

Injury and Illness Prevention Program



NVUSD

NAPA VALLEY UNIFIED SCHOOL DISTRICT

INTRODUCTION

General Industry Safety Order 3203 (SB198-Injury and Illness Prevention Program), requires every employer in the State of California to develop and implement an effective Injury and Illness Prevention Program for their employees. In response to this legislation, NVUSD has developed this Safe Work Practices information for its employees.

Every NVUSD employee receives an Introduction Sheet, the General Safe Work Practices information as well as their Specific Safe Work Practices* information during the new employee orientation. A copy of the receipt of Safe Work Practices Manual form (Employee Name, Job Title(s), a list of the Specific Safe Work Practices they were given and the dates they were sent to them) will be kept in the employees personnel file along with other SB 198 (Injury and Illness Prevention Program), documentation.

Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, NVUSD makes no guarantee and assumes no responsibility for the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

This document is intended to be a guide for NVUSD in providing safe work practice information to its employees.

Please feel free to contact Human Resources if you have any questions.

**Some employees may receive more than one Specific Safe Work Practice section.*

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YOUR SAFETY ATTITUDE

The primary goal of this program is to support your health and well-being. Each day, you'll encounter situations where you'll need to apply the knowledge gained from this booklet and other sources. How you respond to these challenges will play a significant role in shaping the kind of employee you become.

We hope this program encourages you to become an employee who values safety by consistently taking the time to think and act safely at work. Keeping yourself safe is your personal responsibility. Employees who disregard safety rules or feel they don't have time to prioritize safety often face consequences, both physically and financially, which can also impact their loved ones. Napa Valley Unified School District deeply cares about your well-being, and we hope the information in this booklet helps you foster a strong commitment to working safely.

I. ACCIDENT PREVENTION PROGRAM

A. PHILOSOPHY AND RESPONSIBILITIES

All employees of the Napa Valley Unified School District are required to follow the safety rules outlined in this handbook whenever these rules apply. Since accidents negatively impact everyone, safety and accident prevention are the responsibility of every Napa Valley Unified School District employee. Employees may face income loss and physical pain, while the District loses valuable skills and experiences a drop in productivity. However, accidents can be avoided through proper training and increased awareness.

B. SAFETY ORIENTATION

This program will provide an introduction to District policies and rules about each employee's safety. It will include a thorough prevention and safety briefing along with the issuance of this safety handbook. A New Employees Safety Orientation will be provided by the Office of Human Resources to ensure quality control and to fulfill OSHA safety requirements.

C. EMPLOYEES

1. When workers are first employed, the Office of Human Resources and Site Supervisor shall give instructions regarding the prevention and safety precautions and policies established by the District and will direct the employee to read the Employee Orientation and Safety Manual.
2. Employees must obey all safety rules and regulations set forth by law and District policy. Failure to do so may result in a written warning, suspension, or dismissal.
3. Employees must report all safety hazards to their supervisors immediately. Use appropriate forms to report hazards to the District. These are available through your Supervisor.
4. Employees, as a condition of employment, must abide by State Law and District policy in utilizing all safety clothing, equipment, and guards. The District shall supply adequate and appropriate safety equipment for use by employees.
5. Employees must pay strict attention to their work at all times. Inappropriate behavior, jokes, horseplay and wrestling are the first steps to many accidents and are not proper workplace behavior.
6. It is the employee's responsibility to notice and obey warning signs

posted which identify dangerous conditions.

7. No employee shall remove, displace, destroy, damage, or carry off any safety device or safeguard until a safety hazard has been corrected and cleared by the Site Safety Administrator.

8. If at any time during the course of your employment you feel that the conditions, equipment, or specific task assigned is unsafe, immediately notify your Supervisor. Should the Supervisor disagree, and the matter cannot be easily resolved, the appropriate Site Administrator and/or the Safety Hazardous Materials Manager shall be consulted for clarification.

9. Ignorance of safety rules will not be accepted as an excuse for violation. If you are not sure about a specific rule or procedure, do not proceed **until you have** received a clear explanation and fully understand the situation. It is the responsibility of the employee to understand and follow all safety and prevention rules.

10. No employee shall be in possession of, or under the influence of narcotics, alcohol, or other intoxicants (including prescription drugs), or use alcoholic beverages, narcotics, or intoxicants on District premises or while in a District vehicle at any time. Violation may result in discharge.

11. No employee shall be in possession of weapons, firearms, or explosives on District premises at any time.

12. All injuries, without exception, must be reported to your Supervisor during the work shift in which they occur. It's your obligation to do so under California Labor Law. Any medical treatment needed for an injury sustained at work must be authorized by your Supervisor or Site Safety Personnel. If immediate medical attention is needed call 911.

13. Good housekeeping plays an important part in the safety of the work environment. Every employee is expected to do their share in keeping the work area clean and orderly. Walkways and stairways must be kept clear of tripping hazards such as tools, boxes, trash containers, and hoses. No job is complete until the work area is cleaned up.

14. No animal shall be allowed on District property at any time unless prior written approval has been obtained by the Site Administrator.

D. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some jobs at Napa Valley Unified School District may require personal protective equipment in order to be able to perform your duties safely. Personal protective equipment includes, but not limited to:

1. Eye protection.
2. Sun protection.
3. Respiratory protection.
4. Hearing protection.
5. Back protection during lifting and carrying.

Both respiratory and hearing protection equipment requires specific procedures prior to their use. It is the responsibility of the employee to understand and follow the directions in the use of protective equipment.

E. SITE SAFETY COMMITTEE

A Site Safety Committee has been established to coordinate and implement all prevention and safety concerns. Any safety matter should be directed to the Site Safety Representatives for immediate and appropriate action. Employee suggestions on how to make the worksite safer are always welcomed and encouraged.

II. OBSERVATION OF POTENTIAL HAZARDS

It is a condition of employment in the Napa Valley Unified School District that the employee will obey all safety regulations and report, in writing, all observable safety hazards that cannot be corrected immediately. Take personal responsibility to remain safe on the job and be aware of situations or conditions that may be potential hazards to yourself, your fellow workers and the students in the District.

A. SAFETY HAZARDS TO LOOK FOR:

1. *Office Equipment and Furniture*

- a. Be aware of machines which may have a tendency to creep while in operation.
- b. Keep drawers closed in file cabinets and desks. Open only one drawer at a time. Do not open drawers past safety stops.
- c. Do not use desks, chairs or boxes for climbing or reaching; request a ladder or step stool.
- d. Paper cutters can be dangerous. Be attentive. Blade guard must be in place at all times. Do not let children use paper cutters.
- e. Furniture, tables, workspace area and equipment should be maintained in good repair to avoid breakage or other failure which might cause injury.
- f. Paper cutters can be dangerous. Be attentive. Blade guard must be in place at all times. Do not let children use paper cutters.
- g. Equip all cabinets over 5 ft. with devices, other than magnets, to prevent doors from opening in the event of an earthquake.
- h. Secure material with shelf lips or other means.
- i. Store glass products, breakables, and heavy materials on lower shelves.
- j. Attach cabinets, shelving and certain fixtures to secure structures.
- k. Toe boards and handrails should be in place in all loft areas.

2. *Electrical Equipment*

- a. All equipment must be grounded or of the double insulated type. All electrical wires and plugs must be UL approved. Correct voltage must be utilized at all times.
- b. Only trained personnel should work on or modify electrical systems.
- c. All electrical plugs should be pushed into the receptacle.
- d. Make sure electrical equipment is not wet or damp.
- e. Unplug electrical equipment by pulling on the plug instead of the cord.

- f. Do not hang objects from light fixtures.
- g. Inspect electrical equipment, including cords, for defects before use. Replace rather than repair electrical cords.
- h. Use tread guards across walkways where it is **not** possible to re-route cords
- i. Use only one extension cord to each outlet.
- j. Shut off all electrical equipment before leaving.
- k. Never use flammables around electrical equipment.
- l. Report any bare wires from any electrical equipment. Any burning odors should be checked for immediate danger and reported immediately.
- m. Unplug and roll up long electrical cords and extension cords when not in immediate use.

3. Doors, Floors and Hallways

- a. All doors and locks must be in proper working order.
- b. Approach all doors with caution. Open and close doors with care.
- c. Doorways are important escape routes. Do not obstruct doorways with objects.
- d. When working in hallways, designate and secure working area.
- e. Never run or slide in hallways.
- f. Walk on the appropriate side of a hallway.
- g. Report slick floors as a hazard.
- h. Use alternate routes when floors are wet or being mopped.
- i. Turn on lights when entering an unlit area.
- j. Be especially cautious when walking during wet or icy weather conditions.
- k. Be aware of gravel, sand or other debris on walkways.

I. Unusual conditions such as extra high or low steps, low ceilings, or unclear exiting should have special signs and/or be highlighted with paint to draw attention to the condition.

4. Clothing

a. Wear the appropriate clothing for the job. If you are around machinery that moves or is electrical, avoid wearing jewelry, loose sleeves, long scarves or ties. Be sure to have long hair tied back. Wear appropriate shoes.

5. Moving and Lifting

- a. Know how to lift safely and correctly. Support belts are available from the District.
- b. Know your safe lifting weight. Get equipment and/or help in lifting heavy objects.
- c. Reaching too high too quickly is a source of injury. Request a ladder or step stool.
- d. Protect your back from injury by using your legs to lift.

6. Ladders and Step Stools

- a. Never use a broken ladder or step stool.
- b. Use an appropriate ladder for the situation.
- c. Make sure ladders and step stools are in good repair and are properly set before use.
- d. Report any potentially hazardous condition, including missing or broken guardrails or other hazards.
- e. Limit the amount of high storage and other reasons for needing ladders.
- f. Secure help on high work or unusual circumstances.
- g. Keep ladder area clear of obstructions.
- h. Use handrails on ascending and descending stairs.

7. Tools and Sharp Objects

- a. Store sharp, pointed objects flat and pointed away from the user.
- b. Understand proper use techniques for each tool before using.

