

INJURY & ILLNESS PREVENTION PROGRAM

FOR THE

OROVILLE UNION HIGH SCHOOL DISTRICT

Updated 12/2/25

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INTRODUCTION

In order to maintain a safe and healthful work environment the Oroville Union High School District (the District) has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the District.

GOALS

Diligent implementation of this program will reap many benefits for the District. Most notably it will:

1. Protect the health and safety of employees by decreasing the potential risk of disease, illness, injury, and harmful exposures to district personnel.

2. Reduce workers' compensation claims and costs.

3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.

4. Improve employee morale and efficiency as employees see that their safety is important to management.

5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- California Labor Code Section 6401.7.
- California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the District. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the superintendent's final authority.

It is the responsibility of administrators, supervisors and directors to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Administrators, supervisors and directors are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each administrator, supervisor, and director must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The superintendent is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Administrators, supervisors, and directors will set positive examples for working safely and require that all staff under their direction work safely.

2. Administrators, supervisors, and directors will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Administrators, supervisors, and directors will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Administrators, supervisors, and directors will establish appropriate means of recognition for employees who demonstrate safe work practices.

The District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the District to ensure that appropriate, systematic safety inspections are conducted periodically.

*Scheduled Safety Inspect*ions

Upon initial implementation of this program, inspections of all work areas will be conducted. All inspections will be documented using the Inspection Checklists (Appendixes D, E & F) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.

2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. The superintendent, or designee, will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

The superintendent, administrators, supervisors, and directors will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for workers' compensation procedures:

Step 1: Each employee is responsible for immediately reporting to their Supervisor that they have injured themselves while working,

Step 2: For EMERGENCIES, **please call 911** for immediate treatment then contact Company Nurse following treatment.

Step 3: For non-emergencies, the employee/supervisor calls Company Nurse at 1-877-778-2576 before the employee leaves the premises. Company Nurse will determine the following:

A) First Aid Advice Only - The nurse will obtain information about the incident and will provide advice for home care for the employee to follow. The employee may return to their regular position. If medical condition worsens or does not improve, the employee must call Company Nurse back for a medical referral to a designated clinic.

B) Medical Referral - If the nurse determines medical treatment is necessary, Company Nurse will refer the injured employee to a designated clinic for treatment (unless they have pre-designated their personal physician prior to the injury).

Step 4: If the employee seeks medical treatment, they are required to return a copy of Work Status Slip to the Member Contact with a copy to Human Resources. This slip will confirm the appropriate release: Full day, Modified duty, Disabled.

A) If modified work is given, Human Resources will arrange a Bridge Assignment.

B) If an employee is Temporarily Disabled, Human Resources will coordinate benefits.

Step 5: The employee will be mailed a DWC-1 Workers Compensation Claim Form to complete immediately to begin the claim process

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the administrator, supervisor, or director.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures

2. Hazard Communication (Use of Material Safety Data Sheets)

3. Blood borne Pathogens

4. Integrated Germ Management

5. Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The superintendent is responsible for providing administrators, supervisors, and directors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each administrator, supervisor, and director to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in employee files. The Safety Training and Instruction Record (Appendix C) will be used for this purpose.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The site or department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Administrators, supervisors, and directors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The Safety Training and Instruction Record (Appendix C) should be used to document attendance and topics covered. Additional communication methods to be used are:

Posters	Meetings	Manuals
Newsletters	Bulletins	Warning Labels

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The Report of Unsafe Condition or Hazard (Appendix B) can be used for this purpose. These forms are available in the district office, school sites, and the transportation and maintenance offices.

Supervisors will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office, school site, or department office for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.

2. Copies of all Accident Investigation Forms. Retain 5 years.

3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.

4. Copies of all Safety Meeting Agendas. Retain 5 years.

Each administrator, supervisor and director will ensure that these records are kept and present them to Cal/OSHA or other regulatory agency representatives if requested. The superintendent, or his designee, will conduct a review of these records, during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at 538-2300 ex. 1117.

HEAT AND ILLNESS PREVENTION PLAN

Heat and Illness Prevention

Heat illness results when the body's internal temperature system is overworked. These procedures are designed to assist the district in reducing the risk of heat related illnesses and to ensure that emergency assistance is provided without delay. This plan addresses outdoor and indoor heat illness prevention.

Outdoor heat illness applies to all outdoor work areas where temperature is at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days. Additional measures are taken when temperature equals or exceeds 95 degrees Fahrenheit.

Indoor heat illness applies to all indoor work areas where the temperature or the heat index equals or exceeds 87 degrees Fahrenheit when employees are present; OR when employees wear clothing that restricts heat removal or employees work in a high radiant heat area and the temperature equals or exceeds 82 degrees Fahrenheit.

The elements reflected within this Heat Illness Prevention Plan are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) for outdoor workplaces and Section 3396 (T8 CCR 3396) for indoor workplaces and consist of the following:

- Procedures for the Provision of Water
- Procedures for Access to Shade and/or Cool-Down Areas
- Procedures for Monitoring the Weather
- Procedures for Handling a Heat Wave
- High heat Procedures
- Procedures for Recording and Documenting Indoor Heat
- Procedures for Acclimatization
- Procedures for Emergency Response
- Procedures for Handling a Sick Employee
- Procedures for Employee and Supervisor Training

Procedures for the Provision of Water

Water is a key preventative measure to minimize the risk of heat related illnesses.

