately.
3. Using Personal Protective Equipment (PPE) provided, or asking for PPE if needed.

Controlling Hazards

Pursuant to the IIPP, the best way to protect employees from hazards is to remove the hazard from the school environment altogether or at least keep them away from employees. These methods are often called “engineering controls”, and include these methods:

1. Substitute safer products over hazardous ones (use chemicals/products that are less toxic or dangerous).
2. Keep the hazard away from employees (install guards on machines in vocational classes, or use non-slip shoe guards in wet or slippery areas such as kitchens or when custodial staff strip floors).
3. Use good ventilation (remove dust and fumes from breathing zone).
4. Redesign equipment (use smaller/lighter carts to move or transport boxes/supplies).

Hazards are identified through periodic inspections and from staff that report hazards as they are identified.

Please remember, you are our eyes and ears throughout the District and we depend on employee involvement to control hazards.

Heat Illness Prevention

STAFF AND STUDENTS NEED TO STAY HYDRATED, TAKE FREQUENT BREAKS IF OUTSIDE, and watch for any of the following signs or symptoms:

- ☐ Headache
- ☐ Dizziness
- ☐ Weakness or muscle pains
- ☐ Nausea and vomiting

If any symptoms are present they should get to and remain in a cool place and drink water to prevent dehydration.

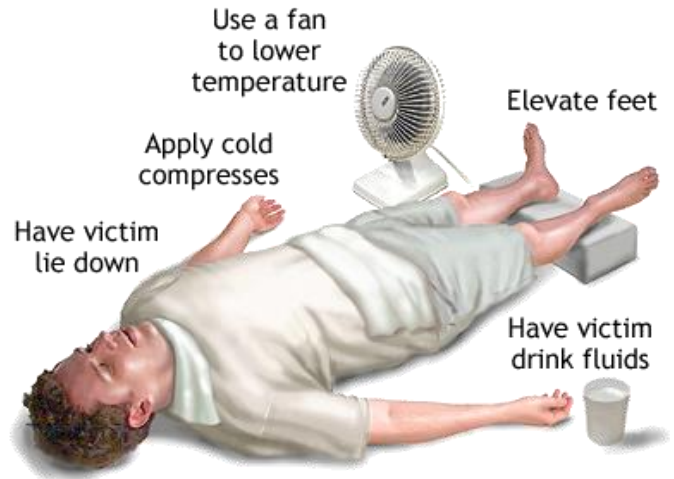
CALL 911 if sweating stops, any signs of confusion, loss of consciousness, irrational behavior, usually hot & dry skin with a high body temperature. THIS IS A MEDICAL EMERGENCY!

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and can include:

1. **Heat Cramps** - painful spasms of muscles caused by the body's loss of salt and lack of water replenishment.
2. **Heat Exhaustion** – cool, moist, pale, flushed skin, heavy sweating, headache, nausea or vomiting, dizziness or weakness caused by body's loss of fluids.
3. **Heat Syncope** – a person stands erect and immobile may faint; caused by blood vessels in lower extremities that dilate causing blood to pool rather than return to the heart to be pumped to the brain (dizziness or fainting).
4. **Heat Stroke** – sweating stops, confusion, loss of consciousness, irrational behavior, usually hot & dry skin with a high body temperature. This is a **MEDICAL EMERGENCY!!** Survival depends on how quickly the individual can be cooled down. Before help arrives:



- Have the victim lie down in a shady area or get them indoors.
- Soak clothing in cool water or remove clothing, apply cool water to skin followed by fanning to stimulate sweating.
- Apply ice packs to the groin and armpits.



Risk Factors: Environmental or Personal

Environmental Risk Factors:

- ◆ Air temperature
- ◆ Relative humidity
- ◆ Radiant heat from the sun & other sources
- ◆ Conductive heat sources (the ground)
- ◆ Air movement
- ◆ Workload severity & duration
- ◆ Protective clothing

Personal Risk Factors:

- ◆ Age
- ◆ Weight
- ◆ Physical fitness
- ◆ Metabolism
- ◆ Water consumption
- ◆ Prescription drugs
- ◆ Alcohol, Caffeine consumption
- ◆ Level of acclimatization
- ◆ Any other factors that alter one's ability to retain water or respond to heat

The District has a plan to protect employees working outside in the heat that includes training to understand:

- ◆ How the body handles heat
- ◆ How to recognize the symptoms
- ◆ The risk factors, both personal and environmental
- ◆ How to prevent heat illness by staying hydrated, using shade, acclimatization, and taking rest breaks

District website → Departments → Risk Management → Safety Programs

Healthy Schools Act of 2000

The Healthy Schools Act limits what schools can use to control pests, weeds and rodents. Only those licensed or certified can apply a pesticide. In addition, the law includes posting/notification requirements, and records must be kept at school sites for four years.

KEEP PESTICIDES OUT OF THE CLASSROOM

You can help prevent a pest invasion by:

1. Keep surfaces clean and dry
2. Use soapy water to clean up ant trails
3. Store food in tight-fitting containers
4. Reduce clutter, like cardboard boxes and old files
5. Make sure trash cans are emptied at the end of each day

REMEMBER: Sanitation is the key to eliminating pests.

DO NOT BRING PESTICIDES FROM HOME!

"Universal Waste" Wastes Banned from the Trash

Regulations to protect public health and the environment have been changing. This is because we now know that some common items having traditionally been thrown in your household's or business' trash cannot be safely disposed of in landfills. These common items are referred to as "universal waste" (u-waste). As of **February 9, 2006**, all "u-waste" items are banned from the trash. Fluorescent lamps and tubes, batteries (AAA, AA, C, D, button cell, 9-volt etc.), computer and television monitors, and a variety of other electronic devices may no longer be thrown in the trash.



At **your site or department**, we have placed buckets for old batteries used in the course of your work. As those buckets fill up, they can be turned in to Risk Management or Maintenance & Operations for appropriate disposal. Site custodians will collect used fluorescent tubes for appropriate disposal through our Maintenance & Operations Department.

Any other electronic equipment that has been purchased by the District and is no longer working should be collected by your site and reported to the Central Warehouse Supervisor over the E-Waste program as surplus, for removal.

Codes of Safe Practices

Pursuant to the IIPP, the District has Codes of Safe Practices to assure employees the best opportunity to work safely. These guidelines do not take into account every possible scenario that may present itself in the

workplace. An employee's ability to recognize and protect themselves, students, guests, and co-workers from hazards is an integral part of the employment relationship.

Codes of Safe Practices can be accessed online at the **District website → Departments → Risk Management → Codes of Safe Practices**

Reporting Unsafe Conditions

Pursuant to the IIPP, employees have a right and the responsibility to report unsafe conditions with the option to report anonymously. The first method available to report an unsafe condition is through the Maintenance & Operations Work Order process. Find out who at your site enters Work Orders and report your concerns to them.

In addition to the Work Order process, the Report of Unsafe Conditions can be accessed through the **District website → Departments → Risk Management → Report Unsafe Conditions**



Indoor Air Quality

The indoor air quality in a classroom or office depends largely on each of us. Because of increased rodent populations and students and staff with asthma problems, it is in everyone's best interest not to allow eating or drinking (other than water) in a classroom. Train students to pick up after themselves and practice good housekeeping. In addition, **DO NOT bring** items from home including air fresheners, candles or aerosols of any kind that could create an airborne exposure for those with respiratory or allergy related conditions. It will make everyone's job easier.

If you have concerns related to smells, ventilation or other conditions, please notify your administrator who will start the process to inspect and address the concerns. A lack of fresh air, poor ventilation, spores, dust and dander can all reduce air quality in schools.

Avoid Common Flu Virus or

Individuals have an important role in protecting themselves and their families from flu viruses.

<http://www.cdc.gov/h1n1flu/>

Everyone should take these everyday steps to protect your health and lessen the spread of a flu virus.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with a flu-like illness, stay home for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. to keep from infecting others.

Never Take Chances with Safety

Do not take chances or endanger the lives of others. You are expected to never take chances or guess when safety is at stake!

Storeroom Safety – Conundrum of Clutter

An overcrowded, unorganized storeroom or teacher workroom is an accident ready and waiting to happen. An improperly stored broom or mop may cause you to trip and injure yourself. Improperly stored chemicals can cause serious injuries as well as property damage. Items improperly stored overhead can fall and cause injuries.

1. **Store tools safely.** Each tool should have its designated place in the storeroom. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.
2. **Store chemicals safely.** Store flammable materials in a properly-vented, flammable liquids cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Safety Data Sheets (SDS).
3. **Weight can be a safety hazard.** Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.

4. **Electrical and water heater rooms are not storerooms.** Rooms with electric distribution panels and transformers are not usually designed as storerooms. However, if these rooms must be used to store tools, equipment and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers and water heaters. Floors in electric rooms must be free of liquids. **Liquids must never be stored in electric and transformer rooms.** Do not store wet mops or other damp items in electric and transformer rooms. A water heater is a source of ignition, so do not store flammable materials or gas powered tools in rooms with water heaters, electric panels or transformers.

5. **Keep it neat.** Keep at least one aisle of the storeroom open at all times. Protruding nails and torn or sharp corners can cause cuts and abrasions.

Tool Safety

Each power and hand tool has potential risks that must not be ignored. Care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risks they pose for granted.

1. **Read the user manuals.** All power tools come with user manuals. Read the manual before using the tool, and keep the manual handy for reference.
2. **Familiarize yourself with the tool before use.** Have an experienced user provide instructions on using the tool properly. Practice on a small area before taking the tool on the job. Remember, read the manual. On classroom tools or equipment, students should be required to adequately pass a safety test before beginning class-work on that tool or equipment.
3. **Prepare the tool and yourself for work.** Inspect your tools before you use them. Check electrical cords for frayed wiring and defective plugs. If an extension is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Examine the tool for damages. Check for loose or missing bolts, screws and knobs. *Wear any and all required personal protective gear!*
4. **Avoid hazards when using tools.** Clear your work area of trip and slip hazards and anything that might get in your way while working or teaching. Designate the work area with safety cones or barrier tape when possible. Keep a tight grip on the tool, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect from the power supply.



Ladder Safety

Ladders are one of the most commonly used tools. However, because you use ladders too frequently, you may forget about their potential hazards. You can fall from ladders and drop objects, possibly injuring others.

1. Use a ladder when it is needed. Your site has ladders on site to use; take the time to locate it and use it. Do not stand on boxes, chairs, desks or other items not designed as ladders.

2. **Use the right type and size ladder for the job.** Use a straight ladder if you must lean the ladder against a support. Do not use an "A" frame ladder in this situation—it is not the correct equipment for the job. Metal ladders may not be used when working on or near electrical circuits or power lines. "A" frame ladders are safest when they are ten feet or less high—never use one over 20 feet high. Extension ladders can be used to reach up to 44 feet.



3. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and any sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, mark the ladder "UNSAFE – DO NOT USE" and report it to your supervisor for disposal.
4. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that might be opened in to the ladder. Keep the area around the ladder base uncluttered and free of trip, slip and fall hazards. Avoid side-to-side tilting by resting the ladder base on a solid, level surface. When using a stepladder, make sure it is fully open and the spreader is locked. Position a straight ladder at a four-to-one ratio—this means the base of the ladder is one foot away from the wall or other vertical for every four feet of the ladder length to the support point. When using a ladder to climb onto a roof or platform, allow the ladder to extend at least three feet beyond the roof edge or other support. To avoid shifting, tie down straight ladders as close to the support point as possible. Never lean a ladder against an unstable surface. Never leave a ladder unattended.
5. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them on a tool belt or raise and lower them with a hand line. Do not take a chance on slipping. Check ladder rungs and the bottom of your shoes for slippery substances.