8. Fire Hazards

- a. Students with matches.
- b. Flammable materials in waste baskets.
- c. Use of cigarettes. (NVUSD has a strict tobacco free policy. No Tobacco use is permitted in any building, vehicle or on NVUSD grounds.)
- d. Flammables near heat sources or electrical equipment.

- e. Poorly ventilated areas. Substances and liquids may produce a gas that is flammable.
- f. Substances and liquids may produce a gas that is flammable.
- g. Flammables must be kept away from kilns.
- h. Know the bell or alarm system at work locations.
- i. Know location of electrical and gas controls for work area.
- j. Do not risk your life trying to extinguish a fire which could get out of control.
- k. Cluttered classrooms and closets can contribute to a fire hazard; keep areas picked up and orderly.

9. **Miscellaneous**

- a. Store lunch and food where it is safe from contamination by chemicals or other hazardous substances.

10. **Driving on District Business**

- a. Maintain a valid California Driver's License while driving.
- b. Wear seat belts.
- c. Obey traffic laws.
- d. Make a pre-trip inspection of all lights, brakes, tire tread, seat belts, mirrors and signals.
- e. Avoid backing where possible on school grounds.
- f. Practice defensive driving.
- g. Keep windows clean and free of visual obstructions.
- h. Keep dashboard free of clutter.
- i. Avoid distractions, i.e. adjusting vehicle controls, etc.
- j. Do not talk on cellular phones when driving on district business.

11. **Stress**

- a. Prioritize the tasks that you are to accomplish.

- b. Mix tasks you like to do with those that are more difficult.
- c. Take breaks (within contract) and relax muscles.
- d. Work on developing good conflict resolution skills and effective communication skills.
- e. Increase level of exercise.
- f. Add humor and relaxing activities to the workday.
- g. Take vacation time regularly.
- h. Make friends at work and develop a support system.
- i. Attend stress workshops and practice the stress reducing suggestions.
- j. When you feel overloaded with work, ask for help either administratively or from a co-worker.

12. ***Poor Housekeeping***

- a. Poor housekeeping is a regular cause of accidents. Employees will be held accountable for keeping their work areas clean, safe and organized. Each Supervisor will "in-service" all employees on the importance of housekeeping in relation to accidents and safety on the job. Clean up spills immediately.

13. ***Solving the Problem***

- a. If at all possible, resolve the hazard.
- b. Report it to your Supervisor.
- c. Fill out the appropriate safety report, which is available from your Supervisor.
- d. Make suggestions that will assist in keeping the worksite and District a safe environment for students and staff. Written suggestions can be submitted to your Supervisor or to the Safety Committee.

III. ACCIDENTS AND WORKERS' COMPENSATION

Anyone working for the Napa Valley Unified School District, either as a paid employee or as a volunteer, is covered by the District's Workers' Compensation insurance. The purpose of this plan is to provide all necessary medical care to injured workers, to provide some level of income while they are unable to work, to assist them in accomplishing a full recovery and to return them to their jobs.

Employees must file an accident report using the Company Nurse Injury Hotline (1-877-778-2576). The NVUSD Office of Human Resources acts as the district liaison with claimants, district personnel, third-party administrators and medical providers.

Upon receipt of a claim, the District's third-party claims administrator will contact the injured worker to discuss Workers' Compensation benefit entitlements. Employees who have worked for NVUSD for less than six continuous months will be entitled to medical benefits only; those who have worked six continuous months, or longer, will be entitled to medical and disability benefits.

A. PROCEDURES

If an injured worker determines that they will not require a doctor's care and will not need to be absent from work, they may file an accident report and/or be given first-aid treatment without filing a claim for Workers' Compensation. Accident information is recorded on a "Supervisor's Report of Injury" form and held in file for one year, during which time an injured worker has the right to open a claim for Workers' Compensation benefits. If an injured worker feels unable to work and/or wants medical care, claim forms should be completed and filed.

1. *Medical Care:*

Workers' Compensation claimants will be required to seek treatment during the first thirty (30) days of their disability with a District designated doctor, unless they have a 'Pre-Designation of Personal Physician' form on file in the Human Resources Office prior to their injury. Injured workers who have pre-designated their family physician to provide their medical care in the event of a work related or illness are excused from this requirement. Site secretaries determine proper designations and provide medical referral forms to injured workers. In the event of a medical emergency, the district will obtain the best care immediately available for an injured worker, regardless of medical designations.

2. *Absence from Work:*

If the authorized medical provider determines that an injured worker is unable to perform their normal duties they will work with the District to provide a temporary assignment in the "Early Return To Work" program, or a "light duty" assignment for the employee during their recovery period. If the employee is not sufficiently recovered to participate in a "light duty" assignment, their doctor will provide them with a written authorization to be absent from work for a specific period of time. This authorization must be attached to the employee's request for leave and submitted to the employee's immediate supervisor. The medical authorization allows the injured worker to use Workers' Compensation leave benefits during their absence. All unauthorized absences are charged to the injured employee's sick leave.