According to regulations 3395 (c) and 3396 (c), employees shall have access to potable drinking water (meeting the requirements of Sections 1524, 3363, and 3457, as applicable), including but not limited to the requirements that it be fresh, pure suitably cold and provided to employees free of charge. The cool-down areas when responding to indoor heat prevention conditions. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Smaller quantities of water are allowed if the effective procedures for replenishment during the shift are established to allow employees to drink one quart or more per hour. Frequent drinking water shall be encouraged.

To ensure access to enough and to enough frequent drinking of potable water, the following steps will be taken:

- All employees, whether working individually or in smaller crews, will have access to drinking water.
- Supervisors will provide repeated reminders to employees to drink frequently, and more eater breaks will be provided
- Where water fountains are not easily accessible, the district will provide water bottles, paper cones or bags of disposable cups and necessary cup dispensers will be made available to employees and will be kept clean until used.
- All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

Procedure for Access to Shade and Cool-Down Areas

Access to rest, shade, cool down areas or other cooling measures are important preventative steps to minimize the risk of heat related illness.

Shade shall be present when the outside temperature equals or exceeds 80 degrees Fahrenheit in the outdoor work area.

Indoor cool-down areas are to be always provided while employees are present. Temperature in the indoor cool-down area will be maintained at less than 82 degrees Fahrenheit.

Shade structures and cool-down areas will be located as close as practicable to areas where employees are working. Employees will be informed of the location of the shade and cool-down areas.
Shade structures and cool-down areas will be large enough to accommodate the number of employees on recovery or rest periods or meal periods, so that they can sit in a normal posture without having to be in physical contact with each other.

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to shade or cool-down area that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade or cool-down area shall be always permitted.

An individual employee who takes a preventative cool-down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness; shall be encouraged to remain in the shade/cool-down area; and shall not be ordered back to work until any signs or symptoms of heat illness have abated. If the employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest, the employer shall provide appropriate first aid or emergency response.

To always ensure access to shade and/or cool-down areas and a preventative recovery period at, the following steps will be taken:

- During days of anticipated heat, jobs requiring outside exposure will be conducted early in the day. When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Indoor jobs where air conditioning is available will be conducted in the late morning or afternoon when

the temperatures are higher.
- Employees will be reminded regularly to take rest breaks in shaded and cool-down areas.
- Supervisors will provide umbrellas, canopies, or other portable devices for near the work activity if other shade and/or cool-down areas are not available.
- Drinking water will be available in shaded areas.

Note: The interior of a vehicle may not be used to provide shade and/or cool-down areas unless the vehicle is air-conditioned, and the air conditioner is on.

Procedures for Monitoring the Weather for Outdoor Places of Employment

Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made about whether employees will be exposed to a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

Prior to each workday, the supervisor will monitor the weather (using http://www.wpc.ncep.gov/heatrisk or a simple thermometer, available at most hardware stores) at the worksite.

A thermometer will be used at the job site to monitor for a sudden increase in temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

Stay alert to weather - make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other environmental factors. Use current weather information to make the appropriate adjustments in work activities throughout the workday.

The designated supervisor will measure the temperature and heat index and record whichever is greater. The supervisor will also identify and evaluate all other environmental risk factors for heat illness.

Accurate records of either the temperature or heat index measurements, whichever is greater will be established and maintained. Records shall include date, time and specific location of all measurements. Temperature and heat index measurements shall be taken as follows:

- Initial measurements shall be taken when it is reasonable to suspect that temperatures/heat index will exceed 82 degrees Fahrenheit where employees work and when during the work shift the exposures are expected to be the greatest;
- Measurements shall be taken again when they are reasonably expected to be 10 degrees or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.

Records shall be retained for 12 months or until the next measurements are taken, whichever is later. Records are available to employees, designated representatives, and representatives of the Division and upon request.

Instruments used to measure the temperature or heat index shall be used and maintained according to the manufacturers' recommendations. Instruments used to measure the heat index shall utilize the National Weather Service (NWS) heat index equation or tables.

- The temperature or heat index will be measured and recorded by the site or department administrative, or their designee

The district shall have effective procedures to obtain the active involvement of employees and their union representatives in:

- Planning, conducting, and recording the measurements of temperature or heat index, whichever is greater;
- Identifying and evaluating all other environmental risk factors for heat illness.

The district shall use control measures to minimize the risk of heat illness. The selection of control measures shall be based on the environmental risk factors for heat illness present in the work area.

- Engineering controls are methods of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Engineering controls shall be used to reduce and maintain both the temperature and heat index as defined for application of this section, except to the extent that the district demonstrates such controls are infeasible.

    - Increase natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index.
    - Use of cooling fans or air conditioning
    - Use of reflective shields to block radiant heat.

- Administrative controls are methods to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Where feasible engineering controls are not sufficient to reduce and maintain the temperature and heat index as defined for application of this section, administrative controls shall be used to minimize the risk of heat illness, except to the extent that the district demonstrates such controls are infeasible.

    - Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts.
    - Rotate job functions among employees to help minimize exertion and heat exposure. If employees must be in proximity to heat sources, mark the area clearly, so they are aware of the hazards.

- Personal heat-protective equipment is equipment worn to protect the user against heat illness. Where feasible administrative controls are not sufficient to reduce and maintain the temperature and heat index as defined for application of this section, personal heat-protective equipment shall be used to minimize the risk of heat illness, except to the extent that the district demonstrates such controls are infeasible.