6. **Use common sense when working on ladders.** Never reach or lean too far to either side. Move the ladder if needed to maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top of a stepladder or the third rung from the top of a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or at the top of a ladder.

**Use a ladder
when you
need it!**

Lifting Safely

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lift heavy ones if you don't lift properly and if your body is not in shape for the job. Lifting is a thinking person's job.

1. **Before you lift anything, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or heavy, ask someone to help you, or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
2. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Tighten your stomach muscles and keep your back straight. As you grip the load arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in and your stomach muscles tight.
3. **Turn, don't twist.** Twisting is one of the most common causes of back injuries. Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
4. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.
5. **Don't store heavy objects higher than your shoulders.** If heavy objects are not stored higher than your shoulders, then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects puts a lot of undue stress on your back. It is one of the surest ways to injure your back.

6. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.

"Golfers Lift"

When lifting small objects off the floor, try the golfers lift. Picture a golfer picking up a ball from the ground and you'll have the idea. This lift is recommended for people with knee problems or decreased leg strength.

1. Place one hand on the edge of a fixed surface such as a countertop. This hand will support your upper body during the lift.
2. Keep your back straight and slightly lift one leg out behind you as you lean down to pick up the object. Your body should pivot at the hip. The weight of your leg will counterbalance the weight of your upper body.
3. Grasp the object firmly.
4. Push down on the fixed surface as you stand back up with the object. Keep your back straight and breathe out as you stand up.



Driving District or Personal Vehicle for District Events

All employees who drive District vehicles, or who drive a personal vehicle for the District, should complete online training. Defensive Driving, Van Safety and other training modules are available online at the **District website** → **Departments** → **Risk Management** → **Safety Training**

Utility Vehicles

"Only drivers who have been authorized by the employer and trained in the safe operations of industrial trucks shall be permitted to operate such vehicles."



Basic operational guidelines include:

- Must be 18 yrs. old, have a valid driver's license, be authorized by the administrator.
- **Student use of utility carts is prohibited**
- Allow only one occupant per seat
- Do not overload the vehicle
- When parked the **key must be removed**
- The operating speed should equal a fast walk
- Limit or avoid driving through crowds of people/students or through hallways
- Always keep a clear view in front of the vehicle
- Slow down, use horn (if available) when vision is impaired (turns, blind corners, etc.)
- Utility vehicles shall only be driven on District property (not street legal); exceptions would be Police or medical emergency.

Classroom Safety Standards

Teachers are responsible for the safety of students during classroom and instructional periods. While every classroom is designed to be a place for learning, there are a number of potential hazards that can be avoided to make a classroom a safer environment. If the following standards are followed as a classroom is set up at the beginning of the year, or bulletin boards are changed during the year, the learning environment will be safe from fire and other hazards. Classroom hazards addressed here fall into five categories:

1. Fire & electrical hazards
2. Earthquake hazards
3. Trip hazards
4. Indoor air quality hazards
5. Energy Conservation

These standards are designed to proactively address those hazards.

Fire & Electrical Hazards

1. Extension cords cannot be used as permanent wiring. Unplug and roll up after daily use, if needed. Zip cords (extension cords with 2-3 plug-in places at the end) are not allowed at all. (CFC 605.5)
2. No "piggybacked" surge protectors. Make sure surge protectors can handle the equipment plugged into them. (CFC 605.4)
3. **Do NOT** place electrical cords under carpet or tape. If needed, use UL approved cord cover (reduces friction that can damage wire and create fire danger). (CFC 605.5)
4. Portable heaters need to have an auto shut-off.
5. **Do NOT** bring or use "plug-in" air fresheners (fire hazard).
6. **Do NOT** cover small windows on doors. No paper on internal doors or windows other than a class list (heat transfer risk).
7. No items should be posted on exit doors. (CFC 1028.4)
8. No more than 50% of vertical surfaces or walls should be covered with paper, including designated bulletin boards. (CSFM IB -9-1-2009)
9. Leave 18" (if ceiling sprinklers are in room) or 24" (for rooms with no sprinklers) of clearance from ceiling and floor of continuous paper (isolated laminated items in that space are OK as long as they fall at least 6" below ceiling line).
10. The tops of items on high shelves should not be within 18" of the ceiling. (CFC 315.2.1)
11. All fabric on windows, walls, or furniture needs documentation that it has been treated with a fire retardant. This includes decorative pillows, stuffed toys, bean bag chairs, natural and artificial vegetation. (Title 19, 3.08)
12. No "three-dimensional" paper items on walls or freestanding three-dimensional paper creations.
13. Keep fire extinguisher and fire pulls clear of any distracting paper or notices (approximately 36" clearance). Make sure access to fire extinguisher, fire pulls or safety shower/eye wash is not hampered by furniture.
14. If anything hangs from the ceiling, it must hang by fish line, not yarn. Keep hanging items to a minimum (no more than 5-6). Items hanging from ceilings must be laminated or treated with a fire retardant (with documentation). (CFC 807.1)

Earthquake Hazards

1. Evaluate stored items and placement of files and mobile cabinets as to what type of hazard it would pose should an earthquake cause an item to fall from the shelf or project across the room and injure you or a student.
2. Rearrange file cabinets and stored items accordingly.
3. Have all file cabinets, book shelves or other pieces of furniture over 4 ft. in height, anchored to the wall.
4. Ensure all items placed on shelves /on top of cabinets are secured (knick-knacks, plants, pictures, pots etc.)
5. Remove all loose items from shelves that could fall and injure you or a student.
6. Keep the area under your desk clear for "Drop, Cover, Hold" drill or incident.

Trip Hazards

1. Design your room in such a way that chairs, backpacks and electrical cords do not pose a trip hazard to you or others.
2. Aisles should be clearly established and be at least 22 inches wide.



Indoor Air Quality

1. **Do NOT** bring candles to your classroom (or office) for decorating purposes or to burn for "aroma" purposes.
2. **Do NOT** bring items/products from home. RUSD is required to have a Safety Data Sheet on file for every substance or product.
3. **Do NOT** bring or use aerosols, example: cleaners, air fresheners, sanitizers, fragrance, etc. (respiratory hazard).
4. **Do NOT** bring or use any form of pesticides. Report any pest concerns to administration.
5. Keep all plants free of dead leaves, wilted flowers, etc.
6. Report ALL signs of water intrusion immediately (leaks, unusual condensation in windows, wet ceiling tiles, etc.)

Energy Conservation

1. Setup power strips so that they can be easily accessed and available to turn off when you leave your classroom at the end of the day.
2. Always turn off the HVAC system at the end of the day if it is still running.
3. Turn off lights and computers when you leave the classroom at the end of the day.

Sexual Harassment Policy

Sexual harassment is not tolerated in any workplace. If an employee or student has a sexual harassment complaint which cannot be resolved at the school site, such a complaint can be made in a confidential manner by contacting the site administrator or by contacting Personnel (951) 788-7135 x80106.

Discrimination is Against the Law

Under the California Fair Employment & Housing Act, it is against the law for any person to threaten or commit acts of violence against a person or property based on race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, political affiliation, or position in a labor dispute.

Uniform Complaint Procedures

RUSD is responsible for compliance with federal and state laws and regulations and for investigating and seeking to resolve complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination.

If you have any questions regarding this process, please call the Personnel office at (951) 788-7135 x80106.

10 Things You Must Know

1. YOU are a Mandated Reporter!

YES! Anyone who works for the school district should keep their eyes and ears open to protect children! **Reporting suspected abuse is part of your job!** Not reporting suspected child abuse can create a liability for the District and yourself. Our primary goal is to keep our children safe.

2. WHAT is Reportable?

- Child Abuse
- Unlawful Corporal Punishment
- Neglect
- Willful Cruelty
- Sexual Activity between a Minor and Adult
- Physical Abuse
- Unjustified Punishment
- Emotional Abuse

Rumors: If unsure, err on the side of caution, report it and allow the agency to investigate and make the final conclusion.

3. WHEN AND WHERE Do I Report?

- By Phone to Child Protective Services (800) 442-4918 or Local Police. You may report to both.
- Submit a written follow up report within 36 hours to the same agency you contacted by phone.
REMEMBER: Telling your supervisor does NOT satisfy your obligation to report! **YOU ARE OBLIGATED TO REPORT.**

4. WHERE Do I Find the Report?

- CPS Website
- What information do I need?
 - Your name, child's name
 - Location of child, school, grade
 - Involved parties
 - What happened?
 - Why the concern?
- **Keep a record of the date, time, and who you spoke with when filing.**

5. Can I Share the Report with Others?

The report can only be given to:

- The agency you called to report in to:
 - Police or Sheriff's Department or Child Protective Services
- The report may be given to proper District representatives.

DO NOT give the report to any others without consulting legal counsel as you may lose your immunity.

6. Your Protection

- **Confidentiality**
Your identity will be kept confidential. Know that if the case is criminally prosecuted, your identity most likely will be disclosed
- **Immunity**
Mandated Reporters have immunity under California law from civil and criminal liability for reporting suspected child abuse

7. What if I Choose NOT to Report?

- A mandated reporter who knowingly and willfully fails to report:
 - Is GUILTY of a misdemeanor
 - Punishable by up to 6 months in jail
 - Fine of \$1,000 or both
- Other possible implications:
 - Loss of license or credential
 - Civil Lawsuit
 - Loss of a Job

8. Remember, YOU Signed a Statement

- Those working with and around children are required to sign a statement that they know of their mandatory reporting requirements and will remain in their personnel file.
- It states that YOU KNOW that reporting suspected child abuse is part of your job and it's your obligation to report any misconduct or child abuse

9. Self-Protection:

- Here are a few tips to help you avoid situations that could lead to fraudulent allegations of inappropriate conduct.
- Avoid child contact that involves hugging, touching, grabbing, or rubbing/massaging
 - When privacy with children is necessary, leave the doors and windows open when possible
 - For teachers, classroom arrangement should not have sections for privacy

10. Resources:

- California Department of Social Services (CDSS) <http://www.cdss.ca.gov>
- Riverside County you may call the 24 Hour Child Abuse Hotline: (800) 442-4918

Seth's Law

"Seth's Law" strengthens existing state anti-bullying laws to help protect all California public school students. Seth's Law focuses on protecting students who are bullied based on their actual or perceived sexual orientation and gender identity/gender expression, as well as race, ethnicity, nationality, disability, and religion.

Under Seth's Law school personnel must intervene. The law specifically contains the following requirement: "If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so." [Education Code Section 234.1(b)(1)].

Staff & Student Relationships

Please see RUSD Board Policy 4119.24 on this topic

Think back to your grade school or high school days. What teachers or staff come to mind? Those that you think of probably fall into two categories: those you didn't like and those you did. Probably the first thoughts that came to mind were of the individuals who you really felt a bond with or those who made you feel special. It is common for students to look up to and admire those adults with whom they interact every day at the school site. However, school staff (even volunteers) needs to understand that accepting or encouraging these normal feelings in any sexual way is taking advantage of them.

We know that sexual contact with students can happen; however, it is difficult to accept that it could happen in "our school," be perpetrated by our fellow staff members, or even be involved on a personal basis. Don't be fooled, denial only adds to the risks for our students.

There are appropriate ways for adults to interact and respond to the students they supervise. The supervision of children and teens **never** includes sexual contact, sexual behavior, or flirting or innuendos. Period!