3. Investigation of Accidents and Injuries:

Insurance Code section 1871.4 states that anyone who knowingly files or assists in the filing of a false Workers' Compensation claim may be fined up to \$50,000 and sent to prison for up to five years.

NVUSD is a member of North Bay Schools Insurance Authority for Workers' Compensation. The cost of claims filed in our District impacts the General Fund. Every effort is made to fully investigate the circumstances surrounding accidents and injuries from both a safety and a financial point of view. Deliberate misrepresentation of information regarding an injury can result in dismissal from NVUSD employment.

IV. HAZARDOUS MATERIALS

State legislation requires employers to establish a written procedure for training all employees in the ordering, storing, disposing, recording and use of chemicals. For example, the Hazardous Substances Information and Training Act, also known as the "Right-To-Know" Law, is designed to protect the employee from hazardous chemicals that are used at the worksite. The Right-To Know Law provides employees with an understanding of the information on material safety data sheets (MSDS).

There are a number of substances and materials used in the workplace that are fairly common but are in fact classified as hazardous by the State due to their toxicity, flammability, or reactivity. It is not possible to eliminate all hazardous materials from the workplace and it is every employee's responsibility to learn the safe work practices that are required when using materials classified as hazardous.

A. PROCEDURES

Each site has, on file, a Material Safety Data Sheet (MSDS) for each hazardous substance used at that facility. The MSDS contains information about the substance such as flammability, reactivity, possible health hazards and first aid procedures. A copy of an MSDS is available to you, upon request, for any hazardous chemical which you are required to work with.

1. What Is a Hazardous Material?

Any substance which can cause injury or death, and/or pollute land, air or water is a hazardous material. Current research has identified many chemicals as dangerous which were considered safe a few years ago. Know your chemicals.

2. Chemicals-Do's and Don'ts

- a. Chemicals are not allowed on District premises without an MSD and chemical being properly labeled with identification and hazards.
- b. Never mix chemicals together (such as cleaning agents) unless the end product and its hazards are known.

c. Always dilute active chemicals by slowly pouring the active chemicals into water.

d. Always approach an unknown chemical as hazardous unless it is identified otherwise. All chemicals should be clearly and properly labeled.

e. Always remember that when chemical gas or liquid is used, some will be inhaled by those in the immediate area. Ventilation is extremely important at all times. Proper respiration equipment must be used.

f. All chemical spills are hazardous until identified.

1. Remove the individuals from the immediate area.

2. Notify the Maintenance & Operations Department immediately.

3. See Material Safety Data Sheet(MSDS) for safe and legal cleanup procedures.

4. No one should attempt any type of cleanup (even kitty litter) unless they have been trained in how to clean up as specified in Hazard Communication Plan.

g. Always read container labels carefully. Materials transferred to secondary container must be labeled with the same health and safety information as the original container. The only exception to this is when a secondary container will be used only by you for a short term task and the entire contents used up or returned to the original container. Blank labels are available from your site location office. Dispose of used containers properly.

h. If there is ever any question in your mind concerning a possible hazard when working with chemicals or other materials DO NOT TAKE A CHANCE! Stop immediately and do not perform the task until you are satisfied the job can be done safely.

V. BLOODBORNE PATHOGENS

A. UNIVERSAL PRECAUTIONS

The precautions recommended in these guidelines are appropriate for preventing the spread of ALL infectious diseases and are most likely to prevent the spread of germs that cause the common cold, influenza, impetigo, ringworm and the myriad of other infectious diseases that play havoc with students and staff during the school year. Because hand washing is stressed does not imply that one may contract AIDS/HIV infection because of inadequate hand washing. Hand washing is stressed because it is a simple and basic method of preventing spread of a wide variety of germs that cause other common diseases that can cause absence from school or work; and can be serious or even fatal.

"Universal Precaution" is the basic principle being promoted in this guideline. Employees are advised to use appropriate precautions regardless of your knowledge of which germs are present in any individual's blood, saliva, nasal discharges, vomit, urine and feces. In other words, when handling the discharges from another person's body, always use reasonable precautions especially when handling discharges containing blood. Do not limit hand washing, gloves and careful disposal of contaminated refuse only to those times when you are dealing with persons you know or suspect may carry specific germs.

1. *Hand Washing:*

Hand washing facilities should include soap and running water at a pleasantly warm temperature. Automatic hand dryers can be considered as an alternative for paper towels.

2. *Using Gloves:*

All employees who may be required to administer first aid involving blood, or to handle body fluids that may contain blood, should have access to latex gloves in the areas where the gloves might be required to be used.

3. *Trash Disposal:*

Special containers lined with plastic and marked appropriately are recommended for disposal of trash containing blood or body spills that may contain blood. If needles, syringes or lancets are used in the school or work setting, a container that will not be penetrated by the sharp points shall be provided.

4. *Using Disinfectants:*

Bleach is no longer to be used at ANY school site. Use only disinfectant supplies provided by the district.