Procedures for Handling a Heat Wave

For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- Pre-shift meetings will be conducted to review high-heat procedures. Topics may include staying hydrated, taking cool-down rests, identifying the employees who will call for emergency medical services when needed, and discussing how employees will be observed.
- Co-workers will use a "buddy system" to watch each other closely for discomfort or symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

- Changing work scheduling and assignments- supervisors may need to put into place one or more of the following additional measures:

  - Start the work shift even earlier in the day or later in the evening.
  - Cut work shifts short or stop work altogether.
  - Reduce the severity of work by scheduling slower paced less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day.

High-Heat Procedures

High Heat Procedures are additional preventive measures that this district will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) and supervisor(s) will be in contact regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.
- Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).
- Extra vigilance - real time communication and the "buddy system" account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.
- Employees are authorized to call for emergency services if needed.
- Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- Additional water consumption - encourage employees to drink small quantities of water more frequently and have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable.

- Additional cooling measures - employees may use alternative cooling measures in addition to shade (i.e. air-conditioned rooms, misters, spraying themselves with water)
- Additional and/or longer rest breaks - employees may be allowed to take more frequent and longer breaks.

Procedures for Acclimatization

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

This includes employees who have been newly assigned to any indoor areas where the temperature or the heat index equals or exceeds 87 degrees Fahrenheit when employees are present; OR when employees wear clothing that restricts heat removal, or employees work in a high radiant heat area and the temperature equals or exceeds 82 degrees Fahrenheit.

To ensure that employees can acclimatize to the conditions, the following steps will be taken:

Employees are encouraged to take it easy when a heat wave strikes or when starting a job that newly exposes them to heat.

- New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening).
- The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.
- Employees and supervisors will be trained in the importance of acclimatization, how it is developed, and how the district procedures address it.
- Supervisors will strive to find alternative tasks that lessen the intensity of employee's work during the heat wave and during the 2-week break-in period of new employees.

Procedures for Emergency Response

Emergency medical services will be provided as quickly as possible if an employee suffers from heat illness.

If a supervisor observes, or any employee reports, any signs, or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting,

disorientation, irrational behavior, or convulsions), the employer must implement emergency response procedures.

An employee with signs or symptoms of heat illness will not be left alone or sent home without being offered first aid or provided with medical services.

If employees cannot reach emergency medical services directly (i.e. cell phone coverage is inadequate), the employer shall designate a person who can immediately contact emergency services on behalf of the employees. Employees must be able to contact this person quickly (i.e. by radio) to request emergency services be summoned. If necessary, employee will be transported to a place where they can be reached by an emergency responder.

To ensure that emergency medical services are provided without delay, the following steps will be taken:

- Supervisors and co-workers are encouraged never to discount any signs or symptoms they are observing or experiencing and will immediately report them.
- Supervisors will carry cell phones, radios, or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- In the event of an emergency, supervisor or lead will call 911 and give clear and precise directions to the work site.
- Employees may contact emergency services directly and are not required to contact a supervisor first.
- When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Procedures for Handling a Sick Employee

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and/or cool down areas and drinking cool water will suffice or if emergency service providers will need to be called.

A sick employee will not be left alone in the shade and/or cool-down areas as they could take a turn for the worse!

To ensure that a sick employee is addressed without delay, the following steps will be taken:

- When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.
- Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, and convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade and/or cool down areas.

Procedures for Employee and Supervisor Training

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

The following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

A. The environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.

B. The employer's procedures for complying with the requirements of this standard including, but not limited to, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

C. The importance of frequent consumption of small quantities of water when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.

D. The concept, importance, and methods of acclimatization pursuant to the employer's procedures.

E. The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.

F. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;

G. The employer's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;

H. The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

I. The employer's procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Supervisor training: Prior to supervising employees performing work that should reasonable be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the supervisor:

A. All topics listed for all staff (a-i above)

B. District's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.

C. Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat

illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

D. Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

E. Supervisors will be instructed in the appropriate method for assessment and documentation of indoor heat temperatures and heat index.

F. When the temperature is expected to exceed 80 degrees Fahrenheit, communication methods will be used to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.

G. The procedures the supervisor is to follow to implement the applicable provisions in this section.

All employees and supervisors will be trained prior to working outside and/or indoors. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade and/or cool-down areas, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the district's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.

In addition to initial training, employees will be retrained annually. Employee training will be conducted as the weather begins to warm. Records of the training will be kept with the Injury and Illness Prevention Program documentation at each site or department office.

To report any concerns regarding our heat and illness plan contact the Director of Human Resources:
(530) 538-2300 ext. 1117

Definitions from Cal - OSHA standards

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

Administrative control - a method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Examples include, but are not limited to: acclimatizing employees, rotating employees, scheduling work earlier or later in the day, using work/rest schedules, reducing work intensity or speed, reducing work hours, changing required work clothing, and using relief workers.

Clothing that restricts heat removal - full-body clothing covering the arms, legs, and torso that is any of the following:

A. Waterproof; or
B. Designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or
C. Designed to protect the wearer or the work process from contamination.

EXCEPTION to subsection (b)(3): "Clothing that restricts heat removal" does not include clothing demonstrated by the employer to be all of the following:

1. Constructed only of knit or woven fibers, or otherwise an air and water vapor permeable material; and
2. Worn in lieu of the employee's street clothing; and
3. Worn without a full-body thermal, vapor, or moisture barrier.

Cool-down area - an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling A cool-down area does not include a location where:

a. Environmental risk factors defeat the purpose of allowing the body to cool; or
b. Employees are exposed to unsafe or unhealthy conditions; or
c. Employees are deterred or discouraged from accessing or using the cool-down area.

Engineering control - a method of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Examples include, but are not limited to: isolation of hot processes, isolation of employees from sources of heat, air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, local exhaust ventilation, shielding from a radiant heat source, and insulation of hot surfaces.