Inappropriate Behavior

Staff should be aware that all of the following may seem innocent, but all of the following are inappropriate.

- Telling sexual jokes or stories
- "Making eyes at" or giving seductive looks
- Discussions of one's sex life or relationships
- Sitting too close or lying next to a student
- Finding ways to be alone with a student
- Confiding in a student about personal issues
- Giving personal gifts
- Unnecessary touching

If you notice yourself in any of the above behaviors take a moment to truly ponder your intentions. Take the opportunity now to discontinue any inappropriate behaviors and seek help if you believe you may have feelings for a student that are inappropriate. Don't fool yourself, trying to dismiss inappropriate behaviors as "innocent" or "I have it under control" is a dangerous game. Not only is your career, family, and freedom in jeopardy, but you are also jeopardizing the emotional well-being of a student.

For the most part, ignoring practices that are meant to protect students is not the sign of an incompetent or uncaring person. In fact, such individuals may be motivated to act in what they feel is in the best interests of the student, never imagining that their actions may place the student in emotional danger. Such denial of risk is common.

Prohibited Behavior

A good rule of thumb is, "If you would not do it in front of your supervisor, your spouse, or another adult, don't do it at all!" Behavior that at first may seem innocent may quickly escalate into something completely illegal. The following general guidelines are intended to help you recognize behavior that should be **absolutely avoided**, including contact through texting and social media sites, such as Facebook and Twitter:

- Engaging in suggestive or sexually explicit discussions
- Wearing suggestive or provocative clothing
- Favoring one student over another
- Referring to any student as "Baby," "Sweetie," "Honey," "Babe," or other intimate or suggestive names
- Engaging in any activity that may be interpreted as sexual in nature
- Talking about, joke about, or ask about anyone's sex life
- Discussing your personal life with students
- Contacting a student outside of your duties with the school district
- Touching a student on the breast, buttocks, or genitalia
- Spending your personal money for special gifts for a student
- Taking a student on personal errands (A student should **not** be in your vehicle for personal or "business" errands)
- Taking a student to your personal residence

Use Caution

The following behaviors are not outright inappropriate - but use caution. Make sure your intentions are clear, and that your actions could not be misunderstood, before engaging in any of the following:

- One-on-one situations with a student without anyone else present (this is a special concern if you find yourself looking for ways to be alone with a student)
- Answering personal questions asked by a student
- Hugging or touching a student

Even a false allegation is difficult and potentially damaging, so protect yourself!

Proceed Freely

The following behaviors/actions are appropriate and may serve to prevent a situation from getting out of hand:

- Talk to your supervisor or co-workers about any behavior of which you are unsure
- Talk to your supervisor about any behavior that you have observed that you think may be inappropriate
- Discourage students from relating to you in a suggestive or flirtatious manner - correct such behaviors when they occur
- Encourage students to report any unwelcome or inappropriate behavior by employees, volunteers, or other students

Illegal Behavior

Although there may be some room for argument here - the following behaviors should be considered **illegal**:

- Any activity that is, or that could possibly be interpreted as, sexual in nature
- Touching a student in a sexual nature, or having a student touch you
- Sexual jokes, comments of a sexual nature, kissing, sensual massages or sexual gestures
- Revealing personal information about one's sex life to a student
- Showing students pornographic videos, sexually explicit magazines or pictures
- Showing videos with questionable sexual content, even as part of a treatment/counseling group

It doesn't matter if you think the "maturity" of the student is sufficient for him or her to participate willingly. All sexual activity with a student is inappropriate and illegal. Remember, once you step over the line it is impossible to make it right.

Social Media

When using school/District social media, the above behavioral guidelines should be followed to ensure appropriate interactions between you and students you supervise. Personal social media are prohibited. Examples of social media include but are not limited to:

- Texting
- Chat rooms
- Facebook
- Twitter
- Instagram
- Tumblr
- Snapchat
- Vine
- Pinterest
- YouTube
- TikTok



The Fallout

What starts as something innocent can lead to something damaging and dangerous. It is up to you as the adult to take charge of your interactions with students and to make sure there are no misunderstandings of your good intentions. The fallout is simply too great when it comes to this issue. Possible outcomes for you if you engage in inappropriate behaviors include:

- Jail time for illegal offenses
- Loss of teaching credential
- Civil fines or civil lawsuits (recent awards have been over \$135 million dollars)
- Loss of career
- Loss of family
- Loss of dignity

Possible effects on the student include: emotional disturbances, lifelong struggles with sexuality and boundaries, loss of innocence, loss of trust for others. The risks are too great. Be the adult. Respect the authority you have over the students, respect the trust they have given you, respect the impact you have on their lives!

Please see RUSD Board Policy 4119.24 on this topic

One for All, All for One

Safety in our schools is important and necessary to support the academic success of each child, giving them the opportunity to learn and achieve in a safe and nurturing environment. A safe learning environment is essential for students of all ages – without it, they are unable to focus on learning the skills needed for a successful education and future.

A safe school climate includes a safe and clean school facility, caring teachers, and caring, respectful relationships with peers. Safety is about creating the kind of productive, efficient, joyful, and inspiring workplace we all want to be part of.

We are all in this together. Unus pro omnibus, omnes pro uno – “One for all – all for one.”

OUR MISSION

Riverside Unified School District provides engaging, innovative, and equitable learning experiences for all students.

OUR VALUES

Community

We work diligently to build bridges between our schools and community in order to create rich learning experiences and opportunities for all. Strategic connections with our partners are core to the success of our District.

Engagement

RUSD is committed to creating an engaging learning environment that promotes curriculum, programs, physical spaces, and the development of relationships that enable students to feel welcome, connected and inspired.

Equity

We are committed to implementing inclusive practices and policies that honor the rich diversity of our district and the greater region. With a focus on positive outcomes for all, we will work diligently to ensure all students have their needs met, strengths fostered, and graduate prepared for success.

Excellence

We value lifelong learning, personal integrity, achievement and accomplishment. We seek to inspire and empower students to reach their highest potential.

Innovation

RUSD is future-oriented in the design of its schools and educational programs. Personalization, creativity, and technology are central to the District's approach to preparing students for an increasingly fast-paced world.

Well-being

We cultivate graduates who succeed academically, are physically and mentally healthy, and are active and engaged citizens. The District strives to create safe and multidimensional educational environments that support students' development as they become well-rounded individuals.

OUR MOTTO

Be Extraordinary



TRUE OR FALSE

FALSE.

Counseling services offer support, information and referrals to help you deal with daily challenges and cope with unexpected events.

What Can My EAP and WorkLife Services Benefit Do For Me?

We can help you and your family members with day-to-day challenges, major life changes, and anything in between.

You may be struggling with stress at work, seeking financial or legal advice, or coping with the death of a loved one. Maybe you just want to strengthen your relationships with your family. Your EAP and Worklife Services Benefit offers assistance and support for all these concerns and more:

Call us to access a wide range of assistance:

- Depression, anxiety, and stress
- Counseling services
- Substance abuse
- Balancing work and life issues
- Workplace conflict
- Parenting and family issues
- Child and elder care support
- Coping with grief and loss
- Living with chronic conditions
- Planning for retirement

Real people. Real life. Real solutions.

Your EAP and WorkLife Services Benefit

888-625-4809

Or log on to liveandworkwell.com

Access code: veba

From short-term counseling services and referrals to more extended care, your benefit offers just what you need. To find out more, give us a call or visit www.liveandworkwell.com.

WorkLife Services



Work, children, friends, family—it all adds up to lack of time, and sometimes overwhelming stress.

Let us do your legwork.

We can provide you and your loved ones with information and referrals for many of your personal needs. Just call. We'll do the research and provide a list of service options in your area, or wherever you need them.

Look to us for information on a variety of services, including:

- **Household services.** Plumbers who work evenings, housekeepers, carpenters, dry cleaners, auto repair shops, electricians, landscapers
- **Shopping.** Clothing, antiques, sporting goods, specialty stores, shopping services for the elderly or disabled
- **Entertainment.** Theater tickets, golf, travel arrangements, kid-friendly restaurants, nightclubs, horseback riding, concerts, skydiving lessons
- **Health and wellness.** Fitness centers, urgent care clinics, all-night pharmacies
- **Personal services.** Apartment brokers, caterers, tailors, translators, dog walkers

When times are tough, WorkLife Services can help, with referrals including:

- **Adult/Elder Support Services.** For people who are aging or caring for adult and elder dependents, including caregiving, housing, transportation, meal services, senior activity groups
- **Child/Parenting Support Services.** Answers to parenting questions, resources for daycare, summer camps, adoption, sick-child care
- **Chronic Condition Support.** Non-medical support and resources for employees and dependents who have a condition like diabetes, arthritis or asthma

Our referrals are reliable.

Our Resource specialists conduct searches using our extensive database and make phone calls to find options that meet your needs. You'll get up-to-date details—including what services are offered, how much they cost, professional credentials and contact information—by telephone, fax or e-mail. What might have taken you hours takes just one call!

**Save time. Enjoy life. One quick call.
Hundreds of real-world solutions.**

Simply call the toll-free number provided by your health benefits representative or log on to www.liveandworkwell.com and enter your access code. All calls and use of services are confidential in accordance with applicable law. Contact us today.

Please note: While WorkLife Services and all referrals are included as part of your benefits, you will have to pay for any WorkLife Services you decide to use. OptumHealth Behavioral Solutions specialists cannot book or purchase services on your behalf. This is an educational referral-based service only. Certain services may not be available in some benefit plans. Consult your benefit plan to know what is available.



Real people. Real life. Real solutions.

Your EAP and WorkLife Services Benefit

888-625-4809

Or log on to liveandworkwell.com

Access code: veba

WorkLife Services

Save time. Enjoy life. One quick call. Hundreds of real-life solutions.

More than 100 Ways to Help You Manage Your Life!

Here is a sample of the services available to you. Call today and receive personalized consultation and referrals in the following areas.

CONVENIENCE SERVICES

Business Travel
Health and Well-Being
Home Improvements
Household Services
Yard and Lawn Care
Shopping
Entertainment
Dining
Nightlife
Recreation
Pet Services
Travel
Repair: auto, home
Relocation
Personal services:
 massage, spa services,
 acupuncture, etc.

CHILD, FAMILY AND PARENTING SUPPORT SERVICES

Adoption
At-Risk Pregnancy Support
Before and After School Programs
Certified Nurse Midwives
Childbirth Issues
Childcare Options
Child Development
Cooperative Preschools
Dad's Groups
Day/Residential Camps
Doula Services
Emergency/Sick-Child Care
Extended Day Programs
Help with Parenting Questions
Home Alone Services
Infertility Resources
Newborn Issues
New Parent Support Groups
Parent/Child Interactive Classes
Parent Education Classes
Postpartum Depression Support
Prenatal Services

Preschools
Recreational Activities
Sibling Support
Special Needs Care
State and Federal Government
Nutrition and Health Programs for
 At-Risk and Low Income Parents
State Subsidy Programs
Step-Family Support Groups
Summer Camps and Activities
Summer Childcare
Teen Parent Assistance Program
Transportation Services
Community Programs for Teens

EDUCATIONAL RESOURCES (from kindergarten through adult)

Adult Education Classes
Alternative Educational Programs
College Solutions
Career Consulting
Community College Programs
Early Childhood Curriculums
Early Intervention Programs
Educational Advocacy Groups
Enrichment Classes
Home Schooling
Individual Educational Plan
International Study
Kindergartens
Nursery Schools
Private School Resources
Residential Schools
Schools/Programs for At-Risk Youth
Special Needs Programs
Sports and Recreation Programs
Technical Schools

ADULT AND ELDERCARE SUPPORT SERVICES

Adult Day Care Programs
Alzheimer's and Related Disorders
Case Management

Community Resources and Programs
Disaster Support
Elder Abuse
Elder Law Attorneys
Financial Issues
Government Programs
Grief/Loss
Health and Older Adults
Home/Health Assessment
Homemaker Service
Housing Options
In-Home/Nursing Care Options
Legal Issues
Meals on Wheels
Ombudsman
Recreation/Social Programs
Retirement Planning
Skilled Nursing Facility Information
Travel
Volunteer Opportunities

CHRONIC ILLNESSES AND CONDITIONS SUPPORT SERVICES

Advocacy
Affordable Housing
Assistive Technology
Caregiving
Condition-Specific Support
Food Service and Nutrition Help Lines
Living with a Disability
Remodeling for Accessibility
Respite Services
Transportation
Travel/Special Needs
Work Issues

Contact us any time you need help with any of life's concerns. Ask your health benefits representative for your access code to liveandworkwell.com and the toll-free number.