5. *First Aid Involving Blood and CPR*

Individuals with responsibility for administering first aid in the schools, on the athletic fields, in the cafeterias, on the playgrounds and in the school buses should have current instruction and certification. That instruction can be provided by certificated school nurses employed by the school district or by local agencies such as the American Red Cross and the American Heart Association. Gloves are to be standard components of first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias and athletic training rooms. Devices that prevent backflow of fluids from the mouth of a victim being given Cardiopulmonary Resuscitation (CPR) also will be readily accessible to those persons most likely to be the rescuers in the school setting.

6. *Training of Employees*

All school employees with likely contact with blood or other bodily fluids in the course of their job should have training annually and upon entry into the system about preventing ALL infectious diseases, HIV, and Hepatitis B specifically. If new information becomes available, it will be transmitted promptly in addition to annual training. This training can be integrated in first-aid training for staff with specific responsibility for administering first-aid.

B. WORKPLACE TRANSMISSION

As different as the outcomes of blood borne diseases may be, the way that they are transmitted in the workplace is essentially the same. HBV, HIV and other pathogens may be present in blood and other materials, such as semen and vaginal secretions, torn or loose skin, unfixed tissue or organs.

Blood borne pathogens can cause infection by entering your body in a variety of ways, including; open cuts, nicks, skin abrasions, dermatitis, acne, and mucous membranes of your mouth, eyes or nose.

You can become infected by accidentally injuring yourself with a sharp object that is contaminated. Sharp objects may be broken glass, sharp metal, needles, knives and exposed ends of orthodontic wires . Blood borne diseases can also be transmitted indirectly. This happens when you touch an object or surfaces contaminated with blood or other infectious materials and transfer the infection to your mouth, eyes, nose or open skin. Contaminated surfaces are a major cause of the spread of hepatitis. HBV can survive on dried environmental surfaces and at room temperatures for at least a week.

C. GENERAL HOUSEKEEPING RULES

Good housekeeping protects you, fellow employees and students. It is everyone's responsibility. Here are some general rules:

1. All equipment and environmental working surfaces must be cleaned and decontaminated with an appropriate disinfectant as soon as possible after contact with blood or other potentially infectious materials.
2. Never pick up broken glass with bare hands. Always wear gloves, and use tongs or a broom and dustpan.
3. Place contaminated sharps and other potentially infectious waste in labeled or color-coded leak-proof puncture-resistant containers that are closable and easily accessible to those who use them. Infectious waste containers should not be allowed to overfill.
4. Handle contaminated laundry as little as possible and with minimal agitation. Place soiled laundry in labeled or color-coded leak-proof bags or containers without sorting or rinsing.
5. Bins, pails, cans and similar receptacles that are reused and have a reasonable likelihood for becoming contaminated with blood or other infectious materials shall be inspected and decontaminated on a regularly scheduled basis.

D. PERSONAL PROTECTIVE EQUIPMENT ("PPE")

The type of protective equipment appropriate for your job varies with the task and the degree of exposure you anticipate. Equipment that protects you from contact with blood or potentially infectious materials may include; gloves, protective eyewear, masks, mouthpieces, resuscitation bags or other ventilation devices.

If you are faced with cleaning up blood or body fluids, wear appropriate personal protective equipment, and use a solution of one part bleach to ten parts water to disinfect mops and cleaning tools after the job is done.

1. *General Rules on Personal Protective Equipment*

- a. You must be trained to use the equipment properly.
- b. The equipment must be appropriate for the task.
- c. The equipment must fit properly, especially gloves.
- d. All equipment must be free of physical flaws that could compromise safety you must use appropriate protective equipment each time you perform a task involving potentially infectious materials.
- e. If, when wearing equipment, it becomes penetrated by blood or other infectious materials, remove as soon as possible.

2. *Resuscitation Devices*

The mechanical emergency respiratory devices and pocket masks are designed to isolate you from contact with a victim's saliva and body fluids. Avoid using unprotected mouth-to-mouth resuscitation. Students or co-workers may have blood or other infectious materials in their mouth and may expel them during resuscitation.

3. Gloves

- a. Gloves are the most widely used and basic form of personal protective equipment. You must wear gloves when it is reasonably anticipated that you may have hand contact with blood, any potentially infectious materials, mucous membranes or non-intact skin.
- b. Gloves may be made of latex or vinyl when used for first-aid procedures. Heavy duty utility gloves should be used for housekeeping. If you are allergic to latex or vinyl gloves, there are hypo-allergenic gloves, glove liners, or powder-less gloves that may be made available.
- c. Utility gloves may be decontaminated or reused if they are not cracked, peeling, torn or punctured. They must offer a barrier of protection. Since gloves can be torn or punctured, cover any hand cuts with bandages before putting on gloves.
- d. Replace disposable single-use gloves as soon as possible if they are torn, punctured, contaminated, or no longer offer effective barrier protection. Never wash or decontaminate this type of glove for reuse.

VI. EMERGENCY PROCEDURES

A. FIRE PROCEDURES

IN THE EVENT OF A FIRE, EVACUATE THE AREA, SOUND AN ALARM, CALL 911.