Environmental risk factors for heat illness - working conditions that create the possibility that heat illness could occur, including air temperature, air movement, relative humidity, radiant heat from the sun and other sources; conductive heat sources such as the ground, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

Globe Temperature - temperature measured by a globe thermometer, which consists of a thermometer sensor in the center of a six-inch diameter hollow copper sphere painted on the outside with a matte black fish, or equivalent. The globe thermometer may not be shielded from direct exposure to radiant heat while the globe temperature is being measured.

Heat index - a measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that considers the dry bulb temperature and relative humidity. For the purposes of this section, heat index refers to conditions in indoor work areas. Radiant heat is not included in the heat index. The required NWS heat index chart (2019) is in the last page of this section.

Heat wave - any day in which the predicted high outdoor temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five days, for the purpose of this section only.

High radiant heat area - a work area where the globe temperature is at least five degrees Fahrenheit greater than the temperature.

High radiant heat source - any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area five degrees Fahrenheit or greater than the dry bulb temperature of the cool-down area.

Indoor - all space between a floor and a ceiling that is bounded by walls, restricts airflow, and is enclosed along its

entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoor are considered outdoor and covered by section 3395.

> **EXCEPTION**: Indoor does not refer to a shaded area and is used exclusively as a source of shade for employees.

Personal heat-protective equipment - equipment worn to protect the user against heat illness. Some examples are: water-cooled garments, air-cooled garments, cooling vests, wetted over-garments, heat reflective clothing, and supplied-air personal cooling systems.

Personal risk factors for heat illness - individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of medications that affect the body's water retention or other physiological responses to heat.

Preventative cool-down – a rest taken in a cool-down area to prevent overheating.

Radiant heat - heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

Relative humidity - the amount of moisture in the air relative to the amount that would be present if the air were saturated.

Shade - comparative darkness and coolness caused by shelter from direct sunlight. Shade is not adequate when excess heat is still present. A car sitting in the sun does not provide acceptable shade to a person inside, unless the car is running with air conditioning allowing the body to cool. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Shielding - a physical barrier between radiant heat sources and employees that reduces the transmission of radiant heat.

Temperature - the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer freely exposed to the air without considering humidity or radiant heat, to measure the temperature in the immediate area where employees are located.

Union representative - a recognized or certified collective bargaining agent representing the employees.

CDPH Heat Risk Grid: Understanding "HeatRisk" Level, Who is At Risk, and What Actions to Take

Revised July 27, 2023. Adapted from the National Weather Service (NWS) HeatRisk tool. Learn more about how to stay safe during extreme heat at CDPH Extreme Heat.

Value	Risk	What does this mean?	Who / What is at risk?	What actions can be taken?
0 (Green)	**Little to None**	• This level of heat poses **little to no risk** from expected heat	• No elevated risk	• No preventative actions necessary
1 (Yellow)	**Minor**	• Heat of this type is **tolerated by most**; however, there is a **minor risk for extremely heat-sensitive groups*** to experience negative heat-related health effects	• **Primarily those who are extremely sensitive to heat,*** especially when outdoors without effective cooling and/or adequate hydration	• Increase hydration • Reduce time spent outdoors or stay in the shade when the sun is strongest • Open windows at night and use fans
2 (Orange)	**Moderate**	• Heat of this type is tolerated by many; however, there is a **moderate risk for members of heat-sensitive groups*** to experience negative heat-related health effects, including heat illness • **Some risk for the general population who are exposed to the sun for longer periods of time** • **Living spaces without air conditioning can become uncomfortable during the afternoon and evening**, but fans and leaving windows open at night will help	• **Primarily heat-sensitive or heat-vulnerable groups,*** especially those without effective cooling or hydration • Those not acclimatized to this level of heat (i.e., visitors) • Otherwise healthy individuals exposed to longer duration heat, without effective cooling or hydration, such as in the sun at an outdoor venue • Some transportation and utilities sectors • Some health systems will see increased demand, with increases in emergency room visits	• Reduce time in the sun during the warmest part of the day • Stay hydrated • Stay in a cool place during the heat of the day (usually 10 a.m. to 5 p.m.) • Move outdoor activities to cooler times of the day • For those without air conditioning, use fans to keep air moving and open windows at night to bring cooler air inside buildings
3 (Red)	**Major**	• Heat of this type represents a **major risk to all individuals who are 1) exposed to the sun and active or 2) are in a heat-sensitive group** • **Dangerous to anyone without proper hydration or adequate cooling** • **Living spaces without air conditioning can become deadly during the afternoon and evening. Fans and open windows will not be as effective.** • **Poor air quality** is possible • **Power interruptions** may occur	• **Much of the population, especially anyone without effective cooling or hydration** • Those exposed to the heat/sun at outdoor venues • Health systems likely to see increased demand with significant increases in emergency room visits • Most transportation and utilities sectors	• **Cancel outdoor activities during the heat of the day**** (usually 10 a.m. to 5 p.m.), and move activities to the coolest parts of the day • Stay hydrated • Stay in a cool place especially during the heat of the day and evening • If you have access to air conditioning, use it, or find a location that does. Even a few hours in a cool location can lower risk. Fans may not be adequate.
4 (Magenta)	**Extreme**	• This is a rare level of heat leading to an **extreme risk for the entire population** • **Very dangerous to anyone without proper hydration or adequate cooling** • This is a **multi-day excessive heat event**. A prolonged period of heat is dangerous for everyone not prepared • **Poor air quality** is likely • **Power outages are increasingly likely** as electrical demands may reach critical levels	• **Entire population exposed to the heat is at risk** • For people without effective cooling, especially heat-sensitive groups, **this level of heat can be deadly** • Health systems highly likely to see increased demand with significant increases in emergency room visits • Most transportation and utilities sectors	• **Cancel outdoor activities**** • Stay hydrated • Stay in a cool place, including overnight • If you have access to air conditioning, use it, or find a location that does. Even a few hours in a cool location can lower risk. Fans will not be adequate. • Check on your neighbors