As part of your benefits, some services are available at no extra cost. This includes referrals, seeing in-network clinicians and initial consultations with mediators or financial and legal experts

Want to retain a lawyer after your consultation? You'll get a 25 percent discount.

Access to liveandworkwell.com is always free. For more information, please refer to your employer-provided benefit information.

24-hour online access is also available at liveandworkwell.com.

You and your family can also go online any time to:

- Check benefit information
- Submit online service requests
- Search the online clinician directory
- Use our virtual help centers to find information and resources for hundreds of everyday work and life issues
- Participate in interactive, customizable self-improvement programs

All records are kept confidential in accordance with federal and state laws.

Find a better balance between your work life and your home life — so you can enjoy life.

How Do I Get Started?

Accessing your EAP and Worklife Services Benefit is easy and available 24 hours a day. Simply call the toll-free number on this brochure.

What Will Happen When I Call?

A specialist will ask you a few questions to help identify the nature of your problem and the appropriate resources to address it. If you need financial or legal services, we will refer you to an expert in that field. If you want to see a clinician, we'll match you with one in our network who has the appropriate experience to help. We will work to satisfy your preferences with respect to gender and language/cultural requirements.

How Much Will This Benefit Cost?

There's no charge for referrals, or for seeing a clinician within our network. If you'd like to speak with an expert for financial or legal assistance or for legal mediation, there's no cost for the initial consultation. Subsequent legal assistance is available at a 25 percent discount. Access to liveandworkwell.com is always free. For more information, please refer to your employer-provided benefit information.

Real people. Real life. Real solutions.

Your EAP and WorkLife Services Benefit

888-625-4809

Or log on to liveandworkwell.com

Access code: veba

This program should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room. This program is not a substitute for a doctor's or professional's care. This program and its components may not be available in all states and coverage exclusions may apply.

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ACTIVE SHOOTER / INTRUDER EMERGENCY

Here at the Riverside Unified School District it is our goal is to create a safe work and learning environment. Assuring success of this goal requires all stakeholders to do their part to stay vigilant and situationally aware. If you see anything unusual or out of place, act! **“See something, say something!”**

An active shooter/intruder emergency involves one or more persons, using a weapon, engaging in a random or systematic violence spree. The vast majority of shootings in this country are over in a matter of minutes. People will likely not receive warning of an active intruder. A witness, personal observation or the sound of gunshots may be the only alter you receive, leaving little time to react. The traditional response to this type of incident has been to shelter in place (Lockdown) and wait for the police to arrive. While this type of response is not entirely wrong, case studies have shown that using only this response has resulted in an increase in casualties and injuries. That is why RUSD has adopted the “ALICE” response plan to assist our staff and students how to react in the case of an active intruder event.

Response to Violent Intruders Using A.L.I.C.E.

There are many types of emergencies discussed in the Safety Plan for each site. One important component in the plan is the training of staff on the proper responses to a violent intruder incidents.

Going beyond the basics of the “RUN, HIDE, FIGHT” response, RUSD has adopted the A.L.I.C.E. model for responding to violent intruder incidents. The ALICE model of response provides web-based eLearning component that provides knowledge and skills that can be learned and used by anyone at work, home, or play. This method of training assures that all stakeholders receive a consistent message and method across the district and how to respond if involved in a violent intruder incident.

“ALICE” is a five-step acronym our staff and students can utilize to increase their chance of surviving a surprise intruder. Survival is our only concern if an active intruder situation happens. Faculty and students may use one part of multiple parts of the ALICE acronym during an active intruder event. In this type of incident, your students' perception will be their reality, and they will exercise the appropriate actions to take in case of an incident. The definition of the A.L.I.C.E. acronym is given below.

STEPS TO ALICE	DEFINITION	EXAMPLE
ALERT	This can be anything.	Gunfire, PA announcement, Witness, Phone or Text Alert.
LOCKDOWN	This is a semi-secure starting point from which to make a survival decisions. If you decide not to evacuate, secure the room!	Lock the door, Cover any windows in the door (if possible); Tie down the door, if possible, using belts, purse straps, cords, etc.; Barricade the door with anything available (desk, chairs, etc.); Look for alternative escape routes (windows, other doors); CALL 9-1-1
INFORM	Using any means necessary to pass on real time information.	Speak in plain language (NO code words); Can be derived from 911 call, video surveillance, etc.; Tell Who, What, Where, When, & How information; Can be used by people in the area or who may come into the area to make common sense decisions; Can be given by PA Announcements or Police Radio speakers.
COUNTER	This is the use of simple, proactive techniques that can distract the intruder and allow you to evacuate or restrain them.	Anything can be used as a distraction; Throw things at the intruders head to disrupt aim and focus; Create as much noise as possible; Counter in a group (swarm); Grab the intruders limbs, head, and take them to the ground and hold them there; If you have control of the shooter call 911 and tell the police, where you are and listen to their commands when officers arrive.
EVACUATE	Remove yourself from the danger zone as quickly as possible and go the rally point.	Decide if you can evacuate safely; Run as fast as you can; Do not stop running until you are far away from the area; Bring something to throw with you in case you encounter the intruder; Hang from a window and drop to the ground to minimize fall distance; Attempt to drop into shrubs, mulch or grass to lessen the chance of injury; Do not attempt to drive from the area!



ALERT

Initial ALERT may be a gunshot, PA announcement, etc. (avoid code words).

LOCKDOWN

If evacuation is not a safe option, barricaded entry points.
Prepare to evacuate or counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication means possible.

COUNTER

As a last resort, distract shooter's ability to shoot accurately.
Move toward exits while making noise, throwing objects, or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional exits if necessary.
Rallying point should be predetermined.

ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



RUN



HIDE



FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO



RUN



HAVE AN ESCAPE PLAN



EVACUATE



LEAVE YOUR BELONGINGS



HELP OTHERS
IF POSSIBLE



DO NOT MOVE
WOUNDED PEOPLE



HIDE



BE OUT FROM
SHOOTER'S VIEW



LOCK DOORS
AND BLOCK THEM WITH FURNITURE



KEEP YOUR OPTIONS
FOR MOVEMENT



SILENCE PHONE



BE QUIET



FIGHT



ACT AGGRESSIVELY



INCAPACITATE
THE ACTIVE SHOOTER



THROW OBJECTS



YELL AND CALL FOR HELP

**FIGHT ONLY
AS A LAST RESORT**

BE PREPARED



CALL 911



CALL 911
WHEN YOU ARE SAFE



GIVE INFORMATIONS
TO THE OPERATOR

WHEN LAW ENFORCEMENT ARRIVES



FOLLOW THE INSTRUCTIONS
OF POLICE OFFICERS



DROP ANY OBJECT



KEEP HANDS VISIBLE

TRANSGENDER RIGHTS IN THE WORKPLACE



WHAT DOES "TRANSGENDER" MEAN?

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

WHAT IS A GENDER TRANSITION?

- 1 "Social transition" involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).
- 2 "Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).

A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer may not condition its treatment of a transitioning employee upon completion of a particular step in a gender transition.

FAQ FOR EMPLOYERS

What is an employer allowed to ask? Employers may ask about an employee's employment history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking about their marital status, spouse's name, or relation of household members to one another. Employers should not ask questions about a person's body or whether they plan to have surgery.

How do employers implement dress codes and grooming standards? An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an employer can demonstrate business necessity, each

employee must be allowed to dress in accordance with their gender identity and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or grooming than any other employee.

What are the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have a right to comparable, safe, and adequate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity or gender expression, regardless of the employee's assigned sex at birth. In addition, to respect the privacy interests of all employees, employers should provide feasible alternatives, such as locking toilet stalls, staggered schedules for showering, shower curtains, or other feasible methods of ensuring privacy. An employer may not require an employee to use a particular facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as all-gender toilet facilities.

FILING A COMPLAINT

If you believe you are a victim of discrimination you may, within one year of the discrimination, file a complaint of discrimination by contacting DFEH.

If you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice). DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

To schedule an appointment or to discuss your preferred format to access our materials or webpages, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

FOR MORE INFORMATION

Department of Fair Employment and Housing
Toll Free: (800) 884-1684 TTY: (800) 700-2320 dfeh.ca.gov

Also find us on:



Riverside Unified School District

3380 14th Street, Riverside, California 92501

Injury and Illness Prevention Program

RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program Administrator for the Riverside Unified School District is the Director Risk Management

The Program Administrator has the authority and the responsibility for implementing and maintaining this IIP Program for the Riverside Unified School District

Site administrators, dept. managers, supervisors are responsible for implementing the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following practices:

- Informing workers of the provisions of our IIP Program
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP Program
- Training programs
- Regularly scheduled safety meetings
- Tailgate safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace: School Campuses, District Office, Nutritional Services, Maintenance and Operations and Satellite Offices.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program
2. At various periodic intervals at school campus sites District Office, Nutritional Services, Maintenance and Operations and satellite offices
3. When new substances, processes, procedures or equipment which present new hazards are introduced into our workplace
4. When we are made aware of new or previously unrecognized hazards

INJURY AND ILLNESS INVESTIGATIONS

The following actions will take place following a work related employee injury or illness:

1. The supervisor will question the employee regarding how the injury/illness occurred
2. The supervisor will contact the Workers' Compensation Department
3. The supervisor will determine through this investigation what corrective actions, if any, are required
4. The supervisor will record these findings on an accident investigation form (Supervisors Injury Report) and forward copy to the Workers' Compensation office.
5. Risk Management will conduct a follow-up investigation if deemed appropriate, and document accordingly

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. Hazards observed or discovered by any means (site inspections, accident investigations, or casual observation) shall be reported to the site administrator.
2. The site administrator shall input a work order request to Maintenance and Operations for correction of hazardous conditions, identifying the work order as "safety priority."
3. Maintenance shall conduct the requested hazard abatement and notify the site administrator when completed, and records of these corrections are kept in the work order system.
4. With respects to hazardous practices or procedures, the site administrator shall communicate with the parties involved to bring about a resolution (elimination or alteration of the unsafe practice).
5. If the best method for correcting the hazardous condition or practice is not apparent or obvious, the site administrator should contact Risk Management Safety Technician for an appraisal and recommendation.
6. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the program is first established
2. To all new employees
3. To all employees given new job assignments for which training has not previously been received
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. Whenever the employer is made aware of a new or previously unrecognized hazard; and,
6. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed

RECORDKEEPING

Regarding record keeping, the Riverside Unified School District falls under:

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

However, records should generally be available as follows:

- Employee safety training should be found in each employee personnel file and/or the department providing the training
- Hazardous condition correction documentation should be available in the Maintenance Dept. work order system
- Hazardous process or procedure correction documentation should be available in the site administrator's office
- Accident investigation documentation should be available in the Risk Management Dept. or the site administrator's office
- Records regarding situations in which Risk Management was called upon for consultation should be available in Risk Management

Injury and Illness Prevention Program COVID-19 Addendum

Updated 7/01/2023

Employee Training

RUSD may provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:

- ☐ What is COVID-19 and how is it spread
- ☐ Signs and symptoms of COVID-19
- ☐ When to seek medical attention if not feeling well
- ☐ Prevention of the spread of COVID-19 if you are sick
- ☐ Physical distancing guidelines
- ☐ Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
 - ☐ Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- ☐ Methods to avoid touching eyes, nose and mouth
- ☐ Coughing and sneezing etiquette
- ☐ Safely using cleansers and disinfectants
 - ☐ Labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- ☐ Employees' are to self-monitor temperatures on a daily basis; if an employee has a fever of 101 degrees Fahrenheit or greater, the employee is to contact supervisor and stay home.
- ☐ Employees' health – if they have a cough, fever, shortness of breath, or have been exposed to anyone with a positive diagnosis they are to contact supervisor and stay home.
- ☐ If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
 - ☐ Personnel may provide resources including how to seek medical care information;
 - ☐ RUSD will send an employee home that is exhibiting any symptoms and Personnel will provide the employee information on how long the employee would be sent home for and the employee's leave benefits;
- ☐ If informed that an employee tests positive for COVID-19, RUSD will provide notice to health officials in the county/city in which they are working to thus provide company with further guidance. Information may include but is not limited to:

- The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee's name will not be disclosed unless asked to by the health officials.
- RUSD will establish routine schedule to clean and disinfect common surfaces and objects in the workplace. This may include but is not limited to:
 - Classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, doorbells, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.
- The process of disinfecting may include providing disinfecting products, any PPE required for their safe use along with review of manufacturer instructions for proper use.

Procedures to Increase Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools
- Limit non-essential travel

Good Sanitation Practices

Good sanitation practices might include:

- Check restroom facilities frequently and make sure they are clean and sanitary
- Employees check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Handwashing areas have plenty of soap, paper towels and cleaning and sanitizing
- Handwashing supplies are re-stocked regularly
- Sanitize water receptacle and spigot frequently

RIVERSIDE UNIFIED SCHOOL DISTRICT

Hazard Communication Program

I. Introduction:

- A. **Statement of Commitment:** The Riverside Unified School District is committed to providing each of its employees a safe and healthy work environment. The Hazard Communication Program (also known as the Employee Right to Know program) of the Riverside Unified School District is designed to protect the health and safety of all district employees who might be exposed to hazardous materials. This will be accomplished by providing all employees information about the physical and health hazards present in the work place and the control of these hazards. This will include an employee information and training program, an inventory control and container labeling program, a Safety Data Sheet (SDS), work area hazardous survey program, record keeping and documentation.
- B. **Background:** The rapid growth of chemicals in the work place has increased dramatically in recent years. The current estimate is that chemicals used in the work place have increased a thousand fold in the last 70 years. There are hundreds of thousands of chemical products in the American work place today. Many of these products are hazardous and many of them are non-hazardous. Knowing the difference and how to handle each is important to all employees of the District.

II. Responsibility:

The Risk Management Department, responsible to the Deputy Superintendent, Business and Governmental Relations, has the overall responsibility for coordinating the Hazard Communication Program for the District. Each site administrator and/or manager has the responsibility for coordinating the program at his/her site and each supervisor has the responsibility for coordinating the program for their employees.

III. Access to the Written Program:

All, or any part of this written plan is available to all employees and their designated representatives for review upon their request. Copies are available for download and may be duplicated by accessing the District web site at <http://www.riversideunified.org>.

IV. References:

This hazard communication program is designed to meet the requirements of the following:

- A. The federal Hazard Communication Standard, 29 CFR 1910.1200.
- B. The employee right-to-know requirements of the California Labor Code Sections 6360-6399.7.
- C. The requirements of Title 8 California Code of Regulations Section 5194, Hazard Communication.

V. Definitions:

- A. **Chemical Products, Supplies, and Materials:** These include, but are not limited to, abrasives, acids, adhesives, absorbents, aerosols, alkalis, asbestos, asphalt, bases, bleaches, cements, cleaning fluids, cleaning powders, cleansers, compressed gases, corrosives, degreasers, deodorizers, detergents, disinfectants, drain openers, duplicating fluids, epoxies, explosives, fertilizers, fillers, flammables, fuels, fungicides, germicides, herbicides, laboratory chemicals, lubricants, markers, moisture removers, neutralizers, organic chemicals, oxidizers, paints, preservatives, pesticides, petroleum and petroleum products, photographic and printing fluids, pipe dopes, plasters, poisons, polishes, reducers, removers, silica products (such as art clay), solvents, spirits, stains, starches, thinners, toners, waxes, and any other substance or product that might contain any of the above or any other hazardous substance.

B. **Hazards:** The hazards covered by this program are in two categories, physical hazards and health hazards. Each of these hazards is described in detail as follows:

1. **Physical Hazards** - Those substances in the following categories.

- a) **Combustible Liquids** - Those liquids that have a flash point at or above 100°F but less than 200°F.
- b) **Compressed Gases** - A gas mixture in a container having an absolute pressure exceeding 40 psi at 700° F.
- c) **Explosives** - A substance that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- d) **Flammables** - An aerosol that will produce a flame exceeding 18 inches or a gas that forms a flammable mixture with air at a concentration of 13% or less by volume or a liquid with a flash point below 100°F or a solid, other than an explosive, that is liable to cause a fire through friction, absorption of moisture, or spontaneous chemical change which can be ignited readily and burns so persistently and vigorously as to create a hazard.
- e) **Organic Peroxides** - An organic compound which may be considered a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical. Like their inorganic counterparts, are powerful bleaching agents.
- f) **Oxidizer** - A substance other than an explosive that initiates or promotes combustion in other materials, thereby causing a fire.
- g) **Pyrophorics** - A substance that will ignite spontaneously in air at a temperature of 130°F and below.
- h) **Reactive** - A substance that reacts with water to release a gas that is either flammable or presents a health hazard.

2. **Health Hazards** - A substance where evidence suggests exposure may result in acute or chronic health effects. This includes the following categories of substances:

- a) **Carcinogen** - A substance that is known or suspected to cause cancer.
- b) **Corrosive** - A substance that causes visible destruction or irreversible damage to living tissue by chemical action at the site of contact.
- c) **Highly Toxic** - A substance that has a median lethal dose of 50 milligrams or less per kilogram of body weight when ingested or a substance that has a median lethal dose of 200 milligrams when in continuous contact with the skin for 24 hours or less or a substance that has a median lethal dose of 200 parts per million when inhaled. This means a substance that has a rapidly poisonous effect on the body when inhaled, ingested, or absorbed by the skin.
- d) **Irritant** - A substance which is not corrosive but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.
- e) **Sensitizer** - A substance that causes a substantial proportion of exposed individuals to develop an allergic reaction in normal tissue after repeated exposure.
- f) **Toxic** - A substance that has a median lethal dose of more than 50 milligrams but less than 500 milligrams per kilogram of body weight when ingested or has a median lethal dose of more than 200 milligrams but less than 1000 milligrams per kilogram of body weight exposure to the bare skin for 24 hours or less or has a median lethal dose of more than 200 parts per million but less than 2000 parts per million when inhaled
- g) **Target Organ Effects** - Substances that effect specific body organs. Examples are as follows:
 - (1). Hepatotoxins: Substances that damage the liver e.g., carbon tetrachloride or nitrosamines.
 - (2). Nephrotoxins: Substances that damage the kidneys e.g., uranium or halogenated hydrocarbons.

- (3). Neurotoxins: Substances which damage the nervous system e.g., mercury or carbon disulfide.
 - (4). Blood or Hematopoietic system toxins: Agents that decrease the hemoglobin function depriving the body tissues of oxygen e.g., carbon monoxide or cyanide.
 - (5). Pulmonary toxins: Agents that irritate or damage the lungs e.g., silica or asbestos.
 - (6). Reproductive toxins: Substances which affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis) e.g., lead.
 - (7). Cutaneous hazards: Substances which affect the skin e.g., ketones or chlorinated compounds.
 - (8). Eye hazards: Substances which affect the eye or visual capacity e.g., acids or organic solvents.
- C. **Safety Data Sheets (SDS):** Written, printed, or graphic material prepared by the manufacturer, distributor, or importer describing the hazardous substance. The data sheet is prepared in accordance with paragraph (g) of Section 29 CFR 1910.1200 and CCR Title §5194 (g), (2) and contains pertinent information about health hazards and safety precautions.
- D. **Occupational Safety and Health Administration (OSHA):** The agency of the federal government designated to enforce the federal Occupational Safety and Health Act. Cal-OSHA is the California agency charged with administering the California Occupational Safety and Health Act. This act parallels or is more stringent than the federal act. California school districts are under the jurisdiction of Cal-OSHA.
- E. **Permissible Exposure Limits (PEL):** The regulatory standard for a given toxin which is the maximum safe exposure level for a given substance.
- F. **Routes of Entry:** The route by which a hazardous substance is taken into the body. Three standard routes of entry are as follows:
1. **Ingestion** - Taking into the body by mouth, i.e., swallowing.
 2. **Inhalation** - Taking into the body by breathing either through the mouth or the nose.
 3. **Absorption** - Taking into the body through the skin, eyes etc.
- G. **Threshold Limit Value (TLV):** An evaluation of the hazardous substance with respect to safe exposure limits (this is similar to the PEL above).

VI. Safety Data Sheets (SDS):

A. Responsibility

1. Individual sites will maintain a SDS for each chemical substance known to be used by employees of the site location. It is the responsibility of the individual manufacturer, importer, or distributor to furnish the district with a SDS for their product.
2. If the SDS is not furnished, at the request of a site administrator, the Risk Management Department will request one within seven (7) working days. If no response is received within twenty-five (25) working days the Risk Management Department will notify the State Director of Industrial Relations.
3. The SDS shall be available to each employee during his work shift. If any employee does not have a SDS available for a substance that may contain hazardous chemicals or materials, a site administrator will notify the Risk Management Department. The site will be notified when the request to the vendor or manufacturer was made and the SDS will be forwarded to the site upon receipt.
4. The SDS's will be made available to the employee's designated representatives, the employee's physician, the State Division of Industrial Safety, or the National Institute of Occupational Safety and Health (NIOSH).

B. **Requirements:** Each SDS must be in English and all major elements must be addressed. If there is no relevant or applicable information on any one of the elements the SDS should say "not applicable". Major elements should not be left blank. The major elements are as follows:

1. Identification. The identity of the product as used on the label. The manufacturer's name, address, and phone number.
2. Hazard Identification. The chemical, common name and the Chemical Abstract Service (CAS) numbers of each hazardous ingredient. Composition/information on ingredients.
3. Composition information on ingredients.
4. First –aid measures.
5. Fire-fighting measures.
6. Accidental release measures.
7. Handling and storage.
8. Exposure controls/personal protection.
9. Physical and chemical properties.
10. Stability and reactivity.
11. Toxicological information.
12. Ecological information.
13. Disposal considerations.
14. Transport information.
15. Regulatory information.
16. Other information, including date of preparation or last revision.