1. Drills

State law requires each school site to conduct fire drills. The purpose of such practice is to reduce individual injuries by decreasing evacuation time through organization and practice. Employees will familiarize themselves with posted evacuation plans at their work site.

Staff and students are to leave the building immediately upon hearing a fire alarm in accordance with the emergency exit route posted in the facility. The staff member in charge will leave the room or facility last, turning off the lights and closing doors. Groups will remain together proceeding rapidly and quietly to the assigned area. Remain at this location until you are notified to re-enter.

Other emergency drills will take place periodically as well. Such as emergency bus evacuations and earthquake drills. Remember these drills are to save lives. Become familiar with emergency/disaster plans for your site and participate in practice drills.

2. Fire Extinguishers

Fire extinguishers are located throughout the sites. Always take the time to familiarize yourself with the location and type of extinguisher in your immediate work area. If an extinguisher is used, even partially, report it to your supervisor immediately so a replacement can be substituted until the discharged unit is refilled.

3. *Crisis Response Plan*

Each site has a Crisis Response Plan. It is the responsibility of the employee to become familiar with the site plan and follow that plan in the event of a crisis.

B. EMERGENCY FIRST AID

1. First aid is defined as the immediate and temporary care given to the victim of an accident or sudden illness until the services of a physician can be obtained. Each site has a first aid brochure posted that outlines basic first aid and CPR procedures. Be aware of the location of this brochure.
2. In the event of a severe injury to a coworker, it may be necessary for you to initiate first aid treatment and obtain medical assistance. Never move the injured person unless they are in immediate danger. Send someone for help (dial 911) while you keep the victim calm and immobilized. If you are alone and the victim is unconscious, check for severe bleeding and stoppage of breath before leaving for help.
3. Only personnel trained in accordance with approved procedures should administer first aid or CPR--GET HELP FAST!!! Notify a trained staff member immediately.
4. In the event that first aid is not sufficient to reduce suffering, emergency services are to be notified (dial 911).
5. If an emergency vehicle is summoned it is important to station someone at site entrances to meet the vehicle and guide it to the proper area of the site.
6. An approved first aid kit will be maintained in every District vehicle, office, and work site. These First Aid kits shall remain stocked with emergency first aid supplies.

C. EARTHQUAKES

Virtually any area of California is subject to earthquakes. Design differences in buildings and rooms require individual preparation. Learn to recognize potential hazards from earthquakes and set up your work area to minimize those hazards. Staff will keep students under supervision until site administration has advised otherwise. A detailed emergency preparedness plan has been developed and is located at each work site. Read the plan carefully and review it with your Supervisor and other staff members.

D. CIVIL DEFENSE

All public employees are 'Civil Defense Workers' and are subject to civilian defense activities as may be assigned to them by their Supervisor or by law. (Reference: Government Code, Chapter 8, Division 4, Title I, Section 3100 and 3101).

In a major disaster situation, you are legally obligated to help. This may mean that your working hours and/or responsibilities may be changed depending on the situation at hand. You may also be required to stay at work, and therefore not be allowed to return to your home to check on the situation there. Inform family members of these responsibilities so they can act accordingly.

You are encouraged to have a disaster plan at home in case of a major disaster situation. This will help ease your mind in that your family members will be aware of what action they should take.

VII. TOBACCO POLICY

Ample scientific evidence demonstrates that the use of tobacco is the major single preventable cause of disability and premature death in the nation.

The most convincing argument in support of this ban is the fact that District employees serve as role models for the youth of our community. Tobacco use, in view of the research pointing to its harmful effects, is not consistent with the mission of public education, which is to develop the maximum potential of each individual. In addition, evidence detailing the harmful effects of breathing second-hand smoke makes it increasingly difficult to support tobacco use in district facilities.

The use of tobacco products, including electronic e-cigarettes, is prohibited in any school building, on any school grounds, or in any school vehicle.

VIII. CODE OF SAFE PRACTICE

A. COMPUTER WORKSTATION

1. Equipment and furniture should be adjusted properly:

- a. Chair should be adjusted to knee height (the distance between the crease behind the knee and the bottom of the heel.) If the seat cannot be lowered far enough, get a footrest and adjust so that the vertical distance between the footrest and the front edge of the seat is knee height.
- b. The home row of the keyboard (ASD....JKL) should be raised or lowered to place the home row level with the tip of the elbow. This keeps the forearms in a horizontal position.
- c. If using a thin keyboard (1-1.5") place it about 2" back from the edge of the table. If using a thicker keyboard, a padded palm rest should be used.
- d. Raise or lower the display terminal so that the top of the screen is at the same level or slightly below the eyes. (if wearing bifocals or trifocals, a lower position may be more comfortable.)
- e. Move the display terminal 20" or more from the eyes.

- f. Look for reflection and glare. Darken the screen to reduce.
 - g. Tilt screen to eliminate as much glare and reflection as possible.
- 2. Avoid muscle fatigue by practicing the following suggestions:
 - a. Keep elbows down.
 - b. Keep hands below shoulder level.
 - c. Avoid long reaches.
 - d. Avoid tilting the trunk forward.
 - e. Change to another task briefly every 45 minutes.
 - f. Move around and stretch often.
- 3. Cables and cords should be concealed or kept out of the way.

B. COPY MACHINES

- 1. Location of the copy machine should adhere to general safety regulations.
 - a. Avoid locations where chemicals or combustible items are used or stored.
 - b. Avoid locations near radiators or heaters.
 - c. Avoid locations which would make the copier and its electrically related parts susceptible to exposure to water and short circuiting.
 - d. Avoid areas of poor ventilation.
- 2. Do not connect the copier to a power outlet with large voltage fluctuations.
- 3. Select a location close to an outlet and avoid multiple connections in the same outlet. Always use three prong grounded outlets (to prevent shock).
- 4. DO NOT open the front cover, turn the main switch off or remove the power plug during copying. Read posted instructions .
- 5. Turn off the copier before attempting to retrieve jammed paper.
- 6. When handling combustibles (toner, cleaner, etc.) always read the safety precautions included in the box or on the container.
- 7. If toner gets on your hands, wash with soap and water. If toner gets in your eyes, rinse immediately. See a physician. If children, or others, ingest toner by mistake, have them drink a few glasses of water (to dilute the contents ingested). Have them examined by a physician.
- 8. Recycle all toner cartridges as per District policy.
- 9. Recycle all appropriate paper in designated bins.

10. DO NOT attempt to burn the toner in an incinerator or other fire as it may cause dangerous sparks.

IX. LETTER AND PARCEL BOMB RECOGNITION POINTS

A. Be aware of any suspicious letters or packages that come to your building or office. Look for the following:

1. Foreign Mail, Air Mail and Special Delivery.
2. Restrictive markings such as CONFIDENTIAL, PERSONAL, etc.
3. Excessive postage.
4. Handwritten or poorly typed addresses.
5. Incorrect titles.
6. Titles but no names.
7. Misspellings of common words.
8. Oily stains or discolorations.
9. No return address.
10. Excessive weight.
11. Rigid envelope.
12. Lopsided or uneven envelope.
13. Excessive securing material such as masking tape, string, etc.
14. Visual distractions.
15. If you suspect any package or letter, isolate it and notify your Supervisor.

X. VIOLENCE IN THE WORKPLACE PREVENTION

The NVUSD takes your safety seriously. Personal stress and problems can sometimes affect the workplace, potentially putting others in unsafe situations. Every employee is responsible for contributing to a safe work environment. Acts or threats of violence, physical harm, or verbal intimidation create an unsafe and uncomfortable atmosphere. Employees should promptly report any behavior that feels threatening or unsafe to a Supervisor or Manager. For further questions, please contact the Assistant Superintendent of Human Resources.

- A. Workplace Violence Prevention Law: Effective July 1, 2024, all California employers with a staff of at least 10 are required to be trained in Workplace Violence Prevention (SB 553). This bill requires:
 - a. The NVUSD to post their Workplace Violence Prevention Plan (WVPP) on the nvusd.org website;
 - b. Annual training of all employees;
 - c. the NVUSD to keep a log of all violent incidents.
- B. Definition of Workplace Violence:

Workplace Violence is any act of violence or threat of violence that occurs in a place of employment. Workplace Violence may include the use or threat of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury. Workplace Violence may also include an incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

C. Key Points to Remember:

- a. Filing a Workplace Violence Report is optional and does not supplant existing reporting methods in the NVUSD
- b. All employees are to use existing reporting methods at their respective work sites, including reporting violent incidents or the threats of violence incidents to their Supervisory or Manager
- c. Filing a Workplace Violence Report will not trigger a call to action by first responders. It is a data collection report. In an emergency, contact 9-1-1 as instructed by your site manager.
- d. The NVUSD is required by law to ensure that no retaliation against an employee choosing to file a Workplace Violence Report takes place.

D. How to Identify Workplace Violence

There are Four different types of Workplace Violence:

- a. Type 1: Criminal Intent: In this type, the individual causing or threatening harm is a stranger and has no legitimate purpose for being on an NVUSD site
- b. Type 2: "Client to Employee:" In this type, the individual causing or threatening harm has a relationship with the NVUSD. This individual can be a student, parent, volunteer, contractor, coach, visitor, or anyone else who would have a legitimate reason for being on an NVUSD site
- c. Type 3: "Employee to Employee:" In this type, the individual causing or threatening harm has or has had an employment relationship with the NVUSD. This can be any current or former NVUSD employee.
- d. Type 4: Personal Relationships (also known as Domestic Violence): In this type, the individual causing or threatening harm is a non-employee who has or has had a personal relationship with the NVUSD employee. Examples include spouses (current and former), significant others (current and former), family members, etc.

E. How to Submit a Workplace Violence Report

- a. If workplace violence has been identified, and the employee is now out of harms way/the situation has resolved and wishes to file a report, the employee may electronically file a Workplace Violence Report on the NVUSD Staff Portal or come to Human Resources to complete a paper copy of the report.
- b. Workplace Violence Reports cannot be made over the phone.
- c. Only facts are requested on the report; no employee-identifying information will be requested.

F. After Submitting a Workplace Violence Report

- a. If more information is required, or to confirm that the situation has been resolved, a manager from Human Resources will follow up with the individual who filed the report.

XII. EMPLOYEE ASSISTANCE PROGRAM

All employees and their family members are supported by our Employee Assistance Program (EAP).

A. What is an EAP?

An EAP - or Employee Assistance Program - is a benefit that provides additional support to employees across a variety of areas.

B. What Types of Services does our EAP Provide?

Our current EAP, Optum Health, provides support to employees and their family members for areas such as:

1. Counseling - up to 5 sessions with an experience provider for each issue or problem, and benefit reviews each year. All conversations are confidential and not shared with the NVUSD
2. Financial Coaching - receive 30-60 minutes of telephone consultations per issue, per year, with an experienced, credentialed financial coach to address a wide array of concerns inducing budget management, college funding, debt reduction, estate planning, retirement planning, bankruptcy and more.
3. Legal Counseling and Mediation Services - EAP provides a no-cost 30-minute telephone or in-person attorney consultation to assis with legal issues such as document preparation, deeds, IRS matters, living wills, power of attorney, separation and divorce, trusts and more. Receive a 25% discount on continuing services.
4. Text Assistance Through Talkspace - Talkspace ([talkspace.com/connect](https://www.talkspace.com/connect)) provides text confidential support assistance via a messaging app on your phone 5 days per week.

C. Who is our EAP and How to Contact Them:

Optum Health can be contacted at liveandworkwell.com or 1-866-248-4096 24 hours a day, 7 days a week. Our NVUSD company access code is "WISE."

D. When to Utilize Optum

Optum can provide employee and family support in times of crises, such as if you feel stressed, depressed, isolated, are having trouble sleeping or eating, abusing prescription or non-prescription substance.

E. When to Seek Medical Care

If you are feeling physical signs of stress, or are having suicidal thoughts, seek medical assistance immediately.

Suicide Crisis Hotline: Dial "9-8-8" 24 hours a day, English and Spanish

Emergency: 9-1-1

XI. PROPER LIFTING PROCEDURE

How to Lift Correctly

1. Get a firm footing. Keep feet shoulder-width apart. Wear non-slip shoes.
2. Bend your knees and squat down while keeping your back as upright and straight as possible.
3. Grip the load at opposite corners. Tighten your stomach muscles.
4. Keep the load close to your body. The closer the load is to your body, the less force it exerts.
5. Do not twist your body while carrying a load. It causes unnecessary back strain.
6. Know your limits. Do not attempt to lift more than you are capable of lifting. Make two trips or ask for help.

Proper Back Support

The District provides back support belts for your use. You are required to wear these supports whenever lifting and moving heavy objects. The belt will require minimal care.

Wearing Your Champion Belt

Find size by measuring waist on the outside of clothing.

1. Place arm through shoulder straps with belt opening at front. Let elastic side bands hang loosely.
2. Position belt just below navel. Wrap firmly around the lower back and secure Velcro by placing the left side over right.
3. Grasp each end of the outer elastic side bands, and pull both ends out and forward.
4. Secure the Velcro of your left side band (with the red end) to the center of the belt.
5. Cover the red patch with the right side band.
6. Adjust the shoulder straps. Always keep your belt just below your navel.

Instructions and Cleaning

While wearing the belt, remember to practice proper lifting techniques. To clean, machine wash belt by itself with all Velcro closures closed. Use a delicate cycle and mild soap. Then lay flat to air dry. Never machine dry or iron belts. **Pregnant women should never wear the Champion belt.** If a belt causes pain or discomfort, discontinue use and contact your Supervisor.

XII. HEALTH AND COURTESY CONSIDERATIONS

None of us work totally independently; we are part of an environment that includes many other people. It is important to be considerate of the needs of our co-workers and be aware of health issues that affect many of us.

Allergies

Many people suffer from allergies of different sorts and respiratory problems sometimes exist. Some employees are very sensitive to products with perfumes in them; please consider not wearing anything with strong scents. This is especially important in enclosed areas and small office spaces. You may not be aware of the effect that your perfume or aftershave may have on others. It is best to be conservative in the use of these products.

If you personally are bothered by a fellow employee's use of such products, please let that employee know in a courteous manner and request that the use of the product be limited.

Noise Pollution

Be aware of your voice volume and conversation level, especially in shared office spaces. If you are playing a radio or music that may impact other people, use common courtesy and consider the needs of your fellow employees. A simple dialog about such issues would be appropriate.

Hygiene and Cleanliness

Report to work clean, neat, and ready to work. Always clean up after yourself. If you are using equipment, office machines, telephone, etc., make sure that they are left in proper condition after usage. If you spill or track an area, take the time to repair the area. Always use common courtesy as your work in your area or in the work space of others.

Heat Illness Prevention Plan (HIPP)

In accordance with state law, the NVUSD has created a Heat Illness Prevention Plan. This plan is separate and exists as a supplement to this IIPP.