**Populations at higher risk of heat-related health impacts include older adults, young children, unhoused residents, those with chronic health conditions, outdoor workers, those exercising or doing strenuous activities outdoors during the heat of the day, pregnant individuals, those living in low-income communities, and more.*

*** For Extreme (Magenta/4) and Major (Red/3) risk levels, CDPH recommends more caution and therefore guides canceling outdoor activities based on these scenarios.*

COVID- 19
PROCEDURES

COVID 19 Procedures

What is COVID 19 and how does it spread?
COVID 19 is a respiratory virus that spreads from person to person via droplets that a person breathes out through sneezing, coughing, or talking. Those droplets may be breathed in by another person or the droplets may land on surfaces that others may touch. It is important to note that it has been proven that even individuals who do not have symptoms can spread COVID 19.

How to prevent infection?

Hand Hygiene
Like with many illnesses that affect us the number one way to prevent infection is hand washing. Ensure that you are washing your hands when you:

- Are preparing or eating food
- Touching your face, eyes, nose or mouth
- Touch a contaminated surface
- Blow your nose, cough or sneeze into hands
- Touch someone else's hands
- Touch items or surfaces that are frequently used by others such as door handles, tables, electronic devices, etc.

Hand hygiene includes both the act of washing hands with soap and water as well as using an alcohol-based hand sanitizer. It is to be noted that washing with soap and water is the most effective way to prevent the spread of bacteria. If soap and water are not available the use of an alcohol-based hand sanitizer containing at least 60% alcohol is acceptable. Alcohol-based hand sanitizers are a convenient way to disinfect hands except when your hands are visibly soiled. Alcohol-based hand rubs may not remove harmful chemicals. If you have visibly soiled hands and or the presence of harmful chemicals on your hands you must wash using soap and water. If the hand washing facilities do not have adequate supplies please notify your supervisor.

Steps to Proper Hand Washing with soap and water:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or an air dryer.

Steps to Proper Hand Washing with alcohol-based hand sanitizer:

1. Apply the product to the palm of one hand (read the label to learn the correct amount)
2. Rub the product all over the surfaces of your hands, covering all surfaces of both hands with hand sanitizer until your hands are dry.

Coughing and Sneezing Etiquette

Along with frequent hand washing it is important to have proper coughing and sneezing etiquette.

Steps to Proper Coughing and Sneezing Etiquette:

1. Cover your mouth and nose with a tissue when you cough or sneeze
2. If you don't have a tissue, cough or sneeze into your elbow, not your hands
3. Throw used tissues in the trash
4. Remember to **immediately** wash your hands (using the proper technique) after blowing your nose, coughing, or sneezing.

Vaccinations

Vaccines (also referred to as "immunizations") can help protect against certain diseases by working with the body's natural defenses to safely build immunity to disease. Refer to the location listed below to schedule an appointment for immunizations if desired.

Public Health Clinic - Oroville (Immunizations)
78 Table Mountain Boulevard
Oroville, CA 95965
Phone: 530-552-3918
Fax: 530-538-5294

Using Face Masks

High quality and well-fitted face masks are tools that are effective and easy to implement to protect oneself and others. Mask wearing may be an especially good precaution for anyone who is at higher risk for getting very sick from respiratory illnesses, has a history of breathing/lung issues, or has environmental exposures.

When to Consider Wearing a Mask:

- If you test positive for COVID-19, masking is recommended.
- If you believe you were exposed and will be in contact with someone who is higher risk, consider wearing a high-quality mask.
- If you are at higher-risk of becoming severely ill, consider wearing a high-quality mask (respirator) when you are in an indoor public setting with poor ventilation, or when you are traveling on public transportation.

Choosing the right mask

Cloth Masks
Cloth masks are less protective than surgical masks or high-quality respirators.

Surgical Masks
Surgical masks include various types of loose-fitting disposable masks. These masks can block large droplets but don't fit close to the face. Even when worn tightly against your face, surgical masks provide much less protection than a well-fitting respirator.

N95s
N95 respirators offer the best protection. Adults should choose an N95 respirator approved by NIOSH. N95s have two head straps and a tight fit. Authentic NIOSH-approved N95 respirators should have specific markings.

KN95s and KF94s
KN95s and KF94s are respirators that meet international standards. They provide good protection, but less protection than N95s. Most KN95s and KF94s have ear loops, which may provide a less-snug fit than respirators with head straps such as N95s. If you choose to use a KN95 or KF94, use one that has been tested by NIOSH and has a minimum "filtration efficiency" of 95% or higher. While these respirators have been tested by NIOSH, they are not designed and approved according to NIOSH standards.

Mask Fit
A mask should fit snugly to your face, covering both your nose and mouth, with no gaps between the mask and your skin. If your mask has any gaps, it will allow the flow of unfiltered air into your lungs. Also, any facial hair will prevent the mask from working properly. Maintain a clean shave, if possible. Check for any gaps by cupping your hands around the outside edges of the mask. Make sure no air is flowing from the area near your eyes or from the sides of the mask. If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath.