VII. Work Area Hazardous Substance Survey:

- A. Each site manager, will conduct a Work Area Hazardous Substance Survey of their respective site identifying all substances used at each work area. When this survey is complete, an SDS for each substance containing a health hazard or posing a physical hazard, as noted on pg. 4, Sect A., to personnel exposed to that product in the work area will be reviewed to be current and available. Risk Management will assist site managers in obtaining needed SDS's.
- B. Work Area Hazardous Substance Surveys are to be maintained with, and be a part of: SDS files.

VIII. Labeling Requirements and Other Forms of Warning:

- A. All chemical supplies and materials accepted into the District will be properly labeled. Labels will be in English and will be in good condition; i.e., not torn, stained, or defaced.
- B. Proper labeling (including chemical product put into another container) includes as a minimum the following information:
 1. The identity of the hazardous chemical.
 2. The appropriate hazard warning.
 3. The name and address of the manufacturer, importer, distributor, or other responsible party.
- C. All supervisors are responsible to insure the following:
 1. All containers are labeled.
 2. No existing labels are removed or defaced.
 3. All labels meet the following requirements:
 - a) Labels are legible and accurate.
 - b) Labels are in English (other languages may be used in addition to English but not in place of English).
 - c) Labels are prominently displayed.

IX. Hazard Determination:

- A. The initial hazard determination for chemical supplies and materials is coordinated by Risk Management through the use of Safety Data Sheets (SDS).
- B. The following criteria shall be used to determine if a substance is a physical or health hazard and therefore hazardous:
 - 1. Any substance listed in 29 CFR 1910, sub part Z, Toxic and Hazardous Substances.
 - 2. Any substance listed in and Physical Agents in Threshold Limit Values (TLV) for Chemical Substances in the Work Environment of the American Conference Governmental Industrial Hygienists (ACGIH).
 - 3. Any substance listed in the Annual Report on Carcinogens of the National Toxicology Programs (NTP).
 - 4. Any substance listed in the Monographs of the International Agency for Research on Cancers (IARC).
 - 5. Any substance on the Director's List of Hazardous Substances §339 of Title 8 CAC.
 - 6. Any substance that presents a demonstrated health hazard or is known to be a physical hazard.

X. Purchasing and Stockroom Controls:

- A. Purchasing and stockroom controls are an essential part of the district hazard communication program. It is through purchasing and stockroom procedures that inventory is controlled and excessive hazards are eliminated.
- B. To provide adequate purchasing controls the District Purchasing Agent will implement procedures to accomplish the following controls:
 - 1. No chemical product, supplies, or materials will be purchased without prior approval from Risk Management.
 - 2. No new substances will be purchased until the vendor has supplied a complete SDS for the product and Risk Management has approved it.
 - 3. No employee may purchase and bring to the work place any chemical supplies or materials, including cleaning supplies, different than those provided by the District without prior written approval of Risk Management.
 - 4. No school district employee is allowed to accept any donations of any chemical substances for classroom or other use without written approval from Risk Management.
 - 5. All requests for bids for chemical supplies and materials will require all responses to contain a completed, current SDS. No bid for chemical supplies or materials will be accepted without a current SDS for the product. All bids for new products must also contain, as part of the bid, the price to accomplish required hazard communication training, by the vendor, for all users of the product(s) being bid.
 - 6. All products shall be properly labeled in accordance with paragraph VIII. and contain at least the following information:
 - a) The identity of the hazardous chemical.
 - b) The appropriate hazard warning.
 - c) Name address and emergency phone number of the manufacturer, importer, distributor, or other responsible party.
 - 7. The stockroom shall not accept any chemical supplies or materials that are not properly labeled.
 - 8. The stockroom shall not accept any chemical supplies or materials if the labels are defaced, torn, or otherwise in poor condition.
 - 9. Quantities of all chemical supplies ordered should be strictly controlled. No one in the district should ever order more chemical supplies, either for educational or administrative purposes, than will be used in the current school year.

XI. New Products:

- A. If an employee or user group desires to test a new chemical product (this includes different brands of the same product such as window cleaner) they should first obtain a complete SDS for the product. Once they have the SDS they should forward it to Risk Management with a request to evaluate the product.
- B. It will be up to Risk Management to authorize the purchase of all new chemical products based upon the information available about the product, how it will be used, and the hazards it may pose.

XII. Training Program:

The single most important aspect of the Hazard Communication Program is training. All affected employees shall be trained on the existence of this Hazard Communication Program, the proper use of labels and label information, how to read and understand SDS's, and the rights and benefits which this standard brings to employees. Training will include initial training and refresher and/or follow up training as needed.

- A. Initial Training - Initial training shall be provided to all affected district employees. All affected new employees, including substitutes, shall be provided initial training prior to an assignment which may cause exposure to hazardous substances. This training will normally be specific for each job category in the district, i.e., custodians will be provided initial training specific to their job; the same is true for teachers or clerical workers or maintenance workers.

- 1. This initial training shall include but need not be limited to the following:

- a) An explanation of the District Hazard Communication Program and the rights and benefits of employees under this program.
 - b) A review of the Work Area Hazardous Substance Surveys pertinent to the specific job.
 - c) An explanation of the SDS system, how to read an SDS, how to determine exposure to hazardous chemicals, and the protective measures necessary when handling hazardous materials specific to the job.

An explanation of the District labeling policy, how to read labels, and the importance of labels in the work place.

- d) The importance of limiting exposure to hazardous materials, the reporting procedures for abnormal exposures, and the documentation records maintained.
 - e) The hazards of chemical waste products, their identification, and the proper handling of hazardous waste products specific to each job.

- 2. At the completion of the initial training, employees should understand the Hazard Communication Program, its implementation in the work place, how to determine product identity, how to recognize the physical and chemical hazards the product poses, how to avoid the hazards, how to recognize if they have been exposed, and what to do in case of exposure.

- B. Refresher Training - Personnel with high exposure to chemical hazards such as gardeners, pool, stockroom personnel, or science teachers and others who generate hazardous wastes such as art and industrial arts teachers may receive a repeat of the initial training depending upon exposure to hazardous substances and/or when new chemicals are introduced. This training will be documented on the employees training record. Attachment #1.
- C. Training for New or Revised SDS's - For new or revised SDS's, supervisors will provide the new information to their employees, within 30 days of receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated in on a SDS previously provided. This training will be documented on the employee's training record. Attachment #1.
- D. Non Routine Task Training - Whenever employees are assigned non routine tasks, the supervisor will investigate and evaluate the hazards associated with that task. The supervisor is then responsible to provide employee training on specific hazards associated with that particular task. This training will be documented on the employee's training record. Attachment #1.

XIII. Documentation and Records Retention:

- A. Master List - Individual sites will maintain a master list of all active SDS's used at their site and a master list of all Work Area Hazardous Substance Surveys. This list will be available to all assigned employees.
- B. Obsolete Files - Old SDS's for hazardous materials no longer in use or that have been revised will be maintained in an obsolete file. Individual sites will maintain obsolete SDS's for a minimum of 30 years after the last employee to use that product is no longer in district service.
- C. Work Area Hazardous Substance Survey Files -The Work Area Hazardous Substance Surveys will be maintained only for those substances currently in use.
- D. Annual Review - SDS files and the Work Area Hazardous Substance Surveys will be reviewed annually to ensure currency and completeness of information.
- E. Exposure Records:
 - 1. Work Area Hazardous Substance Surveys for each employee's job description will document the hazardous chemicals and substances each employee is exposed to in the normal course of his job.
 - 2. The employee's worksite will maintain these records for all active employees.
 - 3. Once the employee leaves district service, the Work Area Hazardous Substance Survey for that employee will be made a part of the employee's permanent personnel file and retained for an additional 30 years.
 - 4. Anytime the normal exposure changes, such as when new substances are added or old substances are deleted, these changes will be noted and dated on the Work Area Hazardous Substance Survey.
 - 5. Workers Compensation Reports, in the Workers Compensation Office, will be filled out by the employee under the following circumstances:
 - a) Anytime an employee is injured while handling hazardous substances.
 - b) Anytime an employee is accidentally exposed to hazardous substances above that normally encountered in his job; e.g., a painter who spills thinner or paint on himself, a science teacher who spills hazardous material on themselves, a pool attendant who accidentally breathes chlorine gas, or a gardener who spills pesticide on his clothes.
- F. Training Records
 - 1. Training records for all employees will be maintained by the employee's worksite. These records will document each employee's training for the following areas:
 - a) Initial training on the Hazard Communication Program.
 - b) Training for handling hazardous substances encountered in the performance of their job (from the Work Area Hazardous Substance Surveys).
 - c) All refresher and follow on training for the Hazard Communication Program.
 - d) All training conducted when new products containing hazardous materials are introduced into the work place.
 - 2. Once an employee leaves District service, Human Resources will insure this record is made a part of the employee's permanent personnel file and retained for a period of 30 years.
- G. Site Records
 - 1. As a minimum, each site will maintain a master file of SDS's and Work Area Hazardous Substance Surveys for all substances used by all personnel at that site. This inventory is to be considered an integral part of the Hazard Communication Plan.
 - 2. This site master file is the responsibility of each site manager. The site master file will be maintained in the main office.
 - 3. Additionally, each site work area will have readily available a file of SDS's and Work Area Hazardous Substance Surveys for those substances used at that work place. Files may also be maintained electronically as long as each employee can readily access the SDS's, but written files are required in the event of power and computer system failure.

4. Printed SDS's and the Work Area Hazardous Substance Surveys will be maintained in conspicuously marked loose leaf binders and readily available to all employees.
5. Middle and high school science laboratories will maintain a file of SDS's for all chemical substances they use. A complete inventory of all laboratory chemicals in the site science labs will be maintained at the main office with the site master file.
6. Maintenance crews will carry a separate SDS file in their district vehicles for all chemicals they use.
7. Additionally, if there is any type of contracted work such as construction, repair, maintenance, or delivery, the concerned vendors have a right to review the site

SDS's and Work Area Hazardous Substance Surveys to protect their employees. Vendors should be allowed on site access to the site master file maintained at each main office.

8. The normal distribution of SDS files will be as follows:
 - a) Each site main office will maintain a site master file of all Work Area Hazardous Substance Surveys and current SDS's
 - c) Each custodial office will have a SDS file for all custodial supplies.
 - d) Each Science Department will have a SDS file for all science chemicals and supplies.
 - e) Each Maintenance Crew will carry a SDS file in their vehicle for all hazards they would normally encounter while performing their assignments.
 - f) Each Maintenance shop will have a SDS file available at the supervisor's office for all supplies normally used in that craft.

HAZARD COMMUNICATION PROGRAM

Riverside Unified School District

Employee's Right to Know – Education/Training Record

☐ New Hire ☐ Transfer ☐ Other: _____

Date of Hire / New Assignment: _____

Last Name First M

Work Location

Job Title

Certificated / Classified

Circle One

Date of Training

Location of Training

Employee Signature Initials

Trainers Name

Riverside Unified School District CODE OF SAFE PRACTICES

PERSONAL APPLIANCES IN THE WORKPLACE

Following is a list of furniture and personal appliances that are, and are not allowed in the workplace. This list is representative and cannot encompass every item or circumstance.

The purpose of limiting personal appliances and furniture in the workplace is to prevent damage to property and to ensure the safety of students and staff by limiting exposure to unhealthy conditions, and avoiding preventable accidents and injury.

If an employee wishes to bring a personal item into the workplace from the approved list, please follow these steps:

1. Have the employee complete, sign, and date the Hold Harmless Form. The Hold Harmless Form is available by contacting the Safety Technician in Risk Management, at 788-7135, ext. 80605.
2. Send the completed Hold Harmless Form to Risk Management. The request will be reviewed for the following:
 - a. verification that the personal item is of good quality;
 - b. verification that the personal item has been properly maintained;
 - c. verification that the personal item has an adequate electrical source and proper grounding (if applicable);
 - d. verification that the personal item has all safe guards in place (if applicable);
 - e. verification that the personal item is in safe condition;
 - f. verification that the personal item will be operated in an appropriate manner by a qualified and responsible person.

Turnaround time for an answer will be within five (5) working days after Risk Management has received the Hold Harmless Form and verification of the above.

If, in the opinion of the site administrator, the personal item will be used to enhance the instructional environment and/or is required for instructional purposes, it might be appropriate for the district to provide the item. Conversely, if the item is strictly for the personal convenience or comfort of the employee, it should be disallowed. As an example, if an employee needs hot or cold beverages for health reasons, a thermos container is a reasonable alternative to a refrigerator, microwave oven, or coffee maker.

Personal Items NOT Allowed in the Workplace

- Microwave Ovens
- Hot Plates
- Coffee Makers/Coffee Pots
- Refrigerators
- Toasters/Toaster Ovens
- Popcorn Poppers (*acceptable for instructional use only - air pop only, no grease*)
- Step Stools/Ladders
- TVs/VCRs
- Laminators
- Halogen Lamps or Bulbs
- Hair styling appliances
- Sofas/Lounges/Beanbags
- Blankets/Pillows
- Heaters/Warmers
- Personal Chairs (*personal chair requires principal's permission*)
- Air Fresheners (plug-ins, aerosols, and diffusers)
- Air ionizers/Purifiers/Vaporizers (*Requires a note from the doctor*)
- Any chemicals, supplies or materials, including cleaning agents*
- **ABSOLUTELY NO LIT CANDLES**

PER SECTION X OF YOUR "HAZARD COMMUNICATION PROGRAM" (YOUR RIGHT TO KNOW), YOU MAY NOT BRING ANY CHEMICALS, SUPPLIES OR MATERIALS, INCLUDING CLEANING AGENTS FROM HOME AND TO KEEP THE DISTRICT PROVIDED PRODUCTS OUT OF THE REACH OF STUDENTS AT ALL TIMES.

Riverside Unified School District

CODE OF SAFE PRACTICES

OFFICE & CLASSROOM SAFETY

1. Files and supplies will be stored in such manner to prevent the risk of injury to employees. Heavy items will be stored closest to the floor and lightweight items properly stored above, secured by a barrier to prevent falling. To prevent spills into eyes or face, liquids will not be stored above waist height.
2. Equipment such as scissors, staplers, etc. will be used only for their intended purpose and are not to be misused as hammers, pry bars, screwdrivers, etc.
3. Office machines must be equipped with approved three-pronged grounded plugs.
4. Office machines are to be placed so that there is no danger of falling.
5. Electrical machines or connections are not to be touched with wet hands or operated when the floor is wet.
6. Machines will not be serviced to include adjusting, lubrication or cleaning while they are running. Unplug machinery to perform servicing.
7. Broken glass, razor blades and similar material is to be thoroughly wrapped before being placed in waste containers.
8. Employees shall not tilt back on two chair legs.
9. **Employees are not to stand on chairs, desks, etc. Always use approved step stools and ladders to avoid accidents and injury.**
10. Desks, tables and chairs should be checked regularly by employees for splinters, damage and loose veneer, and any hazards reported to your supervisor.
11. Storage shelves will be securely anchored, and the shelves will not be overloaded.
12. Cords running into walk areas will be inserted through protective runners to prevent them from becoming tripping hazards and to protect wiring from damage, creating a potential shock and fire hazard.
13. When working with video display terminals (VDT), the equipment and approved furniture will be adjusted, positioned and arranged to minimize strain on all parts of the body of the operator.
14. Do not leave desk or file cabinet drawers open while unattended.
15. Only one file cabinet drawer shall be opened at a time.
16. Appliances such as coffee makers, microwave ovens, etc., will be kept in good working order and will be checked frequently for signs of wear, heat damage and fraying cords.
17. Lights will be turned on as needed. Caution will be used when entering any unlighted area.
18. Hazardous conditions on floors will be clearly identified and traffic will be routed away from such conditions.
19. Treads on steps should have an anti-slip surface and be free of defects.
20. Employees are expected to utilize handrails consistently.

Riverside Unified School District

CODE OF SAFE PRACTICES

DRIVERS and DRIVING RUSD VEHICLES

1. All drivers of district vehicles will be properly licensed by the California Department of Motor Vehicles for each vehicle they operate.
2. Employees will obey all laws and drive safely at all times.
3. RUSD vehicles will be inspected by the operator for safety of operation prior to first use of each shift.
4. Seat belts and shoulder harnesses will be properly worn by all drivers at all times. Drivers shall instruct passengers to fasten their seat belts before operating the vehicle.
5. No smoking is permitted in any district vehicle.
6. Vehicles will be locked when unattended.
7. With the exception of maintenance vehicles in fields, etc., vehicles will be parked in legal spaces and must not obstruct the flow of traffic.
8. Vehicles will be parked in well-lighted areas and when practical, at or near entrances to buildings to discourage vandalism and theft.
9. Vehicles will be used by employees only for work-related or approved travel. Operators will carry only work-related or approved cargo/passengers.
10. Employees shall be alert to changes in weather and road conditions that necessitate adjustments in driving practices.
11. Employees operating RUSD vehicles shall not use cell phones while driving. If needed, exit the highway or pull to the side of the street, where safe to do so, to use the cell phone.
12. Drivers shall follow other vehicles at a safe distance to allow for reaction time and braking distance.
13. **Never operate a vehicle if you are under the influence of alcohol or other drugs.** Be aware that many prescriptions and over-the counter drugs may also impair your ability to safely operate a vehicle. Report the use of any prescription or over-the-counter drugs to your supervisor prior to operating any district vehicle.
14. Remember, when you are operating a district vehicle, you are representing the entire district in the public eye. It is important that courtesy and professionalism be exercised at all times.
15. When entering or leaving a campus, check in at the office.
16. When backing up, **always have** a person walk behind you to prevent accidents.
17. Ensure at all times that the district vehicle has registration, proof of insurance, inspection record, and the accident reporting kit.
18. While on campus when students are present, drivers will either wait for students to leave the area or solicit assistance from their partner or another district employee to walk ahead of the moving vehicle to ensure student safety.

TRAFFIC COLLISIONS WHILE ON DISTRICT BUSINESS OR IN DISTRICT VEHICLES

The district's response in the moments immediately following a traffic collision is crucial for the well-being of the people involved and for the district's liability. People faced with an emergency don't always think clearly about how to proceed.

Every supervisor has a duty to provide employees with information and training regarding the steps to take immediately after an accident.

PROCEDURES

The following information is provided to assist you in the event you are involved in a traffic collision while driving a district owned vehicle or your own vehicle on district business.

If you are involved in a traffic collision while driving a district vehicle (or golf/utility cart) or while you are driving your own vehicle on district business, take the following action in the order stated:

1. Stop immediately and take reasonable precautions to prevent further accidents at the scene.
2. Provide emergency assistance to any victim if they are in imminent danger, such as vehicle stalled on RR tracks, fire, etc.
3. Call 9-1-1. Be prepared to provide the exact location of the accident and whether there are any injuries.
4. Provide reasonable assistance to injured persons until help arrives.
5. Call Risk Management to report the accident at one of the following numbers:

Risk Management 951-788-7135, ext. 80601, 80605

Workers' Compensation 951-788-7135, ext. 80610

Risk Management will instruct you on what to do if you are injured. We may also request that you immediately photograph property damage to your vehicle and/or the other vehicle(s) involved in the accident to preserve evidence in the event a claim or lawsuit is subsequently filed against you and/or the district. We will notify your department of the accident for you, or you may opt to contact them yourself. If you are unable to reach either of the departments above, contact your immediate supervisor and continue to make an effort to contact one of the numbers above.

1. Cooperate with any law enforcement officer at the scene. Provide the officer with information requested such as your name, your driver's license number, employer, etc.
 - **DO NOT EXPRESS YOUR OPINION ABOUT THE CAUSE OF THE ACCIDENT**
 - **DO NOT ADMIT FAULT FOR THE ACCIDENT**
 - **DO NOT ARGUE WITH THE OTHER DRIVER ABOUT THE CAUSE OF THE ACCIDENT**
 - **DOCUMENT ANY COMMENTS OR STATEMENTS THE OTHER DRIVER OR PASSENGER MAKES**
 - **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN YOUR EMPLOYER OR THE INVESTIGATING LAW ENFORCEMENT AGENCY**

Exchanging information with the other driver:

California Vehicle Code Section 20002 requires that:

- (a) The driver of any vehicle involved in an accident resulting only in damage to any property or vehicles shall immediately stop the vehicle at the nearest location that will not impede traffic or the safety of other motorists. The driver shall also immediately do either of the following:
 - (1) Locate and notify the owner or person in charge of that property of the name and address of the driver and owner of the vehicle involved, and, upon locating the driver of any other vehicle involved or the owner or person in charge of any damaged property, upon being requested, present his or her driver's license and vehicle registration to the other driver, property owner, or person in charge of that property. The information presented shall include the current residence address of the driver and of the registered owner. If the registered owner of an involved vehicle is present at the scene, he or she shall also upon request present his or her driver's license information, if available, or other valid identification to the other involved parties.
 - (2) Leave in a conspicuous place on the vehicle or other property damaged a written notice giving the name and address of the driver and of the owner of the vehicle involved and a statement of the circumstances thereof and shall without unnecessary delay notify the police department of the city wherein the collision occurred or, if the collision occurred in unincorporated territory, the local headquarters of the Department of the California Highway Patrol.
- (b) Any person who parks a vehicle which, prior to the vehicle again being driven, becomes a runaway vehicle and is involved in an accident resulting in damage to any property, attended or unattended, shall comply with the requirements of this section relating to notification and reporting and shall, upon conviction thereof, be liable to the penalties of this section for failure to comply with the requirements.
- (c) Any person failing to comply with all the requirements of this section is guilty of a misdemeanor and, upon a conviction thereof shall be punished by imprisonment in the county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both that imprisonment and fine.

Information Only for Employees Who Drive a District Vehicle:

Your district vehicle is permissibly self-insured through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) a Joint Powers Authority.

Each district vehicle should have a "*Department of California Highway Patrol*" information *Bulletin, Proof of Insurance - Publicly Owned Vehicles*. This document should be provided upon request to any law enforcement officer or other driver involved in a collision with a district vehicle.

Be sure the glove compartment of your district vehicle contains an Auto Accident kit to help you record information that will be critical for the management of any claims or lawsuits against you and/or the district resulting from an "at fault" accident.

Pre-designation of Personal Physician

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illness that are not work related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries; prior to the injury your doctor agrees to treat you for work injuries or illnesses; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, and (2) your personal doctor's name and business address.