Change your mask as needed. Do not wear a dirty mask. Throw away disposable masks or respirators that become wet or dirty.

Cleaning and Disinfecting
Oroville Union High School District will maintain routine schedules to clean and disinfect common surfaces and objects within the workplace. Routine daily cleaning with water and mild detergent is generally sufficient. In the event of an outbreak additional sanitization might be required.

Disinfecting Procedures:

- Clean/disinfect frequently touched surfaces daily and shared items before and after use
- Store and use disinfectants according to the manufacturers label
- Keep all disinfectants out of reach of children. (Refer to California Healthy Schools Act)
- Always wear appropriate personal protective equipment when using chemicals (ex. gloves)
- Electronics should be cleaned per manufacturer's instructions. If no guidance use alcohol-

based wipes/sprays containing at least 70% alcohol and dry surface thoroughly

If an Employee is Sick
Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause such as the use of medications. Symptoms may include but are not limited to chest discomfort, chills, cough, and decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing. (COVID-19 is being referred to as a respiratory virus.)

Oroville Union High School District will continue to make COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for asymptomatic employees who recently recovered from COVID-19.

Isolation or Exclusion
For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:

- COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
- Their symptoms are mild and improving.

For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

Returning to Work
Employees who are sick with COVID-19 (or another respiratory illness) should stay home and away from others until symptoms are improving overall, and if they had a fever, they are fever-free for 24 hours without fever-reducing medicine. After returning to normal activities, employees are encouraged for the next 5 days to take added precautions to reduce spread—such as wearing a well-fitting mask, improving ventilation/air cleaning, practicing good hygiene, keeping distance where feasible, and/or testing. CDC

Employees may choose to wear a face covering at work. The District will provide and/or require face coverings when required by applicable state/local public health orders or site-specific rules (for example, in certain healthcare or outbreak settings). CDPH

Employee Training
Oroville Union High School District will provide regular training for employees on infections disease and germ management.

Compliance
This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

References:

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â€œCal/OSHA Enforcement Branch.â€ Www.dir.ca.gov, www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/.
â€œWorkplace Outbreak Employer Guidance.â€ Ca.gov, 2024, www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guida nce.aspx#. Accessed 25 Sept. 2024.

APPENDIX A

ACCIDENT INVESTIGATION CHECKLIST

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED:_____

JOB TITLE:_____ SEX:_____ DATE OF BIRTH:_____

DATE OF INCIDENT:_____ HOUR:_____ PHOTOS: Y N

DATE REPORTED:_____ HOUR:_____

ACCIDENT LOCATION:_____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1._____

2._____

TIME NOTIFIED:_____ TIME ON SCENE_____ TIME OFF SCENE_____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT_____

_____

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident:____

_____

_____

Describe injuries/illnesses which you observed or which were described to you:_____

_____

_____

Describe demeanor of person involved and include statements made as "Excited Utterances":_____

_____

_____

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:_____

_____

_____

_____

_____

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:_____

_____

_____

_____

_____

Steps taken to prevent similar incident:_____

_____

_____

_____

_____

Did employee seek medical attention? (Check one) YES_____ NO_____

If yes, name of medical facility:_____

Doctor:_____ Date:_____ Time:_____

_____ _____ _____

Investigators Signature | Date/time form completed | Print Investigators Name

APPENDIX B

REPORT OF UNSAFE CONDITION OR HAZARD

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Optional:
Signature of Employee: _____ Date: _____

Oroville Union High School District's Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

APPENDIX C

SAFETY TRAINING AND INSTRUCTION RECORD

SAFETY TRAINING AND INSTRUCTION RECORD

Training Date: _____

Topic and/or Type of Training: _____

_____ **Trainer(s):** _____

_____

(Employee's need to sign-in.)

Employee Signature	*Employee Signature*

Attach any and all topic and/or training materials and submit to Personnel at the District office.

APPENDIX D

OFFICE SAFETY INSPECTION CHECKLIST

OROVILLE UNION HIGH SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A	
o	o	o	1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
o	o	o	2. Have all of the employees attended an IIPP training class? If not, what percentage has received training?
o	o	o	3. Does the department have a completed Emergency Action Plan? Percentage completed? Is training being provided to employees on its contents?
o	o	o	4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)
o	o	o	5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
o	o	o	6. Are annual workplace inspections being performed? Are records being maintained?
o	o	o	7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

o	o	o	8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
o	o	o	9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?
o	o	o	10. Is a clearly identified, charged, currently inspected and tagged, wall- mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)

GENERAL SAFETY (CONTINUED)

Yes	No	N/A	
o	o	o	11. Are ergonomic issues being addressed for administrative personnel using computers?
o	o	o	12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
o	o	o	13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
o	o	o	14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
o	o	o	15. Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

o	o	o	16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
o	o	o	17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
o	o	o	18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
o	o	o	19. Is lighting adequate throughout the work environment?
o	o	o	20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
o	o	o	21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