You may use this form, a form provided by your employer or provide all the information in writing to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Notice of Pre-designation of Personal Physician Employee: Complete this section

Employer: **Riverside Unified School District**

If I have a work-related injury or illness, I choose to be treated by:

Name of doctor (M.D., D.O., or medical group)

(Street Address, City, State, Zip)

(Telephone Number)

Employee Name (please print):

Employee's Address:

Name of Insurance Company, Plan, or Fund providing health coverage for non-occupational injuries or illnesses:

Note to Employee: Unless you agree in writing, neither your employer nor Keenan may contact your personal physician to confirm a pre-designation. If your physician does not sign this form, other documentation that they agreed to be pre-designated prior to the injury will be required. If you agree, your employer or Keenan may contact your personal physician to confirm this pre-designation, sign and date below:

Employee Signature: _____

Employee#: _____ Date: _____

Physician: I agree to this Pre-designation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1 (a)(3). (Optional DWC Form 9783 July 1, 2014).

Notice of Personal Chiropractic or Personal Acupuncturist

If your employer or your employer's insurer does not have a Medical Provider Network (MPN), you may be able to change your treating physician to your personal chiropractor (D.C.) or acupuncturist (L.A.C.) following a work-related injury/illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal D.C. or L.A.C. in writing prior to the injury/illness. Keenan generally has the right to select your treating physician within the first 30 days after your employer knows of your injury/illness. After your employer or Keenan has initiated your treatment with another physician during this period, you may then, upon request, have your treatment transferred to your personal D.C. or L.A.C. You may use this form to notify your employer of your personal D.C. or L.A.C., or your employer may have their own form. The D.C. or L.A.C. must be your regular D.C. or L.A.C. who has directed your treatment and retains your chiropractic records and history. If your employer has an MPN, you may only switch to a D.C. or L.A.C. within the MPN. A chiropractor cannot be your treating physician after 24 visits. If you still require medical treatment thereafter, you will have to select a physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

Name of Chiropractor or Acupuncturist (D.C., L.A.C.)

(Street Address, City, State, Zip)

(Telephone Number)

Employee Name (please print):

Employee's Address:

Employee Signature:

Employee#: _____ Date: _____

Title 8, California Code of Regulations, section 9783.1
(Optional DWC Form 9783.1 Effective July 1, 2014)

WHEN A WORK INJURY OCCURS...

- **Quickly seek first aid.**
- **Call 9-1-1 for help immediately if emergency medical care is needed.**
- **Immediately report injuries to your supervisor or employer representative at:**

RUSD Workers' Compensation Office Risk Management

(951) 788-7135 ext. 80610

Information & Assistance Office:

3737 Main Street, Room 300
Riverside, CA 92501
(951) 782-4347

Employer MUST complete this information
Rev. 10/23/19 (jlr)

The Facts About Workers' Compensation



Keenan
Associates

CLAIMS PROCESSING UNIT
PO Box 2707
Torrance, CA 90509
Riverside: (800) 654-8347

What is workers' compensation? Its purpose is to insure that an employee who is found to sustain an industrial injury or illness will be provided with benefits to medically cure or relieve them from the effects of the injury/illness, provide temporary compensation when they are medically unable to perform any occupational function, compensation for any residual handicap and/or impairment of bodily function, benefits for dependents if an employee dies as a result of an injury/illness, protection from discrimination by his/her employer because of the injury/illness.

Am I Covered? Nearly every person employed in California is protected by workers' compensation, however there are a few exceptions. People that are self-employed or volunteer workers may not be covered. Similar laws cover federal and maritime workers. Keenan & Associates (Keenan) is your employer's claims administrator. Your employer or Keenan can answer any questions you might have about coverage.

What Does Workers' Compensation Cover? If you have an injury/illness due to your job, it is covered. The cause can be a single event, like a fall or it can be due to repeated exposures, such as hearing loss due to constant loud noise. Injuries ranging from first-aid to serious accidents are covered. Even injuries related to a workplace crime, such as psychological or physical injuries, are covered under workers' compensation. Some injuries that result from voluntary activity, such as off duty social or athletic activities may not be covered. Check with your employer or Keenan if you have questions. Coverage begins the moment you start your job. There is no probationary period or wage rate.

Duty of The Employee. Immediately notify your employer so you can get the medical help that you need without delay. If your injury is greater than a first-aid injury, your supervisor will give you a Claim Form (Form DWC-1) for you to describe where, when and how it happened. To submit a claim, fill out the "Employee" section of the DWC-1. Keep one copy of this form and give the remaining pages to your supervisor. Your employer will fill out the "Employer" section and return a signed and dated copy of the form to you. Your employer will keep a copy of this form and forward another to Keenan. Keenan is in charge of handling your claim and informing you about your eligibility for benefits.

Your claim benefits do not start until your employer knows about your injury, so report and file the DWC-1 as quickly as possible. California law requires your employer to authorize medical treatment within one working day of receipt of your Claim Form. Employers are liable for up to \$10,000 in treatment pending a decision by Keenan for a claim to be accepted or rejected. Waiting to report may delay workers' compensation benefits. You may not receive benefits if you fail to file a claim within one year of the date of injury, the date you know the injury was work related, or the date benefits were last provided.

Duty of the Employer: Provide this form to every employee at the time of hire or by the end of their first pay period.

Within one working day, upon knowledge or notice from any source of a work injury/illness greater than first-aid, provide the employee with a Claim Form (DWC-1) and authorize medical treatment and report the claim to Keenan.

What are the benefits? You may be entitled to various kinds of benefits under California workers' compensation law including:

Medical Care: Medical treatment that is reasonably required to cure or relieve the injured worker from the effects of the injury/illness. There is no deductible or co-payment. These medical benefits may include lab tests, physical therapy, hospital services, medication and treatment by a doctor.

State law limits certain medical services as of January 1, 2004. You should never receive a medical bill. If additional treatment is necessary, Keenan will coordinate medical care that meets applicable treatment guidelines for the injury. The doctor may be a specialist for your specific type of injury, and he or

she will be familiar with workers' compensation requirements and will report promptly to Keenan so your benefits can be paid.

The physician with overall responsibility for treating your injury/illness is your primary treating physician (PTP). The PTP decides what kind of medical care you need and if you have work restrictions. If necessary, the PTP will review your job description with you and your employer to define any limitation or restrictions that you may have. This doctor also is responsible for coordinating care between other medical providers and will write reports about any permanent impairment of bodily function(s) or the need for future medical care. Generally, your employer selects the PTP you will see for the first 30 days, but if you want to change doctors for any reason, ask your employer or Keenan. They're as interested as you are in your prompt recovery and return to work and will select a different doctor for you. If your employer has a Medical Provider Network (MPN) you will be directed to treat with a physician within the MPN and different rules apply regarding changing your physician.

You can be treated by your personal physician or medical group immediately if you have health care insurance for injuries or illness that are not work related, and your physician agrees in advance to treat you for any work injuries/illnesses and has previously directed your treatment and retains your medical records and agrees, prior to your injury/illness, to treat you for workplace injuries/illnesses and you gave your employer your physician's name and address in writing before the injury. You may use the form inside of this pamphlet or your employer may have a form for you to use.

If you give the name of your personal chiropractor or acupuncturist. Different rules apply, and you may need to see an employer-selected physician first.

Temporary Disability Benefits: If you are not medically able to work for more than three days due to your work-related injury, counting weekends, you have a right to temporary disability (TD) payments to assist substituting your lost wages. After two weeks from reporting the injury, you will receive a check. If your employer has a salary continuation plan, your benefit may be included in your regular paycheck. TD is payable every 14 days until the doctor states you can return to work (Payments won't be made for the first three days, though, unless you're hospitalized as an inpatient or unable to work more than 14 days). The amount of the payments will be two-thirds of your average wage, subject to minimums and maximums set by the state legislature. Although the TD payment will not be the full amount of your regular paycheck, there are no deductions and the payments are tax-free. For injuries occurring on or after January 1, 2008, TD payments are limited to 104 compensable weeks within five years of date of injury. For a few long-term injuries such as chronic lung disease or severe burns, TD payments can last up to 240 weeks within five years from the date of injury. If you reach the maximum TD payment period before you can return to work or before your condition becomes permanent and stationary. See the "Other Benefits" section of this pamphlet for additional information. A timely filing with Employment Development Department may result in additional State Disability benefits when TD benefits are delayed, denied, or terminated.

Permanent Disability: If your doctor says your injury will always leave you with some permanent impairment of bodily function(s), you may receive permanent disability (PD) payments. The amount depends on the doctor's report, how much of the PD was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. State law determines minimum and maximum amounts, and they vary by injury date. If you are entitled to PD, Keenan will send you a letter explaining how the benefit was calculated. If the injury causes PD, the first payment of PD benefits is made within 14 days after the last payment of TD, unless your employer has offered you a position that pays at least 85% of your date of injury wages or if you are returned to a position that pays you 100% of the wages and, compensation paid to you on the date of injury, the PD would be paid after an Award issues.

Supplemental Job Displacement Benefit (SJDB): If you have a permanent whole person impairment, the eligibility for SJDB begins when your employer

does not offer regular work, permanent, modified, or alternative work within 60 days of the receipt of a doctor's Medical Maximum Improvement (MMI) report. This is a nontransferable voucher for education-related retraining and/or skill development at state-approved schools, tools, licensing, certification fees and other resources as possible benefits. If you qualify for the supplemental job displacement benefit, Keenan will provide a voucher up to a maximum of \$6,000.

Death Benefits: If the injury/illness causes death, payments may be made to your dependents. State law sets these benefits and the total benefit depends on the number of dependents. The payments are made at the same rate as TD payments. In addition, workers' compensation provides a burial allowance.

Discrimination: It is a violation of Labor Code Section 132(a) and illegal for your employer to punish or fire you for having a workplace injury/illness, for filing a claim or for testifying in another person's workers' compensation case. If your employer is found guilty of discrimination, you would be entitled to increased benefits, reinstatement and reimbursement for lost wages and benefits.

Other Benefits: Sometimes people confuse workers' compensation with State Disability Insurance (SDI). Workers' compensation covers on-the-job injuries/illnesses and is paid for by your employer or their insurance. On the other hand, SDI covers off-the-job injuries or sicknesses, and is paid for by deductions from your paycheck. If you are not getting workers' compensation benefits, you may be able to get State Disability benefits. Contact the local office of the State Employment Development Department listed in the government pages of your phone book for more information.

You may be eligible to access the return-to-work fund, for the purposes of making supplemental payments to injured worker's whose PD benefits are disproportionately low in comparison to their earnings loss. If you have questions or think you qualify, contact the Information & Assistance office listed in this pamphlet or visit the DIR website at: www.dir.ca.gov.

If You Still Have Questions, ask your supervisor or employer representative. Or contact Keenan at the number indicated on workers' compensation posters at work and on this brochure. You can also contact the State Division of Workers' Compensation (DWC) and speak with an Information and Assistance Officer. These officers are available to review problems, answer questions and provide additional written information about workers' compensation at no charge. The local office is listed below and posted at your workplace. You can also call 800-736-7401 or visit the DWC website at: <http://www.dir.ca.gov/dwc>.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Fines can be up to \$150,000 and imprisonment up to five years.

Riverside Unified School District prohibits discrimination, harassment, intimidation, or bullying in all district programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with a person or a group with one or more of these actual or perceived characteristics.

If you have any complaints or questions regarding this policy you may contact Senior Administrator for Pupil Services or the District Complaint Officer at (951) 788-7135 or (951) 352-1200.

Remember If you see something suspicious, say something.

Contact WeTip at:

1-800-78-CRIME (1-800-782-7463)

or log-on and submit a tip at www.wetip.com



SEE SOMETHING,
HEAR SOMETHING,
SENSE SOMETHING,
SAY SOMETHING
SUBMIT AN ANONYMOUS TIP



CLICK HERE

BIT.LY/RUSDWETIP - (844) 951-2990