_____

_____

APPENDIX E

CLASSROOM INSPECTION CHECKLIST

CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ **DATE:** _____

BUILDING: _____ **ROOM:** _____

NAME: _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
FLOORS				
No wet/slip, fall hazard	❑	❑	❑	
No trip hazard	❑	❑	❑	
No cords across walkway	❑	❑	❑	
Other _____	❑	❑	❑	
STAIRS – RAMPS				
Lighting adequate	❑	❑	❑	
Non-slip surface	❑	❑	❑	
Handrails - available and secure	❑	❑	❑	
Other _____	❑	❑	❑	
GENERAL SAFETY				
No Aisles Obstructed	❑	❑	❑	
Area free of falling hazards	❑	❑	❑	
First Aid material available	❑	❑	❑	
Emergency Lighting functioning	❑	❑	❑	
Lighting okay	❑	❑	❑	
Ladders/Stools in good condition	❑	❑	❑	
Housekeeping is good	❑	❑	❑	
Emergency phone numbers posted	❑	❑	❑	
Other _____	❑	❑	❑	
FIRE EQUIPMENT/EXITS				
Fire extinguishers accessible	❑	❑	❑	
Fire extinguishers - tagged, serviced	❑	❑	❑	
Exits - properly illuminated	❑	❑	❑	
Exits clear and unobstructed	❑	❑	❑	
Other _____	❑	❑	❑	
FIRE HAZARDS				
Flammable aerosols and liquids - Stored and handled properly	❑	❑	❑	
Storage areas labeled	❑	❑	❑	
No Defective electrical cords	❑	❑	❑	
Other _____	❑	❑	❑	
ELECTRICAL HAZARDS				
Cords are put away after use	❑	❑	❑	
No improper use of extension cords	❑	❑	❑	
No energized extension cords without Load	❑	❑	❑	
Outlets at sinks are GFI Protected	❑	❑	❑	
All outlet and switch covers in place	❑	❑	❑	
Electrical panels are unobstructed	❑	❑	❑	

HAZARDOUS MATERIALS				
MSDS's available	❑	❑	❑	
Containers properly labeled	❑	❑	❑	
Containers properly stored	❑	❑	❑	
Other _____	❑	❑	❑	
OTHER (Use this space for additional comments)				

Inspector's signature

INSTRUCTION FOR COMPLETING THE INSPECTION

FLOORS

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators or other equipment.

Look for trip hazards such as buckling or torn carpet, or cords across walkways.

STAIRS AND RAMPS

Look at outside of immediate work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if handrails are secure and not loose.

Look at outside of immediate work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stack of stored items are stable. If not remove unstable stacks.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the Station is properly stocked.

Ask custodial or administration staff for the location of the emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. There should be no bent parts. Damaged stools and ladder should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS

Know the location of the nearest fire extinguisher.

No items should be hung on or block fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not the exit sign should be battery powered.

Remove any obstructions from the exits.

FIRE HAZARDS

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut or otherwise damaged electrical cords. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS

Extension cords should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliance or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is "Test" and "Reset" buttons. Push the "Test" and "Reset" buttons to see if they work. When the "Test" button is pushed there should be no electrical power to the outlet. After testing, push the "Reset" button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or artwork and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials.

All containers, especially secondary containers (containers used for smaller amounts of materials) should be clearly labeled with the content name. EVEN WATER!!!

APPENDIX F

FACILITY SAFETY INSPECTION CHECKLIST

OROVILLE UNION HIGH SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
o	o	o	1.	Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?
o	o	o	2.	Are all employees familiar with the use of MSDS's?
o	o	o	3.	Have all employees been instructed in how to operate the equipment they are required to use?
o	o	o	4.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
o	o	o	5.	Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
o	o	o	6.	Are all training records up to date for each employee?
o	o	o	7.	Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?
o	o	o	8.	Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?

FIRE SAFETY

o	o	o	9.	Are all fire exits clearly marked and unobstructed?
o	o	o	10.	Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
o	o	o	11.	Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
o	o	o	12.	Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
o	o	o	13.	Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

FIRE SAFETY (continued)

Yes	No	N/A		
o	o	o	14.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
o	o	o	15.	Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
o	o	o	16.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
o	o	o	17.	Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
o	o	o	18.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
o	o	o	19.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

o	o	o	20.	Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
o	o	o	21.	Are all circuit breaker panels accessible with labels identifying each switch's function?
o	o	o	22.	Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
o	o	o	23.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
o	o	o	24.	Are Ground Fault Circuit Interrupters available for use in wet areas?
o	o	o	25.	Are the wheels on rolling files or other mobile equipment free from binding when rolled?
o	o	o	26.	Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strips rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)
o	o	o	27.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

MECHANICAL SAFETY

Yes	No	N/A		
o	o	o	28.	Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
o	o	o	29.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
o	o	o	30.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
o	o	o	31.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
o	o	o	32.	Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
o	o	o	33.	Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
o	o	o	34.	Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
o	o	o	35.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
o	o	o	36.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
o	o	o	37.	Are potable water, soap, and towels available for hand washing?
o	o	o	38.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
o	o	o	39.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
o	o	o	40.	Are excessive noise levels adequately controlled?
o	o	o	41.	Is an approved first aid kit available and its location known to all employees?
o	o	o	42.	Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
o	o	o	43.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A		
o	o	o	44.	Are chemicals stored to prevent spills?
o	o	o	45.	Are carcinogens handled safely to reduce employee exposure?
o	o	o	46.	Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
o	o	o	47.	Are chemicals inventoried with copies provided to the Safety Officer?
o	o	o	48.	Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
o	o	o	49.	Are all hazardous wastes disposed of and not poured into the sewer system?
o	o	o	50.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
o	o	o	51.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
o	o	o	52.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
o	o	o	53.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
o	o	o	54.	Is hearing protection suitable for the hazards warranting protection available?
o	o	o	55.	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
o	o	o	56.	Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
o	o	o	57.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
o	o	o	58.	Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

APPENDIX G

CODES OF SAFE PRACTICES

- *BUS DRIVERS*
- *CUSTODIANS/GROUNDS WORKERS/UNIVERSAL WORKERS*
- *FOOD SERVICE WORKERS*
- *MAINTENANCE*
- *CAMPUS SUPERVISORS/UNIVERSAL WORKERS*
- *TEACHERS/PARA*-**EDUCATORS**

CODES OF SAFE PRACTICES – BUS DRIVERS

Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

A. **Pay attention to your surroundings.** Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.

B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.

C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.

D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.

E. **Be sure you know the locations of fire extinguishers.** Fire extinguishers should only be used on relatively small fires. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion. If a fire is too big you should call 911, and move everyone to a safe area.

F. **Use good judgment.** You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

Ladder Safety Rules

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. When using a straight ladder, be sure to secure the ladder *before* standing on it. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **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 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, dispose of it promptly.

C. **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 open toward you. Keep the area around the ladder base uncluttered. Avoid side-

to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

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

Lifting Rules- Proper Body Mechanics

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

Most repairs should only be performed by a qualified/ certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large, and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Follow lockout/tag out procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Electrical Repairs Safety Rules

A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that

you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

B. **Do not perform electrical repairs around water.**

C. **Never put your hands into an area that you cannot see.** Live wires may be there.

D. **Always replace a fuse with one that is of the same type and size.**

E. All electrical installations should be made in compliance with the National Electric Code.

Bus Yard/ Shop Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom and tool boxes should be well organized. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

A. **Know your equipment.** There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.

B. **Tie it down properly.** Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/ passenger you intend to transport.

CODES OF SAFE PRACTICES – CUSTODIANS/GROUNDS WORKERS/UNIVERSAL WORKERS

Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.

B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.

C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.

D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.

E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.

F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for

storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **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 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, dispose of it promptly.

C. **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 open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

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

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have

an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, 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 it from the power supply

D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.

C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear

protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.

B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.

D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.

E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – students may think it is an interesting toy, not the potentially dangerous piece of equipment it is.

F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

TOOL/EQUIPMENT	Hard Hat	Goggles	Gloves	Hearing	Mask
LINE TRIMMER		**X**	**X**	**X**	
EDGER		**X**	**X**	**X**	
HEDGE TRIMMER		**X**	**X**	**X**	
CHAIN SAW	**X**	**X**	**X**	**X**	
BLOWER		**X**	**X**	**X**	**X**
PRESSURE WASHER			**X**	**X**	
POWER AUGER			**X**	**X**	
TRENCHER			**X**	**X**	
LITTER VACUUM			**X**	**X**	
ROTOTILLER			**X**	**X**	
PAINT STRIPER		**X**	**X**	**X**	**X**
MOWERS (WALK BEHIND)		**X**	**X**	**X**	
EQUIPMENT (RIDING)			**X**	**X**	
PESTICIDE/HERBICIDES		**X**	**X**		**X**
ELECTRIC POWER TOOLS		**X**	**X**	**X**	**X**
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

General Kitchen Safety Rules

A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.

B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.

C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.

D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.

E. Assume heat-producing equipment, such as stoves and steamers, are hot.

F. Don't use wet potholders or mittens. The moisture will transmit heat to your hands.

G. Water and hot grease can be a burn hazard. Don't put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.

H. Be cautious of loose clothing or jewelry when operating equipment, hair also needs to be confined. It could get caught in the equipment. Pants, which completely cover legs, and closed shoes with rubber soles and good traction, should be worn.

I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.

J. Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **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 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, dispose of it promptly.

C. **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 open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

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

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think "safety" when using kitchen tools and equipment.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment

before you use it. Practice using the equipment before you begin a large-scale job.

B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.

D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – MAINTENANCE

Electrical Repairs Safety Rules

A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

B. **Do not perform electrical repairs around water.**

C. **Never put your hands into an area that you cannot see.** Live wires may be there.

D. **Always replace a fuse with one that is of the same type and size.**

E. **All electrical installations should be made in compliance with the National Electric Code.**

Plumbing Repairs Safety Rules

A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.

B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.

C **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **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 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, dispose of it promptly.

C. **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 open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

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

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, 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 it from the power supply

D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

CODES OF SAFE PRACTICES – CAMPUS SUPERVISORS/UNIVERSAL WORKERS

General Safety Rules

A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.

B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.

C. **Be aware of strangers.** Report unauthorized visitors immediately.

D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.

1. When walking around campus, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
2. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.

E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.

1. Wear latex gloves and other appropriate personal protective equipment.
2. Remove visible soil with a detergent solution. Rinse in water.
3. Wash area in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
4. Remove gloves and wash hands immediately.

F. **Occasionally, providing First Aid Assistance may be necessary.**

1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
4. Always report first aid assistance.

G. **Campus Supervisors and Universal Workers are encouraged to wear comfortable clothing and shoes with rubber soles.**

H. **Report faulty equipment.** If Campus Supervisors become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.

I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.

1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
2. Know the general layout of the area you have been assigned and know the location of the nearest exit in case you have to leave the area in a hurry.

J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.

1. Assist in keeping this area clear from obstructions and should always be readily available.
2. Don't post notices and decorative paper that may obscure its location.
3. Report discharged or expired fire extinguishers.

Lifting Rules

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – TEACHERS/PARA-EDUCATORS

General Classroom Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.

D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.

F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.

G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.

C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

<u>Materials Storage Safety Rules</u>

A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

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 lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, 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 too 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.

B. **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. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. 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.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **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 put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	***No***
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

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KEYBOARD

	Yes	***No***
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

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MONITOR

	Yes	***No***
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

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KEYING/MOUSE TECHNIQUE

	Yes	***No***
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐
Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

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SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

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DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

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OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed: