ONTARIO-MONTCLAIR SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

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ONTARIO-MONTCLAIR SCHOOL DISTRICT

DISCLAIMER

This document is presented with the understanding that the authors are attempting to provide a guide for the development of the written worksite **Injury and Illness Prevention Program (IIPP).** Materials incorporated here originate from various sources, including Cal/OSHA's Model Program.

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ONTARIO-MONTCLAIR SCHOOL DISTRICT

Title 8, 3203, Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.

2. Include a system for ensuring that employees comply with the safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe practices and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance.

3. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SAFETY AND HEALTH OFFICER DESIGNATION FORM

The Superintendent is responsible for occupational safety and health and will ensure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

The Chief Business Official is the Occupational Safety and Health Director for the District. They are the person responsible for implementing the District's Injury and Illness Prevention Program.

APPROVED:

Chief Business Official — Date: 3/22/24

ACCEPTED:

Chief Business Official — Date: 3/22/24

ONTARIO-MONTCLAIR SCHOOL DISTRICT

OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of quality, dedication and competence. We apply these high standards to protecting the well-being of our employees and students alike. It is our goal to provide a safe and healthful environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program (IIPP).

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, an IIPP is key, and the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor quality, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls is an essential tool in achieving maximum productivity, quality, and profit. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors stress maximum safety performance and awareness from employees under their direction by consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on a hazardous situation before it may lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the IIPP. Working together, we will succeed in maintaining a safe and healthy workplace.

Chief Business Official

3/22/24

Date

PART I

INTRODUCTION

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part I: Introduction	
Date 10/20/2020	New [ ] Revised [X]

Introduction

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for Ontario-Montclair School District (hereafter referred to as the District) to ensure a safe and healthy work environment for all its employees.

The goal of the program is to prevent occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, and Section 3203.

The purpose of this program is to provide information necessary to communicate the elements of the IIPP. All employees of the District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The Chief Business Official is responsible for the implementation and coordination of the IIPP. This plan will be reviewed annually and revised as necessary.

PART II

POLICY STATEMENT

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part II: Policy Statement	
Date 10/20/2020	New [ ] Revised [X]

Policy Statement

The School District is committed to providing a safe and healthful workplace for all its employees. The personal safety of each District employee while in performance of his or her work activities is of primary importance. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees.

To achieve this goal, the Injury & Illness Prevention Program (IIPP) has been developed to prevent workplace accidents, injuries and illnesses. A complete copy of the program is on file at the District Office and available online.

The success of this program is to be achieved through the continuous cooperation and support of management and employees.

The District is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites and that all health and safety regulations are adhered to by all affected employers and employees.

It is the responsibility of each employee to support the District's IIPP and to perform their duties in a manner which assures his or her own personal safety and the safety of others, including customers, visitors, and other trades.

To be successful in our endeavor, all employees on every level must adopt proper attitude towards injury and illness prevention.

PART III

RESPONSIBILITY

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 1: Chief Business Official	
Date 10/20/2020	New [ ] Revised [X]

Chief Business Official

The District's Chief Business Official, who is the District's designated safety officer, or designee shall act as a safety resource for the District and is responsible for maintaining program records. The District's safety officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP.

2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program.

3. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies.

4. Consult with representatives of our insurance companies in order to ensure their loss control services will support our IIPP.

5. Develop and/or assist in the development of employee training programs.

6. Preside over the Safety & Health Committees.

7. Review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible.

8. Ensure that the District is adhering to Federal, State, and Local Safety Codes.

9. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and assist in solving the problems.

10. Review and maintain all safety records for all departments.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 2: Management Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Management Responsibilities

Management plays a critical role in the success of this program. Management must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policies and procedures.

2. Provide financial support for the Injury and Illness Prevention Program (IIPP) through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee's safety training, and maintenance of tools and equipment.

3. Oversee development, implementation, and maintenance of the IIPP and other required safety programs.

4. Providing written documentation of employee training and instruction for employees in their area of responsibility.

5. Providing Supervisors and Employees with safety training and job instruction.

6. Managing a planned employee safety program.

7. Recommending appropriate safety discipline.

8. Participating in the investigation of disabling injuries, once notified of the injury.

9. Hold all levels of management and employees accountable for accident prevention and safety.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Supervisor Responsibilities

As established Under California Code of Regulations, TITLE 8, supervisors have an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their employees and can greatly influence safety attitudes and practices. It is essential that the supervisor set the example for employees regarding safety responsibilities. There are several specific responsibilities for supervisors:

1. Take any reasonable action necessary to prevent injuries where an immediate danger exists.

2. Taking responsibility for safety of all employees under their supervision and for any employee not under their supervision but in the supervisor's work area.

3. Taking responsibility for the safety of all employees that may be in the work area.

4. Providing and maintaining a clean and hazard-free work area.

5. Providing safety orientation and job instruction of supervised employees.

6. Planning, conducting and documenting safety evaluations in assigned areas of responsibility.

7. Conducting planned safety meetings with employees.

8. Conducting safety observations of employee safe work practices.

9. Developing and maintaining cooperative safety attitudes in employees through the application of approved methods or preventive and corrective discipline.

10. Assure that department safety meetings are held and the proceedings recorded.

11. Ensuring employees received prompt medical treatment for all injuries.

12. Ensure employee proficiency when assigning work requiring specific knowledge, special maintenance or equipment.

13. Ensuring employees are fit to work.

14. Conducting accident/injury investigations and correct the cause(s)as soon as possible to prevent a reoccurrence.

15. Ascertain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.

16. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.

17. Enforce the wearing of personal protective equipment (PPE) on the job.

18. Maintain a current posting of all emergency telephone numbers.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Employee Responsibilities

As established Under California Code of Regulations, TITLE 8, every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhere to the Injury & Illness Prevention Program as directed by management. Employee responsibilities are listed below:

1. Adhere to all safety policies rules and operating procedures established in the District Code of Safe Practices.

2. Wear and ensure proper use, inspection, and storage of appropriate personal protective equipment as required and provided by the District.

3. Inspect and maintain equipment for proper and safe operation.

4. Report all accidents and injuries, no matter how minor, to your supervisor immediately.

5. Encourage other employees to work in a safe manner.

6. Report all observed unsafe acts and conditions to their supervisor.

7. Report to work in an acceptable condition and not under the influence of alcohol or drugs.

8. If you are unsure how to do any task safely, ask your supervisor.

9. Ensure proper use of equipment and use all safeguards which are in place.

10. Do not remove, tamper with, or defeat any guard, safety device or interlocks.

11. Never engage in horseplay or fighting.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 5: Employee Rights	
Date 10/20/2020	New [ ] Revised [X]

Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below:

1. Employees have the right to safe and healthful working conditions.

2. Employees have the right to receive training in general safe work practices and specific training regarding hazards unique to any job assignment.

3. Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.

4. Employees have the right to observe the District monitor and measure harmful substances in the workplace that are subject to Cal/OSHA standards.

5. Employees have the right to be informed by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.

6. Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.

7. Employees have the right to request an evaluation of the worksite by making a complaint about unsafe or unhealthful working conditions to Cal/OSHA. Cal/OSHA will keep the name of the person who makes the complaint confidential.

8. Employees have the right to an Employee Representative accompanying District representatives and Cal/OSHA representatives on an evaluation.

9. Employees have the right to private discussions with the Cal/OSHA representative during an inspection.

10. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 6: Maintenance & Operations Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Maintenance & Operations Responsibilities

Maintenance & Operations has a critical role in maintaining all sites and facilities in proper and safe condition. The Operations Department is responsible for:

1. Responding immediately, or as soon as reasonably possible, to M & O work requests concerning safety related issues. These requests must be given the highest priority.

2. Procedures in accordance with Cal/OSHA lockout/block out and tagout regulations will be strictly adhered to for locking, blocking and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment needs repair or is no longer in use.

3. Procedures in accordance with Cal/OSHA confined space regulations will be strictly adhered to when working in permit or non-permit required confined spaces.

4. All equipment shall be used in a manner for which the equipment is intended and in accordance with manufacturers' instructions and recommended rules for safe operation.

5. Contracting with outside vendors as necessary to complete repairs that the Department is not trained, equipped or qualified.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part III: Responsibility	
Section 7: Custodial Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Custodial Services Responsibilities

The School District's custodial services plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Services Department:

1. Maintain the cleanliness of facilities.

2. Report any physical damage to District property or buildings as soon as it is discovered to the Operations Department (vandalism, leaking roof, water damage, etc.).

3. Post temporary signs, as needed.

4. Initiate work orders, as needed.

5. Report worn out or non-functioning infrastructure items (i.e. HVAC, Plumbing, Electrical, etc.) to the Operations Department and submit a work order.

PART IV

COMPLIANCE

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part IV: Compliance	
Section 1: District Commitment	
Date 10/20/2020	New [ ] Revised [X]

District Commitment

Ontario-Montclair School District is committed to providing all employees a safe and healthy work environment.

The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employees.

The District maintains an open-door policy allowing all employees to communicate any safety concerns.

Furthermore, the District is committed to adhering to all Federal, State, and Local safety regulations and will provide full cooperation with any outside safety agency during any inspection or audit.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part IV: Compliance	
Section 2: Employee Compliance	
Date 10/20/2020	New [ ] Revised [X]

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses.

Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program.

Conversely, employees that violate any safety policy, procedures, rules and/or regulations may be subject to disciplinary action.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part IV: Compliance	
Section 3: Enforcement of Safety Policies	
Date 10/20/2020	New [ ] Revised [X]

Enforcement of Safety Policies

Compliance by all District employees of the District IIPP is mandatory and shall be considered a condition of their employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the District's New Employee Safety Orientation. This will aid in ensuring that all employees understand and abide by all District safety policies.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules:

- Training
- Retraining
- Optional safety incentives programs
- Disciplinary Action

Training Programs: All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. The training program shall consist of training benefits, training schedule, training topics, documentation, and specific training methods.

Retraining: Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department supervisor.

Optional Safety Incentive Programs: Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through safety incentives

Disciplinary Action: The failure of an employee to adhere to safety policies and procedures established by the District can have serious impact on everyone concerned. An unsafe act can threaten, not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his or her coworkers and customers. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

PART V

COMMUNICATION

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date 10/20/2020	New [ ] Revised [X]

General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the District IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the School District. The system of communication regarding safety and health at the District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff. The following are some of the safety communication methods which may be used:

1. Tailgate safety meetings are 10-15-minute informal on-the-job meetings held to keep employees alert to work related accidents and illnesses and discuss specific safety and health topics. Questions and discussion drawing on employee experience are encouraged.

2. New employee safety orientation and provision of the District Code of Safe Practices.

3. Employee bulletin boards discussing safety issues, accidents, and general safety suggestions.

4. Written communications from management, including memos, postings, and newsletters.

5. Anonymous employee Reporting of Unsafe Condition or Hazard.

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate.

Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

The School District recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace.

Employees are encouraged to inform their supervisor about workplace hazards without fear of reprisal.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 2: New Employee Orientation	
Date 10/20/2020	New [ ] Revised [X]

New Employee Orientation

All new employees are required to attend a new-hire orientation.

All current employees are required to attend a refresher safety meeting.

Safety information to be communicated to each employee at this orientation will include, but not be limited to, fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

All new employees will be required to sign a District Code of Safe Practices, which may be used to verify that they have participated in the new employee safety orientation. This Code will be forwarded to the employees personnel file.

The following safety topics to be covered with each new employee at his/her employee orientation by the department supervisor.

1. Code of Safe Practices.

2. Hazard Communications Program.

3. Driving Safety Rules (if applicable).

4. Safety Rule Enforcement Procedures.

5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to District Nurse.

6. Proper method of reporting safety hazards.

7. Emergency Procedures and First Aid/CPR/AED.

8. Proper work clothing and required personal protective equipment (PPE).

9. Training on all special, or job-specific equipment, such as lifts, to be utilized by the Employee.

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign the District's New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline.

A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 3: Review of Injury and Illness Prevention Program	
Date 10/20/2020	New [ ] Revised [X]

Review of Injury and Illness Prevention Program

The IIPP is to be used as a reference source for workplace safety information pertaining to the school district.

All employees are entitled to review the contents of the IIPP. Each worksite will have access to the IIPP.

All new employees will be informed of the program during orientation how to gain access. All employees will be notified of any revisions to the program as the revisions are made.

The IIPP will be reviewed annually and revised as necessary. The Safety Committee may perform a critical review of the program.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 4: Training Programs	
Date 10/20/2020	New [ ] Revised [X]

Training Programs

The School District is committed to providing all necessary safety training to its employees. Safety training programs are necessary for the District to communicate to employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and to prevent injuries. To achieve this goal, we will provide training to each employee on general safety issues and procedures specific to the employee's work assignment.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, safety power points, hands-on example, on-the-job training, seminars, and workshops.

Employee participation should be encouraged during training sessions to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand.

The Chief Business Officer will review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.

All management personnel will be trained at least twice per year on various accident prevention topics.

Employee safety training provides the following benefits:

1. Makes employees aware of job hazards.
2. Teaches employees to perform jobs safely.
3. Promotes two-way communication.
4. Encourages safety suggestions.
5. Raises safety awareness.
6. Fulfills Cal/OSHA training requirements.

Training Schedule

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job by their manager or supervisor and/or during New Employee Safety Orientation
2. All new employees will be given a copy of the Code of Safe Practices which they are required to read and sign acknowledgment of.
3. All field employees will receive their training at safety meetings.
4. All employees given a new job assignment, for which training has not been previously provided, will be trained before beginning the new assignment.
5. Employee training will be provided whenever new substances, processes, procedures, or equipment, which represent a new hazard, are introduced into the workplace.
6. Employee training will be provided whenever the School District is made aware of a new or previously unrecognized hazard.
7. Employee training will be provided whenever management believes additional training is necessary.
8. Employees will receive updated training specific to safety issues in relation to, and following, any serious accidents in order to avoid reoccurrence.
9. Employee training will be provided when employees are not following safe work rules or procedure.

Training Topics

Training topics will include, but not be limited to:

1. Employee's Safety Responsibility.
2. General Safety Rules.
3. Code of Safe Practices.
4. Safe Job Procedures.
5. Use of Hazardous Materials.
6. Use of Equipment.
7. Emergency Procedures.
8. Safe Lifting and Material Handling Practices.
9. Use of Powered Industrial Trucks.
10. Use of Fall Protection.
11. Contents of Safety Program.

Documentation of Training

All training will be documented on one of the following methods:

1. Employee Safety Contact Form.
2. New Employee Safety Orientation Sign-In Sheet.
3. Safety Meeting Report.
4. Email or electronically.

Training Methods

The following actual demonstrations of the way to perform a task are very helpful in most cases:

1. Tell the employee how to do the job safely.
2. Show the employee how to do the job safely.
3. Have the employee tell you how to do the job safely.
4. Have the employee show you how to do the job safely.
5. Follow-up to ensure the employee is still performing the job safely.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 5: District Safety Committee	
Date 10/20/2020	New [ ] Revised [X]

District Safety Committee

The District Safety Committee has two primary functions. The first is communication between employees and management. The second function is the monitoring of the effectiveness of the District's Injury & Illness Prevention Program.

The District Safety Committee is District-wide and comprised of both management and employees. Most school sites should be represented with employees of various classifications on a volunteer basis.

The District Safety Committee will meet regularly, but at least quarterly. The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The District Employees on the District Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

Management shall provide employees with information and training regarding occupational safety.

All District Safety Committee meetings shall be documented in the form of written meeting minutes. Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept by the Chief Business Official.

At the end of each school year, the District Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 6: Posted/Distributed Information	
Date 10/20/2020	New [ ] Revised [X]

Posted/Distributed Information

The School District is committed to providing its employees with accurate and timely safety information. Safety literature, policies and procedures, concerns, Safety Committee meeting minutes, and other safety information will be posted in an area accessible to all employees or distributed in a manner allowing employees to receive information in a timely manner.

Any safety or health code violations will be posted at the work site where such violations occurred in accordance with California Code of Regulations, TITLE 8.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part V: Communication	
Section 7: Hazard Reporting System	
Date 10/20/2020	New [ ] Revised [X]

Hazard Reporting System

It is the responsibility of all employees to report unsafe work conditions and practices to their appropriate supervisor.

Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices. Employees should forward the completed form to their Supervisor for review and appropriate action.

The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from Risk Management.

It is the policy of the District to prohibit employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

Employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.

PART VI

HAZARD ASSESSMENT

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 1: General Information	
Date 10/20/2020	New [ ] Revised [X]

General Information

The detection of hazards in the workplace is essential to ensuring a safe work environment.

Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear are the constant process where equipment and areas of facilities deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury.

Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety evaluations and hazard classifications are tools utilized by the District to identify hazards.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 2: Hazard Identification and Evaluation	
Date 10/20/2020	New [ ] Revised [X]

Hazard Identification and Evaluation

To assist in the identification and correction of hazards, the School District has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods, which will be implemented to guard against injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP.

The following procedures will be utilized to identify hazards in the workplace:

1. Loss Analysis of Accident Trends.
2. Accident Investigation.
3. Employee Observation.
4. Employee Suggestions.
5. Regulatory Requirements for Our District.
6. Outside Agencies.

Loss Analysis of Accident Trends

Periodic loss analyses will be conducted by the Chief Business Official. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the District is to ever be disciplined or discharged for reporting any

workplace hazard or unsafe condition. However, employees who DO NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

Regulatory Requirements

The District is subject to government regulations relating to safety. Copies of pertinent regulations can be obtained from Risk Management.

Outside Agencies

In addition to regulatory requirements, several organizations may assist in identifying hazards in the District. These include safety representatives from insurance carriers, safety and health consultants, private industry consultants, and best practice recommendations provided by the California Department of Education, California Parks and Recreations Society, and other public, private, or non-profit organizations.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 3: Safety Inspections	
Date 10/20/2020	New [ ] Revised [X]

Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, or other designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections may be conducted:

1. Prior to commencement.
2. Daily by the department manager or supervisor.
3. When new substances, processes, procedures, or equipment are used.
4. When new or previously unrecognized hazards are identified.
5. Periodically by the department manager or supervisor at various job Sites.
6. Periodically by other designated staff.

Items to Check When Conducting Inspections

Safety inspections will focus on unsafe employee actions, as well as unsafe conditions. The following is a partial list of items to be inspected:

1. The proper use of fall protection.
2. The proper use, condition, maintenance, and grounding of all electrically operated equipment.
3. The proper use, condition, and maintenance of safeguards for all power-driven equipment.

4. Compliance with the Code of Safe Practices.
5. Compliance with all applicable Fire Codes.
6. Trenches and excavations.
7. Scaffolds.
8. Personal Protective Equipment (PPE).
9. Hazardous materials.
10. Classroom, office space, or facility housekeeping.
11. Proper material storage.
12. Provision of First Aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the School District's hazard correction policy.

If imminent or life-threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed.
2. The name and title of the person who performed the inspection.
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.

One (1) copy of the completed form should be sent to the Chief Business Official.

All reports shall be kept on file for a minimum of five (5) years.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 4: Hazard Classification of Employee Groups	
Date 10/20/2020	New [ ] Revised [X]

Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards.

For each Employee group, Hazard Classifications contain the following information:

- Job/Task Exposures.
- Potential Occupational Safety/Health Exposures.
- Control Measures for Occupational Safety/Health Exposures.

The following Employee groups have Hazard Classifications:

- Art Teachers and Instructional Aides.
- Certificated Personnel and Instructional Aides (General).
- Food Service Personnel.
- Maintenance and Electronics Technicians.
- Office, Clerical, Data Processing and Administrative Employees.
- Maintenance – Custodians.
- Maintenance – Grounds.
- Physical Education Teachers, Coaches and PE Attendants.

- Public Safety/Supervision.
- School Nurse and Clerical Support.
- Science Teachers.
- Teachers and Instructional Aides (Special Education).
- Transportation Personnel.
- Vehicle Maintenance Employees.
- Warehouse/Delivery Personnel.
- Wood Shop Teachers.

Hazards Classifications will be reviewed annually to ensure that they are accurate for the positions listed.

In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.

PART VII

HAZARD CORRECTION

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date 10/20/2020	New [ ] Revised [X]

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should understand their role in hazard correction to effectively eliminate identified hazards.

Senior Management

Senior Management is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Directors and Principals

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Principals will initiate the appropriate corrective action by way of a work order or communication with Senior Management.

The Directors and Principals will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public and notifying the necessary persons responsible for taking required action to correct the hazard.

Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management.

Employees

All employees are responsible for taking appropriate action to report unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Chief Business Official

The District's Chief Business Official is responsible for immediately initiating a response to any hazard which has come to his/her attention. The Chief Business Official will follow-up on corrective activity for all reports of unsafe or unhealthy conditions and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Maintenance and Operations Department

Maintenance and Operations Department is responsible for repairs to buildings, grounds, and equipment with conditions which create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Custodial

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date 10/20/2020	New [ ] Revised [X]

Controlling Access to Areas Containing Hazards

To prevent danger to employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled.

Supervisors, Directors and/or Principals responsible for the area of operation where such conditions exist are responsible for informing employees verbally and in writing.

The notification of any serious hazard should be done no later than eight hours from the time the unsafe condition has been identified.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas.

Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date 10/20/2020	New [ ] Revised [X]

Hazard Correction Follow-up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Persons of responsibility should conduct the necessary follow-up.

Any unnecessary delays in hazard correction should be investigated.

Once a reported hazard has been corrected, a safety evaluation should be conducted.

Only upon approval of the persons responsible for the area should access be allowed.

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

1. Potential Severity: The potential for serious injury, illness, or fatality.
2. Likelihood of Exposure: The probability of the employee encountering the hazard.
3. Frequency of Exposure: How often do employees encounter the hazard?
4. Number of Employees Exposed: The total amount of employees who were exposed to the hazard.
5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment (PPE): Includes hearing protection, gloves, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards are to be documented. Depending on the circumstances, one of the following forms should be used:

1. Safety Contact Report
2. Safety Meeting Report
3. Memo or Letter
4. Safety Inspection Form

***All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.**

PART VIII

ACCIDENT REPORTING PROCEDURES

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 1: General Information	
Date 10/20/2020	New [ ] Revised [X]

General Information

All work-related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An "accident" is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal business operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall investigate. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence.

The Purpose of Accident Investigation

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

What Types of Accidents Do We Investigate?

1. Fatalities.
2. Serious Injuries.
3. Minor Injuries.
4. Property Damage.
5. Near Misses.

Accident Investigation Procedures

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee.
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident (even if they did not actually witness it).
4. Ensure that the employee and/or supervisor has reported the employee injury to District Nurse, using the procedures outlined in Accident Reporting Procedures.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.
7. All accidents involving a fatal injury to an employee, or serious injury or illness to an employee (amputation, disfigurement, inpatient hospitalizations in excess of 24 hours for other than observation, etc.) must be reported to Cal/OSHA immediately. The District's Chief Business Official is the designated contact which will report a work-related fatality or serious injury within eight (8) hours to Cal/OSHA.
8. Focus on root causes of hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not the injury.
9. When appropriate include an action plan stating how to prevent accidents of this type from occurring in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.
11. Complete the Accident Investigation/Corrective Action Report and forward to Risk Management.

Accurate and Prompt Investigations

1. Ensures information is available
2. Causes can be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence

Investigation Tips

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open-ended questions

Questions to Ask

When investigating accidents, asking open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as “were you wearing gloves?"

Examples include:

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?

The single most important question to be answered as the result of any investigation is:

What do you recommend be done (or have you done) to prevent this type of incident from recurring?

Completion of Accident Investigation

The following steps are to be taken upon the completion of the accident investigation:

1. Take or recommend corrective action.
2. Document corrective action.
3. Management and the Chief Business Official will review the results of all investigations.
4. Implement appropriate safety program modifications.

Information obtained can be used to update and improve our current program.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Non-Emergency	
Date 10/20/2020	New [ ] Revised [X]

Injured Employee Procedures: Non-Emergency

Immediately report all injuries or near misses to employee's supervisor and follow the steps outlined below for injuries

1. Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.

2. If the injury is an emergency call 911 and notify appropriate departments.

3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, the employee must contact the District's medical 24/7 Employee Call Center. Employees, who believe they have a life-threatening emergency, must call 911 immediately.

4. The 24/7 Employee Call Center provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.

5. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).

6. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to the Chief Business Official at the District Office. The Chief Business Official must review your status report before any work is resumed.

7. You must provide a Return to Work Authorization Form prior to returning to work.

8. If on the Doctor's Status Report there are any work restrictions or modified duty identified, you must be granted approval from the District to work in a temporary modified duty or alternative work capacity.

Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 3: Injured Employee Procedures: Emergency	
Date 10/20/2020	New [ ] Revised [X]

Injured Employee Procedures: Emergency

Should you feel you have a life-threatening emergency, call 911 immediately.

1. Immediately report all injuries or near misses to your supervisor.
2. Complete an Accident Investigation Report.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, you must contact your supervisor.
4. The District provides you access to a registered nurse who will evaluate the nature of your incident or injury and determine your immediate medical needs.
5. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
6. After seeking treatment at District approved medical facility, it is your responsibility to bring your Doctor's Status Report to Risk Management.
7. You must receive prior authorization before returning to work.
8. Any work restrictions or modified duty identified must be approved before returning to work.
9. Temporary modified duty or alternative work may be available for a period not to exceed 90 calendar days.

FOR SUPERVISORS: If an employee is injured at work & NEEDS MEDICAL ATTENTION*:*

1. Provide employee with the District's medical 24/7 Employee Call Center pamphlet and have the employee immediately call to report the injury. The 24/7 Employee Call Center provides access to a registered nurse who will evaluate the nature of the incident or injury and determine immediate medical needs.

2. Should you feel you have a life-threatening emergency, call 911 immediately and then call your supervisor as soon as possible to report the injury.
3. After the employee speaks with the 24/7 Employee Call Center, contact the Chief Business Official to report the incident.
4. Provide injured employee with Claim Form (Form DWC 1) to complete Employee Section (Top half) of form.
5. Complete and sign Employer Section of Form DWC 1 (Bottom half of form).
6. Provide employee with the following:
   - Copy of Form DWC 1
   - "Employee Procedures for Work-Related Injuries" sheet
   - "Facts about Workers' Compensation" pamphlet
7. Send original Form DWC 1 to the Chief Business Official within 1 (ONE) working day.
8. The "Supervisor's Accident Investigation Report" must be completed by the following and sent to the Chief Business Official within 1 (ONE) working day:
   - School Sites – Principal or Assistant Principal
   - Child Nutrition – Cafeteria Manager
   - District Offices – Employee's Supervisor
   - MOT – Employee's Supervisor

If the employee DOES NOT WANT MEDICAL ATTENTION:

1. Employee must complete the WAIVER OF MEDICAL ATTENTION form.
2. Provide employee with the District's medical 24/7 Employee Call Center pamphlet. The employee may call the Chief Business Official later, if the injury worsens and/or they wish to seek medical treatment.
3. Supervisor must complete the "Supervisor's Accident Investigation Report."
4. You do not need to complete the Claim Form (Form DWC 1), if the employee does not want medical treatment.
5. Send WAIVER and the "Supervisor's Accident Investigation Report" to the Chief Business Official within 1 (ONE) working day.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 4: Manager and Supervisor Procedures	
Date 10/20/2020	New [ ] Revised [X]

Manager and Supervisor Procedures

1. Upon notification of an injured employee, ensure that employee contacts the District Nurse and follows the steps outlined in:

    - Section 2: Injured Employee Procedures: Non-Emergency.
    - Section 3: Injured Employee Procedures: Emergency.

2. Complete the District's Accident Investigation Report and forward to the Chief Business Official within 24 hours.

3. If the employee is authorized to return to work, the employee must provide the Chief Business Official with a copy of the Work Status Report releasing them to full duty.

4. If the employee is assigned work restrictions by the treating physician, the Chief Business Official will review the work restrictions. If the employer can accommodate the work restrictions in the employee's usual and customary job, the employee will return to work with the restrictions. If the employer is unable to accommodate the work restrictions in the employee's usual and customary job, the employee will be placed in a temporary assignment which accommodates the work injury and protects the injured body part.

5. If the injured worker is unable to return to work, they must provide the Chief Business Official with the Work Status Report indicating they have been placed off work and for what duration.

6. The employee must return to the physician for follow-up appointments and return any subsequent Work Status Reports to the Chief Business Official.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 5: Reports to Cal/OSHA	
Date 10/20/2020	New [ ] Revised [X]

Reports to Cal/OSHA

Serious and fatal injuries are to be reported immediately to Cal-OSHA by the Chief Business Official or designee.

Serious injuries warranting Cal-OSHA notification include injuries that occur in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an Employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness.

If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 8 hours after the incident.

When making such report the Chief Business Official or designee shall include the following information, if available:

1. Time and date of accident.
2. District's name, address and telephone number.
3. Name and job title of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

PART IX

ACCIDENT INVESTIGATION

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part IX: Accident Investigations	
Section 1: Supervisor's Accident Investigation	
Date 10/20/2020	New [ ] Revised [X]

Supervisor's Accident Investigation

It is the responsibility of the immediate supervisor to investigate all injuries (or near misses) and report on the District's Supervisor's Accident Investigation Report.

Supervisors will retain a copy and supply a copy to Risk Management. These reports will be used in compiling data for Quarterly Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating Employee injures include:

1. Visit the accident scene as soon as possible. This will allow the supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the supervisor to be visible and available to employees in the area.

2. Interview injured workers and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the accident investigation report.

3. Examine the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.

4. Determining the cause of the accident and understanding the root cause of an accident will allow management to measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.

5. Take corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.

6. Document the findings and corrective actions taken by completing Supervisor's Accident Investigation Report. Attach all necessary information to the investigation report.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part IX: Accident Investigations	
Section 2: Outside Agency Investigation	
Date 10/20/2020	New [ ] Revised [X]

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District.

Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during these investigations.

PART X

TRAINING AND INSTRUCTION

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 1: New Employee Safety Orientation	
Date 10/20/2020	New [ ] Revised [X]

New Employee Safety Orientation

New employees are required to attend an orientation that includes safety as a major topic. The Chief Business Official or designee is responsible for conducting the new employee safety and health orientation training.

Safety training at the new employee orientation shall include but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Back Injury Prevention& Safe Lifting Procedures
6. Emergency action and fire plan
7. District's Code of Safe Practices

This training shall be documented, and all documentation should be maintained by the District.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 2: Initial Job Instruction	
Date 10/20/2020	New [ ] Revised [X]

Initial Job Instruction

Initial Job Instruction refers to the on-the-job safety training given to new employees to prepare them to do a specific job.

This type of safety training is an initial effort to generally acquaint employees with what they will need to know to perform their new positions safely.

Whether the employee is a new hire or a transfer from area position safety training is essential.

When employees move to new occupations they are confronted with an entirely new workstation. With this new environment, employees may be subject to a new set of hazards.

Initial Job Instruction (or Job Position Safety Orientation) covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs	
Date 10/20/2020	New [ ] Revised [X]

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions.

A pre-job safety instruction for non-routine, hazardous jobs is a specific orientation for the employee assigned a specific non-routine hazardous job.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job instructions.

During this orientation, the supervisor will cover specific hazards and precautions necessary for the job. Information to be included during this training should include but not be limited to:

1. Training specific to the work involved.
2. Safety equipment and personal protective equipment requirements.
3. Potential exposure to toxic materials.
4. Emergency procedures.
5. Physical hazards associated with the work area.

Hazardous Jobs Identified by the School District includes, but is not limited to:

1. Food Service Personnel
2. Maintenance Personnel
3. Grounds Personnel
4. Transportation Personnel
5. Custodial Personnel
6. Vehicle Maintenance Personnel
7. Reprographic Personnel
8. School Nurse Personnel
9. Public Safety Personnel
10. Warehouse/Delivery Personnel

11. Specialty Certificated Personnel

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 4: Safety Talks	
Date 10/20/2020	New [ ] Revised [X]

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules.

Essentially, such talks are short five to ten-minute instructional talks/videos/online programs between the first line supervisor and one or more employees.

The subject of the talk should cover a specific topic like a safety rule or a hazard that needs emphasis. Supervisors should facilitate the safety talks.

Planned safety talks should be used whenever a new substance, process, procedure or equipment presenting a new hazard is introduced and whenever a supervisor becomes aware of a new or previously unrecognized hazard.

If a new substance, process, procedure or equipment presenting a new hazard is not introduced supervisors may schedule regular Safety Talks at a frequency that best suits the members of the department or affected employees.

Correctional Safety Talks

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor to take corrective action.

PART X

RECORD KEEPING

ONTARIO-MONTCLAIR SCHOOL DISTRICT
Injury and Illness Prevention Program

Part XI: Record Keeping	
Section 1: Record Keeping	
Date 10/20/2020	New [ ] Revised [X]

Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Safety Evaluation Documentation

1. Safety evaluation documentation will be maintained by each department and Risk Management.
2. Safety evaluation documentation should include the name of the person(s) conducting the evaluation.
3. Safety evaluation documentation should include any unsafe conditions or work practices.
4. Safety evaluation documentation should include corrective actions.
5. Safety evaluation documentation should be maintained for no less than five years.

Safety Training Documentation

1. The Chief Business Official or Designee and the employee's supervisor will maintain safety training documentation for a period of no less than five years.
2. Safety training documentation should include the employee's name, training dates, type of training, training providers.
3. Safety training documentation should be maintained in employee's department personnel file for the duration of the employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

1. Risk Management will maintain employee injury reports and supervisor accident Investigation Reports.

2. Copies of employee injury reports and supervisor accident investigation reports will be maintained in the injured employee's department personnel file.

Environmental/Employee Medical Monitoring

1. Risk Management will maintain Environmental and/or Employee Medical monitoring documentation for a period of no less than thirty years.

Injury and Illness Prevention Program

Addendum: Employee Access	
Date 08/01/2020	New [X] Revised [ ]

Employees have the right to examine and receive a copy of the Injury and Illness Prevention Program.

The District shall provide employees unobstructed access to the Program through the District server or website, which will allow employees to review, print, and email the current version of the Program.

An employee may give written authorization to a designated representative to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

Written authorization shall include:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
4. The date upon which the written authorization will expire (if less than one (1) year).

An employee or designated representative may request a printed copy of the Program. One printed copy of the Program shall be provided, free of charge, no later than five (5) business days after the request for access is received. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

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ONTARIO-MONTCLAIR SCHOOL DISTRICT

ACCIDENT & INCIDENT INVESTIGATION PROCEDURE

POLICY STATEMENT:

All accidents/incidents which result in personal injury or damage to property and equipment are a needless waste of time, talent and materials. It is the policy of the District to maintain strict standards of loss control.

It is our intention to prevent or minimize accidental loss and to maintain a health and safety training program, which will permit us to produce and provide our Students and Employees with maximum efficiency, free from personal injuries and property damage.

INTRODUCTION:

A Supervisor, Competent person, Safety Coordinator or Designee must investigate all accidents, incidents, and near misses (near-accident), (including those of subcontractors, if applicable). An **Accident Investigation Report** form must be filled out, signed by a Supervisor, and then sent to the Safety Coordinator or Designee for each and every accident/incident.

The main purpose of the investigation is not to find fault, but to determine the root cause and what corrective action needs to be taken to eliminate a reoccurrence of the incident.

PURPOSE:

The purpose of an accident/incident investigation is to identify those unsafe conditions and acts which contribute to injuries in order that solutions for accident prevention may be proposed.

An accident/incident investigation is an invaluable tool in controlling losses. Each accident must be considered a total loss unless its true cause is objectively determined and all contributing deficiencies are corrected.

Thorough investigation, reporting, recording and corrective follow-up for each accident/incident can be time consuming. Putting forth the necessary time and effort to prevent a reoccurrence of each accident/incident is an invaluable investment that will pay compounded benefits to Employees and Management of the District as the number of accidents/incidents decreases.

EMPLOYEE ACCIDENTS/INCIDENTS:

All accidents/incidents regardless of whether or not they result in injury should be thoroughly investigated by the Employee's immediate Supervisor and reported to the Safety Coordinator within eight hours. This should include "near miss" incidents. The investigation should be extensive enough to allow the Supervisor to suggest practical corrective action.

The Safety Coordinator or Designee should make a decision on the severity of the situation to determine if the services of the District's outside Consultant are needed.

Reporting Procedures

All accidents and incidents regardless of type or severity shall be reported to your Supervisor immediately.

The responding medical personnel need to determine if further medical treatment is necessary must evaluate all injuries or illness.

Reporting Employee Injuries

1. Regardless of the degree of injury, the Employee must report to his supervisor first and then in writing on the **State "Employee's Claim for Worker's Compensation Benefits" (DWC – 1) that they were injured. THIS FORM MUST BE COMPLETED WITH 24 HOURS AS REQUIRED BY THE STATE OF CALIFORNIA.**

   First aid/medical treatment will be provided or arranged for by the injured Employee's Supervisor. If necessary, the injured Employee will be transported to a designated medical facility as applicable.

2. The Supervisor must complete the form **"Supervisor's Report of Accident"** within eight hours. Once the Supervisor is told by the Employee or is aware of the work-related injury, it must be reported to the main office within eight hours even if the injury is thought to be: minor; is not work related; caused by an unsafe act; aggravated an old injury; caused by an unsafe act.

   If the Supervisor thinks any of the five above items are applicable, it should be stated on the "report" forms. At no time should a Supervisor withhold or hinder the filing of an Employee injury report to the main office.

3. A Supervisor must not allow an Employee to return to work after an occupational injury or occupational illness unless they receive a signed authorization to return to work from the treating Physician.

4. If the injured Employee has been off work more than 30 calendar days and Is in a non-sedentary position, he/she will be required to take a special physical exam.

   Upon their return to work, the District will make every attempt to put the employee to work within the limitations specified by the treating physician.

5. Because of the complexity of worker's compensation laws, rules, and procedures, the Supervisor should not attempt to answer any questions about workers' compensation insurance. Refer the Employee to the workers compensation specialist in the main office.

Serious Emergency Reporting

Serious emergencies are accidents that are life threatening or require more than routine first aid.

If it is necessary to call for emergency medical service and transportation outside of the facility, in the Southern California area the number is **911.** Describe the nature of the accident, i.e., burn, fall, electrical shock, cut, etc.

Give them directions to the accident site, especially the specific location. If the location is difficult to find, send an Employee to meet and direct the emergency vehicle.

Note the time you called and with whom you talked. Make sure transportation for the injured to a Doctor or a hospital is immediately dispatched. Give the Doctor and/or hospital notice that the injured is in transit to them.

Attend to the injured. Make sure that there is no chance of further injury to the injured Employee. Provide immediate first aid as necessary until the emergency personnel arrive. Treat the injured Employee using first aid techniques for the likelihood of shock.

Clear and secure the area so that emergency treatment can be administered to the Employee and there is clear access to the accident site for emergency vehicles and personnel.

After the injured has been removed from the area, rope off the area and do not allow access to anyone until completion of all investigations, and authorization to proceed by the Safety Coordinator.

Report to the office any sudden severe illness or injury occurring to Employees during regular hours requiring **emergency medical treatment** (such as possible heart attacks, strokes, seizures, fainting, serious injuries, etc.).

These must be reported to the Safety Coordinator by telephone as soon as possible. The Safety Coordinator should then contact the family of the injured Employee.

Cal/OSHA Notification: Serious injuries must also be reported to Cal/OSHA within eight hours. Serious injury is defined as “any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an Employee suffers loss of any member of the body or any serious degree of permanent disfigurement”.

Handling non-serious accidents: Provide first aid for the injured Employee. First aid supplies are available in the first aid kits in the possession of the site Supervisor. A Physician should approve supplies in the first aid kits.

Arrange for the Employee to be seen by a Physician if there is any question that the first aid treatment may not be adequate.

If the Employee receives medical treatment, they may not return to work unless they have a signed release from the Doctor or treatment center.

All non-serious accidents and injuries are warning signs that a serious accident may occur. Report all non-serious accidents as soon as possible to the Safety Coordinator and the Office, but don't delay in taking corrective action at the site.

First Aid Treatment: The first priority in the treatment of an injured Employee is to obtain proper medical attention. In an emergency, immediate first aid may be necessary. Normally we send our Employees to a medical facility where first aid treatment is readily available.

In the event that there may be a delay in getting an injured employee to a medical facility or that there is not one reasonably accessible to provide treatment to the injured, a person with a valid certificate in **FIRST AID** and **CPR** training must be available at the work site.

Each shift must have at least one person (possibly a Supervisor or Competent Person) on site at all times who is trained in First Aid. First Aid training should be **American Red Cross** or **MSHA** or their equivalent. All Employees are encouraged to be CPR trained also. CCR, Title 8, Section 3400 will be adhered to regarding all first aid situations to any Employee.

Property/Equipment Damage: When property or equipment, including vehicles, is damaged or stolen, it must be reported on the proper report form provided by our Insurance Carrier. A formal investigation should follow within 24 hours.

Vehicle Accident Reporting:

1. When an Employee is involved in a collision while operating a District or personal vehicle during business hours, they must call the police to the scene for investigation. Supervision must not interfere with a police investigation.

2. The Supervisor of the Employee must also investigate the collision and complete the appropriate report within 24 hours.

3. Employees, and Supervisors must follow the District Motor Vehicle Safety policy.

Citizen/Public Accidents: Public accidents must be reported on the Accident/Incident Report and forwarded to the Chief Financial Officer within 24 hours of the time the incident occurred. When there is a serious injury, it must be reported by telephone immediately to the Office and followed by the appropriate report.

Reporting Forms

1. **Accident/Incident Investigation Report**

   This report is to be used for the reporting or investigation of serious Employee accidents/injuries, accidents involving property damage, or vehicle accidents and any other incident.

2. **State "Employers Report of Occupational Injury or illness**

   a. The Office, when filing an Employee injury report under Worker's Compensation will use this form.

   b. The information supplied by the Supervisor on the Accident/Incident Report is to be placed onto the appropriate State forms. The information available on the medical reports and personnel records will be included.

3. **Employee's Claim for Workers' Compensation Benefits (Form DWC-1).**

   It is imperative that any Employee who has an injury, no matter how slight, be given this form by the Supervisor to fill out and return. The Chief Financial Officer will decide whether or not to forward the claim to the insurance carrier or pay the medical bill by the District. This procedure should be thoroughly reviewed prior to accepting liability for the employee's injury/illness.

Record Keeping

All accidents or injuries of any type must be recorded, logged, and filed in the appropriate District file as well as the personnel folders as may be applicable. All documentation shall be retained for a minimum of five years.

1. **Employee Injuries**

   a. **"OSHA Log of Recordable Injuries**
      When an injury occurs which is more than a first aid injury, this would be classified as a "record able injury**"** by OSHA definition. The Safety Coordinator on the OSHA log will maintain this log of injuries.

(NOTE: A "First Aid" injury is one which only minor injuries occur and which a trained first aid person can normally handle. This also includes initial treatment and a onetime follow-up visit even if treated by a Physician. However, once prescription medication is provided or stitches are required, the injury is then required to be classified as a "recordable injury" per OSHA.

   b. **First Report of Injury**
      A copy of the State "First Report of Injury" form must be attached to the Supervisor's "Accident/Incident Investigation Report" for all accidents entered on the OSHA log and must be retained for at least five years.

2. **Vehicle, Property Damage, and Public Liability Accident Reports**

All other accidents and injuries reported to the Office will be kept in separate accident files to maintain and monitor the accident history for each type category; i.e., vehicle accidents, customer property damage, and public liability. The files will identify the persons involved, i.e., driver, site/location, supervisor, a short description of the accident, injury, time, date, and estimated cost.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

BLOOD BORNE PATHOGENS

PURPOSE

In today's school/work place environment it is important that the latest information and means to protect students and staff of the District who could be exposed to blood borne pathogens. An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious body fluid that occurs during the performance of than Employee's duties or tasks.

The purpose of the Plan is to eliminate or minimize occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood borne pathogens, which could lead to disease or death.

This plan includes engineering control, work practices, personal protective equipment, and methods of compliance that coupled with Employees, will reduce on-the-job risks for all Employees with reasonably anticipated exposure to potentially infectious materials.

Accidents and injuries involving blood and body fluids occur every day in our nation's schools. Lacerations, abrasions, and bloody noses are common occurrences in the classroom and on the playground and other play areas (fields, courts, gymnasiums, etc). In addition, many schools or work sites encounter children who have a variety of physical or mental disabilities in self-contained or departmentalized classrooms (regular or special education).

Developmentally delayed children often exhibit behaviors, such as biting, scratching, self-mutilation, drooling, and kissing, that may facilitate transmission of potentially infectious diseases.

Additionally, schools are also encountering a growing number of children who have a variety of physical ailments that may pose a risk for transmission of blood borne pathogens such as urinary catheters, feeding tubes, tracheotomies, etc

SCOPE

This exposure control plan applies to all District Employees who can reasonably anticipate as the result of performing their job duties, contact with blood or other potentially infectious materials semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures or any body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The following tasks or procedures in which occupational exposure to blood-borne pathogens may occur and may be performed in the District environment:

1. Direct first aid
2. Diapering/toileting
3. Changing menstrual pad
4. Feeding (oral or gastrostomy)
5. Catheterization secretion
6. Cleaning mouth/noise
7. Suctioning
8. Emenis clean up (vomit)
9. Changing ostomy bags
10. Blood glucose monitoring
11. Injections
12. Tooth brushing
13. Combative student (biting)
14. Dressing change
15. Swallowing therapy
16. Cleaning body fluid spills
17. Regulated waste

OVERVIEW

Most personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties.

In general, Employees incur a very low risk of exposure to body fluids due to the nature of casual contact with individuals in the school environment.

A wide variety of viruses and bacteria are classified as blood-borne pathogens, inducing infection by entering the body through non-intact skin and mucous membranes. Some blood-borne pathogens encountered in the environment are:

Human Immunodeficiency Virus (HIV)
Hepatitis B Virus (HBV)
Hepatitis C Virus (HCV)
Hepatitis D Virus (HDV)
Hepatitis G Virus (HGV)
Cytomegalovirus (CMV)
Parvovirus B19

Cal/OSHA recognized the need for a regulation that prescribed reasonable safeguards to protect Employees against the health hazards from exposure to blood and certain body fluids and established regulations to be implemented in the work place.

This Safety Program outlines Universal Precautions designed to reduce those risks

EXPOSURE CONTROL

Section 1: Exposure Control Plan

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030 and the Cal/OSHA Blood Borne Regulation CCR, Title 8, Section 5193, the following exposure control plan has been designed to eliminate or minimize Employee exposure to blood or other potentially infectious materials.

This Exposure Control Plan must be made accessible to all Employees. This plan also will be made available to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or NIOSH or their respective designee upon request for examination and copying.

This plan will be reviewed and updated annually and whenever necessary as follows:

- To reflect new or modified tasks and procedures which affect occupational exposure;
- To reflect progress in implementing the use of needle less systems and sharps with engineered sharps injury protection;
- To include new or revised employee positions with occupational exposure;
- To review and evaluate the exposure incidents which occurred since the previous update;
- To review and respond to information indicating that our Exposure Control Plan is deficient in any area.

The District Safety Committee will communicate for obtaining active involvement of Employees in reviewing and updating the District's BBP Exposure Control Plan.

Section 2: Exposure Determination

An exposure determination was made to identify which Employees may incur occupational exposure to blood or other potentially infectious material.

The exposure determination has been made without regard to use of personal protective equipment (i.e. Employees are considered to be exposed even if they wear personal protective equipment).

1. The following job classifications are the only classifications in which all Employees of that job classification in the course of performing their job would have the potential for occupational exposure to blood borne pathogens:

Job Classification	**Task/Procedures**
School Nurses/Health clerks	See Part 2 - Section 2 – Scope
Playground Supervisors/Noon-Duty Aides)	See Part 2 - Section 2 – Scope
Teacher/Instructional Aides of Severely Handicapped	See Part 2 - Section 2 - Scope
Home Teachers	See Part 2 - Section 2 – Scope
Custodians	See Part 2 - Section 2 – Scope

2. The following job classifications are the only classifications in which some Employees may have the potential for occupational exposure to blood borne pathogens:

Job Classification	**Task/Procedures**
First Responders (First Aid/Medical Teams)	See Part 2 - Section 2 - Scope
Classroom Teachers/Aides	See Part 2 - Section 2 - Scope
PE Teachers	See Part 2 - Section 2 - Scope
Administrators/Office Managers	See Part 2 - Section 2 - Scope

3. Any Employee who experiences a specific exposure incident at work, though unrelated to the performance of their job duties, should comply with the Post Exposure Evaluation and follow-up provisions of this plan.

Please note that employee's who are not "first aid responders" but go to an injured persons aid as a "good Samaritan" are not covered by the training and vaccination requirements of the law. They are, however, covered by the Post Exposure Evaluation and Follow-up provisions.

Section 3: Exposure Incident

An exposure incident is contact with blood or other potentially infectious materials that may include mucous membranes, non-intact skin, or potential contact that results from the performance of the Employee's duties.

When an Employee incurs an exposure incident, it should be reported immediately to the Human Resources Department. This is imperative because post-exposure prophylaxis (PEP) for HIV is most little to be effective if implemented as soon after the exposure as possible. All Employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. The following steps will be taken once an Employee has reported an exposure incident:

1. Detailing information concerning the exposure incident will be given by the exposed Employee to the Lead Nurse, documenting the date and time of exposure, details of the procedure being performed, details about the exposure source, if known, route of exposure, and any circumstances related to the incident.

2. The exposed Employee must sign a consent form for permission to release and exchange information with the exposed Employee's medical provider.

3. If at all possible, the identification of the source individual and, if possible, the status of the source individual should be obtained, unless the Employer can establish that identification is not feasible or prohibited by state or local law. The blood of the source individual will be tested (after consent if obtained) for HIV/HBV/HCV infectivity. It must be noted that the results of the source individual's tests cannot be relied on solely. It is prudent to remember that HIV antibodies may not be detectable for a window of 6-12 weeks.

4. The exposed Employee must be directed to a healthcare professional at the time of the exposure incident for evaluation and to determine the need for HIV PEP. Follow-up for HBV and HCV infections also should be conducted.

The District's Lead Nurse must provide the healthcare professional with a copy of the blood borne pathogens standard, a description of the Employee's job duties as they related to the incident, and a report of the specific exposure, including date and time of exposure, route of exposure, and relevant Employee medical records, including Hepatitis B vaccination status.

5. If a severe exposure occurs involving (1) a known infected individual or (2) copious amounts of blood or other potentially infectious materials, or (3) if the exposed person is pregnant or suspected to be resistant to antiretroviral drugs, the Center of Disease Control (CDC) has recommendations for post exposure prophylaxis.

6. The results of the source Individual's testing shall be made available to the exposed Employee, and the Employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

7. The exposed Employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident.

The Employee will also be given information on what potential illnesses to be alert for and instructions to report any related experiences to the Immediate Supervisor and/or the Lead Nurse.

8. The District's Lead Nurse or Designee shall obtain and provide the Employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.

The healthcare professional will be instructed to limit their opinions to:

a. Whether the Hepatitis B vaccine is indicated and if the Employee has received the vaccine, or for evaluation following the incident;

b. Whether the Employee has been informed of the results of the evaluation; and,

c. Whether the Employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. All other findings or diagnoses will remain confidential and will not be included in the written report.

Part 3 - Implementation Schedule and Methodology

Section 1: Universal Precautions

Universal precautions are the assumption that all human blood and certain human fluids are treated as if known to be infectious for HIV, HBV or HCV, and other blood borne pathogens. Universal precautions will be observed throughout the District in order to prevent contact with blood or other potentially infectious materials.

All infectious materials will be considered infectious regardless of the perceived status of the source individual.

As defined in Section 5193 of Title 8 of the California Code of Regulations, "other potentially infectious materials" (OPIM) means the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids."

Also considered under other potentially infectious materials are any unfixed tissue or organ (other than intact skin) from a human (living or dead), cells, tissues, organ cultures from humans or experimental animals, blood, organs or other tissues from experimental animals or culture medium or other solutions.

Section 2: Engineering and Work Practice Controls

General Information

Engineering and work practice controls will be utilized to eliminate or minimize exposure to Employees of the District. Where occupational exposure remains after implementation of engineering controls, personal protective equipment shall be utilized.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

The following subsections will describe engineering and work practice controls within the District.

Control of Sharps

Definitions

“Sharps” means any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in a exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and dental knives, drills and burs.

“Sharps Injury” means any injury caused by a sharp, including, but not limited to cuts, abrasions, or needle sticks.

“Sharps Injury Log” means a written or electronic record or each exposure incident involving a sharp.

Sharps Containers

Sharps containers must be easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers must be maintained upright throughout use and replaced as necessary to avoid overfilling.

Sharps containers must be rigid, puncture resistant and leak proof on the sides and bottom, portable (when necessary) and labeled with a proper biohazard waste or sharps waste symbol.

Sharps containers or appropriate containers for potentially contaminated needles/sharps or infectious waste are located in the Nurse’s Office inside a locked cabinet at each school site.

Sharps Injury Log

The District shall maintain a Sharps Injury Log, which is a record of each exposure incident involving a sharp. The exposure shall be recorded on the log within 14 working days of the date the incident is reported.

The Sharps Injury Log shall contain the following information:

- Date and time of the exposure incident
- Type and brand of sharp involved in the exposure incident
- Description of the exposure incident
- Job classification of the exposed employee
- Department or work area where the exposure incident occurred
- The procedure that the exposed employee was performing at the time of the incident
- How the incident occurred
- The body part involved in the exposure incident
- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable.
- The Employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Information to be included in the Sharps Injury Log will be gathered by District personnel responsible for investigating Employee injuries.

The Sharps Injury Log shall be maintained for five (5) years from the date the exposure occurred.

The District shall ensure that the Sharps Injury Log be provided upon request for examination and copying to Employees, Employee Representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations (or designee), to the Department of Health Services, and to NIOSH.

Needle less System

District Nurses and other health practitioners employed by or contracted with the District will make every effort to utilize a needle less system, when possible, during the administration of medications or fluids, or other medical procedures.

If a needle less system cannot be used, needles with engineered sharps injury protection shall be used for the administration of medications or fluids, or medical procedures involving the potential for exposure incident.

Handling Contaminated Sharps

Any medical procedure involving the use of sharps in connection with patient care shall be performed using effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury.

Immediately or as soon as possible after use, contaminated sharps shall be placed in containers that are rigid, puncture resistant and leak proof on the sides and bottom, portable (when necessary) and labeled with a proper biohazard waste or sharps waste symbol.

In the event sharps are discovered at any District property, only personnel trained in proper handling of contaminated sharps shall remove them. Sharps shall be removed by picking up the item with one hand and depositing it into a sharps container. Personal protective equipment (e.g. latex gloves) should always be utilized when handling sharps.

Prohibited Practices

The following practices shall be prohibited for any Employee of the District:

- Shearing or breaking of contaminated needles and other contaminated sharps
- Bending contaminated sharps.
- Recapping contaminated sharps (unless recapped utilizing a one-handed technique by school nurses or other health practitioners only when no alternative is feasible or that such action is required by a specific medical or dental procedure).
- Removing contaminated sharps from sharps containers
- Reaching by hand into or otherwise accessing contents of sharps containers
- Opening, emptying or manually cleaning sharps containers.
- Reusing disposable sharps
- Picking up broken glassware that may be contaminated with blood or other potentially infectious material directly with hands. (Only mechanical means such as dustpan and brush, tongs, or forceps shall be used to pick up such items).

Disposal of Sharps

Sharps shall be disposed of in a manner as defined in Section 5193 of Title 8 of the California Code of Regulations and in Sections 117600 through 118360 of the California Health and Safety Code, Chapter 6.1.

When a sharps container becomes full it must be taped closed immediately prior to removal or replacement to prevent spillage or protrusion of contents. If leakage is possible the container must be placed in a secondary container. The secondary container must be closable and constructed to contain all contents and prevent leakage. Sharps containers ready for disposal should not be stored for not more than seven days. These containers must be labeled with the words “Sharps Waste” or with the international biohazard symbol and the word “Biohazard”.

The actual removal of the containers from District facilities shall be contracted with an approved agency or medical waste hauler in accordance with all regulations pertaining to transportation, shipping, and handling of such waste. Additional sharps containers can be obtained by contacting the Local Health Department.

Hand Washing

Hand washing is the single most effective means of preventing the spread of infectious diseases. Hand washing procedures should be instituted even if protective equipment has been worn. Employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Hands should be washed:

- Before and after contact with a patient.
- Before and after touching wounds (even with gloves)
- Before eating.
- After any direct exposure to blood or other potentially infectious materials.
- After removing gloves.
- After handling soiled or contaminated items and equipment.
- After using the toilet.

The method for correct hand cleaning and de-germing with water and plain soap is:

- Wet hands with hot water
- Lather hands with either bar or liquid soap
- Rub repeatedly for at least 15 seconds
- Rinse hands
- Turn faucets off using a dry paper towel

Where Employees have had an unprotected contact with blood, or potentially infectious materials, Employees shall wash skin with soap and water, flush mucous membranes with water or flush eyes with water or saline solution as soon as feasible following the contact. An evaluation of Exposure Incident Report must be generated for any unprotected contact.

Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. The Director of Facilities is required to evaluate these facilities to ensure that these facilities are readily accessible to employees after incurring exposure. These facilities must also have available hot water and appropriate disinfecting soap or hand cleaner.

Hand washing facilities are commonly located in all restrooms.

Antiseptic Hand Cleanser

For those Employee classifications where hand-washing facilities are not readily available after incurring exposure, Employees will be provided either an antiseptic cleanser in conjunction with a clean cloth/paper towel or antiseptic towelettes. When this alternative is used in lieu of hand washing facilities, the employees, as soon as feasible, will wash their hands with soap and running water. Employee classifications that have the potential to utilize antiseptic hand cleansers include:

- Instructors
- Administrators
- Supervision Aides
- Office Managers
- Coaches/PE Instructors/other instructional aides
- All Other District Personnel

The Warehouse Lead Person is responsible for obtaining and maintaining appropriate levels of equipment and supplies for Employee's use.

Personal Protective Equipment

All personal protective equipment used in the District will be provided cleaned, laundered, repaired and/or disposed of without cost to Employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Appropriate personal protective equipment will not permit blood or other potentially infectious materials to pass through or reach the Employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use, and for the duration of time which the protective equipment will be used.

The District will ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible in the workplace or issued to employees as necessary. Hypoallergenic gloves, glove liners, powder less gloves or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided.

The appropriate PPE shall be used unless the Supervisor shows that the Employee temporarily and briefly declined to use PPE. Only under rare and extraordinary circumstances, when it is the employee's professional judgment that in the specific instance the use of personal protective equipment would have increased hazard to the safety of the worker or co-worker. When the Employee makes this judgment, the circumstances shall be investigated and documented, in order to determine whether changes can be instituted to prevent such occurrences in the future.

Personal protective equipment available is as follows:

Gloves – Gloves must be worn when it can be reasonably anticipated that an Employee may have hand contact with blood, other potentially infectious material, mucous membranes, and non-intact skin or when touching contaminated items or surfaces. Gloves are disposable and should not be cleaned for reuse. Gloves shall be replaced as soon as practical when contaminated, torn, punctured or lose their ability to function as a barrier. Gloves shall be disposed of in biohazard bags.

Face Shields, Masks, Goggles and Safety Glasses - These should be worn to prevent inhalation of blood containing mist and splashing of blood, other bodily fluids or blood containing solutions (such as during clean up) into the eyes. Eye protection may be decontaminated for reuse. Masks should be disposed of in biohazard bags.

Resuscitation Equipment - This includes mouthpieces, resuscitation bags and pocket masks. This equipment should be used for mouth-to-mouth resuscitation (CPR). Although saliva has not been found to transmit HIV or HBV, this extra precaution is advised. The bag mask may be decontaminated for reuse, and the portable mouthpieces should be disposed of in biohazard bags.

Gowns, Aprons and Other Protective Body Clothing – These should be worn in the event that blood or other potentially infectious materials may splash or otherwise come into contact with an employee's body. This type of equipment includes, but is not limited to, gowns, aprons, lab coats, coveralls, or similar outer garments.

Additional PPE - Additional protective clothing shall be worn in increased occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

Removal of Personal Protective Equipment

If blood or other potentially infectious material penetrates a garment, the garment must be removed immediately or as soon as feasible. All personal protective equipment must be removed prior to leaving the work area. Removed personal protective equipment must be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Biohazard bags - These bags are red in color and OSHA approved. These bags will be used to dispose of all blood or other potentially infectious materials. All biohazard will be sealed and disposed of appropriately.

Biohazard Waste Cans - The Biohazard container will be located in the Nurse/Health office. OSHA can/ must approve the biohazard waste. The can will have a lid and lined with a red biohazard bag. All bandages, Band-Aids, tape, gauze and other blood or other potentially infectious materials will be disposed of in the waste can

Minimizing Blood Splashing

All procedures involving blood or other potentially infectious materials will be conducted in a manner that will minimize splashing, spraying, spattering and generation of droplets of these substances. Employees shall make every effort to ensure that these substances do not become airborne as a result of their work activity.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposures to blood or other potentially infectious materials, the following restrictions shall be in place:

- No eating.
- No drinking.
- No smoking.
- No applying cosmetics.
- No applying lip balm.
- No handling of contact lenses.
- No storing food or drink in areas (refrigerators, freezers, shelves, cabinets, on countertops, etc) where blood or other potentially infectious materials are present.
- No handling broken glassware with bare hands.

Housekeeping & Decontamination

The District shall be maintained in a clean and sanitary condition. All Employees are responsible for their work area. In the event a condition becomes hazardous or presents a situation where potential contamination may occur proper decontamination procedures shall be followed. Any District facility and equipment that has regular exposure to blood and other potentially infectious materials will be cleaned a minimum of once per day using a 10% household bleach solution or other EPA approved and registered germicidal solutions. Decontamination activity must be documented and maintained.

The method of cleaning or decontamination used shall be effective and appropriate for the location within the site or facility, the type of surface or equipment to be treated, the type of soil or contamination present, and the tasks or procedures being performed in the area.

Guidelines for Maintaining a Clean District Environment

Utility Gloves

Gloves must be worn when cleaning/disinfecting or sanitizing, when removing trash, or when performing any other activity that may place the individual at risk for body fluids. The gloves may be decontaminated and reused if they are completely intact. They should be discard if they are peeling, cracked, or discolored, or if they have punctures, tear, and other evidence of deterioration.

Disposable or Single Use Gloves

The Center for Devices and Radiological Health, FDSA, has the responsibility for regulating the medical glove industry. Medical Gloves include those marketed as sterile, surgical, or non-sterile. Examination gloves may be made of vinyl or latex. There are no reported differences in barrier effectiveness between intact latex and intact vinyl gloves. The gloves are to be used only once and replaced as soon as feasible when contaminated, torn, punctured, or their ability to function as a barrier is compromised.

Soiled Laundry and Clothing

This pertains to diapers, table covers (changing or couch), clothing and blankets soiled by body fluids. Although soiled laundry or clothing may harbor large numbers of pathogenic microorganisms the risk of actual disease transmission is negligible; however, common sense hygienic practices for processing and cleaning are recommended. The addition of bleach will further reduce the number of potential infectious agents. Pre-soaking is required for heavily soiled clothing.

Soiled articles should be handled as little as possible and with minimum agitation. Utility gloves are to be used when handling contaminated clothing/laundry. All soiled clothing and laundry should be bagged or placed in containers identifying the contents. The container(s) must be leak proof.

District and Work Desks/Chairs

Desks or chairs that have been contaminated with a body fluid must be cleaned with soap and water and sanitized with an EPA germicide

Carpets

All carpets contaminated with body fluid spills must be sprinkled with a sanitary absorbent. After the soil in absorbed, carefully vacuum with a wet vacuum extractor or an industrial-grade vacuum with high efficiency filter. If the wet extractor or other industrial/hospital vacuum is not available, the contaminated absorbent must be scraped into a plastic bag while still wet.

Floors

A sanitary absorbent must be applied to the contaminated areas of the floor (hallways, classrooms, locker room, etc.); and, after absorbed the material is to be swept into a plastic bag. The areas should be cleaned with soap and water and then disinfected with an EPA germicide.

Garbage and Waste Can Liners

All garbage and waste cans shall be lined. All liners must be replaced daily. Biohazard labels must be affixed to containers identified for containing regulated waste. Red bags or red containers may be substituted in place of the biohazard label.

Restrooms

All restrooms are to be cleaned and disinfected on a daily basis. Employees must wear designated PPE gloves. In instances where toilets overflow or drains back up, the restrooms must be placed “Out of Service” until the area has been properly and thoroughly clean and disinfected.

Drinking Fountains

All drinking fountains should be cleaned and decontaminated daily

Health/Nurse’s Office

The health/nurse office must be cleaned and disinfected daily

Medical Devices

All contaminated medical devices must be washed with soap and water and disinfected with a germicidal tuberculocide agent.

Locker Rooms

All locker rooms should be cleaned and disinfected daily

Other Contaminated Work Surfaces

All contaminated work surfaces and equipment will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials. Any surface that has become contaminated since its last regular cleaning should be decontaminated immediately.

Any broken glassware that may be contaminated shall not be picked up directly with the hands. Disposable gloves in conjunction with mechanical means such as dustpan and brush, tongs or forceps shall be used.

Cleaning and Disinfection Schedule

Cleaning and disinfection procedures should be followed regularly, daily, weekly, or as needed, regardless of the presences or absence of an exposure incident, which may include blood or other potentially infectious wastes. A hospital grade chemical germicide registered as a "tuberculocide" should be used to disinfect for micro-bacteria, most viruses, and bacteria. The Environmental Protection Agency (EPA) for use as a hospital disinfectant must register the product.

Daily cleaning and disinfection in general areas should include the following areas in the work site:

1. Sinks and faucet handles
2. Doorknobs and push plates
3. Toilet seats and bowls (inside and out) and bathroom floors
4. Table tops used for eating, including those used in employee lounges
5. Classroom floors, hallways, lunch and kitchen floors.

6. Desks and chairs
7. Carpet vacuuming
8. Inside and outside of waster receptacles
9. All physical education equipment

Daily cleaning and disinfection in classrooms, storage areas for regulated waste, and the health/nurse office include:

1. Mats, bolsters, wedges, etc.
2. Changing surfaces, sinks and toilet seats
3. All toys
4. Any cot or vinyl couch in nurse/health office
5. Any other equipment located in the rooms.

Weekly cleaning and disinfection should include the following areas:

1. Soap dispenser: empty, wash, disinfect, and air dry.
2. Walls above sinks
3. Partitions in bathrooms.

Equipment or Supplies Need for Proper Clean-Up and Disinfection

- ✓ “Caution” or “Wet Floor” signs/cones
- ✓ Absorbent Towels
- ✓ Apron and/or gown
- ✓ Biohazard receptacle or color-coded (red) regulated waste containers
- ✓ Broom
- ✓ Cleaning rags
- ✓ Color-Code plastic bags
- ✓ Counter brush
- ✓ Disposable and/or utility gloves
- ✓ Dust pan
- ✓ Eye protection/goggles
- ✓ Measuring cup
- ✓ Mop bucket
- ✓ Quick absorbent products
- ✓ Registered EPA germicidal “tuberculocide” disinfectant
- ✓ Sponges
- ✓ Spray bottle properly labeled
- ✓ Tongs
- ✓ Vacuum clean (tank type)
- ✓ Wet mop

Section 3: Regulated Waste

The District will ensure that the handling, storage, treatment and disposal of all regulated waste will be in accordance with California Health and Safety Code, Chapter 6.1, Sections 117600 through 118360 and other applicable Federal, California State, and County Regulations.

Sharps containers shall be disposed of in a manner outlined in the section of this plan pertaining to sharps. Any regulated waste not consisting of sharps will be disposed of in containers that are:

- Closable;
- Constructed to contain all contents;
- Labeled and color-coded in accordance with CCR Title 8 Section 5193(g)(1)(a);
- Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

If outside contamination of a container of regulated waste occurs, it will be placed in a second container, which will have the characteristics listed above.

Containers are to be strategically placed (e.g. nurse's office, custodian's room), accessible, and visible to all whom must use them. The containers must be replaced routinely and not be overfilled thereby increasing the risk of needle sticks and cuts.

In general, there will be few items deemed regulated waste in the school setting (e.g. emesis absorbent material, blood soak gloves, masks, gowns, sharps). If a material is saturated to the point of dripping or would release fluids if compressed, then it should be considered regulated waste. Most items contaminated in a school environment setting are Band-Aids, bandages, gauze sponges, and facial tissues soiled with blood or other potentially infectious material.

These substances can be placed in a designated trash container with color-coded liner for disposal of contaminated articles not meeting the definition of regulated waste.

Policies for defining, collecting, storing, decontaminating, and disposing of regulated waste shall be determined by the District in accordance with federal, state, and local regulations.

Part 4: Hepatitis B Vaccination/Post-Exposure Evaluation and Follow-Up

Section 1: Hepatitis B Vaccination

The District will make available the Hepatitis B Vaccine and vaccination series (to designated unvaccinated first aid responders), and post exposure follow-up to all first aid responders only who have had an exposure incident. If an Employee as a collateral duty and not on a regular basis renders first aid, the Employee is not required to be offered pre-exposure Hepatitis B vaccinations.

This District will ensure that Hepatitis B vaccinations are:

- Made available after the Employee has received the training required and within 10 working days of initial assignment (unless Employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the Employee is immune, or the vaccine is contraindicated for medical reasons).
- Made available at no cost to the Employee;
- Made available to the employee at a reasonable time and place
- Performed by, or under the supervision of a licensed physician, or by, or under the supervision of another licensed healthcare professional;
- Provided according to the current recommendation of the U.S. Public Health Service.

The District will not make participation in a prescreening program a prerequisite for receiving the Hepatitis B vaccination.

In the event the employee initially declines the Hepatitis B vaccination but at a later date while still covered under the blood borne pathogens standard changes his/her mind and decides to accept the vaccination, the District will make the vaccination available at that time.

If the U.S. Public Health Service recommends routine booster doses of the Hepatitis B vaccine at a future date, such booster dose(s) will be made available to Employees.

Booster dose(s) will be administered by a licensed physician or under the care of another licensed healthcare professional at no cost to the employee and at a reasonable time and place.

The District Lead Nurses Office is responsible for managing the Hepatitis B vaccination program.

Employees, who decline the Hepatitis B vaccination offered, shall sign the required waiver indicating their refusal.

Section 2: Exposure Incident

An exposure incident occurs when there is a specific eye, mouth, other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that result from the performance of an Employee's duties.

Employees must report all incidents that involve the presence of blood to their Supervisors before the end of the work shift. A report must be completed that describes the incident, includes the date and time of the incident, and documents the determination of whether or not an exposure occurred. Employees suffering an occupational exposure to blood or other potentially infectious materials will undergo post-exposure evaluation.

Exposure reports must be completed by District Administrators or most senior Manager at a site and forwarded to the Lead Nurses Office. The Human Resources Office will maintain an Exposure Incident Log.

This log will be made available all employees and to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or designated representative upon request.

Section 3: Post Exposure Evaluation and Follow Up

All Employees who incur an exposure will be offered post-exposure evaluation and follow-up. This process includes the following elements:

- Documentation of the route of exposure and the circumstances related to the incident.

- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested, after consent is obtained, for HIV/HBV infectivity. If consent is not obtained, the District will establish that legally required consent cannot be obtained. If the source individual is already known to be infected with HBV, HCV or HIV, testing for the source individual's known HBV, HCV or HIV status need not be repeated.

- Results of testing of the source individual will be made available to the exposed employee with the exposed Employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- The exposed Employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to ninety (90) days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the Employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.

- The Employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

- The Employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The Employee will also be given information on what potential illnesses to be alert for and to report any related experience to appropriate personnel.

Section 4: Information Provided to the Healthcare Professional

The Human Resources Office shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided with the following:

- A copy of the regulatory text in California Code of Regulations Title 8 Section 5193 (The District will ensure that clinics have one on file before setting up service with them)
- A written description of the exposed Employee's duties as they relate to the exposure incident;
- Written documentation of the route of exposure and circumstances under which exposure occurred;
- Results of the source individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the Employee, including vaccination status.

Section 5: Healthcare Professional's Written Opinion

The District's Lead Nurses Office will obtain and provide the Employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The opinion should indicate whether Hepatitis B vaccination is indicated for an Employee and if the Employee has received such vaccination.

The opinion should also state that the Employee has been informed of the results of the evaluation and that the employees has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

The District will establish and maintain an accurate record for each Employee with occupational exposure.

Part 5: Communication of Hazards to Employees

Section 1: Warning Labels

The District will ensure that warning labels are affixed to containers or regulated waste, refrigerators and freezers that may contain blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials. Warning labels shall be in accordance with California Health and Safety Code Sections 118275 through 118320.

Labels must be either an integral part of the container or affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal. Labels shall state which portions of any equipment remain contaminated. Regulated waste that has been decontaminated does not need to be labeled or color-coded.

Red bags or red containers may be substituted for labels except for sharp containers or regulated waste red bags. Bags used to contain regulated waste must be color-coded red and labeled accordingly.

Labels must be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color, except when on red bags or red containers.

Section 2: Employee Information and Training

The District will ensure that all Employees with occupational exposure participate in a training program, which will be provided at no cost to the Employee during working hours. The Human Resources Office will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that this training will be repeated within twelve months of the previous training. In the event that changes involving potential exposure (new exposures created, modification of tasks, new tasks) or exposure control (new engineering, administrative or work practice controls) are implemented, all affected Employees must receive training.

Training shall be tailored to the educational level, literacy, and language of the Employee. The training program will contain the following elements:

- An accessible copy of the regulatory text of CCR, Title 8, Section 5193;
- A discussion of the epidemiology and symptoms of blood borne pathogens;
- An explanation of the modes of transmission of blood borne pathogens;
- An explanation of the District's Blood borne Pathogen Exposure Control Plan and the means by which the Employee can obtain a copy of the written plan;

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, administrative or work practice controls and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- An explanation of the basis of selections of personal protective equipment;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available and the procedures for recording a sharps-related injury on the Sharps Injury Log.
- Information on the post-exposure evaluation and follow-up the District is required to provide for the Employee following an exposure incident;
- An explanation of any signs and labels and/or color coding that Employee's may encounter;
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter, and capable of answering questions.

Part 6: Record keeping

Section 1: Medical Records

The District's Blood Borne Pathogens Exposure Control Plan requires that two types of records be kept for school Employees who sustain an occupational exposure to blood or other potentially infectious materials: 1) medical and 2) training.

The District will establish and maintain an accurate record for each Employee with occupational exposure.

The medical record shall include the following:

- The name and social security number of the Employee.
- A copy of the Employee's HBV vaccination status, including the dates of all the Hepatitis B vaccinations and any medical records relative to the Employee's ability to receive the vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the healthcare professional's written opinion.

- A copy of the information provided to the healthcare professional, including a description of the Employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

The District will ensure that medical records are kept confidential and are not disclosed or reported without the Employee's express written consent to any person within or outside the workplace except as required by law. The District will maintain such records for the duration of the Employee's employment plus thirty years.

The District's Exposure Control Officer shall maintain medical Records. Medical records shall be located in the Lead Nurses Office. Medical records shall be maintained in accordance with California Code of Regulations, Title 8, and Section 3204.

Section 2: Training Records

The District's Exposure Control Officer is responsible for maintaining the following training records. These records will be kept in the Lead Nurses Office.

Training records will be maintained for a minimum of three years from the date of training. The following information shall be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Employee training records required will be provided upon request for examination and copying to Employees, to Employee representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or designated representative, and to NIOSH.

Section 3: Body Fluid/Sharps Injury Log

As mentioned in the Engineering and Work Practice Controls section of this plan, the will maintain a Sharps Injury Log which is a record of each exposure incident involving a sharp. The exposure shall be recorded on the log within 14 working days of the date the incident is reported.

The Sharps Injury Log shall contain the following information:

- Date and time of the exposure incident
- Type and brand of sharp involved in the exposure incident
- Description of the exposure incident
- Job classification of the exposed Employee
- Department or work area where the exposure incident occurred
- The procedure that the exposed Employee was performing at the time of the incident
- How the incident occurred
- The body part involved in the exposure incident

- If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable.

- The Employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Information to be included in the Sharps Injury Log will be gathered by District personnel responsible for investigating Employee injuries.

The Sharps Injury Log shall be maintained for five (5) years from the date the exposure occurred.

The District shall ensure that the Sharps Injury Log be provided upon request for examination and copying to Employees, Employee Representatives, to the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations (or designee), to the Department of Health Services, and to NIOSH.

Section 4: Transfer of Records

In the event that the District closes and there is no successor Employer to receive and retain the records for the prescribed period, the Director of NIOSH will be contacted within three months of closure for final disposition.

APPENDIX A

District Blood Borne Pathogens Exposure Control Plan

PROPER HAND WASHING TECHNIQUE

Hand washing is the single most universal precaution in preventing the spread of infection diseases.

Hands should be washed **BEFORE**: Eating

Hand should be washed **AFTER**: Using the toilet, diapering or assisting with personal hygiene, any contact with blood, body fluids, or soiled objects.

1. Wet hands with running water.

2. Apply soap and lather well. Liquid soap is performed. Bar soap should be avoided.

3. Wash hands, using a circular motion and friction for 15-30 seconds. Include the front and back surfaces of the hands, between the fingers and knuckles, and around the nails and entire wrist. Wash under jewelry as well.

4. Rinse the hands well under warm running water.

5. Dry the hands well with paper towels turn off the water faucet with a paper towel and discard the towel(s)

6. Apply lotion as desired.

APPENDIX B

District Blood Borne Pathogens Exposure Control Plan

PROPER LATEX GLOVE REMOVAL TECHNIQUE

Just as important as donning gloves is for protection against blood borne pathogens and other potentially infectious materials, it is equally important to remove gloves in a safe manner to avoid contamination.

TO REMOVE SOILED GLOVES WITHOUT TOUCHING CONTAMINATED SURFACE WITH BARE HANDS:

1. With both hands gloved, pinch palm of glove on one hand and pull down off fingers. Form that glove into a ball and hold in fist of gloved hand

2. Insert two fingers of the ungloved hand under the inside of gloved hand on palm side.

3. Push glove inside out and down onto fingers and over gloved hand

4. Grasp gloves that are now together and inside out

5. Discard gloves and any used first aid material in the appropriated designated regulated waste receptacle.

6. Wash hands. Remember wearing gloves is not a substitute for good hand washing.

APPENDIX C

District Blood Borne Pathogens Exposure Control Plan

PROPER CLEANING OF RESUSCITATION DEVICES

Pocket masks and mechanical emergency respiratory devices are designed to isolate the rescuer from the victim's saliva or body fluids. Since most are reusable, proper disinfecting is essential.

1. Remove the one-way valve and discard in the designated waste receptacle.

2. Soak the mask in mild soap or dish detergent solution for a few minutes. Wash with a soft cloth, rinse, and dry.

3. Spray or soak the mask with an EPA registered tuberculocide disinfectant. Rinse and dry

APPENDIX D

District Blood Borne Pathogens Exposure Control Plan

PROPER BLEACH SOLUTION

The use of bleach (unscented) is a recommendation of the Center for Disease Control (CDC) for environmental disinfecting and sanitizing.

1. When using bleach and water in a 1:10 ratio solution, the mixture needed is ***1 part bleach and 9 parts water***. The concentration achieved by mixing 8 teaspoons bleach (1/4 ounce) with 1 gallon of water. To make a smaller amount in a 16-ounce spray bottle, use 1 teaspoon bleach per 16-ounces of water.

2. Bleach should be mixed with **cold water**. Warm or hot water de-activates the basic ingredient (hypo chlorite).

3. The mixture should be made no more than 24 hours in advance to be effective.

4. It is recommended that a clearly labeled, tightly sealed bottle containing 1 part bleach and having a marked water fill line be kept handy and out of direct light for immediate small spills. It can be filled with cold water and be ready to use.

5. Disposable or utility gloves should be worn to remove as much of the contaminated spill as possible with sop and water. All surfaces should be visibly clean of feces, emesis, blood, and soap residue prior to using the solution.

6. Allow at least 10-15 minutes contact time with the bleach solution.

APPENDIX E

District Blood Borne Pathogens Exposure Control Plan

FIRST AID AND BODY FLUID EMERGENCY KIT

An emergency involving a body fluid spill can be present any place, not just on school property. School Employees need to be prepared and be ready to take sensible precautions. A first aid and body fluid emergency kit should be provided to all classroom instructors and/or other staff members for field trips or other outings where custodial help may not be readily available.

RECOMMENDED CONTENTS OF EMERGENCY KIT

1. Disposable gloves (2 pair)
2. Absorbent towels
3. Zip-lock plastic bags or plastic bags with a twist seal.
4. Several packets of liquid soap or antiseptic towelettes
5. Eight (8)-ounce bottle containing an EPA registered disinfectant.
6. Sterile 4X4's, Band-Aids, and other appropriate first aid equipment
7. Device for resuscitation

INSTRUCTIONS FOR USE:

1. Wear disposable gloves
2. Provide appropriate first aid treatment
3. If any blood or other potentially infectious body fluids come in contact with clothing, backpacks, or fanny packs:
    a) Soak up body fluid spill with disposable absorbent towels
    b) Scrub area with soap and water
    c) Saturate area with disinfectant and allow standing for 10 minutes before soaking up area with absorbent towels
    d) Place all soiled materials in plastic bag.
    e) Remove gloves, turning inside out during removal and place in plastic bag.
    f) Seal bag and place in appropriate regulated waste receptacle.
    g) Wash hand with soap and running water.

APPENDIX F

District Blood Borne Pathogens Exposure Control Plan

TRAINING RECORD (Maintain Record for Three Years)

Trainer Name: _____

Date: _____

Title of Trainer:_____

Employee Name (Please Print)	Signature of Employee

APPENDIX G

District Blood Borne Pathogens Exposure Control Plan

BODY FLUID EXPOSURE LOG

(Unanticipated/Accidental or Sharp's Exposure)

School Name: _____

Room # or Work Area: _____

Name of Exposed: _____

Source Individual (If known) _____

Date and Time Exposure Occurred or Was Found: _____

Exposure Incident Reported by: _____

Title: _____

Date: _____ Time: _____ AM/PM

Exposure Incident Reported to: _____

Title: _____

Description of Exposure Incident (Include route and circumstances)

_____

_____

Who cleaned and disinfected exposure: _____

APPENDIX H

District Blood Borne Pathogens Exposure Control Plan

EMPLOYEE CONSENT FOR RELEASE OF MEDICAL INFORMATION

I hereby authorize any exchange of information to occur between my physician and hospital and the District Lead Nurse listed below and as it pertains to the exposure incident and myself.

School District Name, Exposure Control Officer, Address, Phone Number:

Employee's Health Care Provider:

Name: _____ _____

Phone: (_____)_____

Address: _____ City: _____ ST. ____

ZIP _____

Employee Signature: _____

Date: _____

Physician Signature: _____

Date: _____

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Cal/OSHA CITATION APPEAL PROCESS

Employers may appeal a citation and notification of penalty, notification of failure to abate alleged violation, special order, or order to take special action. An employer has 15 working days from receipt of one of these documents to file an appeal with the Appeals Board's Sacramento office.

If an appeal is filed after the deadline of 15 working days, the Appeals Board may accept the appeal only upon a showing of good cause for the late filing. Good cause for a late appeal generally means circumstances beyond one's control which could not have been reasonably anticipated.

An employer may appeal the existence or the classification of the violation alleged in a citation, the reasonableness of the abatement date, the reasonableness of the abatement changes required by the Division, and the amount of any proposed civil penalty. An employee or employee representative may only appeal the reasonableness of an abatement date.

Affected employees may request party status to participate in an appeal filed by an employer by filing a motion. The motion must be filed not later than 20 days before the hearing date.

An appeal may be initiated by a communication to the Appeals Board's Sacramento office by telephone, fax, or mail. An appeal is perfected when a signed, completed appeal form is received, indicating the statutory grounds upon which the appeal is based and the issues to be raised, along with copies of the citations to be appealed.

When the Appeals Board receives a signed, completed appeal form, it is reviewed for timeliness and assigned a docket number. Thereafter, the docket number must appear on all communications with the Appeals Board. Dates will then be set for a telephonic prehearing conference and an appeal hearing.

Mandatory Participation Notice

An employer must notify employees that an appeal has been filed and of the employees' right to participate in the appeal as a party. The participation notice and a copy of the docketed appeal form along with the citations that the employer is appealing must be posted, immediately upon receipt, near the site of the alleged violation, in a conspicuous place, or where employees report or carry out their duties. Following posting, an employer must file with the Division, not later than the second working day following the posting, proof that it has posted the participation notice, the docketed appeal form, and the citations. The employer must also serve these documents on any employee who suffered a serious injury and on the representative of union employees or on the representative of any employee who was killed.

Written Communication with the Appeals Board

After an appeal is docketed, a party shall not communicate with the Appeals Board unless all other parties to the appeal (for example: the Division, the employer, and all third parties) are provided a copy of the communication.

Service of the document on another party to an appeal may be made by personal delivery, by first class mail, by fax, or by overnight delivery. Proof of service must accompany all documents or writings filed with the Appeals Board. The Appeals Board shall accept the following as proof of service: a declaration, a written statement, or a letter of transmittal.

Withdrawal and Settlement

An employer may withdraw its appeal and terminate the proceedings at any time. The Division, upon approval of the Appeals Board, may also withdraw its enforcement actions. Written settlement agreements must be submitted to the Appeals Board for approval.

Discovery

All parties to a proceeding have the right, upon written request, to obtain the names and addresses of the witnesses known to an opposing party, including the names of those intended to be called to testify at a hearing. All parties to a proceeding also have the right to review and copy records including photographs held by an opposing party.

All parties must cooperate and make requested records and documents available. Discovery requests made to the Division must be addressed to the district office issuing the citation or to any attorney representing the Division. If a party does not comply with a discovery request, the requesting party must file a motion to compel discovery in accordance with Section 372.6 of the Appeals Board's regulations.

Subpoenas

A subpoena is used to compel the attendance of necessary witnesses. A subpoenaed witness is entitled to witness fees from the party calling the witness. Subpoenas are available from the Appeals Board. A subpoena duces tecum is used to require a person to bring documents and evidence to a hearing. An application, in the form of an affidavit or declaration, must be filed with the Appeals Board to obtain a subpoena duces tecum. More specific information on this process is provided in Section 372.2.

Prehearing Conference

A prehearing administrative law judge is assigned when an appeal is docketed. This administrative law judge is responsible for ruling on all prehearing motions and conducting a prehearing conference by telephone.

A prehearing conference is conducted with all parties to determine if discovery has been completed, to simplify the issues, to estimate the time required for a hearing, and to explore settlement of the appeal. All parties must be prepared to participate in this prehearing conference by being knowledgeable about, and having authority to address all matters on appeal.

Notice of Hearing

At least 30 days prior to a hearing, the Appeals Board will send the parties a notice of hearing, specifying the location, date, and time of the hearing before an administrative law judge, who will be someone other than the prehearing judge.

An employer has the responsibility of notifying employees of the pending hearing by posting, immediately upon receipt, the notice near the site of the alleged violation, in a conspicuous place, or where employees report or carry out their duties.

The notice also must be served on any employee who suffered a serious injury and on the representative of union employees or on the representative of any employee who was killed. Any party requesting an interpreter must request one no later than 10 working days before the hearing.

Continuance of a Hearing

Continuances are disfavored. A hearing will only be postponed if an emergency arises or there is a showing of good cause. Failure to notify the Appeals Board of the need for a continuance at the earliest possible time may result in its denial. Section 371.1.

Failure to Appear

If an employer fails to appear for a regularly scheduled hearing, the appeal may be dismissed. If the Division fails to appear, the appeal may be granted.

The Hearing

Hearings before the Appeals Board are designed to permit the parties a full opportunity to present all of the necessary information that is required for the administrative law judge (ALJ) to decide the issues raised by the appeal. The process is subject to the rules of the Appeals Board, but conducted in a manner which is simple and informal. The ALJ will explain the procedures and answer any questions from the parties. The official record is a tape recording. Parties may present oral and documentary evidence.

Each party to a hearing should produce witnesses with firsthand knowledge of the key events. If documents, photographs or business records are to be introduced, there must be a witness who can personally attest to their accuracy and explain their relevance to the proceedings.

The party with the burden of proof will be asked to proceed first by calling witnesses and presenting evidence to establish the allegation or affirmative defense it must prove. Solid, credible evidence is necessary to establish the burden of proof. Although the Division has the burden of proof regarding most issues related to citations it has issued, employers have the burden for several important issues.

Each party has the right to cross-examine witnesses called by an opposing party. Closing summaries are permitted.

The Appeals Board’s rules limit the use of hearsay evidence. Whenever a witness testifies to what another person stated orally or in writing, the witnesses’ testimony is hearsay evidence of what the other person said.

The Appeals Board’s rules allow parties to introduce hearsay evidence at hearings. However, if an opposing party objects to the evidence because it is hearsay, it alone cannot support a finding by the ALJ that what the other person told the witness is a fact unless the party offering the evidence can show that it is subject to one of the exceptions to the hearsay rule.

Hearsay exceptions commonly asserted in hearings include statements (admissions) by management representatives admitting a fact for which the Division has the burden of proof in establishing the alleged violation.

Business records, such as training records may be used under an exception to the hearsay rule if a responsible witness can testify where the records are kept and how they are prepared. If a party intends to rely on exceptions to the hearsay rule to prove facts at the hearing the applicable provisions of the California Evidence Code (Division 10, Chapter 2, Sections 1220-1380) should be reviewed prior to the hearing because the requirements for demonstrating that the exceptions apply are not all the same.

The ALJ's decision will be based on the evidence presented. Evidence consists of the sworn testimony of witnesses and properly admitted documents, photographs, exhibits, and other records. The oral arguments made by any party at the beginning or end of the hearing are not evidence.

Being well prepared will ensure that all of the relevant information is presented to the ALJ.

The Decision

The administrative law judge will issue a written decision, usually within 30 days, after the hearing ends. The decision will summarize the evidence received and relied upon, make findings of fact for all the issues involved in the appeal, and give the reasons or grounds for the decision. The decision will be mailed to each party or the representative appearing for each party.

Reconsideration

Any party to an appeal has the right to petition the Appeals Board to reconsider an order or decision of an administrative law judge or the Appeals Board. The Appeals Board may also order reconsideration from an order or decision on its own motion.

A party must file a petition for reconsideration with the Appeals Board within 35 days from the date on the proof of service attached to the order or decision. The Appeals Board cannot accept a petition for reconsideration that is filed beyond the 35 day deadline, regardless of the cause for the late filing.

A petition for reconsideration must set forth every issue to be considered by the Appeals Board on reconsideration and at least one of the following grounds:

1. That the order or decision, the Appeals Board or administrative law judge acted without or in excess of its powers.
2. That the order or decision was procured by fraud.
3. That the evidence does not justify the findings of fact.
4. That the petitioner has discovered new material evidence that could not, with reasonable diligence have bee4n produced at the hearing.
5. That the findings of fact do not support the order or decision.

A petition for reconsideration must be supported by specific references to the record and to the principles of law involved. Any objection, including one based on hearsay, not set forth in the petition is waived and will not be considered.

A petition for reconsideration must be: (1) signed by the party requesting reconsideration; (2) verified under penalty of perjury; and (3) served on all parties to the appeal. Please contact the Appeals Board if you need assistance in verifying or serving a petition for reconsideration.

Opposing parties may file an answer to the petition within 35 days of service of a petition for reconsideration. An answer must be signed, verified, and served on all parties to the appeal.

The Appeals Board may agree to grant the petition and reconsider the order or decision of the administrative law judge or the Appeals Board, or it may deny the petition and let the order or decision of the administrative law judge or the Appeals Board stand without further review. The Appeals Board does not usually request oral argument.

Judicial Review

Any party to an appeal who disagrees with a decision after reconsideration or the denial of a petition for reconsideration may apply to the California Superior Court for a writ of mandate pursuant to Code of Civil Procedure Section 1094.5. A petition for a writ of mandate must be filed with the superior court within 30 days following the issuance of the Appeals Board's decision after reconsideration or denial of a petition for reconsideration.

Employer's Cost Recovery

An employer may petition the Appeals Board to recover its costs for an appeal, up to $ 5,000 per citation, if: (1) the employer's appeal is upheld or the Division withdraws the citation, and (2) issuance of the citation was the result of arbitrary or capricious action or conduct by the Division. The employer has the burden of proof.

A petition for costs must be filed not more than 60 days after the filing of a final decision granting an appeal or the order granting the Division's motion to withdraw.

The Appeals Board will review the petition for costs and either summarily dismisses it if sufficient grounds or facts are not alleged or it may set the proceeding for hearing. If a hearing is held, the Board may deny the petition or award costs.

Appeals Board Website

The Appeals Board has its own website as part of the California Department of Industrial Relations Homepage. The Appeals Board's website address is: www.dir.ca.gov/OSHAB/oshab.html.

Information available includes:

- The most recent Decisions After Reconsideration issued by the Appeals Board, including a selection of Denials of Petitions for Reconsideration which set forth the main reasons why the Appeals Board denies such actions.

- A listing of Public Meetings and Hearings.

- The Appeals Board's rules of practice and procedure published in Sections 345 through 397 of Title 8 of the California Code of Regulations.

- The Appeal Form.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Cal/OSHA REPORTS AND POSTING REQUIREMENTS

Every Employer, with few exceptions, must keep occupational injury and illness records for their Employees. The record keeping forms are available in the booklet entitled the "Recordkeeping Requirements under the Occupational Safety and Health Act", published by California State Occupational Safety & Health Administration. **Ontario-Montclair School District** is classified as one of California's Employers' who is exempt with this requirement.

SPECIAL OSHA REQUIREMENTS

The State Occupational Safety and Health Act prescribe the following mandatory requirements:

The Log of Work-Related Injuries and Illnesses (Cal-OSHA Form 300) are used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an accident occurs, use the Log to record specific details about what happened and how it happened.

The Summary, a separate form (Cal-OSHA 300A) shows the totals for the year in each category. In February 1 through April 30, post the Summary for the previous calendar year in a visible location so that the Employees are aware of the injuries and illnesses occurring in the workplace.

The District may wish to maintain a Log for their internal recording. The cases listed on the Log of Work-Related Injuries and Illnesses are not necessarily eligible for workers compensation or other insurance benefits. Listing a case on the Log does not mean that the District or any Employee was at fault or that a Cal/OSHA standard was violated.

Work-related Injury or Illness: An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a perplexing condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies.

The work environment includes the District property where one or more Employees are working or are present as a condition of their employment.

Work-related injuries and illnesses that need recording: The District will record those work-related injuries and illnesses that result in:

- Death;
- Loss of consciousness;
- Days away from work; restricted work activity or job transfer;
- Medical treatment beyond first aid.
- The District will also record any work-related injury or illness that is significant.

The District will record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. This includes any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.

The District will record the following conditions when they are work-related:

- Any needles stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.

- Any case requiring an employee to be medically removed under the requirements of a Cal/OSHA health standard.

The District recognizes that medical treatment includes the managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- Visits to a Doctor or health care professional solely for observation or counseling.

- Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes.

- Any procedure that can be labeled first aid.

The District recognizes if the incident requires the following types of first aid treatment, it is considered a non reportable event:

- Using non-prescription medications at non-prescription strength.
- Administering tetanus immunizations.
- Cleaning, flushing, or soaking wounds on the skin surface.
- Using wound coverings, such as bandages, band-aids, gauze pads, etc., or using steristrips or butterfly bandages.
- Using hot or cold therapy.
- Using any totally non-rigid means of support such as elastic bandages, wraps, non-rigid back belts.
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters.
- Using eye patches.
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye.
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye.
- Using finger guards.
- Using massages.
- Drinking fluids to relieve heat stress.

The District will decide if a case involves restricted work:

- Restricted work activity occurs when as the result of a work related injury or illness, the District or health care professional keeps, or recommends keeping an Employee from doing the routine functions of his or her job or from working the full workday that the Employee would have been scheduled to work before the injury or illness occurred.

The District will count the number of days of restricted work activity or the number of days away from work:

- By counting the number of calendar days the Employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Will not count the day on which the injury or illness occurred in this number. Will begin counting days from the day after the incident occurs.

- If a single injury or illness involved both days away from work and days of restricted work activity, will enter the total number of days for each. Will stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days,

The District will not enter an Employee's name on the Cal/OSHA Form 300 when considering the following types of injuries or illnesses to be privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system.
- An injury or illness resulting from a sexual assault.
- A mental illness.
- A case of HIV infection, hepatitis or tuberculosis.
- Needles stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material.
- Other illnesses, if the Employee independently and voluntarily requests that his or her name not be entered on the log.

Instead of entering the Employee's name on the Cal/OSHA 300 Log for these cases, enter "privacy case" in the space normally used for the Employee's name. A separate, confidential list of the case numbers and Employees names for the District's privacy concern cases will be used so that we can update the cases and provide information to the government if asked to do so.

If it is found to have a reasonable basis to believe that information describing the privacy concern cases may be personally identifiable even though the Employee's name has been omitted, we will use discretion in describing the injury or illness on both the Cal/OSHA 300 and 301 forms.

The District will enter enough information to identify the cause of the incident and the general severity of the injury or illness, but will not include details of an intimate or private nature.

If the outcome or extent of an injury or illness changes after recording the case, we will simply draw a line through the original entry or delete or whiteout the original entry. A new entry will be written in where it belongs.

Classifying Injuries

An injury is any wound or damage to the body resulting from an event in the work environment such as: cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn.

Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, fall or other similar accidents.

Classifying Illnesses

- **Skin diseases or disorders:** are illnesses involving the Employee's skins that are caused by work exposure to chemicals, plants, or other substances.

  Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizes or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.

- **Respiratory conditions:** Illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

  Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmers lung, beryllium disease, tuberculosis, occupational asthma, reactive airways, dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonia, toxic inhalation injury such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.

- **Poisoning:** Includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

  Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzyl, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

- **All other illnesses:** Includes all other occupational illnesses

  Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; blood borne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

Posting the Summary

- The Summary only, not the Log must be posted by February 1 of the year following the year covered by the form and kept posted until April 30 of that year. The posting shall be in a conspicuous location such as the time clock area or the posting board.

Keeping the Log and Summary on file

- The Log 300 and Summary will be kept on file for a minimum of 5 years following the year to which they pertain. It must be noted that School District's are not required to maintain the Log 300, but may do so for their own independent usage.

What is an Incidence Rate

- An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time Employees (usually 100 full-time Employees) over a given period of time (usually one year). To evaluate our District's injury and illness experience over time or to compare our District's experience with that of our Industry as a whole, we need to compute our incidence rate. Because a specific number of Employee's and a specific period of time are involved, these rates can help to identify problems in our workplace.

Calculating the Incidence Rate

- An occupational injury and illness incidence rate is computed as follows for all recordable cases or for cases that involved days away from work.
  (a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on the Cal/OSHA Form 300, or refer to the Cal/OSHA Form 300A and sum the entries for columns (G),(H),(I), and (J).
  (b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your Cal/OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the Cal/OSHA Form 300A.
  (c) The number of hours all employees actually worked during the year. Refer to Cal/OSHA Form 300A and optional worksheet to calculate this number.

  To compute the incidence rate for all recordable cases of injuries and illnesses, use the following formula:
  Total number of injuries and illnesses + Number of hours worked by all employees x 200,000 hours = Total recordable case rate.

  (The 200,000 figures in the formula represent the number of hours 100 Employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates).

Compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

Number of injuries in column H + Number of entries in Column I + Number of hours worked by all Employees x 200,000 hours = DART incidence rate.

Use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (1) on Form 300A, cases involving skin disorders (column M-2 on Form 300A). You substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

POSTING REQUIREMENTS

- **Cal/OSHA POSTER "Safety and Health Protection on the Job"**
- **EMERGENCY TELEPHONE NUMBERS**
- **NOTICE OF WORKER'S COMPENSATION COMPANY**
- **PAYDAY NOTICE**
- **FEDERAL/STATE MINIMUM WAGE NOTICE "INDUSTRIAL WELFARE COMMISSION ORDERS"**
- **UNEMPLOYMENT AND DISABILITY INSURANCE**
- **DISCRIMINATION IN EMPLOYMENT**
- **NOTICE REGARDING EMPLOYEE RIGHTS**
- **NOTICE REGARDING EMPLOYEE POLYGRAPHS**
- **EQUAL EMPLOYMENT OPPORTUNITY NOTICE**
- **Cal/OSHA CITATIONS (Individual site location)**
- **CONFIDENTIALITY OF MEDICAL RECORDS**
- **TIME OFF FOR VOTING (election day notice)**

OTHER SUGGESTED POSTINGS

- **EXIT SIGNS**
- **ROOM CAPACITIES**
- **SUGGESTION BOX LOCATION**
- **LOCATION OF EMERGENCY EQUIPMENT**
- **LOCATION OF FIRST AID KIT**
- **EMERGENCY EVACUATION FLOOR PLAN**

ONTARIO-MONTCLAIR SCHOOL DISTRICT

CHEMICAL HYGIENE PLAN

SCOPE

Chemical Hygiene in Laboratories

It is the policy of the District to commit to providing a safe working environment for its Employees, and believes that all Employees have a right to know about health hazards associated with their work.

The District has the responsibility to adopt procedures that minimize exposure of Employees to hazardous chemicals present in school laboratories. It has the further responsibility to provide information and appropriate training to make Employees aware of potential hazards and safe work practices. The District Chemical Hygiene Plan is the document that specifies how these responsibilities will be discharged.

Employees have the responsibility to participate actively in training programs, to know and follow the policies and procedures contained in the Chemical Hygiene Plan and to conduct their work activities in a manner that minimizes their risk of exposure. Because the people who work in any given laboratory are best able to detect potential hazards in either the facility or in work procedures, when safety concerns arise, Employees are encouraged to discuss their concerns with their Principal or Supervisor for communication to the proper administrative authority.

Scope and Application of the Chemical Hygiene Plan

The Standard called the Laboratory Standard applies to all laboratories that use hazardous chemicals in accordance with the definitions of “laboratory use” and “laboratory scale” provided in the standard.

Laboratories covered by this standard have the obligation to maintain Employee exposure at or below permissible exposure limits (PEL’s) specified by OSHA. However, the manner in which this obligation is achieved will be determined by each Employer through the formulation and implementation of a Chemical Hygiene Plan (CHP).

Because schools contain facilities and programs that meet the “laboratory scale” criteria in the final standard, they must be covered under an appropriate CHP.

Moreover, school Employees whose assignments include working in a laboratory area must receive appropriate training and information about the CHP and the practices it prescribes.

This document serves as the written guide for the District’s compliance with the Laboratory Standard and the Chemical Hygiene Plan (CHP) requirements contained herein.

The Chemical Hygiene Plan for the District affirms the District’s commitment to a safe working environment for all Employees working in laboratories.

The plan details the District’s standards of acceptable operation regarding laboratory procedures: chemical procurement, labeling and storage, availability, inspection and maintenance of laboratory facilities and protective equipment and Employee information and training programs.

The plan has been developed and implemented as required under the California Code of Regulations, Title 8, and Section 5191.

All units of the District engaged in the laboratory use (as defined by this document) of hazardous chemicals are required to comply with this document.

The Chemical Hygiene Plan must be consistent with the District’s Hazard Communication Plan, in particular the availability of Material Safety Data Sheets, procedures for chemical storage and labeling and the provision of Employee training.

The Chemical Hygiene Plan will supersede the Hazard Communication Plan where specific differences are necessary to address unique conditions of school laboratories.

The following standards are particularly pertinent to laboratories in addition to the Laboratory Standard. Their provisions apply except where the Chemical Hygiene Plan specifies a higher standard of operation:

- General requirements-personal protective equipment,
- The control of hazardous energy (lockout/blockout),
- Medical services and first aid,
- Portable fire extinguishers,
- Access to Employee exposure and medical records,
- Blood borne pathogens.

Availability

The Chemical Hygiene Plan shall be available to all Employees and Employee representatives. Copies will be maintained by the Safety Coordinator or Designee and the Science Department Chairperson of each school having a laboratory.

Annual Review

The Chemical Hygiene Plan will be reviewed annually on its effective date by the Safety Coordinator/Designee.

RESPONSIBILITIES FOR CHEMICAL HYGIENE

Principal

The Principal is responsible for chemical hygiene in the school and monitors school Employees' compliance with the Chemical Hygiene Plan. The Principal maintains required records of incidents, Employee exposures and chemical hygiene training of Employees outside the science department.

Science Department Chairperson

The Science Department Chairperson is the building's contact person for the Chemical Hygiene Program with the following responsibilities:

- Ensure that Employees have received appropriate training and have access to the Chemical Hygiene Plan; material safety data sheets (MSDS) and other reference materials.

- Coordinate a regular process for conducting chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.

- Coordinate requests to the Hazard Review Committee for acquisition and use of chemicals not on the standard district inventory list due to explosive, carcinogenic, mutagenic, highly toxic or other characteristics that make them unsuitable for general school laboratories.

- Oversee purchase, storage and disposal of chemicals in accordance with the Chemical Hygiene Plan,

- Maintain required records of science teacher training, current inventory and inspections and maintenance of facilities and equipment.

In buildings lacking a "Science Department Chairperson" position, the Principal will appoint a qualified teacher to act as "School Chemical Hygiene Officer" with the responsibilities listed above.

School Employees

Employees are responsible for their own safety. All Employees performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been trained and informed about the extent of risk and safe procedures for their activities.

All school Employees whose normal work locations include a laboratory area have the specific responsibility to:

- Maintain awareness of health and safety hazards through participating in required training programs and updating knowledge through optional training and consulting reference materials,

- Plan and conduct daily activities in accordance with the district chemical hygiene standards and procedures, including chemical preparation, handling and disposal,

- Use good personal chemical hygiene habits in their own work as well as modeling and enforcing these habits for students and,

- Inform Supervisors of any accidents and work practices or working conditions they believe are hazardous to their health or to the health of others.

Students

While Students are not covered under the provisions of the Laboratory Standard, Students should be made aware of chemical health and safety hazards in classroom situations and should be provided with information and equipment to protect themselves from those hazards.

Teachers should provide Student training at the beginning of each course in which hazardous chemicals is used and specific safety instructions should be provided at the beginning of each laboratory period.

ACCESS TO HAZARD INFORMATION

Identifying the specific hazards associated with a chemical greatly reduces chances of misuse by regular laboratory Employees, new users, or visitors to the laboratory.

The goal of the District's Chemical Hygiene Plan is to assure that all individuals at risk are adequately informed about: the physical and health hazards associated with hazardous chemicals present in the laboratory; the proper procedures to minimize risk of exposure; and the proper response to workplace accidents. This goal is achieved through two means: (1) formal training (2) readily available hazard information on signs, labels and material safety data sheets.

Employee Training

All school Employees whose normal work assignment includes working in a laboratory area shall participate in an ongoing chemical hygiene training program. This includes custodial and maintenance personnel as well as appropriate teaching staff (including substitute teachers whose assignment is likely to include a laboratory area).

Employees new to the district who possess records certifying their participation in chemical hygiene training with a previous employer will be excused from the general introductory training, but must participate in training that covers the specifics of the district Chemical Hygiene Plan.

The precise nature of the training that a particular Employee receives is determined by the nature of his/her work assignment in the laboratory. For example, the training for science teachers would include safe handling of chemicals during experimental procedures, training for custodians would include procedures for performing necessary cleaning operations in the possible presence of hazardous chemicals.

The training approach will be directed to categories or groups of hazardous chemicals rather than to the specific characteristics of many individual chemicals. Training may take the form of individual instruction, group workshops, audiovisual presentations, handout material or any combination of these procedures.

The general content of the training and information program will include:

- The State Chemical Hygiene Standards,
- The contents of the District's Chemical Hygiene Plan and where copies of the plan are located in each school building,
- Safe practices for handling hazardous chemicals and transporting them within the facility,
- Hazards of chemicals on the school site including PEL's or other exposure limits,
- Procedures for requesting authorization to obtain and use chemicals considered too hazardous for general school laboratories,
- Information on concepts necessary to understand reference materials such as PEL, TLV, LD50 and routes of entry,
- Content of SDS's and the location in each school building of the SDS's for chemicals in that building as well as the location and content of other reference materials on the properties, safe handling, storage and disposal of hazardous chemicals,
- Proper use of available protective apparel and equipment,
- Signs and symptoms associated with exposures to hazardous chemicals,
- Appropriate procedures for responding to and reporting accidents involving chemical exposures. Selected Employees may, at the District's discretion, also receive training in the use of specialized emergency response equipment.
- At least one Employee per building will be trained in first aid/CPR techniques.

The training program will be a regular, continuing activity, not simply a one-time initial orientation for new Employees. The Science Department Chairperson or Designee will maintain records documenting the ongoing training received by science teachers; the Principal will maintain training records for other Employees in the building.

Safety Data Sheets

Safety Data Sheets (SDS's.) were created with the worker in mind. They give details about chemicals and their hazards. A typical SDS is divided into the categories: Identification, Toxicity Hazards, Health Hazard Data, Physical Data, Fire and Explosion Data, Reactivity Data, Spill or Leak Procedures, and Additional Precautions and Comments

While there is no required standard format, all SDS's supply the following information:

Identity

- Name of the chemical
- Name, address and phone number of the supplier
- Chemical formula and EPA number

Physical Characteristics

- Boiling point (special fire hazard for flammables)
- Vapor pressure (high values mean easy inhalation)
- Vapor density (accumulates in low areas)
- Water solubility
- Appearance and odor
- Specific gravity
- Water reactivity (important for cleanup operations)

Special Hazards

- Flashpoint (lowest temperatures at which vapor will ignite)
- Auto-ignition temperature (lowest temperature at which material will ignite spontaneously)
- Fire-fighting information-extinguishing material to use (dry chemical, CO2, etc.)
- Explosive limits (maximum concentrations of vapors allowed)

Reactivity Data

- Stability and reaction paths of dangerous decomposition

Health Hazard Data

- Routes of exposure (inhalation, absorption through skin, etc.)
- Health symptoms (irritant, corrosive, carcinogen, etc.)
- Emergency first aid

Personal Protective Equipment

- Respiration, goggles, gloves, etc.
- Types of ventilation required
- Hygiene procedure-washing hands after use, etc.

Hazardous Waste Disposal

- Protective equipment to use
- Spill cleanup
- Method of disposal

Each school will maintain the most current SDS received for all chemicals stored and/or used in the science department. SDS's will be kept in a location readily accessible to Employees working in school laboratories.

The system a school uses to store SDS's can vary from keeping them in a notebook or file cabinet to a computerized data file. However, the system adopted must provide easy and immediate access in an emergency situation.

All chemical orders will include a request for the most recent SDS from the supplier. It is a state requirement to provide SDS's on chemicals upon request.

Laboratory Signs

Warning signs should allow both Employees and those unfamiliar with the laboratory surroundings to identify hazardous chemical use and storage areas, safety facilities, emergency information, protective equipment and exit routes. Signs will be clearly posted in all laboratory, preparation and chemical storage areas. The District will provide standard signage including:

- Telephone numbers of emergency response personnel (fire, medical, chemical spill and poison control). These signs are also posted in the main school office and in areas containing telephones accessible to laboratory personnel.

- Standard laboratory procedures, safety precautions and emergency medical procedures.

- Location signs for exits, evacuation routes, safety showers, eye wash stations, fire extinguishers, fire blankets, first aid kits, used chemical containers and other safety equipment.

Labels

Identity labels will be placed on all containers used for stock preparations, reagents for laboratory procedures and used chemical receptacles. Labels will include the following minimum information:

- Chemical name (chemical formula alone is not permitted)

- Concentration, where applicable

- Hazard information

- Date prepared and name/initials of the preparer.

Labels on stock bottles will not be removed or altered. Additional information labels may be affixed if they do not obscure the original labels.

The labels described above are not required for “secondary use” containers that are prepared and will be used and emptied within the school day and are only handled by the Employee preparing them. “Secondary use” containers are required to be labeled with only the identity of the chemical and its concentration, where applicable.

The chemical storeroom index will show the location and storage pattern for all chemicals contained in the storeroom.

STANDARD OPERATING PROCEDURES

General Principles Guiding Handling and Use of Chemicals

Understand the Hazards Before Using any Chemical. The permissible Exposure Limits (PEL’s) and Threshold Limit Values (TLV’s) of chemicals approved use in school laboratories of District are available to Employees in the Material Safety Data Sheet (MSDS) for each chemical and in publication NIOSH *Pocket Guide to Chemical Hazards*, or the *Manual of Safety and Health Hazards in the School Science Laboratory*. Employees will make use of this information to familiarize themselves with the hazards associated with the chemicals.

Minimize All Chemical Exposures. It is prudent to minimize all chemical exposures because few laboratory chemicals are without hazards. Employees will follow the standard general precautions listed in this plan for handling all laboratory chemicals. Other specific procedures must also be followed for chemicals with particular hazardous properties such as corrosive, flammable, toxic, or oxidizers.

Do Not Underestimate Risks. Employees must not underestimate the risk involved in any given laboratory procedure. Exposure to substances of unknown risk should be minimized. The decision to use a particular substance in the school laboratory must be based on the best available knowledge of the chemical’s particular hazards and the availability of proper facilities and equipment to store, handle, use and dispose of the chemical. Substitutions, either of chemicals or procedures often can be made to reduce hazards without sacrificing instructional objectives. When the risk outweighs the instructional benefit and no safer substitutes are available, the experiment or procedure cannot be performed.

Adequate Ventilation is Essential. The best way to prevent exposure to airborne substances is to prevent their accumulation in the working atmosphere. General laboratory ventilation will be maintained at specified levels and additional devices such as hoods and auxiliary ventilation will be used when necessary to keep airborne concentrations below the PEL or TLV for the chemicals in use.

Follow the Chemical Hygiene Plan. The chemical hygiene program specifies laboratory practices designed to minimize Employee exposure to hazardous chemicals. Because of the large number of chemicals that may be stored and used in school laboratories, Employees must follow the practices specified in the Chemical Hygiene Plan in order to minimize their health and safety risks. When Employees are in doubt about particular procedures and safeguards in the Plan, they must consult with their Science Department Chairperson before proceeding.

General Laboratory Procedures

1. Planning

a. Consult the Safety Data Sheets before undertaking an activity. Textbooks, laboratory manuals, and other instructional materials often designate safety precautions needed for a particular laboratory activity. However, total reliance on such publications to provide complete and accurate information is not advisable. The SDS specifies handling precautions, spill cleanup and storage guidelines.

b. Do not perform a laboratory procedure unless the following three criteria have been met:

- All persons involved in the procedure are knowledgeable about the hazards of the procedure and can perform the manipulations required.

- All necessary facilities and protective equipment and apparel are available and in good operating condition for use during the procedure.

- The instructional benefits to be gained from the procedure clearly outweigh the risks involved in the procedure.

c. Adjust the scale of procedures to minimize risk of exposure and to reduce generation of used or waste chemicals.

2. Conduct

a. Do not eat, drink, smoke, chew gum, apply cosmetics, and manipulate contact lenses or other such activities in the laboratory.

b. Do not perform procedures using unauthorized chemicals.

c. Avoid walking alone in the laboratory whenever possible. Otherwise, inform another person where you will be and what you will be doing.

d. Do not engage in horseplay, practical jokes or other behavior that might confuse, startle or distract another person in the laboratory.

e. Do not leave the laboratory unattended while operations are ongoing.

f. Use laboratory equipment only for its designated purpose.

3. Chemical Handling

a. Read the label on the chemical container at least twice – once when you get the container, and again before you dispense the chemical.

b. Work in the fume hood whenever the PEL for a chemical is 50 ppm or less. Hood sash should remain closed, except when placing or removing apparatus. The hood fan should be kept on whenever chemicals are present in the hood.

c. Always use the proper method of transporting chemicals within the facility. Use acid/base carriers when moving corrosive materials. Use cylinder carts when transporting cylinders. Make sure that any carts used to transport chemicals are sturdy and tight, without loose connections.

d. Avoid inhalation of chemicals; do not sniff to test chemicals. Do not taste chemicals.

e. Do not mouth pipette anything; use suction bulbs.

f. When mixing solutions, always pout the more concentrated solutions into water or into the less concentrated solutions. Pour slowly, while stirring to dissipate heat.

g. Do not mix chemicals known to have incompatible properties. Check the MSDS for both chemicals.

h. Know the symptoms of exposure for the chemicals being used and the precautions necessary to prevent exposure.

4. Apparel

a. Wear appropriate chemical splash eye protection whenever manipulating chemicals (impact goggles do not provide sufficient protection and must not be worn for chemical work).

b. Wear a chemical-resistant lab apron or coat to protect exposed body parts and clothing.

c. Wear non-permeable gloves whenever there is potential for contact with corrosive or toxic material. Check gloves for pinholes.

d. Confine long hair and loose clothing. Remove jewelry from fingers, wrists and neck. Wear shoes at all times, but do not wear sandals, open-toed or perforated shoes.

e. Contact lenses normally should not be worn in the laboratory when fumes are present that could adhere to the lenses. If contact lenses are worn for other laboratory procedures, appropriate chemical splash goggles must be worn at all times.

5. Inspections and Maintenance

a. Perform a visual inspection of safety equipment prior to beginning a chemical procedure in the laboratory. The purpose of such visual inspections is to check for obvious problems with equipment. It is not intended to substitute for thorough periodic inspections. Any safety equipment not operating to the general standards must be taken out of service and reported to the Science Department Chairperson or Designee.

b. Know how to use all protective equipment – eyewash, shower, fire extinguisher and fire blanket. If you are uncertain, ask the Science Department Chairperson for assistance.

c. Be alert to unsafe conditions and see that they are corrected. Ensure that aisles, exits, and paths to safety equipment are unblocked.

d. Know the location of safety devices wherever you are working – in the stockroom, preparation areas, and laboratories.

e. Check that the equipment is in good operating condition and that glassware is free of chips and cracks.

6. Housekeeping and Personal Hygiene

a. Keep chemical containers out of the laboratory except when in active use; return to the storage area at the end of each day.

b. Keep rooms clean and in orderly condition. Keep floors, shelves and tables clear of chemicals not in use. Clean up the work area on completion of an operation or at the end of the day.

c. Wash areas or exposed skin well before leaving the laboratory.

d. Never use the same refrigerator to store both chemicals and foods.

e. Place excess reagents and reaction products in proper used chemical containers; do not return reagents to the stock containers.

f. Promptly clean-up spills, using appropriate protective apparel and proper procedures.

g. Keep aisles and passageways to all exits and safety equipment clear. Do not store materials near doorways.

h. Before leaving the laboratory, turn off all services (gas, water, and electricity). Lower the fume hood sash. Lock the laboratory door.

i. Clean chemical storage rooms prior to the opening of school and at the close of the school year, under supervision of a trained and qualified Employee.

j. At the end of each workday, treat the contents of all containers of used chemicals in accordance with district-approved procedures for used and waste chemicals.

Storage/Handling/Use of Certain Chemicals is Specifically Forbidden

Certain chemicals have severe hazards that far outweigh any instructional benefits that might result from their use in school laboratories. Chemicals in the following categories may not be stored, handled or used in any laboratory in the District without specific approval and only under tightly controlled conditions:

- Select carcinogens, listed by the National Toxicology Program (NTP) as “known to be carcinogens” or “reasonably anticipated to be carcinogens” or by the International Agency for Research on Cancer (IARC) as Group 1, 2A, or 2B carcinogens.

- Reproductive toxicants

- Chemicals with high degree of acute and chronic toxicity

- Unstable, shock-sensitive or highly reactive chemicals

In addition, other chemicals may be designated by the district as unsuitable for school laboratories.

Procedures for Specific Chemical Hazards

Materials which represent physical and/or health hazards can be used safely if the specific hazards are understood, appropriate equipment and facilities are available and proper procedures are followed. If appropriate precautions are not taken, personal injury or property damage may occur.

Additionally, certain chemicals cannot be safely mixed or stored with other chemicals because of the danger of severe reaction or toxic products.

1. Toxic Chemicals

a. Use non-permeable gloves when handling containers of toxic chemicals. Wash affected areas immediately if the chemicals come in contact with the skin.

b. If the PEL or TLV for a substance is less than 50 ppm, the substance should only be handled in a properly functioning fume hood.

c. Know the signs and symptoms of exposure to toxic substances. Review emergency response procedures.

2. Flammable Chemicals

a. Store flammable liquids in approved NFPA flammable storage cabinets. Ground safety cans and other metal containers of flammable liquids used near electrical equipment or other sources of electrostatic fields.

b. When working with flammable chemicals, be certain that there are no open flames, hot surfaces, sparks or other sources of ignition near enough to cause a fire or explosion in the event of a vapor release or liquid spill.

c. Assure that appropriate fire extinguishers are mounted and identified in the area. Always have vermiculite, absorbent pillows or some other chemical absorbent available in sufficient amounts available in the event of a spill.

3. Corrosive Chemicals

a. Eye protection and appropriate apron and gloves should always be used when handling corrosive materials. An eyewash and safety shower station must be readily accessible to areas where corrosives are used and stored.

b. Carry bottles of acids or bases in protective carriers to reduce possibility of breakage or spills.

c. Acid or base exposure demands immediate attention. Exposure can occur through direct skin contact, ingestion, inhalation of vapors or skin exposure to mists in the air. Symptoms of exposure include:

- Irritation of skin, eyes, nose, throat or lungs
- Dermatitis
- Skin and eye burns
- Difficulty breathing

Splashes should be washed off immediately with plenty of water for at least 15 minutes. Remove all affected clothing and seek medical help.

d. Mineral acids (sulfuric, nitric, and hydrochloric) are quite reactive with metals, generating flammable hydrogen gas.

e. When performing dilutions, always pour acid into water, never the reverse.

f. Completely neutralize a spill (with baking soda for acid spills, vinegar for base spills) before cleaning up the area with plenty of water.

4. Reactive Chemicals

a. Oxidizers: Know the reactivity of the materials involved in the reaction. Ensure that there are no extraneous materials in the area that could become involved in a reaction Use shields or other methods for isolating the process if the reaction is expected to be violent.

b. Water reactive (react with water to produce a flammable or toxic gas): Safe handling of water reactive materials depends on the specific materials and the conditions of use and storage. See the MSDS for specific instructions.

c. Pyrophoric (ignite spontaneously upon contact with air): Pyrophoric chemicals should be used and stored in inert environments. Often the flame is invisible.

d. Peroxidizable (materials which react with air to form explosive peroxides): Peroxides can explode with impact, heat or friction. Peroxides can form even when the container has not been opened. Date all peroxidizables upon receipt and upon opening. Dispose of after three months. Do not open any container that has obvious solid formation around the lid.

e. Light-sensitive (degrade in the presence of light): Light sensitive materials can form new compounds that may be hazardous or may cause pressure build-up in containers. Store the chemical in a cool, dark location in amber colored bottles.

Procedures for Specific Physical Hazards

Materials and equipment that present physical hazards can be used safely if the specific hazards are understood, appropriate equipment and facilities are available and proper procedures are followed. If appropriate precautions are not taken, personal injury or property damage may occur.

1. Electrical Safety

a. Water can turn anything into an electrical conductor, so don’t stand in water or have water on your hands when using electrical equipment.

b. Electrical shocks are caused from electrical current flowing into your body as an easy path to ground is formed, not only from high voltage. Be very cautious when dealing with voltages high enough to generate this current. A person can be killed by electrical current as low as fifty milliamperes.

c. Use only one hand when probing for high voltage readings, as two hands allows a path through the heart. The best procedure is to rest your elbow on a grounded surface so that, if a circuit is accidentally completed, the current will flow in your hand and out your elbow, avoiding passing through the heart.

d. All electrical outlets should carry a grounding connection requiring a three-prong plug. All electrical equipment should be wired with a three-prong plug, unless the equipment is double-shielded. Never remove the ground post from a three-prong plug.

e. The condition of wiring, plugs and cords should be checked regularly. Confirm that the insulation on electrical cords and cables is intact and not frayed or cracked.

f. All laboratories should have circuit breakers readily accessible. Employees should know how to cut off electrical service to the laboratory in case of emergency. Laboratory lighting should be on separate circuits from electrical outlets in case electric service must be cut off in an emergency.

g. If electrical equipment shows evidence of undue heating, unplug it immediately.

h. When unplugging electrical equipment, grasp the plug instead of the cord.

i. In case of an electrical fire, don’t touch the burning object or douse it with water. If possible, turn off the current. For a small fire, extinguish it with a multipurpose ABC extinguisher, or with baking soda.

2. Glassware

a. Adequate hand protection (heavy gloves) should be used when inserting glass tubing into rubber stoppers or corks or when placing rubber tubing onto glass tubing. Tubing must be fire polished and lubricated and hands should be used close together to minimize the possibility of fracturing the glass.

b. Use leather gloves when picking up broken glass or use tools such as brooms, dustpans, forceps, etc.

c. Glassware should be stored on well-lighted stockroom shelves designed to prevent the pieces from falling off.

d. Select glassware that is designed for the type of work planned. In particular, be sure that glassware to be used in vacuum apparatus is constructed for that purpose.

e. When cutting glass tubing or rod, place a towel over the strike mark and break away from the body. Fire polishes all glass before usage. After heating glassware, allow ample time for cooling to occur. Hot glass looks the same as cool glass.

f. Glass containers of acids, alkalis or flammable chemicals should be transported in carriers to protect from breakage and to contain leaks.

g. Each laboratory should have a container specifically designed and labeled for broken glass. Do not place broken glass in the general trash container.

3. Laser Safety

a. It is imperative that personnel do not look down the barrel of any laser while it is in operation. Even low energy output lasers can cause eye damage.

b. Protection for the eyes requires goggles that have sufficient protective material and so fitted that stray light cannot come in from any angle.

c. Be particularly careful about reflections of the laser beam. Specular reflections (from polished, flat surfaces) are the most seriously damaging to the eye due to the collimated nature of the laser beam. No protection is offered by distance from the source.

d. Working conditions must be in compliance with ANSI Z136.1-1993, the American National Standard for Safe Use of Lasers. In the laboratory area, warning signs are required.

4. Vacuum Safety

a. All reduced-pressure or vacuum conditions present serious hazards.

b. One of the biggest dangers associated with working under vacuum is the danger of implosion. When the vacuum vessel is constructed of glass or other shatter able materials, this danger can be extreme. Even stainless steel vacuum systems will occasionally have some component made of glass. Take the necessary precautions like taping the vessel in a criss-cross pattern if it doesn't have to be heated or work behind a mechanical shield using safety glasses or safety shield.

c. Achieving and measuring vacuum often involves dangerous mechanical motions (rotary pumps). Cover belts and wheels with guards and exercise caution so as not to get body parts and clothing caught in these devices; cover exposed high voltage sources.

5. Compressed Gases

a. Laboratories using compressed gases need to comply with the Compressed Gas Association guidelines contained in CGA P-1 (1965), “Safe Handling of Compressed Gases”.

b. Always use the minimum-sized cylinder adequate to perform the desired laboratory activity.

c. Cylinders of compressed or liquefied gases must not be stored in the laboratory. They should be kept in the storage area, secured by straps on a suitable stand vertically. Do not expose cylinders to temperatures above 50 degrees Centigrade. Always store cylinders upright, secured, with the safety cap threaded on.

d. Never transport a cylinder without the safety cap in place. Use a cylinder cart for transporting.

e. Never force threaded connections.

f. Teflon tape should not be used on a new Swagelok fitting, as it will tend to deform the threads prematurely.

g. Replace the protective cap when a cylinder is empty or before moving. Do not bleed a cylinder completely empty. Leave a slight pressure to keep containments out.

h. Do not interchange gauges, regulators or fittings, especially with oxygen cylinders. Use only the appropriate gauges, fittings and materials compatible with the particular gas being handled.

i. Do not use a cylinder that cannot be positively identified.

j. Always wear safety goggles when handling or using compressed gases.

k. Note specific handling requirements for cylinders of toxic, corrosive or reactive gases, especially requirements for ventilation (using in a fume hood).

6. Cryogens

a. Liquefied gases that condense oxygen from the air create an oxygen rich atmosphere and increase potential for fire if flammable or combustible materials and a source of ignition are present. Mixtures of gases or fluids should be strictly controlled to prevent formation of flammable or explosive mixtures.

b. Pressure is a hazard due to the large expansion ratio from liquid to gas, causing pressure build up in containers. Containers and systems containing cryogens should have pressure relief mechanisms.

c. Many materials become brittle at extremely low temperatures. Containers and systems should be capable of withstanding extreme cold without becoming brittle.

d. Always wear safety glasses with side shields or goggles when handling any materials. If there is a chance of a splash or spray, a full-face protection shield, an impervious apron or coat, cuff less trousers and high-topped shoes should be worn. Watches, rings and other jewelry should not be worn. Brief contact with materials at extremely low temperatures can cause burns similar to thermal burns. Gloves should be impervious and sufficiently large to be readily thrown off should a cryogens spill occur. Potholders should also be used.

7. Other Hazards

a. When using a centrifuge, be sure the arms are balanced and that it is securely anchored.

b. Reactions should never be carried out in, nor heat applied to, an apparatus that is a closed system (stopper or fitted with a septum). A pressurized apparatus should have an appropriate relief device. An inert gas purge or bubbler system is usually appropriate.

CHEMICAL PROCUREMENT AND STORAGE

Ordering and Receiving Chemicals

Prior to ordering any chemical, the need should be verified, based on the desired use of the chemical. Amounts ordered should not exceed what is expected to be used in one year. All chemical orders will request the latest SDS from the vendor.

Before new chemicals are ordered or used, Employees will be trained in their hazards, storage and handling.

Standard District Chemical Inventory List

Several chemicals have hazards that outweigh their educational usefulness. In general, explosive, carcinogenic, mutagenic and highly toxic chemicals are considered too hazardous for use in school laboratories.

The Safety Coordinator/Designee will oversee development of a standard District Chemical Inventory that specifies which chemicals are acceptable for use at the elementary, middle school, and high school levels.

Other chemicals may not be ordered, stored or used in school laboratories without specific, written authorization from the Safety Coordinator/Designee or Designee.

Requests to Use Chemicals not on Standard District Inventory

Employees wishing to obtain and use chemicals not on the standard district inventory must submit a request, through the School Science Department Chairperson. The request will include the following information:

a. Name of the person submitting the request;

b. Chemical name(s) (if any) and Chemical Abstract Service (CAS) Registry Number of the desired chemical;

c. Name and address of the supplier and quantity of the chemical desired;

d. Name of the course and copy of the specific laboratory activity for which the chemical is needed, together with rationale for performing the activity;

e. Justification that adequate facilities, equipment and apparel are present at the school laboratory to provide a safe working environment in which exposures will not exceed PEL or TLV for the chemical;

f. Description of specific handling guidelines (such as NIOSH);

g. Documentation that the Employee has appropriate certification, as well as sufficient knowledge and skills to handle the chemical in the prescribed manner;

h. Estimate of the length of time the chemical will be stored in the school building and justification that school storage facilities are appropriate for housing the chemical;

i. Plan for proper disposal of used chemical products and excess reagents;

j. Date that use of the chemical is desired.

Chemical Storage Facilities

All middle and high schools will have a designated chemical storage room with suitable shelf space, arrangement and ventilation for the nature of the chemicals housed. Laboratory rooms shall not be used for storage of chemicals. Chemical storage rooms will have the following features:

a. Lockable door to restrict access by unauthorized persons. Deadbolt locks or hasp locks are not permitted since they may inadvertently trap someone inside. Crash hardware affixed to the inside of the door is recommended to permit a person to exit the room.

b. Ventilation sufficient to prevent buildup of vapors above recommended levels that specifies six room changes per hour (calculated), exhausted to the outside air.

c. Temperature controlled to remain in a moderate range, not to exceed to flash point of stored flammable substances, at all times during the year (including the summer months).

d. Shelves or cabinets are firmly secured to the wall, with a maximum shelf height of six feet.

e. ABC fire extinguisher and fire blanket near storeroom exit or within 25 feet of storage area. If reactive metals (sodium, magnesium, etc.) are stored, a Class D extinguisher will be available within 25 feet of the storage area.

f. Eyewash and shower within 25 feet of storage area. Eyewash will have the capability to produce continuous flow of potable water.

g. Ceiling-mounted smoke or fire detector with outside alarm.

h. Dedicated NFPA cabinets for flammables and acids.

i. Spill control kit, with chemical splash goggles, chemical-resistant gloves, appropriate neutralizing materials and absorbent materials, plastic bags and scooper.

Chemical Storage Procedures (General)

a. Chemicals are arranged in chemically compatible families, not in alphabetical order.

b. Amounts stored should correspond to no more than one year's projected supply.

c. When more than 10 gallons of flammable or combustible liquids (total) are present in a building, they must be stored in a dedicated NFPA approved cabinet. If the cabinet is vented, the ductwork will not be less fire-resistant than the cabinet. The amount of material stored in the cabinet will not exceed its specified rating.

d. Chemical storerooms are not to be used as prep rooms for repackaging chemicals or preparing solutions.

e. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or segregation from other chemicals.

f. No chemicals are to be stored in aisles or stairwells, on desks or laboratory benches, on floors or in hallways, in fume hoods or in rooms other than the specified chemical storage room.

g. Maintain a complete inventory in the room where chemicals are stored, and update the inventory at least annually.

h. Mark the acquisition dates on all containers; dispose of peroxide-forming chemicals after six months.

i. Do not store chemicals on shelves above eye level or below knee level.

j. Inspect bottles at least annually and dispose of those that show signs of corrosion or leakage.

k. Gas cylinders must be secured in place, with protective caps on to prevent valve damage in event the cylinder falls over.

Guidelines for Storing Chemicals from Specific Hazard Classes

Flammable Liquids

Conditions for Storage:	Store in a cool place away from heat, sun or sources of ignition. Automatic fire detection equipment and spray devices should be used. Adequate ventilation should be provided to prevent vapor buildup. Use approved NFPA storage cabinets or safety cans for flammable liquids. Ground metal containers.
Store away from:	Oxidizers Chemicals capable of spontaneous heating. Explosives Materials that react with air or moisture to liberate heat. Ignition sources.

Corrosive Chemicals

Conditions for Storage:	Separate acids from bases. Separate oxidizing acids (nitric acid) from other acids. Cabinets should be non-corroding or covered with fume resistant paint. Corrosives should not be stored above eye level. Use bottle carriers for transporting containers of corrosives. Have spill control pillows and neutralizing materials readily available.
Store away from:	Toxic materials. Active metals (sodium, magnesium, etc.). Substances that release corrosive, toxic or flammable fumes on reaction. Organic materials. Flammable substances. Uncoated structural material.

Toxic Chemicals

Conditions for Storage:	Store away from heat, moisture and fire hazard areas. Protect from contamination with acids and fumes.
Store away from:	Acids and other corrosives. Reactive chemicals. Fire hazards. Heat. Moisture.

Reactive Chemicals

Conditions for Storage:	A fire sprinkler, except where water sensitive chemicals are stored. Protect from extremes of temperature and rapid changes in temperature. Store oxidizers away from flammable or combustible materials, and away from reducing agents such as zinc and alkaline earth metals. Store peroxide-forming chemicals in airtight containers and label with receiving and disposal dates. Store light sensitive chemicals in amber bottles.
Store away from:	Organic materials. Flammable materials. Corrosives. Toxic materials.

Water and Air Sensitive Chemicals

Conditions for Storage:	Store in waterproof, fire-resistant NFPA cabinet. Smoke and/or heat detector should be provided in the storage area. Eliminate all ignition sources.
Store away from:	Water and moist air. Solutions of aqueous acids and bases. Flammable storage area. Reactive chemicals.

LABORATORY FACILITIES

Laboratory Design

The design of the laboratory facility will provide sufficient space for safe work by the number of persons assigned to be in the laboratory. Exit doors will be clearly marked and free of obstructions to permit a safe escape in an emergency. Furniture will be arranged for maximum use of available space while maintaining safe conditions. Desks will be separated from lab benches and aisles will be unobstructed.

Laboratory facilities will be used only by persons with proper qualifications and training. Any Employee assigned to work in a classroom or other area in which laboratory procedures are performed must receive appropriate training as specified in the Chemical Hygiene Plan, even if that Employee's assigned work does not entail laboratory procedures.

Classroom areas will be assigned for use for science laboratory activities only if they meet the standards for facilities, safety equipment and safe operating procedures specified in the Chemical Hygiene Plan. The use of laboratory facilities for purposes such as teaching classes outside the subject area, monitoring study halls or other non-laboratory based school functions should be avoided.

The design of new laboratories and renovation of existing laboratories will incorporate safety features as specified in the Chemical Hygiene Plan. Non-critical facility deficiencies requiring major structural work will typically be addressed in the normal schedule of renovation.

Laboratory Ventilation

The movement of air in the general ventilation system for a building will be from non-laboratory areas and corridors into the laboratories. Air from laboratories will be exhausted outdoors and not recycled. Air pressure in the laboratories will be slightly negative with respect to the rest of the building. General laboratory ventilation will not be adequate to exchange room air no less than 6 nor more than 12 times per hour (calculated) when chemicals are in use in the laboratory. This may be achieved through the use of a switch able auxiliary exhaust system.

The following procedures shall apply to the use of laboratory exhaust ventilation: Capture hoods of local exhaust ventilation systems shall be as close as practicable to the source of the containments. Laboratory exhaust fans shall be operating effectively when exhaust hoods are being used. After using the laboratory exhaust, the ventilation fan shall be operated for an additional period of time sufficient to clear residual containments from the ductwork. The ventilation system shall be inspected at least annually by the Facilities Department.

Any change in the laboratory facility, particularly in the ventilation system, it will be instituted only if a thorough analysis of its effects demonstrates that Employees will continue to have adequate protection from hazardous concentrations of toxic substances.

Laboratory Hoods

Work practices shall follow the requirements of California Code of Regulations, Title 8, Section 5154.1, **Ventilation Requirements for Laboratory-Type Hood Operations.** Prior to the introduction of new chemicals, the adequacy of hood systems available shall be determined by the Department Science Chairperson.

Ductless fume hoods shall not be used for volatile toxic materials and should be posted as **"Not for Use with Toxic Materials."** Consult with the Department Science Chairperson before using these hoods to control laboratory vapors.

Although fume hoods are local ventilation devices to be used to prevent toxic, offensive or flammable vapors from entering the laboratory atmosphere, hoods also offer other significant protection. Placing a reacting chemical system within a hood, especially with a hood sash closed, also places a physical barrier between the workers in the laboratory and the chemical reaction. This barrier can afford workers significant protection from chemical splashes, fires and minor explosions.

To determine whether a fume hood is needed for handling a particular chemical, assess the SDS. Some SDS terminology may indicate a need for special ventilation, such as: *use with adequate ventilation; avoid vapor inhalation; use in a fume hood; or provide local exhaust ventilation.*

For use of hazardous chemicals warranting local ventilation controls, the following guidelines should be observed:

1. Conduct all operations that may generate air contaminants at or above the appropriate PEL or TLV inside the fume hood.

2. Equipment and chemicals kept in the hood will interrupt the even airflow. Fume hoods are not intended for the primary storage of chemicals. Minimize chemicals and apparatus present in the hood to include only those items being used for the current procedure. Keep all apparatus at least 6 inches back from the face of the hood and keep the slots in the hood baffle free of obstructions by apparatus or containers. Large equipment should be elevated at least two inches off the base of the fume hood to allow for the passage of air underneath the apparatus.

3. Do not use the hood as a waste disposal mechanism except for very small quantities of volatile materials.

4. Keep the hood sash closed at all times except when the hood is in use.

5. Do not have sources of ignition inside the hood when flammable liquids or gases are present.

6. Use sash as a safety shield when boiling liquids or conducting an experiment with reactive chemicals.

7. Periodically check the airflow in the hood using a continuous monitoring device or another source such as a visible airflow indicator. If the airflow has changed, notify the Science Department Chairperson to contact the district office for an inspection or repair.

Fume hood sashes will be marked in the position at which they are calibrated to deliver 100 feet per minute. The sash should not be left in the fully open or fully closed position for an extended period or the efficiency of the fume hood is diminished. Fume hoods will be equipped with a manometer, pressure differential meter, velometer or similar device to verify adequate airflow before each use. The system must be checked prior to each use to assure it is operating efficiently. Never work with hazardous chemicals if the hood is not functioning properly.

PROTECTIVE EQUIPMENT

Maintaining a safe laboratory environment is the responsibility of both the school district and its Employees.

Personal protective devices and safety equipment must be provided to all Employees under the appropriate circumstances and Employees have the responsibility of safely using such equipment and apparel.

The SDS will provide some information on the personal protective equipment and safety procedures recommended for a given chemical. The SDS may not provide sufficient information concerning the specific type of safety equipment required.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

CONFINED SPACE ENTRY

INTRODUCTION

The District has a variety of workspaces that have been identified as both permit-required and non-permit required confined spaces. The Confined Space Program has been developed to ensure that all confined spaces at the District campuses are identified, evaluated and properly labeled and that Employees receive appropriate safety training in confined space operations.

Affected personnel include District Employees and Contractors who may encounter a permit-required confined space during the normal course of their work activities.

All Employees that participate or have duties in confined spaces will receive training in the Confined Space Program to ensure that each individual has the understanding, knowledge and skills necessary to safely work in non-permit and permit-required confined spaces.

Coordination of all confined space work is the responsibility of the District's Director Facilities, Planning/Operations or Designee.

The potential for serious injury in a permit-required confined space is high, thus the District has a strict policy that any District Employees not trained in the Confined Space Program must not enter any permit-required confined spaces.

District Employees are only allowed to enter non-permit required confined spaces and will leave any non-permit required confined space that becomes a permit-required confined space during work activities.

This Confined Space Program involves identification of permit-required and non-permit required confined spaces, training, signage, and procedures, as appropriate; to be sure that Employees are vigilant in their work in and around confined spaces and do not inadvertently enter into a permit-required confined space.

Implementation of the Confined Space Program is the responsibility of the Director Facilities, Planning/Operations or Designee.

This written Confined Space Program is available upon request to any Employee, their designated representative(s) and government regulators in accordance with California Code of Regulations, Title 8, 5157.

PURPOSE

The purpose of this Confined Space Program is to ensure that all confined both permit-required and non-permit required confined spaces at the District have been identified, evaluated and properly labeled, and that Employees receive appropriate safety training in confined space operations.

SCOPE

This program applies to all Employees that must enter confined spaces as part of their job duties. This program, via specific appendices and other District Programs, also applies to other personnel, including service providers and contractors. Coordination of confined space work is the responsibility of the Director Facilities, Planning/Operations or Designee.

DEFINITIONS

The definitions of key words used in this document are provided below:

Acceptable Entry Conditions: Environmental conditions inside a permit-required confined space where there are no atmospheric component(s) potentially hazardous to health or safety.

Blanking, Blinding, Line Blank: The absolute closure of a gas or liquid filled line, pipe, or duct by the fastening of a solid plate that completely seals the bore and is capable of withstanding the maximum pressure of the line, pipe, or duct without leaking.

Confined Space: A space that has <u>all</u> of the following characteristics:

- It is large enough and so configured that a person can bodily enter; <u>and</u>
- It has limited or restricted means for entry or exit; <u>and</u>
- It is not designed for continuous occupancy.

Confined spaces are divided into two categories based on their inherent hazard potential:

- High-Hazard permit-required confined spaces;
- Low-Hazard non-permit required confined spaces.

For a high-hazard permit-required confined space, an entry permit is used and required to ensure proper hazard evaluation, safe entry, safe work and safe exit. For entering low-hazard non-permit confined spaces, a pre-entry checklist is used and recommended to ensure safe operations and safe exit.

Permit-required confined space profile: A document that summarizes the facts about a permit-required confined space that may have bearing on safe entry, work and egress from that space. The profile will also document any necessary emergency response actions or phone numbers unique to the space.

Emergency Services: Local fire, police and ambulance departments are responsible for emergency response and emergency rescue efforts.

Emergency Conditions: Any permit-required confined space situation where any airborne material encountered that is measured or estimated to be at its Immediately Dangerous to Life and Health (IDLH) or 10% Lower Explosive Limit (LEL) value is considered an emergency condition. No entry will be made and the situation must be mitigated by trained emergency response personnel.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be inhaled to cause death by filling or plugging of the respiratory system or than can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Hazardous Atmosphere, Potentially Hazardous Atmosphere: An atmosphere that has the potential to cause death, incapacitation, impairment of ability for self-rescue, acute illness, delayed illness, or affects that can result in injury from one or the combined effects of the following causes:

- A potentially flammable gas, vapor or mist in excess of 10% of the lower explosive limit and that has no toxic quality other than dilution of available breathing air (e.g., methane);
- An airborne dust at a concentration such that it obscures vision within a distance of five feet or less;
- A measured oxygen concentration inside the permit-required confined space that differs (+/-) from the measured oxygen concentration in the ambient air outside the permit-required confined space. The precise value of normal oxygen in air is 20.946% oxygen by volume, however, most instrumentation will display this value as 20.9% or 21%;
- An atmospheric contaminant that may cause an acute illness (as set by the lowest limit value listed in the following standards) in a concentration in excess of:
    - Its assigned action level or ceiling values as identified in the current Local, State and Federal regulations for chemical contaminants and/or radioactive contaminants; or;
    - The latest edition of ACGIH Threshold Limit Values booklet.
- A physiologically inert gas that has only a simple asphyxiate quality and is present in a concentration that reduces the available oxygen in the breathable air below 19.5% (e.g., nitrogen, argon, helium, but not carbon dioxide).

Hot Work: Any work that involves burning, welding, riveting, or similar fire producing operations, as well as works which produces a source of ignition, such as drilling, abrasive blasting, and space heating.

Hot Work Permit: The written authorization to perform hot work operations.

Immediately Dangerous to Life and Health (IDLH): Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or interfere with an individual's ability to escape unaided from a space. The IDLH also represents a maximum concentration from which, in the event of respirator failure, a person could escape within 30 minutes without experiencing any irreversible health effects.

IDLH can be used to describe three environmental conditions in a permit-required confined space**:**

- It is the legal upper limit of use for air purifying respirators (if the protection factor of the face piece is not the limiting factor). There are IDLH values available for only a limited number of chemicals. The concentration of a material at its IDLH value is usually so large, conventional instruments used for permit-required confined space entry work will not be capable of measuring this large value directly;
- It can represent a condition where the oxygen is less than 16% by volume at which point the effects of low oxygen can impair self-rescue;
- For those chemicals where the lower explosive limit (LEL) is lower than the IDLH value for toxic or incapacitating effects, the LEL will be considered as the true IDLH value. ANY PERMIT-REQUIRED CONFINED SPACE SITUATION WHERE ANY MATERIAL ENCOUNTERED THAT IS MEASURED OR ESTIMATED TO BE AT ITS IDLH OR 10% LEL VALUE IS CONSIDERED AN EMERGENCY SITUATION - NO ENTRY WILL BE MADE AND THE SITUATION MUST BE MITIGATED BY TRAINED EMERGENCY RESPONSE PERSONNEL.

The only source for accepted IDLH values will be the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, latest edition.

Inserting: Is the process of filling a space with an inert non-flammable material for the purpose of displacing or diluting oxygen to remove the flammable potential of the permit-required confined space atmosphere.

Isolation, Isolating: The process by which a permit-required confined space is removed from service and completely protected against releasing material into the space. This process includes such means as double block and bleeding of all lines, misalignment of all lines, lockout of all energy sources, blocking of energy sources, or removing mechanical linkages.

Line Breaking: The process of physically opening a line that contains, or previously contained, a hazardous material or hazardous pressure. Two physical in-line blocks are required between the source of hazardous energy and the point where the line is broken.

Non-Permit-Required Confined Space: Also referred to as a Low-Hazard Confined Space - A confined space that does not contain or have the potential to contain any atmospheric or other hazard capable of causing death or serious physical harm. A low-hazard permit-required confined space may become a high-hazard confined space if there are hazardous materials brought into the space or if hazardous activities are conducted in the space.

Oxygen Concentration of Ambient Air: Normal ambient air contains 20.946% (+/-0.002%) oxygen by volume.

Oxygen Deficiency: Any measured oxygen concentration that is less than normal ambient air. For permit-required confined space entry purposes, any measured oxygen concentration that is less than that measured in the ambient air outside the permit-required confined space (i.e., 20.9%) indicates an oxygen deficiency. The cause of this oxygen deficiency must be known before entry will be allowed and controls on this potential hazard will be put in place before entry is allowed. The oxygen deficiency can be caused by:

- An intrusion of an unknown material into the space that has diluted or displaced the available oxygen; or
- The presence of something that has consumed the oxygen such as oxidation (rust), chemical reactions (including combustion), absorption (on wet activated carbon), or biological action.

Oxygen-Deficient Atmosphere: An atmosphere that has less than 19.5% oxygen by volume. When the oxygen content is below 19.5% an air-purifying respirator cannot be worn and a supplied air respirator must be used for entry.

Oxygen Enrichment: Any measured oxygen concentration that is greater than normal ambient air (20.9%). Any measured concentrations measured greater than 20.9% is indicative that there is an oxygen source inside the permit-required confined space (leaking welding hose, chemical reaction). Special precautions must be taken to understand and control this hazard potential before space entry is allowed.

Oxygen-Rich Atmosphere: An oxygen concentration in the space of greater than 23.5% oxygen by volume.

Permit-Required Confined Space: A confined space that has a high hazard potential because:

- It can contain a hazardous atmosphere;
- It contains a material that can engulf a person;
- It has an internal configuration such that a person could become trapped or asphyxiated due to inwardly converging walls or floors; or
- It may contain other health or safety hazards.

The overall program for controlling and protecting employees from permit space (i.e., high-hazard type spaces) hazards and for regulating employee entry into permit spaces.

Prohibited Condition: Any condition in permit-required confined space that is not allowed by the permit during the period when the entry is authorized.

Purging: The method by which gases, vapors, or other airborne hazards are initially displaced, diluted, or removed from a permit-required confined space. Purging is the initial step in controlling atmospheric hazards before entry into the permit-required confined space. (See VENTILATING).

Testing: The process by which the hazards that may confront entrants of a permit space are identified and evaluated.

Ventilating: The process where clean fresh air is blown into the permit-required confined space while persons are in the space. (See also PURGING). In some cases, local exhaust ventilation may be required to remove contaminants from the space generated at a point source. An example of this would be if welding is being conducted in the space, local exhaust ventilation would be used to remove the welding fumes and noxious gases.

CONFINED SPACE PROGRAM RESPONSIBILITIES

The following individuals have responsibilities as part of the District Confined Space Program.

Physical Plant Employees

- Observe and obey all “Confined Space Permit-Required Do Not Enter” warning signs and postings;
- Observe and obey all warning signs, postings and barriers for confined spaces in which work is being performed;
- Directly contact the Director Facilities, Planning/Operations or Designee with any concerns regarding work being performed in confined spaces;
- Never permit the entry of an untrained District Employee into a permit-required confined space;
- Complete all training as required prior to entering a confined space;
- Know potential hazards and hazard controls of the space to be entered and of all operations to be performed in a particular space;
- Evacuate the space if there is an alarm condition or the monitoring equipment malfunctions;
- Be alert for signs and symptoms of exposure to hazardous atmospheric conditions. Be alert for personal and behavioral problems in other entrants that may indicate medical distress, claustrophobia, or panic;
- Participate in any lockout of hazardous energies required to enter the confined space. Ensure that all persons who enter the space have their own personal lock on all energy isolating devices;
- Participate in any post-entry debriefing;
- Know how to use personal protective equipment, clothing and equipment correctly and how to inspect for damaged equipment;
- Clean up work areas when work is finished;
- Know the hazards that may be faced during entry including information on the mode, signs or symptoms and consequences of exposure to a hazardous condition; and
- Directly contact the Director Facilities, Planning/Operations or Designee or Designee with any concerns about situational changes in a non-permit required confined space that could change its status to a permit-required confined space and the safety or health of any entrants.
- Review non-permit required confined space notice to determine if conditions have altered the space’s classification.

Physical Plant Management

- With assistance from the Director Facilities, Planning/Operations or Designee, post danger signs or label (by equally effective means) all of the permit-required confined spaces;
- Assist the Director Facilities, Planning/Operations or Designee in the identification and initial evaluation/risk assessment of all confined spaces that have not been previously identified using the Confined Space Hazard Analysis Form. Assist in classifying each space as either a permit-required confined space or a non-permit required confined space using the Confined Space Hazard Analysis form as documentation;
- Ensure that hazard information (Permit-required Confined Space Hazard Analysis) for each space is current and adequate at all times by overseeing each space so that any space changes, space modifications, or installations in and around the space that could have a health or safety impact are documented and reported to the Director Facilities, Planning/Operations or Designee Thorough training and signage assures that no untrained District Employees enter any permit-required confined spaces on-site; and
- Provide pre-entry postings at each non-permit required confined space and when necessary, serve as an active participant in filling out this form. The person needing to enter the space is responsible for filling out the pre-entry checklist and returning it to the Director Facilities, Planning/Operations or Designee upon completion of the entry.
- Provide Confined Space Entry Permits for each entry into a permit required confined space and when necessary, serve as an active participant in filling out this form. Physical Plant Management is also responsible for ensuring that all authorized entrants, attendants, and entry supervisors have completed their training and know their duties and issues related to the entry to be performed.
- Coordinate entry operations with any contractors, when both District Employees and contractor personnel will be working in or near permit spaces; and
- Debrief any contractor at the conclusion of the entry operations regarding the permit spaced program followed and regarding any hazards confronted or created in permit spaces during entry operations.
- Notify the Director Facilities, Planning/Operations or Designee if space modifications through construction or reconfiguration require a hazard analysis.

Business Services or Designee

- With the assistance of the Director Facilities, Planning/Operations or Designee or Designee, create and maintain a comprehensive list of all non-permit and permit-required confined spaces;
- With the assistance of the Director Facilities, Planning/Operations or Designee, identify and perform an initial evaluation/risk assessment of all confined spaces that have not been previously identified using the Confined Space Hazard Analysis Form. Assist in classifying each space as either a permit-required confined space or a non-permit required confined space using the Confined Space Hazard Analysis form as documentation;
- Oversee the implementation of the intent of this program and resolve any situations not directly addressed by this program;
- Ensure that the Confined Space Program is routinely audited and that there is an evaluation of each confined space entry operation at least annually. Ensure that the program is audited if any irregularities develop that would compromise Employee safety or if non-permitted actions are taken;
- Maintain records, entry permits and copies of pre-entry checklists, training records and copies of training certifications for a minimum of three years;
- Review proposed space modifications and perform hazard analyses;
- Assure that all personal protective equipment is appropriate for each entry;
- Assist and/or perform air monitoring for confined space entry when required;
- Provide (or coordinate the provision of) general and specialized training on all aspects of confined space entry as defined in this outline;
- Assist in evaluating any materials brought into any confined space that might add to the existing hazards of a space;
- Be available to advise contractors on the potential hazards posed by permit-required confined spaces on site.
- Inform any contractors that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of California Code of Regulations, Title 8, 5157 regulations;
- Apprise the contractor of the elements, including the hazards identified and District experience with the space, that make the space in question a permit space;
- Apprise the contractor of any precautions or procedures that the District has implemented for the protection of Employees in or near permit spaces where contractor personnel will be working;

Contractors

- Contractors and all outsourced partners or service providers involved in permit-required confined space entry on a District site must meet all state and local regulations and requirements in the District Contractor Safety Program.
- Contractors and all outsourced partners or service providers must inform the Director Facilities, Planning/Operations or Designee of the permit-required confined space that they will be entering before entering the space. Contractors must obtain any available information regarding permit space hazards and entry operations from the Director Facilities, Planning/Operations or Designee.
- Contractors must coordinate entry operations with the Director Facilities, Planning/Operations or Designee when both District Employees and contractor personnel will be working in or near permit spaces; and
- Contractors must inform the Director Facilities, Planning/Operations or Designee of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.
- Utilize permit entry forms from the District or equal.
- Monitor conditions prior to and throughout entry using contractor-provided equipment.
- Return completed entry permits to the District Director Facilities, Planning/Operations or Designee. Maintain appropriate and functional monitoring equipment for PRCS entries.

CONFINED SPACE PROGRAM REQUIREMENTS

Identifying Permit-Required Confined Spaces

According to California Code of Regulations, Title 8, 5157, the District is required to identify and evaluate workspaces to determine if any are permit-required confined spaces.

The following three questions must be asked about each space being evaluated for the purpose of determining if it is a confined space. To meet the definition of a confined space, it must meet all of the following criteria.

1. The space is large enough and so configured that an Employee can bodily enter and perform assigned work;
2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults); and
3. Is not designed for continuous Employee occupancy.

   If the answer to <u>any</u> of the criteria questions is "NO," the space is not considered a confined space and the regulation does not apply to that situation.

   If the space is a defined confined space according to the criteria above (answering "YES" to all three above questions), it then must be determined if it meets the definition of a **permit-required** confined space. This is accomplished by determining the hazard potential of a confined space by asking the following four additional questions about the space.

1. Does the space contain or have the potential to contain a hazardous atmosphere;
2. Does the space contain a material that has the potential for engulfing an entrant;
3. Does the space have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
4. Contains any other recognized serious safety or health hazard?

   A "Yes" answer to any of these qualifies the space as having a "high hazard potential" and, therefore is a permit-required confined space. The requirements of California Code of Regulations, Title 8, 5157 apply to the entry of all permit-required confined spaces. The requirements of this regulation are discussed in Section 6.

   If all four criteria can be answered "NO" then the confined space is not considered permit-required and a permit system is not required for a space of that type under the California regulations.

   These questions are generally applied to any hazards inherent in the space or hazards in the surrounding area that may affect conditions in the confined space.

   If entrants are to bring hazardous materials into the space (e.g., welding gear, chemical cleaners, paints) then a non-permit-required confined space may be temporarily reclassified as a permit-required confined space.

Evaluating Permit-Required Confined Spaces

After identifying the spaces, the Supervisor of Maintenance/Operations/Facilities or Designee is also responsible for performing and documenting initial evaluation/risk assessments.

A Confined Space Hazard Analysis form is used to document this information. Currently identified confined spaces on the District Facility are listed in the District Confined Space Form. Spaces should be re-evaluated annually.

Labeling Permit-Required Confined Spaces

Based on the hazard evaluation, confined spaces are designated as either:

- Permit-required confined spaces (regulations apply); or
- Non-permit required confined spaces (regulations do not apply).

All spaces that are designated as permit-required confined spaces must be posted with danger signs or by any other equally effective means such as:

- **DANGER**
- **PERMIT-REQUIRED CONFINED SPACE**
- **DO NOT ENTER**

It is also advisable to secure each permit-required confined space in a manner such as an enclosure, lock, or fence to restrict unauthorized persons from entering the space.

ENTRY INTO CONFINED SPACES

Non-Permit Required Confined Space Entry

Entry into a designated non-permit required confined space is not regulated and can be accomplished without a permit if the following conditions are met.

- Prior to entry, review pre-entry notice. This is to ensure that the space still meets the definition of a non-permit required confined space. The form is available through the Director Facilities, Planning/Operations or Designee If hazardous operations are to be conducted in the space (e.g., welding, painting), the entrant must notify the Director Facilities, Planning/Operations or Designee, who will evaluate the operations and determine if the space needs to be temporarily reclassified as a permit-required space. If the space is reclassified as a permit-required confined space due to the presence of hazardous operations, no untrained District Employee will be allowed to enter the space.
- A railing, temporary cover, or other barrier to prevent an accidental fall shall guard the opening of the confined space will protect workers in the space, as well as people who are passing by..
- Proper personal protective equipment will be used when the Director Facilities, Planning/Operations or Designee deems necessary.
- Entrants have completed all training as required.
- All Employees participating in the confined space entry understand and follow their respective Confined Space Program responsibilities.

Permit-Required Confined Space Entry – Reclassification

- An area classified as a permit-required confined space may be temporarily reclassified as a non-permit space if it poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into it.
- The reasons for reclassification shall be documented and kept on file by the s or contact the Director Facilities, Planning/Operations or Designee.
- If all hazards are completely eliminated (i.e., no remaining potential), the space can be considered a non-permit-required space for the duration of the entry as long as the hazards remain eliminated.
- Any change in the space resulting in re-introduction of hazards will require the space to be vacated and re-assessed. Entry will not be allowed until all hazards are eliminated.

Permit-Required Confined Space Entry (Non-Reclassifiable)

Entry into a designated permit required confined space is regulated and may only be conducted if the following conditions are met.

- Prior to entry, a Confined Space Entry Permit must be obtained from the Director Facilities, Planning/Operations or Designee All Employees must be trained in confined space entry and understand the duties and issues related to the positions they have been assigned (authorized entrant, attendant, entry supervisor, and emergency personnel)
- A railing, temporary covers, or other barriers to prevent an accidental fall, and to protect workers in the space, as well as people who are passing by the space shall guard the opening of the confined space.
- The proper personal protective equipment commensurate with hazards is being used.
- The required testing and monitoring equipment is present and functioning properly.

RESCUE PROCEDURES AND EMERGENCY SERVICES

Entry Rescue

- In case rescue is needed for a confined space entrant, emergency services must immediately be called by dialing “911” from any phone.
- The nearest available Fire Department will respond to the call. The District has coordinated with the local fire department for confined space rescues.
- If a contractor decides to enter a permit-required confined space under their own Permit-Required Confined Space Program, they must comply with the requirements for an immediately available and properly trained rescue capability.

EMPLOYEE TRAINING

All District Employees who participate or have duties in the Confined Space Program will be trained so that each individual has the understanding, knowledge, and skills necessary to assure the safe performance of confined space operations.

Training will be provided by the Director Facilities, Planning/Operations or Designee for authorized Employee entrants:

- Before the Employee is first assigned to perform or participate in a confined space entry;
- Before the Employee is expected to perform duties during confined space operations for which the Employee has not previously been trained; and,
- When it is determined that an Employee has insufficient knowledge or skills to perform assigned duties.

The District's confined space entry training program establishes a minimum level of proficiency for each duty to be performed in confined space entry operations.

Employees who successfully complete training on Confined Space Program will receive a formal training certificate that indicates the Employee's name, type of training received, dates of training, and the signature of the trainer.

PROGRAM DOCUMENTATION

Required documentation for the Confined Space Management Program at the District is maintained by the Director Facilities, Planning/Operations or Designee and includes;

- Written Confined Space Program;
- A comprehensive list of all permit-required confined spaces and non-permit required confined spaces at the District;
- Confined Space Hazard Analysis form for all new confined spaces;
- Copies of training certificates for all Employees trained in confined space entry operations;
- Pre-entry notices for each entry into a non-permit required confined space; and,
- Confined Space Entry Permits for each entry into a permit required confined space.

Pre-Entry Notice for Entry into Non-Permit-Required Confined Spaces

This form must be reviewed by any person intending to enter the confined space. This applies to authorized District Employee entrants as well as contractors.

Space Name and Location _____

- Verify that there have not been any changes to this space since the last hazard evaluation.
- Answer the following questions and proceed accordingly.

1. Will there be any activities conducted inside the confined space (e.g., welding) or any chemicals (e.g., solvents) brought into the confined space that could create a hazardous atmosphere inside the space?

No	Yes	If yes, DO NOT ENTER. Contact Supervisor of Maintenance/Operations/Facilities or Designee for assistance.

1. Are there conditions in and around this confined space that could adversely affect anyone entering the confined space?

No	Yes	If yes, DO NOT ENTER. Contact Supervisor of Maintenance/Operations/Facilities or Designee for assistance.

Secure the work site. Install barriers and post warning signs. Take measures to prevent any hazards on the outside of the space. Control vehicular and pedestrian traffic.

Note: Any indication of an abnormal atmosphere inside the space is cause to evacuate the space immediately.

District Confined Space Hazard Analysis Form

Name and Location of Confined Space: _____

_____

Description of Confined Space: _____

_____

_____

_____

IS IT A CONFINED SPACE?

1. Is the space large enough and so configured that a person can bodily enter and perform work?

   ☐ Yes ☐ No

   Description: _____

   _____

2. Does the space have limited or restricted means for entry or exit (e.g., tanks, pits, vessels, silos, storage bins, hoppers, vaults, and pits)?

   ☐ Yes ☐ No

   Description: _____

   _____

3. Is the space NOT designed for continuous occupancy?

   ☐ Yes ☐ No

   Description: _____

   _____

If the answer to any of the questions above is 'No', the space is not a Confined Space.

If the answer to all three questions above is 'Yes', proceed to the next page to determine if it is a Permit or Non-Permit Required Confined Space.

IS IT A PERMIT REQUIRED SPACE?

1. Is the internal configuration of the space such that an entrant could be trapped or asphyxiated by converging walls or floors that slopes downward and tapers to a smaller cross-section?

   ☐ Yes ☐ No

   Description: _____

   _____

2. Does the space contain any other recognized serious safety or health hazard?

   ☐ Yes ☐ No

   Description: _____

   _____

3. Does the space contain any materials that have the potential for engulfing an entrant?

   ☐ Yes ☐ No

   Description: _____

   _____

4. Does the space contain or have the potential to contain a hazardous atmosphere?

   ☐ Yes ☐ No

   Description: _____

   _____

5. Is there anything hazardous that will be brought into the confined space?

   ☐ Yes ☐ No

   Description: _____

   _____

If the answer to any questions above is “Yes,” the space is a Permit Required Confined Space.

If ALL answers are “No,” the space is a Non-Permit Required Confined Space.

Confined Space Entry Permit

LOCATION: _____TIME OF ENTRY: ____DATE OF ENTRY:_____

DESCRIPTION OF WORK TO BE DONE: _____

ATTENDANT PERSONNEL: _____

ANSWER ALL QUESTIONS

	Yes	No	Does Not Apply
1. Has atmosphere in the space been tested and found safe for entry? Enter readings: Before ventilation [time:_____] O_2___% H_2S___PPM (›19.5 ‹23.5%) (‹10 PPM) Combustible Gas___% L.E.L. CO___PPM (‹10% L.E.L.) (‹35 PPM) Enter readings: After ventilation (if required) [time:___] O_2___% H_2S___PPM (›19.5 ‹23.5%) (‹10 PPM) Combustible Gas___% L.E.L. CO___PPM (‹10% L.E.L.) (‹35 PPM)			
2. Has the space been adequately ventilated?			
3. Have all machinery, pumps, etc. located in the confined space been shut off and locked out?			
4. Have all lines that can open into the confined space been shut off and locked out?			
5. Has the direct reading air monitoring equipment been calibrated within the last 6 months? (Date:____)			
6. Does the air monitoring device simultaneously test for oxygen, toxic, and combustible gases?			
7. Does the entrant entering the confined space have the proper personal protection equipment?			
8. Does the entrant have all the proper tools for the job?			
9. Have the entrant(s) and the standby persons been fitted with full-body safety harness & life-line?			
10. Has adequate and safe lighting been provided?			
11. Are SCBA's available for entrants and standby persons?			
12. Has hoisting equipment been set up?			
13. Has adequate and safe lighting been provided?			
14. Have radio communications with the base been established?			
15. Has at least one attendant been assigned to watch the worker and has the attendant been told what to do if the worker in the confined space gets into trouble?			

	Yes	No	Does Not Apply
16. Have entry attendant, and standby persons been instructed on the safe and efficient method of doing this job?			
17. Is their training current?			

PROTECTIVE EQUIPMENT NEEDED:

_____Hard Hat	_____Tripod	_____Respirator	_____Gloves
_____Fire Extinguishers	____Protective Clothing	_____Safety Line	_____Gas Meter
____Hearing Protection	_____Safety Harness	_____Winch	_____Goggles
_____Other (Specify)	_____Blower		

I have inspected and verified each requirement of this Permit. Entry cannot be performed if any squares are marked "No." This checklist is not valid unless all appropriate items are completed. To the best of my knowledge this work can be done safely and in compliance with the safety rules of the Ontario-Montclair School District.

_____ _____

Supervisor's Signature Date Entrant(s) Initials

_____

Entrant(s) Initials

_____

Entrant

Content of Confined Space Training Program

All authorized District Employee entrants involved with confined space entry operations at the District will complete specialty training provided by the Director Facilities, Planning/Operations or Designee. Employees who must enter confined spaces will receive training according to the following schedule:

- Before any Employee is first assigned to perform or participate in confined space entry;
- Before the Employee is expected to perform duties during confined space operations for which the Employee has not previously been trained;
- When it is determined that an Employee has insufficient knowledge or skills to perform assigned duties.

The training is intended to ensure that each Employee has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations. The training provided by the Director Facilities, Planning/Operations or Designee will cover the topics listed below.

- ☐ Definition of a Permit-Required Confined space
- ☐ Permit-Required vs. Non-Permit Required Confined Spaces
- ☐ Duties and Responsibilities of Authorized Entrants, Attendants, Entry Supervisors, and Emergency Personnel
- ☐ Confined Space Hazard Evaluation
- ☐ Hazard Controls
- ☐ Use of Personal Protective Equipment (if applicable)
- ☐ Communication Procedures and Equipment
- ☐ Emergency Response

List of all Confined Spaces at Ontario-Montclair School District

Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

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Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

Location of Confined Space	Description of Space	Permit or Non-Permit Required Confined Space

Ontario-Montclair School District
Injury and Illness Prevention Program

COVID-19 INFECTION PREVENTION PLAN

OVERVIEW

The following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff; further guidance is forthcoming, including on school-based sports and extracurricular activities.

Implementation of this guidance will depend on local public health conditions, including those listed here. Communities meeting those criteria, such as lower incidence of COVID-19 and adequate preparedness, may implement the guidance described below as part of a phased reopening. All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance will be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage and will be developing supplemental guidance to assist education employers in complying with Cal/OSHA's COVID-19-related standards.

General Measures

The District will establish and continue communication with local and State authorities to determine current disease levels and control measures in our community. For example:

- Review and refer to, if applicable, the relevant county variance documentation.
- Consult with county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions.

- Collaborate with other local educational agencies in your region, including the county office of education.
- Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

The District will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. The District will ensure external community organizations that use the facilities also follow this guidance.

The District will develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill with COVID-19.

The District will develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups that might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness.

Healthy Hygiene Practices

Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and dry hands thoroughly.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.

- Ethyl alcohol-based hand sanitizers are to be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The District has installed additional portable handwashing stations at each site to reduce congregation in bathrooms to the extent practicable.

The District will develop routines enabling students and staff to regularly wash their hands at staggered intervals.

The District will teach and reinforce use of cloth face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where physical distancing may be insufficient.
- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.

The District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

The District will provide and ensure staff use face coverings and all required protective equipment.

- The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment.

Intensify Cleaning, Disinfection, and Ventilation

The District will suspend or modify use of site resources that necessitate sharing or touching items. For example, suspending use of drinking fountains and instead issue bottled water and/or reusable water bottles.

Staff should clean and disinfect frequently touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.

Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

The District will limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

The District will limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA) -approved list "N" and follow product instructions.

To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

- Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- The District will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

The District will ensure safe and correct application of disinfectant and keep products away from students.

The District will ensure ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening doors /windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

- If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, the District will consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV-13.)

The District will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Good sanitation practices include:

- Checking restroom facilities frequently and make sure they are clean and sanitary
- Assigning an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Making sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Making sure handwashing supplies are re-stocked regularly
- Assigning an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and appropriate respirators
- Sanitizing water receptacle and spigot frequently

Implementing Distancing Inside and Outside the Classroom

Arrival and Departure

1. Open windows and maximize space between students and between students and the driver on school buses where practicable.
2. Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
3. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
4. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
5. Consider using privacy boards or clear screens.

Classroom Space

1. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
2. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
3. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
4. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
5. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
6. Implement procedures for turning in assignments to minimize contact.

Non-Classroom Space

1. Limit nonessential visitors, volunteers and activities involving other groups at the same time.
2. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect between uses.
3. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
4. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
5. Serve meals outdoors or in well ventilated areas when practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
6. Consider holding recess activities in separated areas designated by class.

Physical Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. Employees will be asked to practice distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift

- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods
- When other work activities including using various tools

Limit Sharing

Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.

Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

Train All Staff and Educate Families

The District will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices of COVID-19 specific symptom identification

The District will consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained.

Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings.

Check for Signs and Symptoms

The District will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.

The District will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The District will develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

The District will implement screening and other procedures for all staff and students entering the facility.

- Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.

The District will monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

The District will not penalize students and families for missing class.

Plan for When a Staff Member, Child or Visitor Becomes Sick

The District will work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be directed to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

The District will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

Close areas used by any sick person until disinfected. When possible area will be isolated for 24 hours before disinfecting.

Sick staff members and students are not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

The District will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

The District will provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools to lower risk of transmission.

Maintain Healthy Operations

The District will monitor staff absenteeism and have a roster of trained back-up staff where available.

The District will monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.

The District will designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

The District will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

The District will consult with local health departments if routine testing is being considered by a local educational agency.

The District will support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

Considerations for Partial or Total Closures

The District will check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, implement the following steps:

- In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfecting.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.

Training

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

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well

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

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DISCIPLINARY POLICIES AND PROCEDURES

All enforcement and disciplinary procedures will be performed in accordance with the union agreements.

1. **Safety Performance**

The District cannot and will not tolerate unsafe acts by its employees. Employees are expected to comply with all District safety and health policies and rules. Employees failing to perform their jobs according to District regulations will be subject to appropriate disciplinary action, up to and including termination of employment in accordance with union agreements.

2. Employee Responsibility

It is important to stress that safety is everyone's responsibility and that all employees will be held accountable for their own safety performance. If an employee is observed not complying with mandated occupational safety and health requirements, the employee's manager/supervisor will immediately counsel the employee to make sure that the specific safety infraction(s) is addressed and the required corrective action is taken. If the employee's behavior is not corrected by this counseling session, further disciplinary action will be taken, up to and including termination of employment. Depending on the egregiousness of the infraction, the District reserves the right to go straight to termination of employment.

3. Communication

The District expects its managers and supervisors to maintain a two-way process in addressing employee safety compliance concerns. The process is designed to:

a. Encourage all District employees to identify hazards or concerns without fear of retaliation or reprisal.

b. Ensure that all employees understand the occupational health and safety requirements for specific activities relating to their job.

c. Integrate health and safety requirements into each work activity.

d. Maintain two-way communications between the employee and managers and supervisors to continually reinforce the need to develop safe work habits.

e. Identify job specific safety requirements.

4. Purpose

The purpose of this policy is to enhance safety awareness in all Employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

EMPLOYEE RECOGNITION

1. Encourage Positive Performance

Monitoring performance is a constant reminder that safety should be practiced at all times. Proper safety practices will result in an easier job, and better working conditions for everyone. Each Supervisor, as an example setter, is held responsible for monitoring performance.

Whenever an unsafe practice is observed, it must be immediately brought to the attention of the Employee. On the other hand, when an employee is observed making an effort to approach a problem in a safe manner, a gesture of recognition and approval should be immediately made.

Performance is monitored to encourage safety consciousness and to convince employees that unsafe working habits will not be tolerated. Where a continued failure to comply with safety procedures is observed, the Employee will receive a written warning form from their Supervisor according to written policy. See the Disciplinary Policy for establishing corrective action.

2. Safety Incentive Program Recognition

The District will periodically conduct incentive programs to recognize the significant contributions that have a positive impact on the safety and health program. Awards will be established for individual accomplishments, for the recognition of groups of Employees, or by job location.

It is the District's belief that these programs will improve the accident/injury performance by encouraging individuals as well as groups of workers to a higher level of safety awareness. These programs are designed to stimulate interest and recognize special achievement and personal contributions to the safety program and concepts.

The safety incentive program is not to be taken as a "bribe" to encourage Employees to comply with the established District safety and health requirements spelled out in the District Code of Safe Practices.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DISTRICT CODE OF SAFE PRACTICES

It is the District's policy that everything possible will be done to protect Employees, Students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every Employee. Supervisors shall insure that Employees observe all applicable District and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, Employees shall:

1. Report all unsafe conditions and equipment to your Supervisor immediately.

2. Be aware of the potential hazards involving various chemicals stored or used in the workplace.

3. Being under the influence of any drugs or alcohol is prohibited.

4. Report all injuries and illnesses to your Supervisor immediately.

5. Cleaning supplies should be stored away from edible items on kitchen shelves.

6. Cleaning solvents and flammable liquids should be stored in appropriate containers.

7. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

8. When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.

9. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.

10. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.

11. Portable electric tools shall not be lifted or lowered by means of the power cord.

12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.

13. Means of egress shall be kept un-locked and well lighted during normal work hours.

14. In the event of fire, sound the alarm, follow the District Emergency Procedures.

15. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.

16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.

17. Never stack material precariously on top of lockers, file cabinets or other elevated locations.

18. Only trained and designated Employees shall attempt to respond to a fire or other emergency.

19. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

20. Inspect motorized vehicles and other mechanized equipment daily or prior use.

21. All exit doors must comply with the fire safety regulations during normal business hours.

22. Shut off engine, set brakes prior to leaving vehicle unattended.

23. Inspect pallets and their loads for integrity and stability before loading or moving.

24. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store

materials.

25. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.

26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be “confined spaces” unless authorized to do so.

27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.

28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.

29. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

30. Do not stack material in an unstable manner.

31. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.

32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.

35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.

36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should

be stored closest to the floor and lightweight items stored above.

37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

38. All tools and equipment shall be maintained in good condition.

39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

40. All designated aisles must be kept clear at all times.

41. Only appropriate tools shall be used for a specific task.

42. All spills shall be wiped up immediately.

43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.

45. Wear hearing protection in all areas identified as having high noise exposure.

46. Only authorized persons shall operate machinery or equipment.

47. Goggles or face shields must be worn when grinding.

48. Do not use any faulty or worn hand tools.

49. Always use the proper lifting technique. Never attempt to lift or push an object that is to heavy for one person to lift. Use the team concept to move heavy objects.

50. Guard all floor openings with a cover, guardrail, or equivalent.

51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.

52. Always keep flammable or toxic chemicals in closed containers when not in use.

53. Do not eat in areas where hazardous chemicals are present.

54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ELECTRICAL and LOCKOUT/BLOCKOUT PROGRAM and POLICY

Purpose

Is to establish a control system and utilize procedures to prevent the unexpected release or transmission of machine equipment/process energy.

Objectives

1. Prevent inadvertent operation or energization of the machine equipment/process in order to protect personnel.

2. Establish methods for achieving zero energy state.

3. Comply with all applicable regulatory standards.

Scope

1. This policy applies to activities such as, but not limited to: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating or maintaining the equipment/process.

2. This policy applies to energy sources such as, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspended parts (gravity).

3. International facilities will comply with the substance of this policy or the prevailing national requirements whichever is more stringent.

Definitions

1. ***Energy Isolating Device.*** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. The term does not include pushbutton, selector switch, and other control circuit type devices.

2. ***Lockout.*** The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

3. ***Lockout Device.*** A device that utilizes a positive means such as a lock, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment.

4. ***"Capable of Being Locked Out.*** An energy isolating device that is designed with a hasp or other means of attachment to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if the lock out can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

5. ***Tagout.*** The placement of a tagout device on an energy-isolating device, in accordance with established procedures, to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.

6. ***Tagout Device.*** A prominent warning device such as a tag and means of attachment which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

7. ***Caution Tag.*** A warning device such as a tag and means of attachment used to warn employees of an existing or potential hazard. Its legend cautions personnel of the hazard(s) and identifies the applier.

8. ***Affected Employee.*** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout.

9. ***Authorized Employee.*** A person who locks out or tags out machines or equipment to perform the servicing or maintenance on that machine.

10. ***Other Employee.*** An employee whose job requires him/her to work in an area in which machine/equipment servicing or maintaining is being performed.

11. ***Servicing/Maintenance.*** Work place activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments to tool changes where the employee may be exposed to the unexpected energization or start up of the equipment or release of hazardous energy.

GENERAL LOCKOUT/TAGOUT PROCEDURE

Purpose and Scope

The purpose of this procedure is to prevent injury to employees from unexpected start-up, energization, or release of stored energy from machinery or processing during servicing or maintenance of equipment. This standard specifies the minimum locking, tagging, clearing, and trying procedure necessary to prevent injury from an inadvertent start-up, or release of energy or material.

Steps to Follow:

Step 1. Preparation For Shutdown – Employees authorized to Lockout/Tagout equipment shall identify the type and magnitude of the energy to be controlled, all hazards (including stored energy) and the method or means of controlling the energy. They shall also notify all affected persons in the area that the equipment will be locked/tagged out.

Step 2. Equipment Shutdown – The equipment shall be shut down by following established shutdown procedures.

Step 3. Equipment Isolation – Use of the disconnect switches, line valves, blocks, blinds, removal of spools and capping of lines, etc., shall be used.

Step 4. Application of Lockout/Tagout Devices – Locks/Tags shall be applied to the isolation device. Each employee working on the equipment shall be responsible for attaching his/her personal locks without exception.

Step 5. Stored Energy– After applying locks/tags to the energy isolation devices, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, or rendered safe.

Step 6. Verification of Isolation – Prior to starting work, after isolation and locking/tagging energy sources, turn “on” (try) all start buttons and other activating controls on the equipment to make sure the equipment has been de-energized. Be sure to return all controls to the “off” or neutral position after trying to start.

Step 7. Release From Lockout/Tagout Control – Prior to restoring energy to the equipment, remove all tools, ensure all affected employees are clear and informed that energy to the equipment will be restored and guards are in place. Then all locks/tags can be removed and energy restored.

Special Considerations:

1. No changes, adjustments, or repairs that require shutting down the equipment will be made without permission of the operator, or operating supervisor in charge. The equipment involved must have been turned over to repair crews before the work begins.

2. If more than one employee works on the same equipment, each person must attach his/her lock and tag.

3. When an employee is reassigned from a job, which is incomplete, and the equipment must of necessity remain locked out, the employee involved will notify his supervisor before removing his lock/tag. The supervisor will then lockout/tagout the equipment or arrange for such lockout and tagging prior to the first employee removing his lock and tag.

4. No attempt shall be made by anyone to operate a control device to which a lock or tag is attached.

The District's electrical safety program is designed and intended to protect all persons, buildings and their contents from hazards arising from the use of electricity.

This program is intended to serve as a general guide for the use of electrical equipment, during the installation and/or repair of electrical circuitry and for construction and renovation projects affecting electrical systems.

ELECTRICAL HAZARDS

Electrical Fires

Electricity is the biggest single cause of industrial and construction fires.

1. Most of these fires stem from improper installation of electrical equipment and poor electrical maintenance.

2. Electricity is taken for granted. Many electrical hazards cannot be seen.

Electrical Shock

The severity of such an accident depends not only on the voltage conducted through the victim, but if the electricity passes through the heart and out to ground. This causes fimbriation of the heart and fatalities are not uncommon.

Spotting Electrical Hazards

Know what constitutes an electrical hazard and where in the work area these hazards are most likely to exist.

1. Ungrounded tools and equipment.

2. Wiring, electrical plugs, extension cords.

3. High-voltage equipment.

4. Switches.

5. Static electricity.

6. Fuses and circuit breakers.

Reporting Electrical Hazards

Preventive measures.

1. Never let yourself be part of the circuit between one wire and another, or between one wire and ground.

2. Ground faults can occur anywhere that electrical equipment is in operation without protection.

3. Ground fault interrupters are one form of protection designed to limit electric shock to a current and length of time that will not produce serious injury.

First Aid to Electric Shock Victims

1. Mouth-to-mouth resuscitation, CPR (if trained to do so).

2. Get medical help immediately.

3. Call paramedics or **911.**

Assured Grounding

1. It is the policy of the District to use Ground Fault Circuit Interrupters (GFCI) for all electrically powered tools or equipment.

2. Flammable or combustible liquids may be transferred from a drum to an approved container by gravity through an approved self-closing valve or approved pump. Containers must be electrically grounded to each other.

3. GFCI must be used with all tools and equipment. The GFCI device acts as a circuit breaker for the neutral side of the circuit and adds further protection from shock. Check equipment before and after each use for damaged or frayed cords or plugs with missing grounds. Portable electric tools must be double insulated.

RESPONSIBILITIES

Sites/Departments*:*

- Ensure that all electrical installations conform to the standards in the National Electric Code, California Building Code, California Code of Regulations, Title 8, Electrical Safety Orders and any prevailing local electrical codes.

- Ensure that no electrical installations or modifications will be made by other than District Electricians or duly authorized contractors.

- Ensure that personnel exposed to live electrical hazards are provided with adequate electrical safety equipment and electrical safety training.

- Ensure full compliance with Employee responsibilities.

Employees:

- Follow safe work practices while working on or around electrical equipment.

- Report to Supervisors any unexpected electrical hazards.

- Ask Supervisors for assistance or clarification of work procedures as necessary.

Safety Coordinator:

- Assist Supervisors and Department Directors with their electrical safety program.

- Develop and conduct electrical safety training.

- Review procedures to ensure compliance.

Contractors:

- Ensure that their activities do not interfere with the electric supply of critical equipment or operations.

- Post appropriate caution signs when performing operations that create new electrical hazards.

- Ensure their Employees abide with the District electrical safety program.

General Electrical Safety for Employees

1. Extension cords should not be used as a substitute for permanent fixed wiring and should never run through holes in walls or ceilings or be attached to building surfaces or hung from nails, wires, staples, etc.

2. Multiple outlet power strips should have overload protection and have a maximum cord length of 6 feet and should never be connected in series.

3. Electrical power panels should always be unobstructed and have clearly marked individual switches identifying the equipment they operate.

4. All electrical junction boxes, outlets and switches must have covers.

5. Electrical equipment should not be used with exposed electrical wires, frayed cords, or when the insulation has been pulled away from the cord plug or where the cord is connected to the equipment. Damaged equipment or cords should be repaired by a qualified electrician.

6. All portable electrical power tools and equipment must have cords with double insulation or grounded connections.

7. The electrical circuit to permanent fixed power machinery shall be capable of being locked out.

8. No Employee should make unauthorized repairs to any type of electrical equipment and should not attempt to replace electrical components unless the equipment has been locked out.

9. All electrical equipment and wiring should be approved for the type of environment and purpose of use.

10. Coffee pots should be unplugged when not in use even if shut off timers are used and should not be placed on or near combustibles. Coffee pots should not be left on whenever the room is left unattended.

SAFETY LOCKOUT/ BLOCKOUT PROCEDURES

INTRODUCTION

The District has adopted the lockout/blockout procedure to prevent injury and/or death to personnel by requiring that certain precautions are taken before servicing or repairing equipment.

Lockout/blockout means that any energy source such as electrical, hydraulic, mechanical, compressed air or any other source that might cause unexpected movement must be disengaged or blocked, and electrical sources must be de-energized and **LOCKED** or positively sealed in the **OFF** position.

Even a locked-out machine may not be safe if there are parts of the machine that are not **BLOCKED** to prevent inadvertent movement.

Potential energy that may need to be blocked can come from suspended parts, subject to gravity, or may be energy stored in springs.

There is a difference between turning off a machine and actually disengaging or de-energizing a piece of equipment. When you turn off a control switch, you are opening a circuit.

There is still electrical energy at the switch and a short in the switch or some fellow employee inadvertently turning on the machine may start the machine to run again.

On pneumatic and hydraulic systems, the pressure must be released and lines either disconnected or double locked (with bleed) or blinded, and locked out.

In addition, a **DANGER, "Do Not Use", "Do Not Open" or "Do Not Operate"** tag is to be placed at the power sources and valves of all equipment being serviced.

To prevent these kinds of lockout/blockout incidents, the District has inaugurated and will maintain the following:

1. A training program designed to instruct employees in general safe work practices, plus specific instruction with regard to hazards unique to any job assignment.

2. Scheduled periodic inspections to identify and correct any unsafe conditions and work practices that may be found. The District will correct all unsafe conditions and work practices found as a result of hazard surveys.

3. The lockout/blockout program will include the following to insure effectiveness:

    - A survey of the equipment by competent persons who are thoroughly familiar with its operation and associated hazards, in order to identify which machinery should be locked and blocked out.

    - Identification and labeling of lockout devices.

    - Selection of locks, tags and blocks.

    - A District standard operating procedure that is documented and complied with.

SAFETY LOCKOUT/ BLOCKOUT PROCEDURE

Danger tags are not to be considered as a positive means of securing equipment, but are to be used in conjunction with locks.

Tags will be used only to identify that work is being performed on a valve, switch, or piece of equipment when the potential for injury or property damage could result from the operation.

No work is to be performed on any operable equipment until the operation of it is prevented by the use of this procedure.

Danger tags should be used as outlined below:

1. Only the standard construction **DANGER** tags are to be used. These may also include either the words **"Do Not Use"** or **"Do Not Open"** depending on the operations at hand.

2. All tags are to be securely attached, dated, and signed by the person performing the work.

3. Tags should be destroyed immediately upon removal except those that are designed to be re-used. However, no alterations to the tag are permitted.

4. No piece of equipment or device should be operated when there is a tag or lock attached, regardless of circumstance.

5. No person should ever remove a worker's tag or lock. Only the worker who placed the lock and tag on the equipment should remove it.

6. It is the responsibility of the Supervisor to see that no work is performed beyond the protection of locks and tags, which have been installed.

7. Workers may place “multi-lock” devices on the equipment if other employees or trades workers are involved. All persons working on the equipment must have their own lock, and tag in place.

EQUIPMENT OR FACILITIES

Lock Out/Tag out Sequence

1. The worker places the tag on all controls to warn others that the equipment is not to be operated. The worker writes the reason on the tag(s) identifies the equipment and dates and signs each tag.

2. The worker will pull power switches and/or circuit breakers and place a lockout clip(s) and a lock(s) on the controls to make the inoperable. Other power sources such as air, steam, water, or hydraulic may require bleeding, disconnection, or valve locking.

3. After the worker has tagged and locked out the equipment, the equipment should then be tried to assure that it would not operate.

4. All District locks and tags should be installed first and removed last, if possible.

5. When other sub contractors or crafts are required to work on the same equipment, they must place their own personal locks and tags on each piece of equipment.

6. All crafts must “try” the equipment after installing their personal locks to assure, once again that the equipment will not start.

7. Locks and tags must remain on controls until work has been completed and it is safe to start the equipment. If maintenance or electrical work is to continue into the next shift, persons going off shift shall remove their “personal” lock and leave their tag on the equipment. Persons coming on shift must install their own personal lock and tag if they will be working on the equipment.

8. Upon completion of work, all other sub contractors or crafts will remove their locks and tags first. Locks and tags are to be removed last after it is determined that the equipment is safe to operate.
9. No equipment should be started by anyone (including bumping to check rotation) without permission from the Supervisor responsible for the equipment.

Other Systems

1. Appropriate person de-energizes, tags, locks, and “tries” the system.

2. Workers performing the work are to place their locks and tags.

3. Workers are to remove their locks and tags when their work is completed and then the appropriate person removes his lock and tag and then re-energizes the equipment.

Shop and Field Equipment

1. The qualified operator of shop equipment may lock out their equipment to change tools, chucks, blades, and perform similar tasks.

2. A power disconnect switch must be provided for this purpose at or near the equipment unless the equipment can be unplugged.

3. Push-button or butterfly controls may not be used for purposes of lockout.

4. A lock with a tag may be used for this purpose.

5. The above does not apply to any maintenance or repair work that is done by other than the authorized operator.

Locks

1. Only individual keyed locks may be used. The key must remain in the possession of the person placing the locks.

2. A master series of locks to be used specifically for lockout may be provided to each person that requires them. Master keys for the locks will remain in the possession of the Safety Coordinator.

Warning

Any person who operates a switch or device to which **"DANGER'** tags are attached or removes a tag without permission will be subject to disciplinary action.

Blocks

1. Suitable blocks are another important safety device for making a piece of equipment safe to be repaired or serviced. Blocks must be placed under raised dies, lifts, or any equipment that might inadvertently move by sliding, falling, or rolling.

2. Blocks, special brackets, or special stands such as those commonly used under raised vehicles, shall be available and used.

3. Another form of blocking is the placement of a blind. A blind is a disk of metal placed in a pipe to ensure that no air, steam, or other substance will pass through that point if the system is accidentally activated.

4. Prior to the installation of blinds or blocks, the system needs to bleed down steam. Air or hydraulic lines to rid them of any pressure. Coiled springs, spring-loaded devices, or suspended loads must also be released so that the stored energy will not result in inadvertent movement.

All Employees who are responsible for following this procedure must receive training in the procedure.

This includes all Employees who perform the following duties: maintenance, repair, installation workers, or clean-up personnel.

Following initial training in lockout, blockout, tagout principals, each Employee will receive an annual follow-up training session.

Each training session shall include at a minimum the following:

1. Formal lecture regarding this procedure including its purpose, scope, and application.

2. Visual support materials including but not limited to video of film presentation of “Lockout Safety Procedures”.

3. Written quiz to establish the proficiency of the worker.

Enforcement and Inspection

The primary responsibility lies with each Supervisor for monitoring the performance of his or her workers. Those Employees found to be in violation of this procedure will be subject to disciplinary action.

All surveys of worker performance shall be documented on the Safety Survey Form. The survey must include the following information:

1. Identity of the machine or equipment on which the “Lock Out” procedure has been utilized.

2. Date of the survey.

3. Employees included in the survey.

4. Person(s) performing the survey.

It must be the responsibility of all Supervisors of Employees performing such operations to:

1. Instruct their Employees as to the content of this procedure.

2. Periodically follow-up to assure compliance with this procedure.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all Employees. Designated competent personnel in the purpose and use of the lockout procedure shall instruct all Employees in the safety significance of the lockout procedure.

Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. The Employees shall clear any questionable identification sources with their Supervisors. Before lockout commences, job authorization should be obtained.

Sequence of Lockout Procedure

1. Notify all affected Employees that a lockout is required and the reason therefore.

2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress the button, open toggle switch).

3. Operate the switch, valve, or other isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.

4. Lockout energy isolating devices with an assigned individual lock.

5. After assuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.

6. The equipment is now locked out.

Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.

2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one Employee is required to lock out equipment, each shall place their own personal lock on the energy isolating device(s). One designated Employee of a work crew or a Supervisor, with the knowledge of the crew, may lock out equipment for the whole crew.

In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment.

Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ELEVATED WORK PLATFORM SAFETY

PURPOSE

The purpose of this program is to ensure the safe operation of elevated work platforms including scissor lifts and aerial lifts.

APPLICABILITY and SCOPE

Powered platforms are used in maintenance and cleaning operations throughout the District. Supervisors must ensure that those who work with such equipment receive safety instruction in the operation of the equipment.

DEFINITIONS

Aerial Lift- A vehicle-mounted device, telescoping or articulating, or both, used to position personnel. They include the following types of vehicle-mounted aerial devices used to elevate personnel to jobsites above ground: Extensible boom platforms, Aerial ladders, and Articulating boom platforms.

Elevating Work Platform- A device designed to elevate a platform in a substantially vertical axis (Vertical Tower, Scissor Lift).

RESPONSIBILITIES

Maintenance/Operations/Facilities will oversee the administration of this program, but ultimate responsibility for its implementation rests with each department in the District.

- **Employee-** It is the responsibility of each affected employee to:

  1. Inspect and perform safety checks on the work platform before each use.

  2. Only operate equipment for which they have been trained.

  3. Ensure the safe operation of the platforms.

- **Department/Instructor/Supervisor Responsibilities-** It is the responsibility of each supervisor affected by this program to:

  1. Ensure employees receive training prior to starting work on powered platforms.

  2. Ensure that employees only operate equipment for which they have been trained.

  3. Ensure employees operate platforms safely.

- **Environmental Health and Safety Responsibilities-** It is the responsibility of Maintenance/Operations/Facilities to:

  1. Provide technical assistance and training.

  2. Periodically review this program and evaluate its effectiveness to determine the necessity for updating written procedures.

SAFE OPERATION OF ELEVATED WORK PLATFORMS (Scissor Lifts)

Observe the following safety rules when operating powered platforms:

1. The travel speed at Maximum Travel Height should not exceed 3 feet per second.

2. Self-propelled units must be equipped with electrical or other interlock means which will prevent driving them with the platform height greater than the Maximum Travel Height or at speeds greater than permitted at Maximum Travel Height.

3. The surface upon which the unit is being operated must be level with no hazardous irregularities or accumulation of debris which might cause a moving platform to overturn.

4. Units are to be assembled, and used only by personnel who have been trained in their use.

5. Units are to be assembled, used, and disassembled in accordance with the manufacturer's instructions.

6. Equipment must be inspected for damaged and defective parts before use.

7. Avoid loading lifts in excess of the design working load and remove the unit from service for repairs when damaged or weakened from any cause.

8. Never sit, stand or climb on the guardrails of an elevating work platform or use planks, ladders, or other devices to gain greater working height or reach.

9. Avoid the use of lifts during high winds or storms.

10. Where moving vehicles are present, the work area must be marked with warning such as flags, roped off areas or other effective means of traffic control shall be provided.

11. Unstable objects such as barrels, boxes, loose brick, tools debris, must not be accumulated on the work level.

12. Ensure that small tools, etc. are shielded from falling on persons required to pass under the equipment.

SAFE OPERATION OF AERIAL LIFTS (Extensible Boom Platforms)

Observe the following safety rules when operating Aerial Lifts:

1. Most equipment is not insulated for electrocution hazards. Do not use elevated work platforms within 10 feet of electrical lines or equipment.

2. Do not support aerial baskets or platforms by adjacent structure(s).

3. Test the lift controls in accordance with the manufacturers recommendations or instructions prior to use to ensure controls are in safe working condition. Ensure controls and signaling devices are tested and are in good operating condition.

4. Employees must only operate aerial devices for which they have been trained.

5. Do not “belt-off” to an adjacent pole, structure, or equipment while working from an aerial device.

6. Never sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height.

7. Never exceed the manufacturer specified load limits on booms, baskets and platforms.

8. Set the barking systems prior to elevating personnel with the vehicle.

9. Provided they can be safely installed, wheel chocks shall be installed before using an aerial device on an incline.

10. When used, outriggers shall be positioned on pads or a solid surface. All outriggers shall be equipped with hydraulic holding valves or mechanical locks at the outriggers.

11. Climbers shall not be worn while performing work from an aerial device.

12. When an insulated aerial device is required, the aerial device shall not be altered in any manner that might reduce its insulating value.

13. An aerial device truck shall not be moved when the boom is elevated in a working position with employees in the basket or platform.

14. An effective communications system must be maintained at all times between the basket or platform operator and where applicable, the vehicle operator.

15. Survey the route to be traveled is prior to the work trip, checking for overhead obstructions, traffic, holes in the pavement, ground or shoulder, ditches, slopes, etc., for areas other than paved, a survey should be made on foot.

16. The speed of the vehicle should not exceed three (3) miles per hour.

17. Lower level controls aren't to be operated unless permission has been obtained from the employee in the device, except in the case of emergency.

18. Before moving an aerial device for travel, the boom is the be inspected to see that it is properly cradled and outriggers are in stowed position.

19. While in an elevated aerial device, the employee must be secured to the boom, basket or tub of the aerial device through the use of a safety body harness equipped with safety lanyard.

20. Never attempt to leave the platform while it is in the elevated position.

DESIGN AND MAINTENANCE

1. Aerial devices shall have a conspicuously displayed legible plate or other legible marking verifying the aerial device is designed and manufactured in accordance with ANSI specifications.

2. Platform decks shall be equipped with a guardrail or other structure around its upper periphery that shall be 42 inches high, plus or minus 3 inches with a midrail.

3. Controls must be plainly marked as to their function and guarded to prevent accidental operation.

4. The materials used in the repair of aerial devices and elevated work platforms must confirm to standard specifications of strength, dimensions, and weights, and shall be selected to safely support the rated work load.

5. Electrical wiring and equipment shall meet the provisions of Title 8, Electrical Safety Orders.

6. All exposed surfaces should be maintained free from sharp edges, burrs, or other hazardous projections.

TRAINING

Employees must receive training prior to starting work on elevating work platforms. Individual departments will retain training records on the persons trained and persons doing the training.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

EMERGENCY ACTION & FIRE PREVENTION PLAN

SECTION I. PURPOSE

The District's Emergency Action and Fire Prevention Plan are designed to provide all Employees with a course of action for saving lives and reducing property damage through preparedness in the event of a major disaster.

A major disaster constitutes any one of the following: Fire, Explosion, Earthquake, Bomb Threat, and Flood, Civil Disturbances, potential Terrorist Attacks or other Disaster. This procedure covers:

In the event of any disaster, this Emergency Action and Fire Prevention Plan describe the responsibilities and actions to be taken to protect all Employees at any of the District's facilities. This program conforms to the requirements spelled out in California Code of Regulations, Title 8, Section 3220 & 3221.

The Emergency Action Plan is a coordinated effort between safety experts and the District that cares about its most valued asset, the **Employees**. This program is flexible enough so that it may be improved upon at any time, as the need arises.

To insure that this measure is acted upon, the District's Safety Committee will review the contents of this program on a quarterly basis to ensure that the implementation of this program is functioning in a thorough and efficient manner.

They shall also determine whether all employees are continually aware of what to do in the event of an emergency, through periodic training and constant reminders of management and employees' duties and responsibilities.

The largest and most important segment of emergency planning is preparation. Being able to respond properly to an emergency requires the development of a smooth organizational system designed to carry out the required task.

Effective training will ensure that each Employee knows his or her duties and responsibilities when an emergency arises.

The District's Emergency Action Plan includes the following:

1. The name of the individual who shall bear authority and management responsibility in an emergency.

2. A **WARNING SYSTEM** for all personnel in the event of an emergency.

3. An **EVACUATION PROCEDURE** that will be both swift and practical.

4. A list of **KEY PERSONNEL** and the capacity in which their contributions will be most necessary.

5. A **PRACTICAL PLAN** for utilization of security and safety forces in emergencies.

6. An **EMERGENCY CONTROL CENTER** for operations.

7. A **PLAN FOR THE PROTECTION OF VITAL RECORDS AND FILES**.

8. **MUTUAL ASSISTANCE AGREEMENTS** with local agencies.

9. **POTENTIAL SHELTER AREAS** available to the District.

Our Emergency Evacuation Program will be based on the following elements: **READINESS; PREVENTION; REACTION; RECOVERY; REVIEW.**

The development and implementation of each of these phases will guarantee that unexpected crises can be handled in a controlled and effective manner.

READINESS

Readiness is essentially being in a state of preparedness that anticipates the crises, and provides for a controlled, effective response by trained, qualified personnel.

Readiness involves the evaluation and classifications of types of emergencies and disasters, which could disrupt the operations.

Prompt and effective response to an emergency crisis will ensure a return to normal operating conditions in the shortest possible time.

PREVENTION

The application of effective accident preventative measures will not only minimize the possibilities of serious injuries to Employees, but will reduce the possibility of property and equipment losses and injuries to outsiders.

These preventative measures will include the following elements:

1. An identified person or persons in authority and responsibility for implementing the program.

2. A hazard recognition program to identify and evaluate workplace or worksite hazards on a continual basis.

3. Establish methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.

4. A safety-training program to ensure that training is provided.

5. A system to communicate with Employees about health and safety matters and to encourage feed back on safety concerns for them.

6. An enforcement and disciplinary system to insure that all Employees comply with the District's policy.

REACTION

The first minutes of any emergency are the most critical. How the members of the Emergency Action Team reacts during this critical period will largely determine the extent of facility damage and loss of life.

RECOVERY

The salvage, repair and restoration of the operations to normal levels of production are of vital economic importance. The corporate head, to ensure that District interruption is minimized will coordinate these recovery activities. In addition, an administrative review will be conducted of the action taken in an emergency to evaluate the effectiveness of the program.

REVIEW

After an incident has occurred, it is time for thorough review. This is needed to prevent recurrences and to evaluate the overall effectiveness of the initial response.

SECTION II. EMERGENCY RESPONSE

GENERAL EVACUATION

Management must educate all Employees regarding what appropriate actions to take when the building alarm sounds.

Locations for general personnel assembly points should meet the following criteria:

1. It is at least 300 feet away from any building, to protect against explosion hazards.

2. It is large enough area to accommodate the number of people required, without overcrowding.

3. It is out of the way of all likely paths of emergency vehicles.

4. If possible, it is not in the direct line of sight of a particularly hazardous area.

5. It is situated so that personnel can be evacuated from the property without violating criteria # 1, 3, and 4.

6. In the case of multi-building sites, a separate area for the personnel from each building should be designated, to correspond with the criteria listed above. These areas can be adjacent to one another so long as they are somewhat separated.

7. **EVACUATION MAPS** showing assembly points and the safest routes of travel from each exit should be provided to all Supervisory personnel.

8. Evacuation maps with the below listed elements should be posted in designated work areas:

    - The direction of NORTH.
    - Aisles and passageways.
    - Access and egress locations.
    - Emergency exit routes indicated by red arrows.
    - Traffic flow patterns.
    - Fire extinguisher locations.
    - Hazardous materials storage locations.
    - Any emergency supplies (i.e. first aid, blankets).
    - Locations of emergency shut-off switches for gas, water, etc.
    - Locations of electrical panels.
    - Sprinkler riser shut-off valve location.
    - Emergency treatment locations.
    - The **EVACUATION ASSEMBLY AREA** (outside) should be clearly identified.

EMERGENCY EVACUATION

Accountability

1. A roster of all Employees should be maintained. Names of any Employees leaving the facilities during the day will also be recorded. Supervisors are responsible for notification of any absent Employees.

2. A 24-hour notice is required for excused absences (if possible) to assist with attendance records.

3. During an evacuation, Employees from each department will report to their designated areas, where a roll call will be taken to ensure 100 % accountability.

4. Employees are encouraged to use the “buddy system.” Be aware of who is working next to you in case that person needs your help.

What to Do If an Emergency Occurs

1. **REMAIN CALM-DO NOT PANIC**.

2. Sound the pre-designated alarm response.

3. If a fire occurs, try to extinguish it with the proper fire extinguisher if there is no danger to you.

4. Evacuate the building.

5. Report the emergency: **DIAL 9-1-1.**

6. Notify and Supervise.

7. If there is no immediate danger, assist any injured persons and check to see if anyone has evacuated.

8. Supervisors will determine what shall be secured, turned-off, or de-activated during each emergency.

    - This shall include, but not be limited to: gas supplies, air compressors, electrical systems, hot water, and any ammonia systems.

    - When possible, District equipment such as forklifts, trucks, and/or cars should be removed from the premises and turned-off.

9. Close all fire doors.

Types of Emergency

1. **Earthquake**

    - If an exit is not nearby, get under anything solid (i.e. machines, desks, doorways).

    - Stay clear of windows.

    - If you are outside, get into the open away from buildings and power lines.

2. **Fire or Explosion**

    - Follow evacuation procedures to the letter.

    - Do not return to the building.

    - Assist Fire Department personnel, only as requested.

    - Keep clear of “emergency” vehicles.

    - Give first-aid (if trained) or assistance to any injured persons.

SECTION III. EARTHQUAKES

DISTRICT EMERGENCY OPERATING INSTRUCTIONS

Employee Responsibilities

- Follow the instructions of your Supervisor or appointed assistant.
- Know all available means of egress (exit).
- Know and understand emergency alarm signals.
- Remove objects from top of storage cabinets, bookcases, cabinets.
- Bolt (secure) all storage cabinets, file cabinets, and bookcases to the wall to prevent tipping and or falling.

Actions to Take “During” an Earthquake

- Get at least 15 feet away from all windows.
- Move toward the center or core of the building.
- Find shelter and take cover under a sturdy desk or table.
- Kneel down and cover your head with your arms.
- If in a wheelchair, take cover at desk by placing blotter, arms, etc. over your head or, if possible, go into a doorframe or inner wall. Protect the upper trunk position of your body.
- Remain in position for a few minutes, an initial shock usually lasts less than a minute, but other tremors can follow.
- Keep calm.

Actions to Take “After” an Earthquake

- Do **NOT** attempt to evacuate the building.
- Follow the instructions of your Supervisor.
- Stay away from outer walls, windows, glass, or temporary partitions, shelves, and free standing objects.
- Discourage the spreading of rumors.

Outside during an Earthquake

- Move to an open area away from buildings, overhead power lines.
- Do not touch downed power lines or objects touching power lines.
- Do not enter buildings unless they are deemed safe for re-entry.

In a Vehicle during an Earthquake

- Stop your vehicle in an open area, if possible, away from overpasses, power lines, etc.
- Remain inside your vehicle.

AFTER AN EARTHQUAKE

Employee Responsibilities

- Remain calm – assess your situation.
- Be prepared for aftershocks. They often cause more damage to buildings weakened by the initial shock.
- Help anyone who is hurt. Administer emergency first-aid (if trained) when necessary. Seek medical help for those who need it. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Check water, gas, and electric utilities. If damaged, shut off the lines at the mains.
- Do NOT light matches, use open flames, turn on lights or other electrical switches until certain there is no gas leak.
- If gas leakage is detected, open windows, leave the building, and report the situation to authorities.
- Check for fires. Put out fires immediately, if you can.
- If in a company building **Do Not Evacuate** until directed.
- Do not use telephones, except for extreme emergencies.
- Turn on a battery-powered radio or car radio, and listen for emergency bulletins.
- If the electricity is out, consume foods from the refrigerator, which will spoil, then use dried and canned food.
- Check to see that sewage lines are intact before permitting toilets to be flushed.

- Immediately clean up spilled medicines, drugs, chemicals, and other potentially harmful materials.
- Cautiously open any closet and cupboard doors- objects may fall on you.
- Check the building for structural damage.
- Use camp stoves and barbeques for emergency cooking.
- Wear sturdy shoes, in order to avoid injury.
- Be reassuring and helpful to personnel who may suffer psychological trauma.
- Don’t spread rumors; they often do great harm after disasters.
- Do not go sightseeing.
- Stay out of damaged buildings, aftershocks can shake them down.
- Cooperate with Public Safety Officials.
- Respond to requests for volunteer assistance from District Supervisors, Police, Fire Fighters, Civil Defense Personnel, and any relief organizations.

IV. BOMB THREATS

INTRODUCTION

Although many bomb threats turn out to be hoaxes, the small percentage that is true could have disastrous results. Thus, all bomb threats should be treated as though they are real.

Well in advance of any problem, the Safety Coordinator or Designee should contact the nearest bomb disposal unit, in order to determine what services are available. Some determinations must be made as to who will look for the bomb. Many public fire departments feel that their responsibility is to stand by should their services be needed, and do not join in on the search.

Identification of likely places in which to hide a bomb needs to be made. Bombs are usually placed in areas where they will cause the most disruption, such as boiler rooms or strategic equipment areas. Encourage Employees to report any suspicious packages, actions or conditions.

It is important that the person(s) answering the telephone be trained to properly handle calls from suspected bombers. Bombings are usually a mischievous retaliation of a disgruntled person. For personal gains, it becomes necessary for the bomber to make contact with the District. If a bomb threat is received over the telephone, the operator should obtain as much information as possible from the caller. The operator should attempt to discover how many devices are involved and at what time the devices are due to explode.
They should caution the caller that many innocent persons might be injured. The operator should also be particularly alert to listen and not interrupt the caller.

Once a bomb threat has been received, the Safety Coordinator will evacuate all non-essential personnel from the affected area; notify the local outside agencies, police and fire departments. If corporate policy permits, the safety coordinator should detail volunteers to look for the bomb. Bomb searchers must be familiar with the area to be searched and conduct a complete search.
Importantly, searchers must leave the area well before the device is set to explode, if a bomb is not found. The Safety Coordinator or Designee will determine an appropriate “all clear time period”. If a bomb is found, searchers should immediately leave the area and notify the Safety Coordinator or Designee.

V. RIOT AND CIVIL COMMOTION

There are many different disturbances to which a facility may be subjected. They can range from the acts of pranksters to mass armed aggression. Some of the more common causes of these disturbances are labor problems, racial tension, or public displeasure with company policy.

In the event of such minor disturbances as rock throwing and other acts of localized vandalism, the steps that should be taken include:

1. The Safety Coordinator or Designee will alert all Employees.

2. Contact the local law enforcement officials.

3. Encouraging all Employees to alert the Safety Coordinator or Designee promptly of any suspicious person(s) in the area.

In the event of major disturbances in which groups threaten life and property, it may be necessary to:

1. Contact the local law enforcement officials.

2. Make utilities and fire protection equipment as secure as possible.

3. Shut down the facility. Be certain that Employees:

    - Lock up vital information.

    - Secure their work areas as they would for an intended holiday.

    - Lock doors and draw shades or blinds on windows.

    - Lock and patrol all points of egress until police arrive.

Escort employees to their cars if necessary and ensure the area is accessible to emergency vehicles.

VI. FIRE AND EXPLOSION

Certain actions must be promptly undertaken when a fire or explosion occurs, in order to minimize its effect. The following, which will be supplemented or expanded to encompass unusual situations, will be the general plan:

1. The fire department must be notified. This should be done by telephone. If the sprinkler system is operating when the emergency is discovered, do not assume that an alarm has been transmitted to the fire department.

2. The emergency area should be identified internally using some other audible system. This should summon the responsible people and serve as an evacuation alert to Employees.

3. The Safety Coordinator or Designee should be notified promptly in order to initiate appropriate action.

4. The orderly evacuation of non-essential personnel should be monitored.

5. All available means of fire extinguishments should be used. It must be understood that employees are not trained fire fighters and the suppression of any fire beyond the use of portable fire extinguishers shall be discouraged.

6. An accurate head count must be taken to ensure that all Employees are accounted for prior to the fire department arriving. Meet the fire department and report the head count and location of the fire.

7. Initiate traffic control. All unnecessary traffic should be routed away from the premises to ensure that emergency equipment has access to the facility.

8. Any injuries to Employees shall be reported to the Safety Coordinator or Designee to insure that prompt medical care can be obtained.

Fire Prevention Program

A **Fire Brigade** can be formed consisting of a group of competent employees who shall qualify according to the criteria listed below.

- Trained in the use of fire extinguishers and other fire fighting equipment.

- They are to respond to the point of emergency, and:

    1. Assist in the evacuation of fellow employees to the nearest exits.

    2. Carry out rescues and render first aid.

    3. One person should be stationed outside to make certain that outside help will report to the proper location.

    4. One person should be stationed outside to make certain the employees are properly directed.

    5. Remember, Employees are not to assume the role of a fire fighter.

Alarms and emergency communications equipment need to be tested at least every six months. Mock evacuations need to be conducted at least every six months. An unannounced evacuation will be conducted at least once a year.

Records of all training and drills will be maintained and retained for a minimum of 5 years.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

EMERGENCY FIRST-AID ACTION

INTRODUCTION

A sudden illness or physical injury can strike anyone at anytime. Medical authorities state that some 10,000 victims per year die or suffer disabling effects from the lack of proper care immediately after an accident, disaster or the start of an illness.

In a major disaster, telephone lines to emergency services may be overloaded or damaged. This section offers District directions for initiating basic emergency medical services.

When a person stops breathing, death may occur within 4 to 6 minutes. When a person is bleeding badly, they may die within about fifteen (15) minutes unless the bleeding is stopped.

Remember, in an emergency, seconds and minutes can make the difference between life and death. Decisive, quick, and proper action can save a fellow employees life.

In an accident occurring on the District premises, whereby it is determined that it is in the best interest of the victim to be transported to the nearest medical facility, it will become the responsibility of the person making such a judgment to notify the medical facility that the victim is in transit to their facility.

When calling for help:

- If an injured Employee is in distress, but is breathing, telephone for help at once.

- If the Employee is not breathing, help first and telephone later, or get someone else to make the call.

What to say:

- Give the telephone number from which you are calling.

- Give the District's name and address and any special description of how to get to the victim.

- Describe the victim's condition as best as you can (i.e. "burn," "bleeding," broken bones."

- Give your name.

- **DO NOT HANG UP!** Let the emergency person end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives.

NOTE: There will be a "Red Cross or equivalent" first-aid trained person among our employees who are working at any given time.

SECTION I. CHOKING

Anything stuck in the throat blocking the air passage can stop breathing and cause unconsciousness and death within 4 to 6 minutes.

Do not interfere with a choking victim who can speak, cough, or breath. However, if the choking continues without lessening, seek medical help.

If the victim cannot speak, cough, or breathe, immediately have someone call for emergency medical help while you take the following actions:

1. For a conscious victim:

    - Stand just behind and to the side of the victim who can be standing or sitting. Support the victim with one hand on the chest. The victim's head should be lowered. Give 4 sharp blows between the shoulder blades. If unsuccessful:

- Stand behind the victim, who can be standing or sitting, wrap around their middle just above the navel. Clasp your hands together in a doubled fist and press in and up in quick thrusts. Repeat several times. If still unsuccessful, repeat 1 & 2 until victim is no longer choking or becomes unconscious.

2. For an unconscious victim:

- Place the victim on the floor or ground and give rescue breathing. If the victim does not start breathing, and it appears that your air is not going into the victim's lungs:

- Roll the victim onto their side, facing you, with the victim's chest against your knee and give 4 sharp blows between the shoulder blades. If the victim still does not start breathing:

- Roll the victim onto their back and give one or more manual thrusts. To give the thrusts, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press the victim's abdomen with a quick upward thrust. Do not press to either side. Repeat 4 times if needed.

- Clear the airway:

- Hold the victim's mouth open with one hand using your thumb to depress the tongue. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion reach into the victim's throat and feel for a swallowed foreign object, which may be blocking the air passage. Repeat 1 through 4 until successful.

SECTION II. BREATHING

Breathing is the most critical thing we must do to stay alive. A primary cause of death is the lack of air.

Be careful approaching an unconscious person, they could be in contact with electrical current. If that is the case, turn off the electricity before you touch the victim.

There are hundreds of other possible causes of unconsciousness, but the first thing you must check for is breathing:

1. Try to awaken the person. Shake the victim's shoulder vigorously. Shout, "Are you all right?"

2. If there is no response, check for signs of breathing.

SECTION III. ELECTRICAL SHOCK

Normal electrical current can be deadly, and it is all around us.

1. Do not touch a person who has been in contact with electrical current until you are certain that the electricity has been turned off. Shut off the power at the plug, circuit breaker, or fuse box.

2. If the victim is in contact with a wire, where the power cannot be shut-off, use a dry stick to remove it,

3. Check for breathing, if the victim's breathing is weak or has stopped, give rescue breathing immediately.

4. Call for emergency help, and while you wait for help to arrive, keep the victim warm.

SECTION IV. HEART ATTACK

Heart attack is the number one killer of adults over the age of 35. Many heart attack victims die needlessly, because they do not get help in time.

Warning signs include:

1. Severe squeezing pains in the chest.

2. Pain that radiates from the chest into the arm, neck or jaw.

3. Sweating and weakness, nausea or vomiting.

4. Pain that extends across the shoulders to the back.

If the victim is experiencing any of these sensations, take no chances, call for emergency help at once. Two critical life-threatening things happen to the victim of a heart attack:

1. Breathing slows down or stops.

2. The heart slows down or stops pumping blood.

If the victim is not breathing, give rescue breathing immediately, and have someone call for emergency help.

SECTION V. SEIZURE

A seizure is an alarming sight. A person's limbs jerk violently, eyes may roll upward, and breathing may become heavy with dribbling or frothing at the mouth.

Breathing may stop in some seizures. The victim may bite their tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth.

During the seizure:

1. There is little you can do to stop the seizure.
2. Call for help.
3. Let the seizure run its course.
4. Help the victim to lie down flat and keep from falling.
5. Loosen any restrictive clothing.
6. Use no force and do not try to restrain a seizure victim.

After the seizure check to see if the victim is breathing. If not give rescue breathing at once. Check to see if the victim is wearing a **Medic Alert Bracelet,** it describes emergency medical requirements.

Check to see if the victim has any burns around the mouth. This would indicate poison ingestion.

The victim of a seizure or convulsion may be conscious, but confused and not talkative when the intense movement stops. Stay with the victim.

Be certain that breathing continues. Then, when the victim seems able to move, get medical attention.

SECTION VI. POISONING

At this Facility, as well as at home and most everywhere, people are in contact with poisons. **Material Safety Data Sheets (MSDS's)** are to be maintained on all chemicals used.

They will contain the instructions on what actions are to be taken. Many poisonous products are not listed such as some paints; paint thinner, glues, gas and other petroleum products.

If there is a reason to believe a victim has been accidentally poisoned:

Take the following actions:

1. **Call the Poison Control Center: 213-484-5151.**

2. If transportation to a medical facility is necessary, be sure to take the suspected item and container with you.

3. If the victim is unconscious, make sure the victim is breathing. If not, tilt the head back and perform mouth-to-mouth breathing. Do not give the victim anything by mouth. Do not attempt to stimulate the victim. Call the paramedics immediately.

4. If the victim is vomiting, roll them on the left side so that the victim will not choke on what is brought up.

5. Be prepared. Determine and verify the Poison Control Center telephone number and refer to the District Emergency Action Telephone List.

SECTION VII. DRUG OVERDOSE

A drug overdose is a poisoning. Alcohol is as much a poison as stimulants, tranquilizers, narcotics, hallucinogens or inhalants. Don't take drunkenness lightly. Alcohol in combination with certain other drugs can be deadly.

1. Call for emergency help at once.

2. Check the victim's breathing and pulse. If breathing has stopped or is very weak, give rescue breathing.

   CAUTION: Victims being revived of alcohol poisoning can be violent. Be careful, they can harm themselves and or others.

3. While waiting for help:

   - Watch the victim's breathing.
   - Cover the person with a blanket, for warmth.
   - Do not throw water on the victim's face.
   - Do not give liquor or a stimulant to the victim.

SECTION VIII. BURNS

Burns in this section will be divided into three classes:

1. **MINOR BURNS** – caused by fire, covering only a small area of the body. These burns can be treated with cold water for 20 to 30 minutes to relieve swelling and pain. Do not use grease of any kind. Grease traps heat and continue the burning process.

2. **SERIOUS BURNS** – require prompt professional care. Call for help immediately.

    - Wrap the victim with a serious burn caused by fire, in a clean sheet or towel that has been moistened at a warm temperature.

    - Do not attempt to clean the burns or remove the clothing or other particles attached to the burned area. Keep the victim lying down, calm and reassured.

3. **CHEMICAL BURNS** – Wash with large amounts of cool running water. Get the victim under a cool shower if possible. Remove all chemical soaked clothing immediately. Avoid contact with the soaked clothing. Continue water flushing for at least 10 minutes. If emergency medical attention is not on site by this time, wrap the victim in a clean sheet; keep the victim calm and reassured.

SECTION IX: BLEEDING

The best way to control bleeding is with direct pressure over the site of the wound:

1. Use a pad of sterile gauze from the emergency first aid kit.

2. A sanitary napkin, a clean handkerchief, or even your bare hand, if necessary, will do.

3. Apply firm steady direct pressure from 5 to 15 minutes. If bleeding is from a foot, leg or arm, use gravity to help slow the flow of blood. Elevate the limb so that it is higher than the victim’s heart.

SECTION X: HEAD INJURIES

If there is bleeding from the ear, it usually means that there is a skull fracture.

1. Special care must be taken to stop any scalp bleeding when there are suspected skull fractures. Bleeding from the scalp can be very heavy even when the injury is not too serious.

2. Don’t press too hard. Be extremely careful when applying pressure over the wound so that bone chips from a possible fracture will not be pressed into the brain.

3. Always suspect a neck injury when there is a serious head injury. Immobilize the head and neck.

4. Call for emergency help. Let a professional medical person clean the wound and stitch it if necessary.

5. Do not give alcohol or other drugs. They may mask important symptoms.

SECTION XI. INTERNAL BLEEDING

Warning signs: Coughing or vomiting of blood or “coffee ground” materials. These symptoms require immediate medical attention.

1. Have the victim lie flat and breathe deeply.

2. Do not let the victim take any medication or fluid by mouth until seen by a doctor who permits it.

3. Obtain emergency medical help immediately.

SECTION XII. BROKEN BONES

Broken bones usually do not kill. Do not move the victim unless the victim is in immediate danger of further injury.

Broken bones usually are a result of a severe blow requiring medical assistance or other means.

Check for breathing, if necessary, give rescue breathing; bleeding, apply direct pressure over the site if necessary; shock, keep the victim calm and warm.

1. Call for emergency help.

2. Do not try to push broken bones back into place if it is sticking out of the skin. Apply a moist dressing to prevent drying.

3. Do not try to straighten out a fracture. Let a doctor or trained person do that.

4. Do not permit the victim to walk about.

5. Splint unstable fractures to prevent painful motion.

SECTION XIII. SMOKE INHALATION

If trapped in a smoke-filled room or space, stay low, and crawl if necessary to the nearest exit. Cover your nose and mouth with a damp cloth, if possible.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

EMPLOYEE SAFETY TRAINING

GENERAL

Personal training in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or systems are the most important elements in achieving safe operations.

Supervisors will be responsible to assure all newly assigned individuals receive adequate training in their job titles and descriptions before beginning work.

ON-THE-JOB-TRAINING

Primarily Supervisors and Lead Persons will accomplish on-the-job-training for the individual Employee. The training will consist of and not be limited to:

District's Code of Safe Practices.

Personal Protective Equipment Usage.

Equipment used on the job.

Procedures to use for reporting fires, emergencies, all injuries and incidents.

Specific hazards associated with the job.

General hazards encountered in the work area and how to recognize them.

Treatment of first aid of minor injuries.

If an Employee demonstrates, through incidents or continued unsafe acts, that they do not understand the safety requirements of their job, personal training programs will retrain the Employee, repeat on-the-job-training, or will be personally counseled by the Employee's Supervisor.

The results of the retraining will be forwarded to the Safety Coordinator or designee for review.

SPECIALIZED TRAINING

Specialized training will be required from time to time for special areas of operations and to meet specific requirements of unique tasks.

These will include special equipment for personnel working with or exposed to toxic or corrosive chemicals, storage of toxic or corrosive liquids or solids and other special requirements.

SUPPLEMENTAL TRAINING

Supplemental safety training and promotion of safety activities will be accomplished by the Safety Coordinator or Designee to include hands on training, safety videos and color slide presentations in various work activities, promotional literature such as Safety Posters, Booklets, and other media.

An appropriately designed safety board is available to display safety information.

ENVIRONMENTAL HEALTH

The Safety Coordinator or Designee will maintain close association with environmental health activities to coordinate District requirements for those functions falling within their purview.

There is a direct relationship between accident prevention and occupational health. For example, some industrial chemicals present a variety of serious hazards to health and property when improperly handled.

That is, depending on conditions, the vapor from chemicals can ignite or explode; it can cause dizziness or death when inhaled, or dermatitis when touched.

The Safety Coordinator or Designee and the local Health Department will cooperate in their efforts to ensure the success of the safety program and to minimize occupational health and safety hazards.

SAFETY MEETINGS

A major element of our safety program is personal communication with our Employees. The Safety meeting is an excellent way to personally communicate with our Employees on the subject of health, safety and loss control.

1. We will cover the safety aspects of each day's work tasks, this will help us and our Employees to stay focused on controlling or eliminating accidents, incidents or near misses.

2. The Supervisor should review the topic before the meeting. This will allow time to think of personal examples relating to the topic.

3. Supervisors will not allow the safety meetings to become a complaint session. The purpose is to discuss the topic at hand.

4. Supervisors will discuss any accidents or close call incidents (if any) with the Employees. The purpose of this discussion is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.

5. Supervisors will document the safety topic covered. The safety-meeting document must be signed and dated by the Supervisor and by Employees.

6. Supervisors are responsible for turning in the safety meeting documents at the end of each meeting.

7. The safety meetings will aid the District in determining if additional Employee training is needed and identify areas where corrective actions are necessary.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ERGONOMICS

The District has established an effective ergonomics program designed to prevent **work-related musculoskeletal disorders (WMSD's).**

In our program we define the key elements of an effective program in a format that allows us to tailor the information to a particular work setting or situation.

WRITTEN PROGRAM

Effective implementation of the District's ergonomics program requires written documentation of policies for job safety, health and ergonomics that is endorsed by the highest level of management.

EMPLOYEE INVOLVEMENT

Employees often have special insights into ways of improving their own jobs, especially if given the proper training in ergonomic principles. Participation often helps pave the way to accept change.

Management will encourage Employee participation in corrective change. Methods to include Employee input include:

- Suggestion/complaint system to allow workers to voice concerns to management and to provide feedback without fear of reprisal.

- Interviews with employees when job evaluations of their workstations are made.

- Employee surveys to identify potential symptoms.

- Documented procedure that encourages prompt and accurate reporting of signs and symptoms of **Cumulative Trauma Disorders (CTD)** by Employees so that they can be evaluated and treated as needed.

RECOGNITION OF ERGONOMIC PROBLEMS

Systematic approaches to job analysis are needed to identify ergonomic problems.

1. **Records Review**

   a. **<u>One-Time Records Review:</u>** The District shall insure that a one-time review of our existing records for the three-year period ending on the date the review is initiated to determine whether Employees have reported symptoms or been diagnoses with any CTD or whether records indicate that a CTD risk exists at the workplace.

   b. The OSHA 300 log review will contain information about what kinds of injuries have occurred on which jobs. These may need to be supplemented with information from the "First Report of Injury", Workers' Compensation or safety records. School district's are not required to maintain or post OSHA logs, but may do so for their own usage.

   c. **<u>Reporting:</u>** The District will implement an effective procedure to encourage Employees to report verbally or in writing, CTD symptoms or risk without fear of reprisal or discrimination.

   d. If any Employee is unable to write, the District will transcribe the verbal report to writing. All written reports and documentation shall be maintained for a period of 5 years.

2. **Worksite Evaluation**

The District will promptly perform an ergonomic evaluation when an Employee reports a CTD symptom that is likely to be work-related, an Employee is diagnosed with a CTD as indicated from the records review, or the District obtains information that identifies CTD risk for a specific job task in the workplace.

The purpose of this evaluation is to ensure that the District recognizes any ergonomic problems that exist and to identify areas for potential improvement.

The worksite evaluation can be accomplished in several ways to include:

- Walk-through hazard surveys and observation of job tasks.
- Job checklists.
- Still photographs or camcorder recordings of selected job/activities.
- Formal job analysis including methods analysis, risk factor identification and detailed ergonomic evaluations.

  Worksite evaluations need to be repeated if control measures are implemented which affect any work activity in the workplace, new processes, procedures or work activities which may increase CTD risk are introduced into the workplace or if the District acquires information that the initial worksite evaluation was deficient.

3. **Employee Surveys/Interviews**

In conjunction with a worksite evaluation, Employee surveys and/or interviews should be conducted to determine if they recently experienced or are experiencing CTD symptoms related to CTD risk at the workplace.

This inquiry should include the nature of the symptoms and which work activities, if any, seem to precipitate these symptoms.

ERGONOMIC PROGRAM ELEMENTS

Program elements are to be adapted as appropriate, to the size and resources of the work place.

1. **Hazard Prevention and Control**

   After ergonomic hazards are identified through records review and worksite analysis, the next step is to design measures to prevent or control these hazards. Control measures are necessary when any work-related CTD risk causes or aggravates CTD symptoms or when job activities are substantially likely to result in the development of a CTD. Control measures include:

   - **Engineering Controls:** Engineering controls are the preferred method of control as possible. The goal of an effective ergonomics program is to design the job to fit the worker, not to force the worker to fit the job. Designing or modifying the workstation, the work methods and tools to eliminate awkward postures, to eliminate excessive exertion and to decrease repetitive motion, can accomplish this.

   - **Work Practice Controls:** Key elements of a good work practice program for ergonomics include proper work techniques, Employee conditioning, regular monitoring and feedback, and adjustment, modifications and enforcement.

   - **Administrative Controls:** An effective ergonomics program will include administrative controls that decrease the duration, frequency and severity of exposures to ergonomic stressors. Administrative controls include: decreasing the number of repetitions per Employee by reducing production rates and limiting overtime hours; providing scheduled rest pauses; using job rotation to rotate Employees among other jobs that use different muscle-tendon groups; increasing the number of Employees assigned to perform tasks; job enlargement to increase scope of assigned tasks.

   - **Personal Protective Equipment (PPE):** PPE should not be used as a substitute for engineering, work practice and administrative controls. Appropriate PPE should accommodate the physical requirements of the worker and jobs and be available in a range of sizes. Proper fit is essential.

2. Medical Management

The District shall make available at no cost to the employee, effective medical management when any employee reports a CTD symptom. Methods to identify and treat employees with CTD symptoms will be developed. Early recognition is important since the sooner the symptoms are identified, the better the chances for effective and less costly treatment.

Methods of symptom identification include: Employee-training sessions in which Employees are instructed to identify problems, Employee surveys or periodic physical examinations.

Steps should be taken to ensure that once Employee reports symptoms, standardized procedures are followed for evaluation and treatment. Medical management will include early detection and evaluation of work-related CTD's and CTD symptoms by a qualified medical evaluator.

3. Training and Education

The purpose of training and education is to ensure that Employees are informed about basic ergonomic hazards to which they may be exposed so that they are able to participate actively in their own protection.

Training allows Managers, Supervisors and Employees to understand ergonomic and other job hazards, prevention and control of hazards and medical consequences. This program is designed and implemented by qualified individuals.

General Training These training sessions should be given to Employees who are potentially exposed to ergonomic risks to provide basic information about CTD symptoms and ergonomic principles used to prevent injuries.

Job Specific Training Each newly hired Employee should receive training in proper work procedures and in safe use of machines/equipment.

Training should also be provided to Employees where there are changes in work procedures, when new machines or equipment are used and when changes have been made after an ergonomic evaluation.

THREE STEP ERGONOMICS PROGRAM FOR VDT OPERATORS

Step One: Implementing the VDT Checklist:

1. The Operator is encouraged to report to management any physical problems that the Operator associates with the use of the VDT workstation?

2. Is the operator free of physical problems that the Operator associates with the use of the VDT workstation?

Step Two: Consider all Option:

1. VDT Operators:

    - Develop and implement problem-reporting procedures.

    - If a quick fix to the work practice or workstation will not work, consider an evaluation for physical problems reported as being associated with VDT use.

2. Lighting and Glare:

    - Use blinds or curtains over windows that create glare.

    - Position VDT operator and monitor so that direct light is not in the Operator's eyes or reflected on the monitor.

    - Install a dimmer switch and/or remove some light bulbs.

    - Turn off some overhead light and use task lighting, if needed.

    - Install a glare screen on the monitor.

3. Workstation Seating

    - A chair adjustable for height and tilt of seat pan and backrest.

    - Any other chair, which allows the Operator to assume safe neutral working postures as, described above. Arm rests, if present, should be removable or adjustable.

- Provide a lumbar support cushion if chair does not provide adequate back support.

- Provide a footrest if VDT user's feet do not rest firmly and comfortably on the floor.

4. Keyboards, Monitors and Work Surfaces

- Provide work surfaces with adequate space for VDT's, accessories and any work materials.

- A bi-level table easily adjustable for screen and keyboard height.

- A lower or higher desk or table.

- A height adjustable keyboard that that can be attached to existing desk or table.
- Raise or lower monitor by putting it on, or removing it from, the top of hard drive, boxes or books.

- Adjustable monitor arm.

- Eye exam for VDT Operator and a new prescription for glasses if necessary.

5. Work Practices

- Place documents and equipment in front of Operator.

- Frequent periods of alternative work, or rest, which allow a brief respite from key stroking.

- Vary the job tasks

- Sensible job demands

- Adequate training.

6. VDT Workstation Accessories

- Padded surfaces for wrists.
- Work surface large enough to accommodate all equipment within comfortable reach.
- Document holder adjustable to screen height.
- Telephone headset for Employees who engage in more than occasional simultaneous use of telephone and VDT.

Step Three: Developing a Plan:

Once we have become familiar with our VDT workstations and our options, the next step is to decide whether management or the VDT Operators should or need to make any changes. If the answer is yes, then it's time to develop a Plan.

This means we will choose the specific changes needed to make (from the Options suggested in Step Two) a set a schedule. We will decide whether and how to make improvements that will depend on our financial resources, and how to define the priorities and input from our employees.

Adjustable equipment is convenient for workstations used by more than one Employee, because the workstation can be modified instantly and easily to suit the needs of each. We find that reorganizing a workstation will assist the Employee in a more comfortable and ergonomically safe workstation.

Training is a must to prevent ergonomic injuries to the Employees and Supervisors. When training the Employees, we inform the Employees how things are done in our business with what equipment is used and what work practices are to be followed.

Hands on training are provided allowing for ample opportunity for questions and answers, as a way to get the message across.

The ergonomic program should prevent, eliminate and/or reduce occupational exposure to ergonomic hazards on the job. Employees will accomplish this through identification and intervention by the employer and through implementation.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

FALL PROTECTION PROGRAM

The District has adopted the new fall protection requirements and will determine if the walking and working surfaces on which it's Employees are to work have the strength and structural integrity to support Employees safely. Employees will be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

Unprotected Sides and Edges

Each Employee on a walkway/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level will be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

Leading Edges

Each Employee who is constructing a leading edge 6 feet or more above the lower levels will be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems.

Exception: When the District can demonstrate that it is infeasible or creates a greater hazard to use these systems, the District will develop and implement a fall protection plan that surpasses the fall protection requirements set forth in California Code of Regulations, Title 8 1670.

If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

Hoist Areas

If guardrail systems (or chain gate or guardrail) or portions thereof are removed to facilitate the hoisting operation (during landing of materials) and an Employee must lean through the access opening or out over the edge of the access opening (to receive or guide equipment and materials), that Employees will be protected from fall hazards by a personal fall arrest system.

Ramps, Runways, and Other Walkways

Each Employee on ramps, runways, and other walkways will be protected from falling 6 feet or more to lower levels by guardrail systems.

Dangerous Equipment

Each Employee less than 6 feet above dangerous equipment will be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.

Each Employee 6 feet or more above dangerous equipment will be protected from fall hazards by guardrail systems, personal fall arrest systems or safety net systems.

Wall Openings

All Employees working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, will be protected from falling by use of a guardrail system, safety net system, or a personal fall arrest system.

Walking/Working Surface Not Otherwise Addressed

Each Employee on a walking/working surface 6 feet or more above lower levels will be protected from falling by a guardrail system, safety net system or personal fall arrest system.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

The District will provide and install all fall protection systems for an Employee before that Employee begins the work that necessitates the fall protection.

Guardrail Systems

Guardrail systems and their use will comply with the following provisions:

- Top edge height of top rails, or equivalent guardrail system members will be 42 to 45 inches above the walking/working level.

- Midrails, screens, mesh; intermediate vertical members or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.

- Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.

- Intermediate members (such as balusters), when used between posts, will be not more than 19 inches apart.

- Other structural members (such as additional midrails and architectural panels) will be installed such that there are no openings in the guardrail system that are more than 19 inches wide.

- Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.

- When the 200 pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.

- Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.

- Guardrail systems will be so surfaced as to prevent injury to an Employee from punctures or lacerations and to prevent snagging of clothing.

- The ends of all top rails and midrails will not overhang the terminal posts, except where such overhand does not constitute a projection hazard.

- Steel banding and plastic banding will not be used as top rails or midrails.

- Top rails and midrails will be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6-foot intervals with high visibility material.

- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.

- When guardrail systems are used at holes, they will be erected on all unprotected sides or edges of the hole.

- When guardrail systems are used around holes used for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a secure cover or a guardrail system will be provided along all unprotected sides or edges.

- When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they will be provided with a gate, or be so offset that a person cannot walk directly into the hole.

- Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems and their use will comply with the provisions set forth below:

- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.

- Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.

- Dee-rings and snap hooks will have a minimum tensile strength of 5,000 pounds.

- Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking or taking permanent deformation.

- On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions on the lifeline.

- Horizontal lifelines will be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.

- Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.

- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with a lifeline or lanyard in the fully extended position.

- Ropes and straps (webbing) used in lanyards, lifelines and strength components of full body harnesses will be made from synthetic fibers.

- Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per Employee attached.

- Full body harnesses and components will be used only for Employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

- Personal fall arrest systems will be inspected prior to each use for wear; damage and other deterioration and defective components will be removed from service.

POSITIONING DEVICE SYSTEMS

- Positioning devices will be rigged such that an Employee cannot fall more than 2 feet.

- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an Employee's fall or 3,000 pounds, whichever is greater.

- Connectors will be drop forged, pressed steel, or made of equivalent materials.

- Connectors will have a corrosion-resistant finish and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.

- Connecting assemblies will have a minimum tensile strength of 5,000 pounds.

- Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking or taking permanent deformation.

- Positioning device systems will be inspected prior to each use for wear; damage and other deterioration and defective components will be removed from service.

- Full body harnesses and components will be used only for Employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

SAFETY MONITORING SYSTEMS

Safety monitoring systems and their use will comply with the following provisions:

- The District will designate a Competent Person to monitor the safety of other Employees and the District will ensure that the safety monitor complies with the following:

    1. The safety monitor will be competent to recognize fall hazards.

    2. The safety monitor will warn the employee when it appears that the Employee is unaware of a fall hazard or is acting in an unsafe manner.

    3. The safety monitor will be on the same walking/working surface and within visual sighting distance of the Employee being monitored.

    4. The safety monitor will be close enough to communicate orally with the Employee.

    5. The safety monitor will not have other responsibilities, which could take the monitor’s attention from the monitoring function.

- Each Employee working in a controlled access zone will be directed to comply promptly with fall hazard warnings from safety monitors.

TRAINING REQUIREMENTS

Training Program

The District will provide a training program for each Employee who might be exposed to fall hazards. The program will enable each Employee to recognize the hazards of falling and will train each Employee in the procedures to be followed in order to minimize these hazards.

The District will assure that a competent person qualified in the following areas has trained each Employee, as necessary:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail system, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each Employee in the safety monitoring system when this system is used.
- The role of Employees in fall protection plans.

Retraining

When the Supervisor has reason to believe that any affected Employee who has already been trained does not have the understanding and skill required by the above paragraph, The District would retrain each such Employee. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete.

- Changes in the types of fall protection equipment to be used render previous training obsolete.

- Inadequacies in an affected Employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

The District's policy regarding any Contractor performing work on District premises shall conform to the District's established Fall Protection Program.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

FIRE PREVENTION AREA SAFETY

INTRODUCTION

A fire safety program should be concerned with both fire prevention and fire protection. Unfortunately, many School Districts' place their entire emphasis on fire protection equipment and neglect what should be the most effective means of fire protection which is preventing fires.

A basic fire prevention program should include policies and procedures that address fire safety concerns, regularly scheduled fire inspections and a preventive maintenance program for high fire-risk equipment.

An effective program should include fire related items to help identify and correct hazardous situations before a fire loss occurs. Hazard identification forms are included in the manual.

Fire protection equipment and emergency procedures should be selected and designed to minimize loss of life and property damage once a fire occurs.

This equipment should be included in the self-inspection and preventative maintenance programs to ensure proper operation in the event of a fire emergency. Fire procedures and evacuation plans should be reviewed periodically and revised to meet the needs of any building or operational change.

The following information offers basic fire prevention and protection guidelines for common educational operations based on studies of school and other structural fires. Unique and unusual fire hazards may be found at any location and special protective measures, not specifically mentioned in this section may be warranted.

The local fire department should be consulted regarding the applicable local codes, but for reference, general citations from the National Fire Protection Association (NFPA) and Cal/OSHA have been provided.

OPERATIONS

Flammable Liquid Storage

- No flammables or combustibles are to be stored beneath stairways.
- Flammable liquids should be stored outside whenever possible.
- Indoor storage of flammable liquids must be stored in NFPA approved cabinets.
- Indoor stockpiling of flammable liquids outside of approved cabinets should not occur.
- Refillable flammable liquid containers should be approved/listed types with self-closing lids and spark arresters in the spout.
- Self-closing flammable waste containers should be used for disposal of chemical soaked rags.
- Flammable waste should be emptied outside all buildings at the end of each day.

Smoking

- No smoking should be permitted anywhere near flammables and highly combustible materials.
- Trash containing cigarette butts should be emptied outside the buildings after meetings/activities.

Housekeeping Procedures

- Good housekeeping practices should be enforced.
- Regular inspections should be made on all storage areas.
- Keys should be readily available for inspections and for emergency access.

ELECTRICAL HAZARDS

Extension Cords

- To be used for temporary, short term operations only.
- No substitute for permanent, approved wiring.
- Should not be run across aisle ways.
- Must be rated for the current draw by the equipment/appliance.
- Three-wire, grounded cords should be used with three-wire grounded equipment.

Electrical Outlets

- Should have three-slot, ground receptacles.
- Two-slot receptacles should utilize adaptor plug with ground clip/wire attached to cover plate screw.
- Connections behind equipment subject to crushing damage need spacer blocks.
- Octopus electrical connections should be rerouted for more balanced load.

- Exterior receptacles or receptacles in damp areas should have ground fault circuit interrupters,

Older Structures

- May have problems with electrical overloading, use fused outlet strips.
- Should be upgraded by competent electrician.
- Bridging of fuses/blocking of circuit breakers not permitted.
- Fuses/breakers need the UL seal.
- Fuses should be size specified in panel.
- Fuses/breakers should be labeled.

Electrical Panels

- Panels/disconnect boxes should be labeled.
- Panel area needs a three foot clearance.
- All panels, boxes, switches, outlets need cover plates or closable secure doors.
- Lockout/blockout all energized switches whenever electrical work is being performed.
- Surge protection should be provided for areas with sensitive electronic equipment like computers.

HEATING SYSTEMS AND EQUIPMENT

Defective/Misused Systems

- Overheated chimneys/exhaust stacks on furnaces are often caused by poor maintenance.
- Automatic system shut-offs/limit switches on heating/cooling systems should have a yearly inspection.
- Furnaces/boilers need a yearly inspection and cleaning.
- Chimneys and exhaust stacks need inspection/repairs before system use in fall to insure that they are not blocked.

Firing of Heating System

- Systems often overtaxed by failure to maintain moderate temperature.
- Overtaxed systems result in overheated exhaust stacks and chimney fires.
- Maintenance personnel should utilize extreme care when heating devices are first fired.

Auxiliary Heating Devices

- Portable electric space heaters should be UL listed and equipped with an automatic shutoff which activates when the unit is tipped over.
- Avoid placement of space heaters near boxes, paper or other combustibles.
- Avoid use in areas with flammable liquids or combustible dusts.
- Avoid use in high traffic areas.

FIRE EXTINGUISHERS AND EQUIPMENT

Extinguisher Selection (CCR, Title 8, 6151)

- Select and place extinguishers according to fire hazards in each zone or area.
- Water extinguishers have a Class A rating and are used where paper/wood are most serious fire hazards.
- Carbon dioxide or CO-2 extinguishers have BC ratings and are used for flammable liquid or electrical fire hazards.
- Dry chemical extinguishers have BC or tri-class, ABC fire ratings.
- Obsolete soda acid and inversion-type extinguishers are not approved and should be replaced.

Halon Extinguishing Agent

- Extinguishers (Halon 1211) or automatic systems (Halon 1301) should be considered for computers and sensitive electronic equipment.
- Dry chemical agent has a corrosive effect on printed circuitry.
- CO-2 does not have a Class A rating for paper/wood combustibles found in most areas,
- Halon 1211 leaves no residue, is non-corrosive and units of nine pounds and greater have tri-class ABC ratings.
- Halon 1211 is twice as effective as CO-2 and has twice the range.
- Halon 1211 is toxic at excessive levels in confined spaces.
- A licensed extinguisher contractor needs to inspect all extinguishers on a yearly basis.

Extinguisher Location/Inspection

- Locate along normal traffic paths, conspicuously mounted and marked.
- Each fire extinguisher needs to be internally inspected monthly, dated and initialed by inspecting person.
- CO-2 units should be weighed every six months, recharged if weight loss exceeds 10 percent of full unit weight.
- Extinguisher maintenance must be completed annually to check the condition of mechanical parts, agent, expelling means, etc.
- Recharging/repairs should be made by a licensed contractor.

Kitchen Automatic Extinguishing Systems

- Consider for range, hood, and duct and fryer protection.
- Use a dry chemical agent.
- Should include automatic gas shut-offs for appliances covered by the system.

Fire Hose

- Inspect monthly for damage, leaking valves, accessibility.
- Remove hose from rack yearly and examine for damage.
- Fire hoses are never to be used by District Employees to fight fires, only fire fighting personnel are authorized to use the hoses.

Employee Training

- All Employees need hands on fire extinguisher training yearly.

FIRE DETECTION SYSTEMS

Smoke/Heat Detector Selection

- Photoelectric smoke detectors installed in areas subject to smoldering fires.
- Ionization smoke detectors installed in areas subject to flame and open fires.
- Combination detectors provide photoelectric and ionization protection.
- Heat detectors are usually installed in confined areas or over equipment where flaming fires are expected.

Smoke Detector Systems

- Low cost systems with automatic tie to fire department or monitoring service are recommended.

Smoke Detector Placement

- Should be considered for all major buildings.
- Install units on or near ceilings where smoke is likely to pass.
- Install detectors at the top of stairs and on each building level.

Automatic Detection/Sprinkler Systems

- Sprinkler system equipment should be installed, tested, maintained according to manufacturer’s specifications.
- Building personnel should be well versed in sprinkler system operation.

EMERGENCY EVACUATION PLANS

Emergency Procedures

- All personnel should know the procedure for summoning the fire department.
- Fire evacuation plan and emergency telephone numbers should be developed and posted in each area.
- Provisions should be made for evacuation of handicapped persons.
- Special events/activities should be evaluated to ensure maximum room occupancy is not exceeded and adequate number of exits is available.
- Emergency lighting should be installed in all interior stairs/corridors and all normally occupied areas except administrative areas, personal classrooms and mechanical/storage rooms.

Practice Drills/Alarms

- Conduct fire exit drills monthly in elementary and intermediate schools, twice each school year for secondary schools.
- Conduct drills at different hours of the day.
- Document drills in school records.
- Confirm building drill schedule with state and local fire officials.
- Test fire alarm pull boxes on a regular basis and document.

Fire Exits

- The means of egress such as stairs, aisles, corridors leading to an exit must be illuminated and have readily visible signs above exits.
- Exit doors should open outward.
- Exit doors should have panic bar hardware or be kept unlocked during occupancy.
- Exit ways should be kept in good condition and free of obstructions.
- No building modifications should be made that will defeat or reduce the architectural fire protection/evacuation provisions.

Flame proofing

- All draperies, curtains, decorations and other similar furnishings must be flame resistant.
- Flame proofing may be performed by commercial laundries with fire department approval.
- Fire departments may suggest other means of flame proofing.
- Art work should not be placed on walls near exit access doors.
- Art work/teaching materials on walls should not exceed 20 percent of the wall area.

Christmas Trees (Check with local fire department regarding live trees)

- Flameproof according to fire department recommendations.
- Use only flameproof or non-combustible decorations.
- Lighting sets should be in good condition and UL approved.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

FOOD PREPARATION AREA SAFETY

INTRODUCTION

Food preparation areas can be the scene for many types of accidents, injuries and property losses. Activities are rather brisk in these areas during peak periods which create hazards that nay go unattended or cause unsafe practices. There are numerous types of accidents fro fires, slips, falls, burns, cuts and less common problems like food poisoning. Exposures are present for both Employees and Customers which must be monitored in order to control problems.

In order to better understand what potential problems can occur in food preparation areas, it is useful to examine the cause of accidents in this setting. By their very nature, food preparation areas are dangerous due to the presence of heat, water, electricity. Open flames, knives, slicers, mixers and glass. The following are typical causes of accidents involving these items.

1. **MOVING TO FAST** through congested areas, not looking in the direction headed or observing surroundings.

2. **HANDLING KNIVES IMPROPERLY.** Knives should be put away after use in a drawer or holder, not left exposed on tables where they may be knocked off or run into. Close attention should be paid to avoid being distracted when using knives.

3. **LIFTING OR CARRYING TOO HEAVY A LOAD.** For safe lifting, squat down, get a good footing and firm hand hold, make use of the strong leg and thigh muscles. Keep the back straight as possible. Get assistance when lifting heavy or bulky objects.

4. **FAILURE TO USE HANDLES** in opening or closing refrigerators, drawers, etc.

5. **EXPOSED BLADES OF CUTTING MACHINE.** Safety guards should be replaced immediately after cleaning or adjusting the equipment.

6. **FAILURE TO USE POT HOLDERS OR TOWELS** on hot pans and plates.

7. **IMPROPER USE OF ENTRANCE AND EXIT DOORS** to and from the kitchen.

8. **OVERREACHING OR FILLING PAN TOO FULL** when washing and refilling coffee urns or coffee makers.

9. **IMPROPER LOADING OF TRAYS.** Heavier objects should be in the center of tray or give proper balance; avoid overloading.

10. **WET AND SLIPPERY FLOORS.** All spillage should be wiped up immediately and continual mopping up carried out.

11. **POT HANDLES PROTRUDING IN AISLES**. All pot handles should be turned toward the center of the stove, away from other burners.

12. **IMPROPERLY STORED MOPS, BROOMS, SUPPLIES.** Aisles should remain clear at all times; there should be a place for everything.

13. **IMPROPER MAINTENANCE OF EXHAUST DUCT AND FILTERS.** All exhaust ducts and filters over cooking facilities should be cleaned regularly.

14. **IMPROPER LIGHTING.** Aisles, hallways, stairs and store rooms must be provided with adequate lighting facilities. Burned out bulbs should be reported and replaced immediately.

15. **NO HANDRAIL ON STAIRWAY OR LOOSE BOARD ON STEPS.** All stairways must be equipped with an adequate handrail. All loose boards or defects in steps or treads should be reported and repaired immediately.

16. **FAILURE TO GET FIRST AID.** All injuries should be reported and first aid obtained immediately to prevent possible infection.

SAFETY GUIDELINES FOR THE KITCHEN

1. Do not wear ruffles, loose long sleeves or trimmings which may catch on protruding objects or which may catch on fire.

2. Remove dangling jewelry which may interfere with food preparation.

3. Do not lean against the stove.

4. If clothing catches fire, drop to the floor and roll to smother the flames.

5. Know where the fire blanket is kept.

6. Always use potholders – do not pick up hot pans with a tea towel, apron, or wet dishcloth.

7. Place hot pans on trivets before putting them on tables or countertops.

8. Be sure that hands are dry before touching electric cords or appliances.

9. Pull the electric plug rather than the electric cord.

10. Wipe up any spilled food immediately.

11. Keep cupboard doors, oven doors, and drawers closed when not in use.

12. Check burner controls to see that they are turned off when not in use.

13. Pick up broken glass or dishes with a wet paper towel, never with bare hands.

14. Burners should be turned only high enough for proper cooking.

15. Melt fat over a low flame – do not leave cooking fat or oil near an open flame.

16. Keep all handles of cooking pans turned toward the center of the stove – handles must not extend over the edge of the stove.

17. Cooking spoons or utensils should be placed beside the stove when not in use.

18. When using a knife, cut away from the body and hands,

19. When washing or wiping knives, keep the sharp edge away from the hands.

20. Don’t allow prepared foods and condiments to sit out at room temperature uncovered for extended periods of time.

21. Food preparation areas and equipment should be thoroughly cleaned daily.

FOOD PREPARATION SAFETY CHECKLIST

1. RECEIVING AREA

YES NO

___ ___ 1. Are floors in safe condition?

___ ___ 2. Are garbage cans washed daily in hot water?

___ ___ 3. Is garbage disposal area maintained in a clean condition?

___ ___ 4. Is there a proper rack for handling garbage containers?

___ ___ 5. Are garbage containers on dollies?

___ ___ 6. Are employees instructed on correct handling procedures?

___ ___ 7. Are adequate tools available for opening boxes?

___ ___ 8. Are opening of containers done away from exposed foods?

2. STORAGE AND HANDLING AREA

YES NO

___ ___ 1. Are shelves adequate to bear weight of items stored?

___ ___ 2. Are heavy items stored on the lower shelves?

___ ___ 3. Is a safe ladder provided for use in reaching high items?

___ ___ 4. Is a ABC fire extinguisher mounted near the exit?

___ ___ 5. Are toxic materials, hazardous substances properly stored?

___ ___ 6. Are combustibles and flammables stored properly?

___ ___ 7. Are compressed gas cylinders stored properly?

___ ___ 8. Are compressed gas protective valve caps in place?

___ ___ 9. Are cylinders secured, strapped or chained properly?

___ ___ 10. Are cylinders stored away from live electricity?

___ ___ 11. Is there sufficient space for storage of products?

___ ___ 12. Are shelves adequate to bear weight of items stored?

___ ___ 13. Are paper products stored away from light bulbs?

___ ___ 14. Are portable storage racks in safe condition?

___ ___ 15. Is there a safety device on the walk-in-cooler?

___ ___ 16. Is the refrigerant in the refrigerator non-toxic?

3. FOOD PREPARATION AREA

YES NO

___ ___ 1. Is all electrical equipment properly grounded?

___ ___ 2. Are electrical switches located where they can be reached in event of emergency?

___ ___ 3. Are the safety valves on equipment operative?

___ ___ 4. Are serving counters and tables free of broken parts?

___ ___ 5. Are floors and or ramps in good condition?

___ ___ 6. Is the traffic flow set so that employees do not collide when carrying trays or obtaining food ?

___ ___ 7. Is glassware, china, silverware, plastic ware, enamel ware, etc. regularly inspected for chips, cracks, flaws, etc. ?

___ ___ 8. Is there a program for disposing of broken glass and china?

___ ___ 9. Are tray counter rails adequate and set to prevent trays from slipping or falling at the end or at corners ?

4. DINING AREA

___ ___ 1. Are floors free from broken tile and defective floor boards?

___ ___ 2. Are floors covered with non-skid wax?

___ ___ 3. Are all pictures securely fastened to the walls?

___ ___ 4. Are drapes and curtains fireproofed and securely fastened?

___ ___ 5. Are floors “policed” for cleaning up of spillage and other materials?

___ ___ 6. Is special attention given to the floor adjacent to the water station and service station?

___ ___ 7. If dishes are removed on portable racks or bus trucks, are these units in safe operating condition?

6. WALK-IN COOLERS AND FREEZERS

___ ___ 1. Are floors in the units in good condition and covered with slip-proof material?

___ ___ 2. Are floors mopped at least once a week?

___ ___ 3. Is there an outside safety light to indicate use of the cooler?

___ ___ 4. Is there a by-pass device on the door exit if an employee is locked inside ?

___ ___ 5. Is there an operational alarm device?

___ ___ 6. Are the heavier items stored on the lower shelves?

___ ___ 7. Is the refrigerant in the refrigerator non-toxic?

7. POTS AND PANS AREA

___ ___ 1. Are adequate rubber gloves provided and used?

___ ___ 2. Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them ?

___ ___ 3. Do drain plugs function properly?

___ ___ 4. Are adequate floor sinks provided and properly covered with grating?

8. SOILED DISH PROCESSING AREA

___ ___ 1. Are floors covered by non-skid materials?

___ ___ 2. Are all electrical units properly grounded and are switches located to permit rapid shutdown in event of emergency?

___ ___ 3. Can employees easily reach switches without touching or leaning against such metal units as tables and counters?

___ ___ 4. Are controls in passageways recessed or guarded to prevent breakage or accidental starting?

___ ___ 5. If trays and or soiled dishes are placed on conveyor units, are the conveyor edges guarded to keep persons from catching fingers or clothing in the moving parts?

___ ___ 6. Are dish racks kept off the floor to prevent tripping and falling hazards?

___ ___ 7. Are employees properly instructed in the use of correct amounts of detergent and cleaning agents and sanitizers?

___ ___ 8. Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them?

___ ___ 9. Are utensil racks provided for submersion in hot water?

___ ___ 10. Are gloves and hooks provided for submersion methods?

___ ___ 11. Are drain plugs mechanically operated or provided with chains to permit draining?

9. WASTE STORAGE AREA

___ ___ 1. Are garbage and waste containers constructed of leak proof material?

___ ___ 2. Are garbage and waste containers covered when not used?

___ ___ 3. Are all containers adequate in number and size?

___ ___ 4. Are the containers washed and cleaned frequently?

___ ___ 5. Are disposal area floors and surrounding areas kept clean and clear of refuse?

___ ___ 6. Is there a designated rack for holding garbage containers?

___ ___ 7. Are containers on dollies or other wheel units to eliminate lifting by employees?

10. HOT WATER HEATING AREA

___ ___ 1. Are safety devices provided to prevent any explosions?

___ ___ 2. Do the pressurized systems (closed or open) have safety devices?

___ ___ 3. Do the safety valves meet approval standards of the American Standards Association (ASA) or the American Society of Mechanical Engineers (ASME)?

___ ___ 4. Is hot water temperature properly controlled in lavatory and sink area or provided with mixing faucets to prevent burning the employee?

___ ___ 5. Are siphon breakers installed where necessary?

___ ___ 6. Are motors properly mounted, ventilated and located to prevent injury or accidents?

11. ELECTRICAL EQUIPMENT

___ ___ 1. Is all electrical equipment properly grounded?

___ ___ 2. Is all electrical equipment properly wired and fused?

___ ___ 3. Is all electrical equipment of the approved type?

___ ___ 4. Does all electrical equipment meet the National Electrical Code specifications or local ordinances and bear the seal of the Underwriters Laboratories?

___ ___ 5. Are routine inspections regularly made on electrical systems by a qualified person?

___ ___ 6. Is all electrical equipment protected against the entrance of water?

___ ___ 7. Are all cords, plugs and receptacles weather-proofed?

___ ___ 8. Are protective pads or platforms provided for service personnel who use or vend from machines?

___ ___ 9. Are service cords of proper length provided to prevent the use of extension cords?

___ ___ 10. Are all electrical cords maintained free of splices, cracks or worn areas?

___ ___ 11. Are any electrical cords stapled or anchored or run through holes in walls, floors or ceilings?

___ ___ 12. Is electrical wiring placed on surfaces that are subject to vibration, placed on floors or under equipment?

___ ___ 13. Are ground prongs provided on all plugs?

___ ___ 14. Are adapters used with proper connection of pigtail to screw on the receptacle plate?

12. FIRE EXTINGUISHERS AND EMERGENCY EQUIPMENT

___ ___ 1. Are emergency telephone numbers made available to all food service staff?

___ ___ 2. Is adequate first aid equipment readily available to staff?

___ ___ 3. Is all food service staff fully acquainted with the operation of all emergency equipment?

___ ___ 4. Are all fire extinguishers mounted and located conveniently and accessible at locations where fires are most likely to occur?

___ ___ 5. Are all fire extinguishers fully charged and inspected?

___ ___ 6. Have all employees been effectively trained in the use of fire extinguishers?

___ ___ 7. Have all measures been taken to prevent fires?

___ ___ 8. Are sprinklers or automatic alarms provided?

___ ___ 9. Are definite shut-down procedures a part of the fire drill?

13. MICROWAVE AREA

___ ___ 1. Are strict rules set forth in regard to the safety interlocks, insofar as they must not be tampered with to allow oven operation with the door open?

___ ___ 2. Are doors, hinges, seals and seams tight, clean and fitted properly?

___ ___ 3. Is the microwave oven grounded properly?

___ ___ 4. Are all questions relative to operation, maintenance, repair, etc. on the microwave explained to service personnel effectively?

14. LIGHTING

___ ___ 1. Is adequate lighting available in the receiving area?

___ ___ 2. Is adequate lighting available in the storage area?

___ ___ 3. Is adequate lighting available in the pots and pans area?

___ ___ 4. Is adequate lighting available in the walk-in cooler and freezer areas?

___ ___ 5. Is adequate lighting available in the food preparation areas?

___ ___ 6. Is adequate lighting available in the serving areas?

___ ___ 7. Is adequate lighting available in the dining areas?

___ ___ 8. Is adequate lighting available in the dish washing area?

___ ___ 9. Is adequate lighting available in the waste storage areas?

15. DOORS, STAIRWAYS AND RAMPS

___ ___ 1. Do doors open into passageways where they could cause an accident?

___ ___ 2. Are all fire exits clearly marked and passageways kept clear of equipment and materials?

___ ___ 3. Are stairs and ramps adequately lighted?

___ ___ 4. If stairs are metal, wood or marble, have abrasive materials been used to provide protection against slips and falls?

16. VENTILATION

___ ___ 1. Is the ventilation adequate in the receiving area?

___ ___ 2. Is the ventilation adequate in the storage area?

___ ___ 3. Is the ventilation adequate in the pots and pans area?

___ ___ 4. Is the ventilation adequate in the walk-in cooler and freezer areas?

___ ___ 5. Is the ventilation adequate in the food preparation areas?

___ ___ 6. Is the ventilation adequate in the serving areas?

___ ___ 7. Is the ventilation adequate in the dining areas?

___ ___ 8. Is the ventilation adequate in the dish washing areas?

___ ___ 9. Is the ventilation adequate in the waste storage areas?

___ ___ 10. Are fresh air intakes provided?

17. EMPLOYEE CLOTHING

___ ___ 1. Do all employees wear serviceable shoes with non-skid soles?

___ ___ 2. Is employee clothing free of loose parts that could get caught in moving parts of machinery?

ONTARIO-MONTCLAIR SCHOOL DISTRICT

GUIDELINES ON Cal/OSHA INSPECTIONS

PURPOSE

This document has been established to communicate the School District's guidelines on the procedures to follow whenever the California Division of Occupational Safety and Health (Cal/OSHA) inspections are made on District property. All Departments and Employees shall comply with the requirements of this guideline.

GUIDELINE

It is the guideline of the District that all school sites and District departments shall immediately notify either:

1. Phil Hillman, Chief Business Official

2. Brook Murry, Director, Facilities, Planning/Operations

3. Doug Jones, Supervisor of Operations/Regulatory Compliance

4. Vanessa Eastland, Chief Financial Officer

Whenever a Cal/OSHA Compliance Representative is at a District worksite.

The Director of Facilities or his designee must accompany the Cal/OSHA Representative during the inspection. The Site Administrator or Department Director (i.e., a management-level representative at the worksite or, if none is present at the time of a Cal/OSHA inspection, the highest ranking representative available at the worksite) shall initially meet with the Cal/OSHA Representative until Director of Facilities arrives on site.

In the event that Director of Facilities or his designee is not at the worksite within one hour of the Representative's arrival, the Site Administrator or Department Director

shall accompany the Cal/OSHA Representative throughout the inspection process in accordance with the procedures outlined in this document.

All School Sites and District Departments shall also immediately notify the Superintendent and/or the Director of Facilities whenever a telephone inquiry, inspection, letter or other correspondence, including a citation, is received from Cal/OSHA.

Director of Facilities or Designee shall clear any and all written response(s) to the District Cal/OSHA office. If a Cal/OSHA inspection includes more than one School Site or District Department, Director of Facilities or Designee shall be the focal point for all related actions.

REFERENCE ITEMS

Topic	Page
Actions to take when Cal/OSHA arrives at the site	3
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Action to take when Cal/OSHA conducts an inspection by letter,	6
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What to expect in a Cal/OSHA inspection	7
Cal/OSHA inspection criteria and priorities	9

ACTIONS TO TAKE WHEN Cal/OSHA ARRIVES AT THE SITE

Who does it	What actions should be taken
Front counter Clerk, Receptionist, or Administrative Personnel	1. Ask the Cal/OSHA representative for his/her identification and the nature of the visit. *Note:* If an inspection is being conducted because of an imminent hazard, the Inspector, after identifying themselves, will ask to be taken to the imminent hazard **immediately** to remove any Employees from exposure to the imminent hazard. 2. Contact the **Site Administrator** or **Department Director** at the site. 3. Contact the District Office Representatives at the Numbers listed below until you reach someone Other than voice mail. 4. District Office Representatives are: Superintendent — Dr. James Q. Hammond Asst. Superintendent — Dr. Cynthia Byrd Chief Financial Officer — Mr. Jordan Aguino Director of Facilities — Mr. Craig Misso

Who does it	What actions will be taken
Administrator, Department Director,	1. Meet with the Cal/OSHA Inspector to discuss the nature of the visit. **Do not refuse entry or ask the Inspector to come back at a more convenient time.** Doing so could result in Cal/OSHA obtaining a court ordered inspection warrant, which may expose the District to a more exhaustive inspection
Site Administrator, Department Director,	2. If necessary, Site Administrators or Department Directors will inform the Cal/OSHA Representative that per District guidelines, you have been directed to wait for the designated District representative before proceeding with an opening conference and inspection. The Cal/OSHA Representative may allow up to one hour before proceeding with the inspection. If the designated District representative is not available, the Site Administrator or Department Director will accompany the Cal/OSHA Representative throughout the inspection.
Site Administrator or Management Level Representative at the site	In the absence of the District Office Representative or his designee, you will serve as the District's representative during the inspection and must also Accompany the Cal/OSHA Representative throughout the inspection.

Opening Conference:

- Once you determine the reason for the inspection, try and limit the extent of the inspection to that reason.

- Remain courteous and answer questions truthfully but ***do not offer information beyond what they are asking for or speculate when responding to questions.***

- Avoid making any statements that the Cal/OSHA Representative could construe as an admission of violating any laws or regulations. If the inspection is related to an accident and the District's internal accident investigation is not yet completed, do not speculate as to the cause of the accident or how it could have been prevented. All information expressed should be accurate and factual. Never relay information that is hearsay.

- Provide only requested documents rather than giving free access to document storage.

Site Inspection:

- If the Cal/OSHA Representative requests an inspection of a work area, choose a path to the inspection area carefully. *Avoid ant areas that are under construction or where Maintenance & Operations may be working.*

- If possible, do what you can to immediately correct any hazards that are found during the inspection.

- Takes notes during the opening conference and take the same pictures during the inspection that the Cal/OSHA Representative took.

- If environmental monitoring or sampling was taken, ask what was sampled and what sampling method was used. What were the results, if any, of any direct reading devices?

At the Closing Conference:

- Take notes of alleged violations of standards that the Cal/OSHA Representative discusses with you and any requirements for abatement. Without admitting a violation, estimate the time, if possible, for any corrective action to be taken.

- Attempt to clarify whether or not a citation(s) will be issued or if a follow-up inspection will be conducted.

- Provide the Cal/OSHA with your telephone number, the correct name of your site or department and the mailing address for future correspondence. Request

that copies of all future correspondence also be sent to the District Office at Santa Ana, CA.

- Upon completion of the inspection and closing conference, prepare a report of the inspection incorporating any notes and or photographs taken and statements made by you and or the Cal/OSHA Representative. Provide copies for the District office file.

WHAT TO EXPECT ON A CAL OSHA INSPECTION

A Cal/OSHA Compliance Representative hereinafter referred to as “Inspector” is directed to follow these procedures when conducting an inspection at a worksite:

INITIAL CONTACT

The Inspector must:

- Present their State of California photo identification card and Division of Occupational Safety and Health business card to the initial contact person at the worksite.

- Request permission to conduct an inspection from a management-level Representative of the Employer.

OPENING CONFERENCE

During the opening conference with an employer representative (i.e., a management-level Representative at the worksite, the Inspector will:

- Explain the reason for and scope of the inspection. (If the Inspector is responding to a Complaint Inspection, they are not allowed to provide the Employer with a copy of the complaint, the identity of the complainant(s) or any of the specific complaint items.

- Ask to review the Employer’s occupational safety and health records (i.e., inspections, training records, the written Injury and Illness Prevention Program, **but not the OSHA 300 Log**, and, if applicable, any permits and registrations.

WALKAROUND INSPECTION

The Inspector will conduct an inspection for the purpose of determining whether or not the workplace complies with California Code of Regulations, Title 8. The Inspector will ask for an Employee Representative to accompany them during the walk around inspection. During the inspection:

- Employees may be interviewed.
- Photographs may be taken
- Testing and environmental samples may be taken. *Note:* If the Inspector concludes that an imminent hazard condition or practice exists at the workplace, an Order Prohibiting Use (yellow tag) can be issued which prohibits Employee use of the area, machine or equipment that presents the hazard. Only the Inspector can remove the yellow tag when the hazardous condition is corrected.

CLOSING CONFERENCE

At the conclusion of the inspection, the Inspector will discuss:

- Any alleged violations observed and any requirements for abatement.
- Possibility of a follow-up inspection.
- Employer's right to appeal any and all citations.
- Abatement period for any citations.
- Right to request an informal conference with the Cal/OSHA District Manager.
- Employer's responsibility to post citations.

CAL OSHA INSPECTION CRITERIA AND PRIORITIES

INSPECTION CRITERIA

Cal/OSHA inspections are based on one or more of the following criteria:

- Accident. An inspection resulting from a report of an Employee fatality, catastrophe, or serious injury or illness.

- Complaint (Formal). An inspection of a valid complaint filed by an Employee, Employee Representative, or Employer of an Employee.

    1. Imminent Danger. Immediate inspection.

    2. Government agency.

    3. Media report.

    4. Follow-up. An inspection conducted to determine whether the Employer has abated violations previously cited on an inspection.

INSPECTION PRIORITIES

Cal/OSHA inspections may be conducted based on the following priorities:

- Imminent danger

- A fatality or serious accident

- Employee complaints.

- Programmed high-hazard inspection.

- Follow-up inspection.

Cal/OSHA Compliance Personnel are not permitted to give an Employer advance notice that an inspection is to be conducted, except by specific permission of the Cal/OSHA Chief or authorized representative (CCR, Title 8, and Section 331).

- Right to request an informal conference with the Cal/OSHA District Manager.
- Employer's responsibility to post citations.

CAL OSHA INSPECTION CRITERIA AND PRIORITIES

INSPECTION CRITERIA

Cal/OSHA inspections are based on one or more of the following criteria:

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    1. Imminent Danger. Immediate inspection.
    2. Government agency.
    3. Media report.
    4. Follow-up. An inspection conducted to determine whether the Employer has abated violations previously cited on an inspection.

INSPECTION PRIORITIES

Cal/OSHA inspections may be conducted based on the following priorities:

- Imminent danger
- A fatality or serious accident
- Employee complaints.

- Programmed high-hazard inspection.

- Follow-up inspection.

Cal/OSHA Compliance Personnel are not permitted to give an Employer advance notice that an inspection is to be conducted, except by specific permission of the Cal/OSHA Chief or authorized representative (CCR, Title 8, and Section 331).

ONTARIO-MONTCLAIR SCHOOL DISTRICT

HAND TOOL SAFETY

INTRODUCTION

The District has established the following policy to protect all Employees against inadvertent injury using hand and power tools.

1. Loss of eyes/vision, e.g., using striking tools without eye protection.

2. Puncture wounds, e.g., using a screwdriver with a loose handle, which causes the hand to slip.

3. Severed fingers, tendons, and arteries, e.g., are using a dull knife, which requires so much force that the hand may slip down on the blade.

4. Broken bones, e.g., using the wrong hammer for the job and smashing a finger or hand.

5. Contusions, e.g., using a small wrench for a big job.

6. Infections, e.g., ignoring a cut in the skin made by a dirty tool.

Perhaps the major reason for such accidents is that most Employees' take hand tools for granted. They are used at home and are not accustomed to following regular inspection and maintenance procedures.

The first step in working safety with hand and power tools is to maintain a safe work environment. Make sure the lighting in the work area is adequate. Cluttered work areas invite accidents with tools left on the floor can become trip hazards, while tools scattered on a bench or ledge can fall off and injure an employee. Toole are to be stored in a dry, secure location when not in use. To prevent accidental slips, the floors are to be kept as clean as possible.

When employees are working with hand and power tools, they shall dress appropriately. Before using power tools, the employee shall tie back hair that is shoulder length or longer and avoid wearing jewelry or loose clothing that can catch in rotating parts.

The personal protective equipment the employee will need to wear will depend on the type of tools they will be working with. Each hand or power tool that will be used may require specific personal protective equipment that the supervisor will be aware of by surveying the area prior to any tool usage. For example, cutting, chipping, and sanding are a few of the tasks that can produce flying objects or dust, and safety glasses with side shields or safety goggles are specifically needed to be used. If an activity generates fine or toxic dusts, refer to the District's Respiratory Protection Program to determine the respirator or dust mask that will be needed.

In most situations, safety work shoes or boots with sturdy leather uppers and non-skid soles with a reinforced toe provides additional protection against dropped equipment, while a non-conductive sole provides additional protection against hazardous electricity are to be used. Reference the District's Personal Protective Equipment Program for guidance on specific requirements regarding equipment usage.

The Four Basic Rules for Hand Safety

1. Select the right tool for the job.

2. Keep the tools in good condition.

3. Learn and follow the proper technique for using tools.

4. Keep tools in a safe place.

Maintenance and Repair

1. Employee's responsibility is to use the right tool for the job, to use it correctly, to check its condition before using, to return it to its right spot.

2. Supervisor's responsibility is to periodically inspect tools, housekeeping, and tool maintenance.

3. Regular maintenance procedures

    a. Tempering

    b. Safe-ending

    c. Dressing

    d. Checking handles

Safe Procedures for Carrying Tools

1. Carrying tools while climbing, e.g., should be properly secured.

2. Chisels, screwdrivers, and pointed tools, e.g., should never be stuck into pockets.

3. Handling tools from one employee to another, e.g., always offer the handle of the tool.

PORTABLE POWER TOOL SAFETY

GENERAL SAFETY

Safety Hazards Posed by Portable Power Tools.

1. Portable power tools are difficult to guard completely.

2. Because of their mobility, there is the added hazard of coming in contact with the worker's body.

3. Because the tool may have been dropped or mishandled, there is the possibility of breakage or damage that is not readily apparent.

4. The source of power (electrical, hydraulic, etc.) comes in close contact with the operator.

Types of Power Tools and the Hazards They Pose

1. Electric tools: Electric shock hazard.

2. Pneumatic tools: Noise, flying chips.

3. Gasoline-powered tools: Combustible fuel hazards.

4. Hydraulic tools: Leaks and pressure hazards.

Injuries Resulting From Improper Use and Handling

1. Burns.

2. Cuts.

3. Electric shock.

4. Particles in the eye.

5. Falls (tripping over cords and hoses).

Basic Rules for Power Tools

1. Know your tools - read the owner/operator's manual carefully.
2. Ground all tools – unless they are double insulated.
3. Keep guards in place and in safe operating condition.
4. Keep the work area clean.
5. Avoid dangerous environments (especially dark or wet locations).
6. Use the right tool for the job- never uses an undersized tool.
7. Never leave a tool in an overhead place where it might fall.
8. Suspend power cords and hoses over aisles where they won't pose a tripping hazard.
    a. Don't hang cords or hoses over nails, bolts, or sharp edges.
    b. Keep the cords and hoses away from oils, chemicals, and hot surfaces.
9. Use the proper personal protective equipment- goggles, face shields, earplugs, respirators, gloves, safety shoes, aprons, etc.
10. Don't overreach-keep proper footing and balance.
11. Disconnect tools when not in use.
12. Remove adjusting keys and wrenches before turning the tool on.
13. Avoid accidental starting-don't carry plugged-in tool with finger on switch.
14. Use clamps or a vice- not your hands to secure your work.
15. Do not attempt to repair electrical power tools.

When using power tools, hearing protection such as earplugs or ear muffs must be worn if noise levels reach 85 decibels or more, averaged over an 8-hour time period.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

This program has been designed to provide written guidelines for the District's Hazard Communication Program. This program has been developed to comply with State Hazard Communication Regulations by providing all Employees who use or may be exposed to, hazardous substances with the necessary information to safely work with those substances.

The Hazard Communication Regulations require all manufacturers to prepare particular information about their chemical products and provide that information to any purchaser (user) of those chemical products.

RESPONSIBILITIES

The Safety Coordinator or Designee will serve as the District-wide Hazard Communication Program Coordinator for the School District. Each Site Administrator will serve as the site specific Program Coordinator.

The Site Administrator or Department Director will consult and work with the Safety Coordinator or Designee in order to establish a uniformed Hazard Communication Program throughout the District.

The Safety Coordinator or Designee and Site Administrators will ensure that all hazardous substances when ordered appear on the District's Hazardous Substances List. If the substance is not on the list, a Safety Data Sheet (SDS) must be faxed to the Safety Coordinator prior to the District receiving the substance.

The Safety Coordinator will ensure that hazardous materials identification labels are available to be requisitioned by various sites and departments.

All Hazard Communication Program Coordinators are responsible for compliance to the Hazard Communication Standard within their sites. They shall ensure the following:

- Hazardous Substances may not be used by site Employees until Employees have successfully completed the Hazard Communication Training Program.

- SDS binder is clearly displayed and maintains the current hazardous chemical inventory.

- Produce copies of the written Hazard Communication Program or SDS upon demand by District Employee, Volunteer or a representative from the Local, State or Federal Agency.

- The Safety Coordinator is promptly advised of all new hazardous substances under consideration for use.

- Personal Protective Equipment (PPE) is available to all Employees using chemicals.

- Employees are using required PPE.

- Ordering labels and PPE as needed through the Safety Coordinator.

- Initiating disciplinary actions against Employees for non-compliance to the Hazard Communication Standard.

- SDS shall be required as a condition of sale for all appropriate materials/chemicals. The District's purchase requisition or order form will reference the requirement of a SDS with the shipment of the hazardous substance.

- Both the hazardous substance purchased and its SDS will be sent to the District's site or department which ordered the product.

- The Safety Coordinator shall be informed when a hazardous material is received without an SDS.

Employees who may use Hazardous Materials shall comply with the following:

- Employees may not use any chemical until they have successfully completed necessary Hazard Communication training, read and understand the SDS, read the label on the chemical container in order to use the proper PPE specified on the label.

- Employees shall use chemicals as directed and will not mix chemicals without supervisory authorization.

- Employees whom transfer authorized hazardous substances into a secondary container will ensure proper labeling of the secondary container.

- After taking appropriate first aid action, Employees shall report personal exposure to hazardous materials immediately to their Supervisor.

SUMMARY OF HAZARD COMMUNICATION REGULATIONS

The Hazard Communication Regulations were established to ensure the identification of hazards associated with substances used in the workplace and the communication of that information to Employers and to all affected Employees through a comprehensive Hazard Communication Program.

This written program includes information on Hazard Determination; Written Hazard Communication Program; Labeling and Other forms of Warning; Safety Data Sheets (SDS); Employee Information and Training; and Trade Secrets.

The Hazard Communication Regulations apply to any hazardous substance known to be present in the workplace to which Employees may be exposed under normal working conditions or in a reasonably foreseeable emergency resulting from workplace operations.

The Hazard Communication excludes some hazardous substances which are covered under other federal or state regulations.

It is worth noting in a school district environment, Hazard Communication excludes:

- Foods, drugs or cosmetics intended for personal consumption by Employees while in the workplace; and

- Consumer products packaged for distribution to, and use by, the general public, provided that Employee exposure to the product is not significantly greater than the consumer exposure occurring during the principal consumer use of the product.

HAZARD COMMUNICATION DEFINITIONS

Article. A manufactured item: (1) Which is formed to specific shape or design manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which does not release or otherwise result in exposure to a hazardous substance under normal condition of use or in a reasonably foreseeable emergency resulting from workplace operations.

CAS Number. The unique identification number assigned by the Chief Abstracts Service to specific chemical substances.

Chemical Name. The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature or a name which will clearly identify the substance for the purpose of conducting a hazard evaluation.

Chief. The Chief of the Division of Occupational Safety and Health.

Combustible Liquid. Any liquid having a flashpoint at or above 100 degrees Fahrenheit (37.9 degrees Celsius), but below 200 degrees Fahrenheit (93.3 degrees Celsius), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Common Name. Any designation or identification such as code name, code number, trade name, brand name, or generic name to identify a substance other than by its chemical name.

Compressed Gas.

A) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees F (54.4 degrees C) regardless of the pressure at 70 degrees F (21.1 degrees C); or
B) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 degrees F (54.4 degrees C) regardless of the pressure at 70 degrees F (21.1 degrees C); or
C) A liquid having a vapor pressure exceeding 40 psi at 100 degrees F (37.8 degrees C) as determined by ASTM D-323-72.

Container. Any bag, barrel, bottle box, can, drum, reaction vessel, storage tank, tank truck or the like that contains a hazardous substance. For purposes of this section, pipes or piping systems are not considered to be containers.

Department. The Department of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142 or designee.

Designated Representative. Any individual or organization to which an Employee gives written authorization to exercise such Employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written Employee authorization.

Director. The Director of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142 or designee.

Distributor. A business, other than a manufacturer or importer, which supplies hazardous substances to other distributors or to Employees.

Division. The Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations, or designee.

Emergency. Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which may or does result in a release of a hazardous substance into the workplace.

Employee. Every person who is required or directed by an Employer, to engage in any employment, or to go to work or be at any time in any place of employment.

Employer.

A) A State and every State agency.
B) Each county, City, District and all public and quasi-public corporations and public agencies therein.
C) Every person including any public service corporation which has any natural person in service.
D) The legal representative of any deceased employer.

Explosive. A substance that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature.

Exposure or Exposed. Any situations arising from work operation where an Employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance.

Flammable.

A) Aerosol, flammable. An aerosol that, when tested by the method described in CCR, Title 8, 5194, yields a flame projection exceeding 18 inches at full valve opening or flashback (a flame extending back to the valve) at any degree of valve opening;

B) Gas, flammable.

a. A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent of volume or less; or

b. A gas, that at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;

c. Liquid, flammable. Any liquid having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

Solid, flammable. A solid, other than a blasting agent or explosive as defined in CCR, Section 5237, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Globally Harmonized System. Is an international common and coherent approach to defining and classifying hazards, and communicating information on labels and safety data sheets (SDS).

Hazard warning. Any words, pictures, symbols or combination thereof appearing on a label or other appropriate form of warning which convey the health hazards and physical hazards of the substance(s) in the container(s).

Hazardous substance. Any substance which is a physical hazard or a health hazard or is included in the List of Hazardous Substances prepared by the Director pursuant to California Labor Code, Section 6382.

Health hazard. A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed Employees. The term “health hazard” includes substances which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. Appendix A provides further definitions and explanations of the scope of health hazards covered by this section, and Appendix B describes the criteria to be used to determine whether or not a substance is to be considered hazardous for purposes of this standard.

Identity.
Any chemical or common name which is indicated on the Safety Data Sheet (SDS) for the substance. The identity used shall permit cross-references to be made among the required list of hazardous substances, the label and the SDS.

Immediate use. The hazardous substance will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer. The first business with Employees within the Customs Territory of the United States which receives hazardous substances produced in other countries for the purpose of supplying them to distributors or purchasers within the United States.

Label. Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances.

Manufacturer. A person, who produces, synthesizes, extracts, or otherwise makes a hazardous substance.

Mixture. Any solution or intimate admixture of two or more substances, at least one of which is present as a hazardous substance, which do not react chemically with each other.

NIOSH. The National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

Organic peroxide. An organic compound that contains the bivalent -0-0 structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer. A substance other than a blasting agent or explosive as defined in CCR, title 8, Section 5237 (a). That initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard. A substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Produce. To manufacture, process, formulate, repackage, or re-label.

Pyrophoric. A substance that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party. Someone who can provide additional information on the hazardous substance and appropriate emergency procedures, if necessary.

Safety Data Sheet (SDS). Written or printed material concerning a hazardous substance which is prepared in accordance with CCR, Title 8, and Section 5194(g).

Specific chemical identity. The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance. Any element, chemical compound or mixture of elements and/or compounds.

Trade secret. Any confidential formula, pattern, process, device, information, or compilation of information which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it. A trade secret shall not include chemical identity information which is readily discoverable through quantitative analysis.

Unstable (reactive). A substance which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use. To package, handle, react, or transfer.

Water-reactive. A substance that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area. A room or defined space in a workplace where hazardous substances are produced or used, and where Employees are present.

Workplace. Any place, and the premises appurtenant thereto, where employment is carried on, except a place the health and safety jurisdiction over which is vested by law in, and actively exercised by, any state or Federal agency other than the Division.

HAZARD DETERMINATION

Hazard substance manufacturers shall evaluate substances produced in their workplaces or imported by them to determine if they are hazardous.

Employers are not required to evaluate substances unless they choose not to rely on the evaluation performed by the manufacturer or importer for the substance to satisfy this requirement.

The District has elected to rely on the hazardous substance manufacturer or importer to determine if a substance purchased is hazardous.

A hazardous substance becomes hazardous waste when it is no longer of personal or commercial use and, thus is only suitable for disposal.

The California Code of Regulations (CCR) defines a hazardous waste as one either having definitive characteristics or one that is “listed” as a hazardous waste.

The Code of Federal Regulations (CFR) characteristics of a waste include: ignitability – the ability of waste to catch fire; corrosively – the ability of waste to weaken or destroy; reactivity – a waste’s response to humidity, shock, temperature changes, etc.; toxicity – the degree to which a tested waste contains a high concentration of certain toxic chemicals.

WRITTEN HAZARD COMMUNICATION PROGRAM

The District has developed, implemented and maintained this written hazard communication program in order to disseminate hazardous substances labeling and other forms or warning, SDS and information on how Employee Training will be met. This program also includes:

- A list of the hazardous substances known to be present using an identity that is referenced on the appropriate Safety Data Sheet (the list may be compiled for the workplace as a whole or for individual work areas);

- The methods the Employer will use to inform Employees of the hazards of non-routine tasks (for example. The cleaning of a heavy machinery), and the hazards associated with substances contained in unlabeled pipes in their work areas.

- In multi-employer workplaces, the written hazard communications program shall include the methods Employers will use to inform any Employers sharing the same work area of the hazardous substances to which their Employees may be exposed while performing their work, and any suggestions for appropriate protective measures, including the following:

    - The methods the employer will use to provide the other employer(s) with access to the Safety Data Sheet, or to make it available at a central location in the workplace, for each hazardous substance the other employer(s) employees may be exposed to while working;

    - The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies;

    - The methods the Employer will use to inform the other Employer(s) of the labeling system used in the workplace.

- The Employer shall make the written hazard communications program available, upon request, to Employees, their designated representatives, the Chief, and NIOSH, in accordance with the requirements in CCR, Title 8, Section 3204 (e).

HAZARD COMMUNICATION CHEMICAL LABELING

The Hazard Communication Standard requires the use of a workplace labeling system for identifying decanted hazardous materials.

Globally Harmonized System

- Labels are changing to conform with the Globally Harmonized System (GHS).
- Worldwide effort by the United Nations to have common ways to describe chemicals and how to use them safely.
- Very similar to what is already on today's labels.

What's on the Label

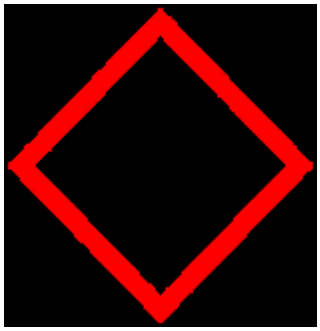
Labels must have five things:

1. Product Identifier – what is this chemical.
2. Signal words – tells us about the danger level.
3. Hazard Statement – what kind of harm could the chemical cause.
4. Pictograms – a symbol that tells us about the hazards.
5. Precautionary Statement – what do we need to do to be safe around the Chemical.

Pictograms Globally Harmonized System

Corrosives

- Can cause skin burns
- Will damage eyes
- Can damage metals or other materials



Irritant

- Indicates Irritants or Skin Sensitizers
- Can cause problems with skin, eyes, and respiratory system
- Generally short-term (acute) irritants or rashes upon contact
- May make you lightheaded or sleepy

Explosives

- Explosive materials
- Self-reactive or self heating
- Pyrophoric – burns if it contacts air
- Organic peroxide – burns or explodes

Oxidizers

- Flame over the letter “O”
- Oxidizers cab cause organic materials to combust
- Oxygen is most common

Acute Toxicity

- Severe hazard
- Can be fatal
- Extremely toxic

Flammables

- Solids, liquids and gasses
- May react with other substances to cause a fire
- Could burn on its own simply by coming in contact with air

Health Hazard

- Could cause cancer
- Can impact breathing and may cause asthma
- May cause reproductive problems and birth defects
- May be toxic to organs and damage lungs
- Mutagenicity

Environmental Toxicity

- Harms plants or animals
- Impacts air or water quality
- Could contaminate soil

Gas under pressure

- Maybe flammable oxidizing or reactive compressed gasses.
- Accidental release causes cylinder to rocket or pinwheel
- Liquid contents may cause skin to freeze

Distributor Labeling Requirements

Manufacturers, importers, or distributors of chemicals are required to label all containers. This label must include the identity of the hazardous substance(s), the manufacturer's/supplier's name and address, a list of hazardous ingredients and appropriate hazard warnings. Manufacturer labels will not be removed, defaced or covered.

Upon receiving all hazardous substances the District will ensure containers are labeled. The District will not accept improperly labeled or unidentified chemical containers.

1. If the substance cannot be identified, DO NOT USE. Send the substance back to the supplier.

2. Supplier labels on incoming containers of hazardous substances are not to be removed or defaced.

3. Hazardous substances transferred from labeled containers to portable containers must have workplace labels affixed to the portable containers.

Employer Labeling Requirements

The District shall ensure each container of hazardous substances in the workplace is labeled, tagged, or marked with the following information:

1. Identity of the hazardous substance(s);

2. Appropriate hazard warnings;

3. Signs, placards, process sheets, batch tickets, operating procedures, or other written material in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required to be on the label. The written materials shall be readily accessible to the employees in their work area throughout each work shift.

The District is not required to label portable containers into which hazardous substances are transferred from labeled containers, and which are intended only for the *immediate use of the employee who performs the transfer.*

4. Employees of the District shall not remove or intentionally deface existing labels on incoming containers of hazardous substances, unless the container is immediately marked with the required information.

The District shall ensure labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift.

The District may choose to add information in the language of employees whose primary language is not English; however, labeling requirements will always be in English.

Secondary Container Transfer Labeling Requirements

In the event a hazardous substance is transferred from the labeled container provided by the manufacturer/distributor, a label must be affixed to the secondary container. This label must be color-coded and contain the identity of the hazardous substance, appropriate hazard warnings and required personal protective equipment information.

Hazard Assessment

Prior to use, all chemicals used in the District will be evaluated with regards to health, fire, and reactivity hazards.

The District will rely upon supplier-provided SDS sheets for the Hazard Determination.

If hazard ratings for a chemical are not provided by the manufacturer, the Safety Coordinator (or designee) will determine the hazard ratings for each category. The resulting H-F-R ratings are to be inputted onto the Master Chemical List. This list is to be maintained from which the workplace labels can be repeatedly and consistently copied from.

Materials that have H (Health) hazard assessment of “4” or R (Reactivity) hazard assessment of “3” or “4” should not be used in the District. These materials are extremely hazardous and present an unnecessary risk. Purchase of such hazardous substances will be considered, however, if the purchasing requirements outlined later in this document are met.

Types of Hazards

Labels are divided into four categories.

- Health (blue)
- Flammability (red)
- Reactivity (yellow)
- Protective Equipment (white)

Degree of Hazards

Each of the hazards listed on the label has a box in which the degree of hazard can be written.

- 0=minimal hazard
- 1=slight hazard
- 2=moderate hazard
- 3=serious hazard
- 4=extreme hazard

Guideline for Understanding Health Hazard Ratings:

HEALTH	
4 Extreme	Highly toxic material. Will have one or more of the following characteristics: • On very short exposure could cause death or major residual injury even though prompt medical treatment is given. • A known or suspect human carcinogen, mutagen or teratogen.
3 Serious	Toxic material. Will have one or more of the following characteristics: • May cause serious temporary or residual injury on short term exposure even though prompt medical attention is given. • A known or suspected small animal carcinogen, mutagen or teratogen.
2 Moderate	Moderately toxic material. Will have one or both of the following characteristics: • Intense or continued exposure could cause temporary incapacitation • Possible residual injury unless prompt medical treatment is given.
1 Slight	Slightly toxic material. Will have one or more of the following characteristics: • May cause irritation but only minor residual injury even without treatment • Recognized innocuous material when used with responsible care.
0 Minimal	Non-hazardous

Guideline for Understanding Flammability Hazard Ratings:

FLAMMABILITY

4 Extreme	Extremely flammable. Flash point below 73ºF *(22.8C)*
3 Serious	Flammable. Will have one or more of the following characteristics: • Vaporizes readily and can be ignited under almost all ambient conditions. • May form explosive mixtures with or burn rapidly in air. • May burn rapidly due to self-contained oxygen. • May ignite spontaneously in air. • Flash point at or above 73ºF *(22.8C)* but less than 100ºF *(37.8C)*
2 Moderate	Combustible. Will have one or more of the following characteristics: • Must be moderately heated or exposed to relatively high temperatures for ignition to occur. • Solids, which readily give off flammable vapors. • Flash point at or above 100ºF *(37.8C)* but less than 200ºF *(93.4C)*
1 Slight	Slightly combustible. Will have one or more of the following characteristics: • Must be pre-heated for ignition to occur. • Will burn in air when exposed at 1500ºF *(811.5C)* for 5 minutes. • Flash point at or above 200ºF *(94.3C)*
0 Minimal	Will have one or more of the following characteristics: • Will not burn. • Will not exhibit a flash point • Will not burn in air when exposed at 1500ºF *(811.5C*) for 5 minutes

Guideline for Understanding Reactivity Hazard Ratings:

REACTIVITY

4 Extreme	Will have one or more of the following characteristics: • Can explode or decompose violently at normal temperature and pressure. • Can undergo a violent self-accelerating exothermic reaction with common materials or by itself. • May be sensitive to mechanical or local thermal shock at normal temperatures and pressure.
3 Serious	Will have one or more of the following characteristics: • Can denote or explode but requires a strong initiating force or confined heating before initiation. • Readily promotes oxidation with combustible materials and may cause fires. • Is sensitive to thermal or mechanical shock at elevated temperatures. • May react explosively with water without requiring heat or confinement.
2 Moderate	Will have one or more of the following characteristics: • Normally unstable and readily undergoes violent change but does not detonate.. • May undergo chemical change with rapid release of energy at normal temperature and pressure • May react violently with water. • Forms potentially explosive mixtures with water.
1 Slight	Will have one or more of the following characteristics: • Normally stable material which can become unstable at high temperature and pressure burn in air when exposed at 1500ºF *(811.5C)* for 5 minutes. • Flash point at or above 200ºF *(94.3C)*
0 Minimal	Normally stable material that is not reactive with water.

Guideline for Understanding Personal Protection Symbols:

The Personal Protective Equipment (PPE) required for a hazardous substance must be evaluated and inputted onto the workplace label.

The personal protective equipment required when handling a hazardous substance is to be determined by the Supervisor and is based on specific use of the hazardous substance. A reference to the SDS for the hazardous substance should be made in making this determination. Letters should be inputted onto the label in the personal protective equipment area. The letters below signify which equipment is to be used:

	Personal Protection Equipment Index
A	Safety Glasses
B	Safety Glasses & Gloves
C	Safety Glasses; Gloves & synthetic Apron
D	Face Shield; Gloves & Synthetic Apron
E	Safety Glasses; Gloves & Dust Respirator
F	Safety Glasses; Gloves; Synthetic Apron & Dust Respirator
G	Safety Glasses; Gloves & Vapor Respirator
H	Splash Goggles; Gloves; Synthetic Apron & Vapor Respirator
I	Safety Glasses; Gloves & Combination Dust/Vapor Respirator
J	Splash Goggles; Gloves; Synthetic Apron & Combination Dust/Vapor Resp.
K	Airline Hood/Mask; Gloves; Full Protective Suit & Boots
X	Ask your supervisor for specialized handling directions

LABELING OF PIPES/PLACARDING

1. Chemicals in pipes or piping systems (i.e. tanks) must be identified, either using the workplace labels or by using a placard. They should also be included in the hazardous substance inventory and must have an SDS on file.

2. The Designee is responsible for providing the appropriate labels and for labeling all pipes and piping systems.

3. If the workplace label system is used, assign the appropriate Hazard Rating numbers (H-F-R) to the label and affix labels (at regular intervals) on pipes and piping systems throughout the District.

4. If placards are used, Cal/OSHA requires specific colors for different hazardous materials.

Cal/OSHA HAZARD COLORS

Color	Hazard	Examples
RED	Fire Protection Materials	Sprinkler Systems Sprinkler Water
YELLOW	Materials Hazardous to Life and Property	Natural Gas Boiler Feed Hydraulic Oil Lines
BLUE	Low Hazard Gases	Compressed Air Low Pressure Nitrogen Gas
GREEN	Low Hazard Liquids	Chilled Water Domestic Water Roof & Sanitary Drains

5. If placards are to be used, all pipes and piping systems throughout the District must be affixed with placards.

6. Arrows are required on the pipe identification markers (labels or placards) to Indicate the flow direction of the material within the piping system.

7. Affected Employees must be informed on selected pipe identification.

PURCHASING REQUIREMENTS

In maintaining a safe working environment for all Employees, the District shall utilize the Safety Coordinator in the area of procurement of hazardous materials. Appropriate purchasing controls should be exercised to assist in managing hazardous materials programs.

A hazardous material is any material that may cause acute or chronic health hazards and/or any material that is flammable and/or any material that is reactive with other conditions. All chemicals purchased for the use of maintenance, cleaning and other operational functions shall be considered hazardous.

The Safety Coordinator must review SDS's for hazardous substances under consideration for purchase. The SDS must be obtained at least two weeks prior to the intended use of the hazardous substance.

Only upon approval of the Chemical Purchasing Committee may a new hazardous substance be purchased and used at the District.

Supervisors are responsible to provide Employees using the new hazardous substance with appropriate safety training and any required personal protective equipment.

When introducing a new hazardous substance into the workplace or when changes to a hazardous substance have been made which changes the hazard ratings, a Hazard Communication Update Memo must be distributed and posted in the area, which the hazardous substance will be used. All pertinent information, including a completed label, must be attached. This information shall be posted for (90) days.

It is important that substances purchased are purchased in as small as quantities as possible due to their hazards. If at any time a substance containing an extremely hazardous material is requested to be purchased, the department supervisor should provide the following information to the Safety Coordinator:

a) A written statement demonstrating an overwhelming need for that substance;

b) A comprehensive, written safety program detailing the storage procedures, who will use this hazardous substance and under what conditions, how unauthorized personnel will be kept from using or handling the substance, expected shelf life of the substance and how disposal of the substance will be handled.

If it is determined that all of the safety rules for its use can be met, the substance may be purchased. If subsequent findings determine the substance is not being used according to the rules set, the privilege to use it will be immediately revoked.

SAFETY DATA SHEETS (SDS)

According to the Hazardous Substance Information Act and Hazard communication Regulations, Employers must provide Employees with specific information on the hazardous substances in their work areas. This information is contained in the Safety Data Sheets (SDS), which must be kept in a readily accessible location to the employee's work area.

Supervisors will ensure that employees are aware of the location of the SDS binder. The Supervisor will review any new or updated SDS with affected employees when they are received.

All new or revised SDS will be filed in the SDS binder. If an Employee is unable to locate the appropriate SDS, they are to immediately notify their Supervisor so that one may be obtained as soon as possible. The Supervisor is responsible for making sure that the missing SDS is requested from the manufacturer and is received.

Products packaged for and intended for use by the general public (consumer products) are exempted from Hazard Communication Regulations. However, if a consumer product is being used in the workplace and Employee exposure is significantly greater than that of a normal consumer, an SDS should be obtained.

For a product or mixture that is labeled pursuant to FIFRA, the manufacturer is obligated to provide an SDS. This will assist in ensuring proper handling, use and storage of the materials.

SDS are technical documents that provide information on how to safely use, handle, store and dispose of hazardous substances properly and the procedures to follow in the event of spills, fires of overexposure.

They also provide information on the health effects, physical properties, reactivity of the substance and the proper personal protective equipment that should be used. SDS are required for all hazardous substances and should be reviewed by all personnel using the substances.

Cal/OSHA mandates each SDS shall be in English and shall contain the following information or sections.

Section I – Identification

Product Name
Part Number
CAS Number
Other Common Names
Description
Uses
Supplier Identification
Emergency Number

Section 2 – Hazard Identification

Classification
Flammable Liquid Category 2
Eye Irritation Category 2
Specific Target Organ Toxicity
Label Elements
Signal Word
Hazard Pictograms
Hazard Statements

Section 3 – Composition/Ingredients

Ingredients, purities, stabilizing additives
Chemical Name
Common Names
CAS Number
Concentration

Section 4 – First-aid Measures

Description of first aid measures
Potential acute health effects
Indication of any immediate medical attention and special treatment needed
Notes to physician

Section 5 – Fire-fighting Measures

Extinguishing media
Suitable extinguishing media
Unsuitable extinguishing media
Special hazards arising from the substance or mixture
Advice for firefighters

Section 6 – Accidental Release Measures

Personal precautions, protective equipment and emergency procedures
Environmental precautions
Who to call for help

Section 7 – Handling and Storage

Precautions for safe handling
Conditions for safe storage, including any incompatibilities
Specific end use(s)
Safe Storage conditions

Section 8 – Exposure Controls/Personal Protection

Permissible exposure limits
Engineering controls
Required PPE

Section 9 – Physical and Chemical Properties

Details on chemical properties
Appearance
Color
Odor
Viscosity
Vapor Density
Flashpoint
Upper and Lower Explosive Limits
Ph

Section 10 – Stability and Reactivity

Reactivity
Chemical Stability
Possibility of hazardous reactions
Conditions to avoid
Incompatible materials
Hazardous decompositions

Section 11 – Toxicological Information

Acute toxicity
Symptoms related to the physical, chemical and toxicological characteristics
Skin contact
Delayed and immediate effects and chronic effects

Section 12 – Ecological Information

Product/Ingredient Name
Persistence and degradability
Bioaccumulative potential
Mobility in soil
Results of PBT and vPvB

Section 13 – Disposal Considerations

Product methods of disposal
Packaging methods of disposal

Section 14 – Transport Information

Classification information for shipping
Packaging information
Additional environmental hazards

Section 15- Regulatory Information

Provides any other regulations not covered in other sections

Section 16 – Other Information

Provides abbreviations and acronyms
Details date SDS was created or revised
May detail any changes to other versions.

Other Information on SDS

An SDS is to be obtained and on file in the SDS Binder before a hazardous substance is used by an Employee. The SDS will be filed alphabetically by product name in the SDS Binder. The Safety Coordinator (or designee) is the only person permitted to add or remove SDS sheets from the master and departmental binders.

The only exception to this is during an emergency situation when the SDS is necessary to determine appropriate response to the emergency. SDS binders shall be readily accessible to all Employees. Employees need not obtain their Supervisor's permission to review the SDS binder. The master SDS binder is located in the Safety Coordinator.

Suppliers of hazardous substances are required by law to submit SDS with the initial shipment. Thereafter, suppliers will only send updated or changed SDS. For substances not purchased regularly or where there is no SDS received with the initial shipment, the site or department's designated representative is to contact the supplier and request the most recent SDS be sent by mail. The product should then be removed and stored separately until the SDS is received.
Any difficulty encountered in obtaining the SDS should be brought to the attention of the Safety Coordinator. The Safety Coordinator will then contact the supplier by letter requesting the most recent SDS. All attempts and letters issued to suppliers to obtain the SDS are to be documented.

Original SDS shall be maintained within the master binder(s) located in the Safety Coordinator at the District. All SDS for hazardous substances that are no longer used in the School District will be filed for at least thirty years for future reference, if necessary.

When Employees of the District must travel between workplaces during a work shift, the SDS binder is kept in a central location at each school site or departmental office. The following sites will have SDS binders containing SDS pertinent to their site only:

District Department Offices

- Superintendent
- Business Services
- Facilities, Grounds and Construction
- Purchasing
- Food Services
- Principals Offices

SDS Binders shall always be available, upon request, to designated representatives.

OTHER SDS INFORMATION

Elements of Hazardous Substance Inventory

A list of hazardous substances (as required under Title 8 CCR, Section 5194) shall be maintained by the Safety Coordinator. A copy of the hazardous substances list must be included in each SDS Binder to serve as an index. Hazardous substances shall be listed in alphabetical order by chemical/common name. Each Employee will receive a copy of the current hazardous substance list during the Hazard Communication Training Program. The list shall be reviewed for accuracy, at least annually, updated and distributed by the Safety Coordinator. Each appropriate site shall receive a copy of the master as well as a site-specific chemical list.

The Safety Coordinator will assign a representative to perform a complete inventory of all hazardous substances and list the chemical name, supplier name, hazard ratings and any special comments/hazards of the chemical.

The inventory should be forwarded to the Safety Coordinator. The Safety Coordinator (or designee) will update the site and District master hazardous substances lists and distribute the lists appropriately.

The Hazardous Substance List will contain the following information:

- Chemical Name
- Manufacturer/Supplier Name
- Health/Fire/Reactive Rating
- Chronic/Carcinogenic Hazard

When a hazardous substance is deleted from the list, the Safety Coordinator (or designee) will draw a line through the deleted chemical and date and initial the line.

When a new hazardous substance is added, the Safety Coordinator (or designee) will designate that chemical by an asterisk (*) prior to the chemical name. A Hazard Communication Update Memo will also be posted in the work area where that substance is used for ninety (90) days.

EMPLOYEE TRAINING

All District Employees must be provided with the necessary information to perform their duties safely when using hazardous substances. All District Employees are required to attend training on the Hazard Communication Program.

Training is also required of new Employees prior to their commencing work with hazardous substances. Training is conducted to ensure compliance with State Hazard Communication Regulations.

Training will consist of the following:

- Informing Employees of the Hazard Communication Standard’s requirements and the details of the Districts Hazard Communication Program.

- Informing Employees of the location and availability of the written Hazard Communication Program.

- Informing Employees of any operations in their work area where hazardous substances are present.

- Informing Employees of the location(s) of SDS binders.

- Explanation of workplace labels and the labeling system.

- Explanation of SDS and how to read them.

- Informing Employees of measures Employees can take to protect themselves from the hazards, including work practices, engineering controls, personal protective equipment, etc.

- Informing Employees in methods and observations that may be used to detect the presence or release of hazardous substances in the work area.

- Informing employees of physical and health hazards of substances in the work area.

- Informing Employees of their right to receive information regarding hazardous substances to which they may be exposed.

- Informing Employees of their right for personal physicians or collective bargaining agents to receive information regarding hazardous substances to which the Employee may be exposed.

- Informing Employees of their right against discharge or other discrimination due to the exercising the right afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

- Informing Employees that whenever the District receives new or revised SDS sheets, information regarding increased risks or modified protection measures will be provided to Employees on a timely basis, not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, Employees health as compared to those stated on the SDS previously provided.

TRADE SECRETS

A manufacturer, importer, or employer may withhold the specific chemical identity of a hazardous substance from the SDS.

Where a physician or nurse determines that a medical emergency exists and the specific chemical identity of a hazardous substance is necessary for emergency or first-aid treatment, the manufacturer, importer, or employer shall immediately disclose the specific chemical identity of a trade secret substance to that physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement.

The manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, as soon as circumstances permit.

OTHER HAZARDOUS COMMUNICATIONS OBJECTIVES

Toxicity and Exposure

A toxic substance is a health hazard only when it has entered the body. Toxic substances or chemicals are considered toxic if they can cause either short-term or long-term health effects. There is no substance or chemical that is completely nontoxic.

Toxicity is dependent on several factors, including route of entry, degree or exposure, length of exposure, concentration of chemical, and a person's susceptibility. Toxicity is also affected by human factors such as age, diet, heredity, lifestyle and exposures to other chemicals**.**

The entry point of a toxic substance is commonly referred to as the "route of entry." It is important for Employees to review SDS's to become aware of the entry routes for the chemicals they may be working with.

Exposure to toxic substances may occur through absorption, ingestion, inhalation or injection.

Absorption – This is the most common for the four routes of entry. Absorption takes place as the chemical comes in contact with the skin and destroys some of the

protective outer layer, thus allowing the toxic chemical to come in contact with the inner tissues and possibly the bloodstream.

Inhalation – Toxic substances can create dusts, fumes, mists, vapors and smoke that can become airborne and affect the air being inhaled. The toxic substance is thus allowed to enter the respiratory tract through the nose and mouth and move downward through the windpipe and into the lungs.

Ingestion – A toxic material when ingested is absorbed through the stomach and intestines into the bloodstream. The bloodstream may carry toxic substances to the liver, which may or may not be able to detoxify all of the toxic materials. Liver cells may be destroyed.

Injection – Exposure to toxic chemicals by injection occurs as the result of puncturing the skin with glass, metals or other materials that are contaminated by toxic substances, or when syringes contain toxic substances.

The concentration of the toxic substance is based on the dose a person receives over a specific time. The effect of a substance is a result of the doses received and the toxicity of the substance. The concentration and effect of toxic substances has prompted Cal/OSHA to issue and enforce Permissible Exposure Limits (PEL).

Personal Protective Equipment

Employees using hazardous substances should review the respective Safety Data Sheets for information on required personal protective equipment (PPE) and on precautions that should be taken to ensure against overexposure. Employees should also be aware of a substance's routes of entry in order to understand how overexposure can occur. Employees shall practice good personal hygiene. Employees shall use proper hand, eye, face and respiratory protection.

Employees should not work with or use hazardous substances for prolonged or repeated periods unless the proper precautions have been taken to keep exposures to safe levels. It is essential that supervisors instruct all Employees in their area to follow the manufacturer's guidelines regarding a substance's use and the required personal protective measures. Supervisors shall ensure that all necessary personal protective equipment is available to Employees.

Handling and Storage of Hazardous Substances

The use, handling and storage of hazardous substances are necessary for the continued operation of the District. Therefore, Employees who handle these substances must follow safe procedures to minimize any potential losses. Such losses include Employee injury or illness, injury to students or visitors and damage to District property or the property of others.

Each hazardous substance should be handled, used and stored in accordance with the information provided by the manufacturer through its container labels and SDS's. Hazardous substances should be handled only with proper protective equipment and only under the proper conditions. If a chemical is specified to be used only in a chemical hood area that must be the only place it is used. Following sound safety procedures will ensure that accidents are kept to a minimum.

The proper storage of hazardous substances is as important as their proper handling. Inadequate storage space can result in overcrowding and the storage of incompatible chemicals. It is also important that supervisors provide a storage area where an Employee should never have to reach above their waist to get a hazardous substance. This will prevent containers from slipping off shelves and spilling their contents on Employees or over a large area of the floor.

Shelf-stored hazardous substances should be visually checked on a monthly basis. This visual inspection will help identify those substances that have questionable labels, may be leaking, have corroded caps, or have developed other problems, which show that they should be immediately disposed of in a safe manner.

Disposal Procedures for Hazardous Substances

Proper disposal of hazardous substances is the responsibility of all Employees. It is a basic principle that hazardous substances must be disposed of in ways that avoid harm to people and the environment. Hazardous substances must not be disposed of into the sanitary sewer system.

For disposal of hazardous wastes, it is important that a qualified disposal company be utilized. A qualified disposal company will meet the federal and state hazardous waste disposal requirements, which include having the appropriate Environmental Protection Agency (EPA), permit, California State Waste Haulers permits, Certificates of Insurance, etc.

The District has obtained an EPA Identification number for each District facility generating hazardous waste. This number is unique to the individual facility and must appear on all Hazardous Waste Manifests. It will be the responsibility of the Employee who signs the Hazardous Waste Manifest to ensure that it is filled out correctly and to visually inspect the waste hauler's vehicle for adequate placarding and physical condition.

The District will investigate all waste haulers before deciding on any one hauler. This investigation will include discussions, site review and background check with other users and with the CAL-EPA's Toxic Substances Control Division to determine if any notices of violation have been issued.

Emergency Procedures and Spill Cleanup

The following emergency procedures should be followed whenever a hazardous substance spill or gas leak occurs. All spills must be reported immediately to the Executive Director Risk Mgt/Compliance. Small spills shall be assessed by the Safety Coordinator and cleanup activities directed accordingly.

Any spill reported to the Safety Coordinator must be documented on a spill report. It is important that the following information be obtained to ensure proper notification of the appropriate agencies and to have a complete report of the incident on file.

- Name of the person reporting the spill
- The substance spilled
- Location of the spill
- Approximate amount spilled
- Extent of any injuries

The following general guidelines are to be followed in the event of a spill or other emergency:

- If the emergency response team members, under the direction of the Safety Coordinator (or designee) are unable to properly clean up a spill or extinguish a fire, they are to immediately leave the area and secure it, preventing access and further contamination of others.

- The Safety Coordinator (or designee) must, from the nearest safe, accessible phone, notify the Fire Department by calling 9-1-1 and report the spill. Provide as much information as possible and await the arrival of emergency response crews at a safe distance from the spill.

- Injured personnel should not be moved if possible to avoid further injury. Injured personnel should only be moved if there is an immediate threat to life. If it is essential to move an injured person, move them away from the affected area before administering first aid.

- Anyone that has been contaminated by a spilled substance must avoid contact with others.

- SDS for the spilled substance should be provided to medical authorities treating victims of a chemical spill.

- Only personnel with information regarding the spill or injured parties should remain in the immediate vicinity of the spill to inform responding public agencies.

- The Safety Coordinator may implement the facility contingency plan and evacuate, if the emergency warrants such measures.

- All Employees are to meet at their designated assembly area after evacuating for roll call.

- No persons are permitted to re-enter the building unless instructed to do so by the Safety Coordinator.

- Do not hinder any emergency operations.

Outside Contractors

The Hazard Communication standard also applies to all contractors, vendors and service companies (i.e. outside cleaners, pest control, construction/renovation, etc.)

The School District is obligated to the contractor by giving authorization to work, ensure safe working conditions and to provide information on the District's hazardous substances and procedures for emergencies. Conversely, the contractor has to agree to abide by the District's safety rules and regulations and inform the District of any hazardous substances they intend to bring onto any site in order to perform their work.

1.Contractors are required to provide a list of all hazardous substances they intend to use at the District in the bid package. The list is to be maintained by the Safety Coordinator.

2.The District reserves the right to deny use of any chemical the Contractor wishes to use which is deemed hazardous and may affect District Employees, Students or Visitors.

3.The Contractor is required to maintain copies (on site) of the SDS of the chemicals they will use throughout the work place.

4.All chemicals brought onto the premises must be labeled as required by the HazCom Standard.

5.The Contractor may be asked to provide records of their HazCom Training Program.

6.The Contractor's Employees may be required to attend a Safety Orientation prior to commencing work at the District. The orientation will cover the following:

(1) The District's Safety Rules.

(2) The district's emergency procedures for medical, spills, fires, accident reporting, property damage and evacuation.

(3) Specific hazards (chemical or physical) in area where Contractor will be working.

(4) Any other hazards as conditions warrant.

7.In the event of an emergency, the Contractor must immediately notify the Safety Coordinator. Indicate what the emergency is and what assistance is required.

8.All accidents, chemical spills, fires, accidents, property damage, etc., no matter how small, must be reported to the Safety Coordinator immediately for investigation and documentation.

Non-Routine Tasks

Supervisors shall determine if their Employees might be involved in non-routine tasks. These tasks will be identified when assigned. Each Employee responsible for working in a non-routine situation involving hazardous substances will be trained before beginning the process.

Non-routine tasks include outside contractors working at the District and using hazardous substances that may pose a health or physical hazard. Employees will be informed of the hazard and the method of protection before the contractor is allowed to begin work.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

WORKPLACE HAZARD RECOGNITION & CORRECTION

PURPOSE

The purpose of the District's workplace recognition, hazard correction and control is to ensure that all unsafe acts and conditions are acted upon in an immediate and systematic fashion to eliminate potentials of injuries, exposures and property damage.

OBJECTIVE

- Eliminate or control unsafe acts and conditions before they result in accidents or exposures that may produce injury and/or damage.
- Stimulate regular employee hazard detection and control activity.
- Provide a mechanism for Employees to formally report hazards and to make safety recommendations.
- Monitor and control the introduction of new substances, processes, procedures and/or equipment.

PROCEDURE

Definitions:

Hazard: An unsafe act or unsafe condition that may cause an exposure, incident or injury.

Unsafe Act: Means not following proper work procedures or the violation of the District's safety rules. It is what the Employee did or failed to do that has or could have resulted in an exposure or accident (there are various factors which influence the Employee to act in an unsafe manner including mental, emotional, physical, and attitudinal problems).

Unsafe Condition: Any hazardous physical condition that is uncontrolled is an "unsafe condition". It is any part of Employee's physical surroundings that has or could have resulted in an accident, incident or exposure (factors such as the deterioration of equipment, poor design of equipment, inadequate maintenance; even the unsafe actions of employees are the source of unsafe conditions).

Program Philosophy

It is the responsibility of "all" Employees to identify any hazardous condition on the job. However, it is each Supervisor's responsibility to make a planned systematic daily survey of his or her areas for hazard detection and control.

Thoughtful preparation for hazard detection produces a greater likelihood of identifying critical (high risk) hazards. It is generally the more obscure high-risk hazard that produces the severe injuries and illnesses. The Supervisor of the Employee performing the work is in the best position to detect and control high risk, unsafe acts.

Hazard Recognition and Control

Minimum Action Standard: At least monthly, the actions listed below will be incorporated into each supervisor's work activities. It is the Supervisor's responsibility to monitor the job for unsafe acts and unsafe conditions by implementing the following actions:

- Conduct observations of Employees performing job/task, record any unsafe acts, and take the required hazard control action.

- Make a survey of work areas, machines, equipment, or other elements to identify any unsafe condition and take any required hazard control action.

- Record and act on any unsafe acts or unsafe conditions brought to their attention by others.

Corrective Action: When any unsafe act or unsafe condition is observed, it will require the Supervisor to take one or more of the following actions within 24 hours after identifying and recording a hazard:

- Eliminate or control the detected hazard. Always take immediate temporary control action. For those hazards, which cannot be immediately controlled or eliminated, the action necessary for correction should be documented with a date established for completion.

- Should an imminent danger be associated with any job, the hazard must be immediately corrected before work continues or the job shut down and all personnel removed from the area until the hazard is corrected. If it is necessary for personnel to enter the area of **"imminent danger"** to correct the hazard, then only the minimum number of personnel necessary are permitted to re-enter the area using extreme caution and with the necessary safeguards, equipment and provisions that will minimize their exposure to the hazard.

- Schedule for correction those hazards, which may require more than 24 hours for control and provide protection against the hazards until they are corrected.

- Pass to higher supervision all hazards, which may require assistance due to limitations of responsibility or authority. The Supervisor will retain the responsibility for follow-up and corrective action until the hazard is corrected.

SAFETY HAZARD INSPECTION FORM

- The Safety Hazard Inspection Form is to be used on a minimum of a monthly basis to record all job/task observations and hazard detection and control activity.

- The Safety Hazard Inspection Form is to be sent to the Designee who will maintain the Inspection forms and monitor completion of the items.

- The reports will remain on file for a minimum of five (5) years for audit and reference purposes.

- Job/task observation and unsafe act recording; the name of Employee(s) should be recorded for necessary follow-up.

Employee Participation

Each Supervisor will encourage Employees to bring hazards to their attention without fear of reprisals. When an Employee advises the Supervisor of a hazard, the Supervisor will immediately record the hazard and note the employee's name on the form.

The Supervisor should discuss the Employee's views on the significance or urgency of the hazard in question to avoid any possible misconceptions concerning control timing. After the Supervisor has evaluated and/or controlled the hazard, they should personally advise the Employee of what action was taken.

In the event the Supervisor and the Employee differ regarding the existence of a hazard and in the supervisor's best judgment, no action is necessary; the following steps should be taken:

- Avoid any rejecting comments during the initial contact.

- Provide impersonal, objective reasons for the rejection after review.

- If the Employee persists, review the question with the Safety Designee for final disposition.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

HEARING CONSERVATION PROGRAM

RESPONSIBILITY

The District has established a Hearing Conservation Program to protect workers from the hazards of noise on the job.

California Code of Regulations, Title 8 Section 5097 requires that the District implement a hearing conservation program when workers are exposed to noise levels exceeding 85 dBA.

SCOPE

This policy provides an effective requirement for a hearing conservation program for the District.

PROCEDURES

The District has taken a conservative approach to this environmental hazard by establishing this program. The following elements establish the program:

- An Audiometric Testing Program when needed.
- An Employee Education and Training Program.
- Monitoring and Analysis of Workplace Noise Levels.
- Provide suitable engineering controls when appropriate.
- Provide hearing protection when required.
- Maintain pertinent records for the above-mentioned items.

AUDIOMETRIC TESTING

Each new Employee whose work exposes them to noise levels above the "OSHA action level" will receive an Audiometric test as part of a pre-screening physical examination to establish a baseline audiogram against which subsequent audiograms can be compared as required in CAC, T8 5097.

Annually, each Employee and any others who are exposed to noise levels exceeding 95 dBA will be given a follow-up Audiometric examination to monitor for any significant changes in their hearing ability. Employees will be formally notified if there is any change in their hearing as a result of this testing.

When audiometric testing is required, each affected Employee must not be exposed to any workplace noise for at least 14 hours prior to his or her tests. This requirement may be met by wearing hearing protectors, which will reduce the Employee's exposure to a sound level of 80 dBA or below.

Audiometric tests will be performed by a licensed or certified Audiologist, Otolaryngologist, or other Physician, or by a Technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A Technician who performs audiometric tests must be responsible to an Audiologist, Otolaryngologist or physician.

At least annually, after obtaining the baseline audiogram, the District will obtain a new audiogram for each Employee exposed at or above the action level.

Each Employee's annual audiogram will be compared to that Employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

A Technician may do this comparison. If the annual audiogram shows that an Employee has suffered a standard threshold shift, the District may obtain a retest within 30 days and consider the results of the retest as an annual audiogram.

An Audiologist, Otolaryngologist or Physician will review problem audiograms and shall determine whether there is a need for further evaluation. The District will provide to the person performing this evaluation the following information:

- A copy of the CAC, T8 5097 requirements for hearing conservation.

- The baseline audiogram and most recent audiogram of the Employee will be evaluated.

- Measurements of background sound pressure levels in the audiometric test room.

- Records of audiometric calibrations required by this program.

If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined by CAC, T8 5097. The District within 21 days of the determination will inform the Employee of this fact, in writing.

Unless a Physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the District will ensure that the following steps are taken when a standard threshold shift occurs:

- An Employee not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.

- An Employee already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

- Refer the Employee for a clinical audiological evaluation or an ontological examination, as appropriate, if additional testing is necessary or if the District suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

- Inform the Employee of the need for an ontological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

If subsequent audiometric testing of an Employee whose exposure to noise is less than an 8-hour time-weighted average of 90 decibels indicates that a standard threshold shift is not persistent, the company:

- Will inform the Employee of the new audiometric interpretation.

- May stop the required use of hearing protectors for that Employee.

An annual audiogram may be substituted for the baseline audiogram when in the judgment of the Audiologist, Otolaryngologist or Physician who is evaluating the audiogram:

- The standard threshold shift revealed by the audiogram is persistent; or

- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dBA or more at 2000, 3000 and 4000 Hz in either ear.

In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in the OSHA Appendix “Determination and Application of Age Correction to Audiograms”.

EMPLOYEE TRAINING

Each Employee upon hire and annually thereafter will receive training in the District's hearing conservation program. This annual training will include the following:

- A summary of the Cal/OSHA noise standard;
- Information on the effect of noise on hearing;
- Specific information about jobsite machine noise;
- The role of administrative and engineering controls;
- The contents of the District's noise control plan;
- A discussion of hearing protectors – the advantages and disadvantages of various types, and instructions on the selection, fitting, use, and care of the protectors;
- An explanation of the purpose of the audiometric testing and the test procedure, as well as the specific noise exposure for Employees.

MONITORING NOISE LEVELS

The District will periodically or as necessary, conducts noise level surveys of the workplace. The results of these surveys will be made available to Employees upon request.

Any job area or District location found to be in excess of the allowable designated noise levels that cannot be brought into compliance with the noise standard will be designated as an area where hearing protectors are to be worn.

ENGINEERING CONTROLS

Where appropriate, the District will provide suitable engineering controls to reduce noise exposure. Due to the complexity of most construction jobsites, it is difficult if possible many times to institute effective engineering controls for most noise exposures. Should this be the case, and then Employees will be required to wear suitable hearing protectors.

HEARING PROTECTORS

The District will provide and require workers hearing protectors if their 8 hour TWA is above 90 dBA. The District will also make hearing protectors available to all Employees exposed to a TWA above 85 dBA. Any Employee who may have a significant threshold shift of hearing level will be required to wear hearing protectors if they are exposed to a TWA of 85 dBA.

The District will provide workers with a choice of at least one type of earplug and one type of earmuff. On most jobsites, there will be a choice of two different types of earplugs.

The District will make a concerted effort to find the right protector for each Employee, one that offers the right attenuation, is accepted on the terms of comfort, and is used by the Employees.

RECORD KEEPING

The Designee will maintain all record keeping for this program. Records will include: audiometric testing results; noise surveys; Employee training; engineering controls implemented; and distribution and purchase of hearing protectors.

HEARING REQUIREMENTS

There are many jobs or types of work that generally produce noise levels that intermittently or for short durations exceed the permissible TWA. It is the policy of the District to require all workers who are engaged in the following jobs to wear hearing protectors:

- Workers using or adjacent to the use of pneumatic tools such as chippers, hammers, grinders, or others were making excessive noise.
- Metal saw cutting use.
- Excessive use of metal hammering, cutting, drilling, or forming.
- Work around operating compressors and other noisy machinery.

CLIENT RESPONSIBILITIES

A client will:

- Determine all sources of noise at or above 90 dBA.
- Determine if personnel have 8-hour TWA exposures at or above fifty-percent (50%) of the Cal/OSHA allowable.
- Review noise exposures annually for all job classifications with TWA exposures at or above fifty-percent (50%).
- Ensure that audiograms are made annually for personnel whose TWA exposures are at or above fifty-percent (50%) of the Cal/OSHA allowable.

Job Supervision Will:

- Require hearing protection in all areas with noise levels at or above 90 dBA and for all tasks, which generate such noise levels (i.e., grinding, hammering, etc.). Earplugs shall be required when working in an area and/or on tasks with sound pressure levels exceeding 105 dBA.

- To alert Employees to possible hazardous noise exposures, “CAUTION” signs shall be posted in work areas in which the sound pressure levels may exceed 90 dBA and “DANGER” signs shall be posted in areas where sound pressures exceed 105 dBA. The client posts these signs.

- Evaluate the need for engineering and/or administrative controls to reduce noise levels below 90 dBA and, where feasible, develop a plan to reduce all personnel exposures to less than fifty-percent (50%) of the Cal/OSHA allowable.

- Make hearing protection available and enforce its use by all employees with TWA exposures at or above fifty-percent (50%) of the Cal/OSHA allowable and/or by those who must enter or work in areas where the noise level is 90 dBA or above.

- Provide an annual training program for all personnel who have an 8-hour TWA at or above fifty-percent (50%) of the Cal/OSHA allowable.

- Employees who are exposed to sound exposure levels at or above 90 dBA shall be trained in the proper use of hearing protection and retrained periodically. Where necessary, hearing protection must be included in the safety indoctrination of all personnel. Training documentation must be maintained within secure District facilities.

TRAINING

All District Employees must be trained on the use of personal hearing protection equipment. Also each Employee must know how to clean, care for and maintain the hearing protection equipment.

RECORDS

All training records must be maintained within secure District facilities for a minimum of 7 years.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

Heat Illness Prevention Program

Introduction

Heat illness in all its forms has always been a recognized work hazard in California, and across the nation. All heat related illnesses are preventable. Cal/OSHA requires Districts in California to train workers regarding the hazards of working in heat and in heat related illness.

The standard also requires the District to have a written plan that informs employees, supervisors, and managers of the regulatory requirements the District must adhere to related to heat related illness prevention.

The primary goal of the District Heat Illness Prevention Plan is employee safety. The training and operational elements found in this plan will provide employees, managers and supervisors with the tools necessary to anticipate environmental conditions that contribute to heat related illness, to recognize when work assignments place employees at risk and what job instructions need to be communicated to employees regarding the prevention of heat related illness.

This plan is consistent with the requirements of the District's Accident Prevention Plan and nothing in this program supersedes or nullifies the requirements found in our Accident Prevention Plan.

Definitions

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

Active Cooling Equipment: Clothing or powered devices (passive or active) that work to provide body core cool when worn by an employee.

Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

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

Full-body protective clothing: Clothing or a protective suit that can provide a protective barrier to prevent dermal contact with a full range of materials from ordinary non-hazardous soiling agents to aggressive hazardous material/chemical substances. This suit provides body protection including head (hood) and feet (integrated booties).

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

Preventative recovery period: A period to recover from the heat in order to prevent heat illness.

Shade: Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade

is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. 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.

Program Scope

The District's Heat Illness Prevention Plan is intended to control occurrences of heat related illness. The Plan applies to all outdoor areas where the District's employees can be assigned work, and where environmental conditions cannot be mitigated by engineering controls. Additionally, the Plan also applies to indoor areas where District employees may be assigned work.

Program Responsibilities

- Draft and distribute the HIPP to District Officers, Directors, Managers, Superintendents, Supervisors and all Employees.
- Provide initial training in the requirements of the plan to District Officers, Directors, Managers, Superintendents, Supervisors and all Employees who are covered by the requirements of this Program.
- Maintain all employee records for courses conducted by the District.

Managers, Supervisors, and Directors will:

Ensure that employee work assignments both indoors and outdoors are evaluated, and the components of this plan are implemented when the established temperature/relative humidity thresholds are met or exceeded.

Ensure that initial and periodic training is provided to employees under their supervision and are consistent with the requirements of this document.

Ensure that active or passive cooling equipment is available to employees who may require its use.

Maintain employee training records for courses conducted solely by District

management personnel.

Employees will:

Comply with the requirements of this plan.

Understand the responsibilities of both the District Managers and employees in maintaining compliance with this plan.

Take steps to mitigate any personal risk factors that may exist prior to working in a regulated hot environment.

Immediately report unsafe conditions to their supervisor.

Observe their fellow employees for signs of heat related illness and take quick action to ensure that rapid assistance is provided if applicable.

Training

California Code of Regulations, Title 8, Chapter 4, Section 3395 requires Districts to provide training in the provisions of the written Heat Illness Prevention Plan to managers and supervisors, and employees. The minimum requirements for training content include:

The environmental and personal risk factors for heat illness.

District procedures for complying with the requirements of CCR, T8, Section 3395.

The importance of frequent consumption of small quantities of water, up to four (4) cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.

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

The District's procedures for responding to symptoms of possible heat

illness, including how emergency medical services will be provided should they become necessary.

The District'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.

The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders,

Further, supervisors are required to receive the same training content as outlined above and in addition:

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

The procedures the supervisor is to follow when an employee exhibits any symptom consistent with possible heat illness, including emergency response procedures.

Program Compliance Strategy

Nothing in this plan prevents a manager or supervisor from encouraging good heat related work practices when local temperatures are hot but do not reach the thresholds detailed below.

Acclimatization

- All employees shall be closely observed by a supervisor or designee during 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.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

Outdoor Work Assignments

Managers and supervisors shall ensure that they are aware of the most current and accurate meteorological information (ambient temperature and relative humidity) in areas of the District where they will be assigning employees to work. The manager and/or supervisor shall implement the proper controls when local weather conditions have achieved, or are expected to achieve the following threshold:

More than 8 hours with daytime temperatures at or above 85 degrees F and relative humidity at or above 80%.

Note: Managers and supervisors may consult the internet and/or the District's main office staff who will inquire online for accurate information regarding weather within the District's jobsites vicinities.

In these conditions, the manager and/or

supervisor shall implement the

following worker protection controls.

Prior to the start of the work shift, when weather conditions require the application of the HIPP, managers and/or supervisors shall meet with their employees and review the work procedures to be used during the high heat period.

- 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 cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in enough quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Districts may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in

subsection (f)(h)(1)(C), shall be encouraged.

- When employees are working on roof tops are in any location were plumbed drinking fountains are not found, bottle water will be made available. Water bottles and/or clean cool water to replenish personal non-disposable water bottles shall be made available upon start of the day to take out to the work site. Site administrators will check on employees throughout the day to confirm that water remains available.
- Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the District shall always have and maintain one or more areas with shade while employees are present that are either open to the air or provided with ventilation or cooling.
- Most school sites have many areas of shade to include covered walkways, built shade structures and trees. When work is planned on open sports fields or on roof tops and the time to complete the job is estimated to be 60 min. or more a portable “Pop-Up Tent” will be provided for shade to work under.
- Employees shall be allowed and encouraged to take a preventative cool-down rest in the
  shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall always be permitted. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.
- Employees will be paired up and not work alone during excessive heat events. This is to ensure that employees can monitor each other and encourage the necessary breaks. This will also assure that First Aid and/or 911 is called if needed
- If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the District shall provide appropriate first aid or emergency response.
- No employee shall work alone during a heat event. Working in pairs guarantees emergency response if needed
- Managers and/or supervisors shall ensure that employees assigned work outdoors and exposed to high environmental temperatures shall

have quick and effective access to a rest area where shade is available, or to an area where ventilation or cooling is provided for a period of not less than 5 minutes. Employees shall always have access to shade or cooling during the work shift.

High-heat Procedure

The District shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observing employees for alertness and signs or symptoms of heat illness. The District shall ensure effective employee observation/monitoring by implementing one or more of the following:
    - Supervisor or designee observation of 20 or fewer employees, or
    - Mandatory buddy system, or
    - Regular communication with sole employee such as by radio or cellular phone, or
    - Other effective means of observation.

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

Work Assignments in Indoor Environments

Where employees are assigned work in an indoor environment where ambient temperatures will meet or exceed 82 degrees F, managers and supervisors will ensure that:

Prior to the start of the work shift, when interior environmental conditions require the application of the HIPP, managers and/or supervisors shall meet with their employees and review the work procedures to be used during the high heat period.

Managers and/or supervisors shall ensure that exposed employees have access to cool potable water. Water must be provided to employees at the beginning of the work shift in enough quantities to ensure that employees can consume one quart of potable water per hour.

When plumbed drinking fountains are not available, bottle water will be made available. Water bottles and/or clean cool water to replenish personal non-disposable water bottles shall be made available upon start of the day to take out to the work site. Site administrators will check on employees throughout the day to confirm that water remains available.

Employees may be provided with smaller quantities of water if provisions are made to supply one quart of water per hour per employee.

Managers and/or supervisors shall encourage frequent drinking of water by employees.

Additional requirements, where feasible, apply where the temperature reaches 87 degrees such as cooling down the work area, implementing work-rest schedules, and providing personal heat- protective equipment. Where workers wear clothing that restricts heat removal or work in high radiant heat areas, the additional requirements apply at 82 degrees.

Work in Full Body Protective Clothing (FBPC)

The District does not permit its employees to perform either routine and/or non-routine emergency response to hazardous materials releases or any of this type of work-related tasks and as such, the District outsources and hires licensed company/agencies for performing tasks such as this. In the event employees would need to wear FBPC for nonhazardous jobs, the District would follow the below procedures in order to comply with this program.

When an employee wishes to wear a full body protective suit (Tyvek, breathable Kleenguard, etc.) to prevent soiling street clothing from routine work assignment, and no exposure to hazardous materials is anticipated, and the temperature is not expected to meet or exceed the HIPP action thresholds, the manager and/or supervisor shall comply with the following:

- Employees shall be advised to pre-hydrate before donning suit and beginning work. Employees shall be advised to continue drinking enough water to maintain a hydration rate of one 500ml bottle of water per hour.
- Employees shall be instructed to get out of the direct sun, and to a shaded area, for at least 5 minutes every hour.
- When emergency conditions are present, and the responders are required to protect themselves from any chemical, physical or biological hazard, the following work practices shall be implemented (by properly and currently trained staff only):
- Supervisors shall ensure that active cooling equipment is available for employee use, and that employees have been trained in the use of the equipment prior to work assignment.
- Supervisors shall limit work assignments for employees to allow enough rest time for fluid replacement and restoration of nominal vital signs.
- Every effort shall be made to schedule work in the coolest part of the day, usually early morning, to mitigate the need for active cooling equipment.
- If conditions do not permit off hours scheduling, supervisors shall ensure that baseline vital signs for employees shall not exceed established thresholds.

Understand and Recognize Definitions and Symptoms of Heat Related Illness/Emergency Services Contact Procedures

Emergency Services Contact Procedures

When an employee has been impacted with a heat related illness, or any emergent medical condition, the District has the following process in place:

1. When an employee appears to be suffering from a heat related illness, contact 9-1-1 immediately. Use a public telephone, an available

District telephone, a District cellular telephone, or a private cellular telephone. At the District main office, all 9-1-1- calls or emergency service (including most cellular telephone calls) are received by the local emergency systems dispatch representative(s). Advise the dispatch representative that an employee is suffering from a heat related emergency.

Do not hang up the phone. The emergency dispatch representative will require further information from the calling party.

2. If the affected employee can walk, get them out of the sun, begin active cooling, and advise the emergency dispatch representative of the patient's location. Be as precise as possible, if the dispatcher requests that the employee be moved to a more convenient location that is easier for emergency services (Police and Fire/EMS responders) to access, advise the dispatcher if you think that can be done without further injury.
3. If the patient cannot be re-located, provide the emergency dispatch representative(s) with the precise location. If other employees or outside help is available, direct them to the nearest street to assist in directing emergency services to the patient.

NOTE: The District uses definitions and treatment modalities Promulgated the American Red Cross curriculum First Aid/CPR/AED for the workplace.

Types of Heat Related Illness

1. Heat Cramps- are painful muscle spasms that usually occur in the legs hamstrings) and abdomen. Heat cramps are treatable and are the least severe form of heat related illness.
2. Heat Exhaustion (heat syncope)- is an early indicator that the body's cooling system is becoming overwhelmed. Signals of heat exhaustion include:

    - Cool, moist, pale, ashen or flushed skin.
    - Headache, nausea, dizziness.
    - Weakness, exhaustion.
    - Heavy sweating (a capstone sign)
3. Heat Stroke-is a profound medical emergency. Heat stroke occurs

when the body's systems are overwhelmed by heat and stop functioning. Heat stroke is a life-threatening condition and requires professional emergency medical intervention. Signals of heat stroke include:

- Red, hot, dry skin.
- Changes in the level of consciousness (LOC).
- Vomiting.

First Aid Care for Victims of Health-Related Illness

For employees suffering from heat cramps or heat exhaustion:

- Move the employee out of the sun, to a cool shaded place
- Loosen tight or restrictive clothing, and remove any personal
- protective equipment over garments.
- Remove perspiration-soaked clothing.
- Apply cool, wet towels to the skin.
- Fan the employee gently.
- If the person is conscious, provide small sips of cool water, (not a sports drink).

For employees suffering from heat stroke:

- This is a profound medical emergency and cannot be successfully treated in the field. Immediate and decisive action is required.
- Call 9-1-1 and calmly advise the emergency response dispatch of the situation, ensure that accurate directions and all information is provided to Dispatch so medical assistance is not delayed. Move the employee to a place out of the sun or provide shade for them.
- Loosen tight clothing, and begin active cooling methods (active fanning, pouring cool water over the body core, placing ice packs in the arm pits, behind the neck, and in the groin.
- Place the employee on their back (supine position) and gently roll them onto their side, with their airway (mouth) pointed down toward the ground in the recovery (Haines) position. Maintain open airway.
- Continue to cool the person by using ice or cold packs on the employee's wrists, ankles, groin, neck, and armpits.
- Remain with the employee until medical assistance arrives and aid responders as required.

Hydration Techniques

For most employees who are well acclimated to exterior conditions in the work environment, proper hydration is a simple matter of drinking enough potable water prior to exposure to heat,and at least one quart per hour of cool potable water during the work involving exposure to high heat. **Drink before you get thirsty.** If you are working in high heat conditions, and become thirsty, you cannot replace the fluid loss you have sustained orally.

To restate what Cal/OSHA recommends, an employee must consume up to four (4) cups per hour of cool, potable water during work in high heat conditions. For reference a 500 ml bottle of commercially available water is equal to approximately two (2) cups of water. Thus, consuming two (2) 500 ml bottles of water per hour would equal 4 cups.

Preventing heat related illness in employees is preferable to responding to a victim of heat illness. **It is very important to "pre-hydrate" prior to beginning work in a high heat environment. If possible, employees should consume at least one bottle of water, or 2 cups, before beginning work in a high heat environment.**

The Cal/OSHA standard requires Districts to provide potable, "cool" water for employees. For reference, public drinking fountains that are not electrically refrigerated provide water at between 75 degrees F and 76 degrees F. If supervisors choose to supply drinking water out of insulated water coolers, the contents need to be kept at that relative temperature.

Additionally, if a water cooler is provided, it must be sanitary, and have a valve for dispensing the water into individual cups, on for each employee, or disposable cups. The use of a communal dipper is not permitted.

The use of salt pills or electrolyte "sports"

drinks is not recommended for normal

hydration and fluid replacement.

Water is the preferred fluid, taken in the amounts discussed. Do not over-hydrate or try to consume more than the recommended amount and rate. Water intoxication can occur, where so much water is ingested that electrolyte balance is disturbed, which can lead to heart arrhythmias and other circulation problems.

In summary, anticipate high heat conditions, ensure that heat illness risk factors are eliminated or controlled, pre-hydrate before beginning work in high heat and humidity, and consume at least (4) cups of water per hour during work in high heat.

Know the signs and symptoms of heat related illness. Keep an eye on co-workers and respond quickly when you see signs of heat related illness in others.

Baseline Vital Sign Thresholds

Pre-Entry Medical Monitoring (Hazardous Materials Response)

There are three reasons to conduct medical monitoring on employees designated to wear Full Body Protective Clothing (FBPC) and enter an area contaminated by a hazardous materials release:

1. To establish baseline vital signs and physical assessment (for comparison with post entry physical conditions.)
2. To identify and preclude from participation in the hot zone and warm zone activities individuals at increased risk for sustaining injury and illness as a result of on-scene activities.
3. To provide early recognition and treatment of personnel with adverse physiological responses as a result of on-scene activities.

The following orthostatic vital sign thresholds are pre-entry maximum values. Employees who exceed any of these values must not be assigned to work in Full Body Protective Clothing (FBPC).

Physical signs that disqualify employees from wearing Full Body Protective Clothing (FBPC):

1. Blood pressure-diastolic greater than 105 mm Hg.
2. Pulse-greater than 70 percent of the maximum heart rate (220- age).
3. Respiratory rate-greater than 24 per minute.
4. Temperature- greater than 99.5 degrees F (oral) or greater than 100.5 degrees F (core) or less than 97.0 degrees F or less than 98.0 degrees F (core).
5. Skin evaluation- open sores, large area of rash or significant sunburn.

Managers and/or supervisors (**Hazardous Materials Team Leaders)** Shall:

Obtain these readings and record them in the appropriate position on the Site Safety Plan (Hazardous Materials Contingency Plan).

Managers and/or supervisors (**Hazardous Materials Team Leaders)** Shall:

Obtain post entry vital signs and skin evaluations and shall record them in the appropriate position on the Site Safety Plan. **Hazardous materials team members who have exited the hot and warm zones and been decontaminated shall have at least as much recovery time as suit time.**

ONTARIO-MONTCLAIR SCHOOL DISTRICT

INDOOR AIR QUALITY

INTRODUCTION

The District provides indoor air that is safe, healthy and clean and in compliance with all regulatory agencies. These guidelines apply to all environments intended for occupancy.

RESPONSIBILITIES

Facilities

- Establish and maintain a system to document building occupant concerns.
- Coordinate the investigation and resolution of IAQ problems (which cannot be resolved at the site level) and maintain documentation.
- Coordinate the services of IAQ consultants.
- Provide training for personnel as required.

Business Services

- Ensure there is a preventive maintenance program in place to minimize IAQ problems.
- Ensure that all records pertaining to the operation and maintenance of the HVAC systems are maintained.
- Ensure that no facility project or process adversely impacts the quality of indoor air, or is done without a plan to minimize the impact on occupants.
- Ensure that reasonable efforts are made to select construction and renovation materials that have the least environmental impact on building occupants.

Custodial and Maintenance Supervisors

- Ensure that no department operation or activity adversely impacts the quality of indoor air or is done without a plan to minimize the impact to occupants.

- Provide effective preventative maintenance and sanitation programs to reduce the potential IAQ problems.

- Provide the assistance in the investigation and resolution of IAQ problems as requested.

- Review cleaners, chemicals, etc. used by custodial and maintenance staff.

School Principals and Department Directors

- Perform preliminary investigations of IAQ problems, identify problem sources if possible, and resolve minor IAQ problems within their control.

- Report IAQ problems that cannot be resolved at the site level.

- Ensure that their building operations, processes or other activities within their control do not adversely impact the quality of indoor air.

- Notify appropriate personnel of students who have special health needs related to indoor air quality.

Employees

- Report all IAQ concerns or potential concerns to the Principal, Director or Supervisor.

- Do not perform tasks, actions or activities or use products, which may adversely impact the quality of indoor air.

IAQ PROBLEMS

Most problems identified during IAQ investigations can be placed in three general categories, listed with decreasing frequency:

- Inadequate ventilation.
- Chemical contamination
- Microbiological contamination

Sources of indoor air contaminants can be grouped in the following categories:

- Commercial products – cleaners, deodorizers, waxes, paints, adhesives, solvents, pesticides, etc.
- Building sources – building materials, HVAC systems, combustion appliances, furnishings, carpets, building biological contaminants, building activities, etc.
- Personal sources – tobacco smoke, cosmetic and personal care products, metabolic products, clothing, pet hair and dander, indoor plants, etc.
- Outdoor sources – vehicular exhaust, industrial and residential emissions, contaminated ground water, etc.

REPORTING IAQ CONCERNS

Employees should report all IAQ problems to their Principal, Director, or Supervisor. This may be done by completing an “Indoor Air Quality Concern Form”. The purpose of this form is to provide a process for staff to quickly investigate and solve indoor air quality problems.

The form should be filled out as much detail as possible when the cause of the problem is not immediately apparent to the concerned individual. Submit the completed form to the Principal, Director, or Supervisor. IAQ problems beyond the control of the site should be reported to the Director of Facilities.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

INDOOR AIR QUALITY CONCERN FORM

This form is to be filled out when a building occupant suspects an indoor air quality problem and/or is experiencing health symptoms possibly related to the indoor environment at a District facility.

Date: _____ Time: _____

Site: _____ Room: _____

Name and title of person(s) affected:

_____

_____

_____

_____

Nature of Concern: Please be specific. Include symptoms, length of time of symptoms experienced, whether symptoms decrease when not in building, if symptoms have increased or decreased over time, any doctor diagnoses and if symptoms have been/can be resolved and how.

_____

_____

_____

_____

_____

Completed by: _____ Date: _____

ONTARIO-MONTCLAIR SCHOOL DISTRICT

INDUSTRIAL FORKLIFT/POWERED PALLET JACK PROCEDURES

Training Rules & Procedures

A forklift is a powerful tool that allows one person to precisely lift and place large heavy loads with little effort. Using a tool such as a forklift, cart or hand truck instead of lifting and carrying items by hand can reduce the risk of suffering a back injury. However, there is a great risk of injury or death when a forklift operator has not been trained in the principles of physics that allows it to lift heavy loads, is not familiar with how a particular forklift operates, and operates the forklift carelessly, of uses a forklift that is not safe due to malfunctioning or missing parts.

Driving a forklift is different than driving a car. In a car or truck, the front wheels steer the vehicle. A forklift has the steering wheels in the rear. The rear end of the forklift swings in a circle around the front wheels that support most of the load. The operator must check that there is room for the rear end to swing when making turns. This clearance can be maintained in the workplace by permanently marking aisles with painted lines or arranging storage racks in a way that creates obvious aisles for travel. These marked aisles will only be effective if they are kept clear of stored materials

The District will ensure that all powered industrial truck operators are competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation by a qualified instructor.

Prior to permitting an Employee to operate a powered industrial truck (except for training purposes), the District shall ensure that each Operator has successfully completed the training required in the District's training program content.

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive hands on learning, video tape, written material and examination), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the Operator's performance in the workplace.

Training program content. Powered industrial truck Operators shall receive initial training in the following topics, except in topics, which the District can demonstrate, are not applicable to the safe operation of the truck in the District's workplace.

Truck-related topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and the automobile.
- Truck controls and instrumentation: where they are located, what they do, and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading.
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle capacity.
- Vehicle stability.
- Any vehicle inspection and maintenance that the Operator will be required to perform.
- Refueling and/or charging of batteries.
- Operating limitations.
- Any other operating instructions, warnings, or precautions listed in the Operator's manual for the types of vehicle that the Employee is being trained to operate.

Workplace-related topics:

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and the load stability.
- Load manipulation, stacking, and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and other sloped surfaces that could affect the vehicle's stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust.
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
- Elevating employees with forklift trucks.

Refresher training and evaluation, including the evaluation of the effectiveness of that training shall be conducted to ensure that the Operator has the knowledge and skills needed to operate the powered industrial truck safely every two years.

Refresher training in relevant topics shall be provided to the operator when:

- The Operator has been observed to operate the vehicle in an unsafe manner.
- The Operator has been involved in an accident or near-miss incident.
- The Operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The Operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

Avoid duplicative training. If an Operator has previously reviewed training, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the Operator has been evaluated and found competent to operate the truck safely.

The District shall certify (assure) that each operator has been trained and evaluated with the Employee signing the District's operator's safe operation guideline statement.

The certification shall include the name of the Operator, the date of the training, the date of the evaluation, and the identity of the person(s) or training company performing the training.

Pedestrian Safety

As employees or visitors are walking through a facility, physical safeguards must be in place to aid in their safety. The following safeguards need to be in place:

- Walkways which are identified the proper yellow or white walkway lines are a must. Where powered equipment is used along with a pedestrian walkway, enough room must be provided to allow for both the power equipment and the person on foot.

- Both fork lift Operators and pedestrians are required to comply with a signs where necessity dictates.

- Special convex mirrors need to be installed to highlight those areas that may present a blind corner or intersections.

- Where doors open to an aisle or area that allows powered equipment to pass, warning signs need to be provided.

- Hand railings or barriers adjacent to an aisle where fork lift trucks traverse need to be installed and need to be painted bright yellow for greater visibility.

- Pedestrian doors need to be identified when entering dock or fork lift activity.

- Any heat curtains should be clear so that an Operator can see someone on foot before driving through.

- Safe speed limits need to be strictly enforced to ensure reaction time for the Operator when confronted with pedestrians.

Use of Cages/Working Platforms

To safeguard any employee who must be lifted by a fork lift truck, the following principles must be followed.

- Only use an approved lifting cage that meets the requirements of CCR, Title 8.
- Approved hand railing on all sides of the cage.
- Mid railing and a toe board.
- Moveable gate that locks in place.
- Non-skid floor surface.
- Slots to allow maximum width for the forks.
- A high back that includes metal grid mesh that prevents a finger to enter the operating mechanism of the lift truck.
- An effective means of securing the platform to the mast of the lift truck.
- Full body harnesses are to be worn by each and every employee with a lanyard and a securing eye bolt.

Pre-Use Inspection

The forklift must be checked for defects daily usually by the operator before beginning shift. Even if you operate a forklift safely, a defect can cause or contribute to a serious accident. Some of the items to look for are:

- Is the horn working? Sound the horn at intersections and whenever vision is obstructed.
- Are there hydraulic leaks in the mast or elsewhere? These could cause slipping hazards or lead to hydraulic failure.
- Are fuel connections tight and battery terminals covered? Dropping a piece of metal across battery terminals can cause an explosion.
- Is there a lot of lint, grease, oil or other material on the forklift that could catch on fire.
- Do sparks or flames come out from the exhaust system?
- Does the engine show signs of overheating?
- Are tires at proper pressure and free of damage? A tire with low pressure or a tire failure can cause a forklift to tip or fall when a load is high.
- Do all controls such as lift, lower, and tilt work smoothly? Are they labeled?
- Is there any deformation or cracks in the forks, mast, overhead guard, or backrest?
- Are lights operating if used at night or in dark locations?
- Is steering responsive? A lot of play or hard steering will reduce your control.
- Do brakes stop smoothly and reliably? Sudden stops can cause tipping.
- Does the parking brake hold the forklift on an incline?
- Are seat belts (if equipped) working and accessible?

INDUSTRIAL TRUCK OPERATING RULES

1. Only drivers authorized by the District and trained in the safe operations of forklifts or industrial trucks shall be permitted to operate such vehicles. Unauthorized employees driving such vehicles will be subject to disciplinary action, up to and including termination of employment.

2. Stunt driving and horseplay are prohibited and subject to disciplinary action up to and including termination of employment.

3. No riders shall be permitted on vehicles unless provided with adequate riding facilities, for example, a passenger riding seat, provided by the manufacturer.

4. At no time is an employee, visitor, vendor or any other person permitted to ride on the forks of powered industrial lift trucks.

5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exists.

6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

7. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a Foremen or Mechanic, and the vehicle shall not be put into service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of the fork lifts (forks, chains, cable, and limit switches).

8. No forklift or industrial truck shall be operated with a leak in the fuel system.

9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from the other vehicles, keeping the truck under positive control at all times and all established traffic regulations should be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3- seconds- passing the same point.

10. Other trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

11. The Operator shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and the object.

14. Grades shall be ascended or descended slowly.

- When ascending or descending grades in excess of 10 per cent, loaded trucks shall be driven with the load upgrade.

- On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

- Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.

15. The forks shall always be carried as low as possible, consistent with safe operations.

16. When leaving the vehicle unattended, either:

- The power shall be shut off, brakes set, the mast brought to the vertical position, and the forks left in the down position. When left on the incline, the wheels shall be blocked; or

- The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked front and rear.

17. When the Operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

18. Vehicles shall not be run onto any elevator unless the Operator is specifically authorized to do so. Before entering an elevator, the Operator shall make sure that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.

19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

21. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

22. Vehicles shall not be driven in and out of highway trucks and trailers at unloading docks until such trucks are securely blocked and brake set.

23. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

24. Railroad tracks shall be crossed diagonally, whenever possible. Parking closer than 8.5 feet from the centerline of railroad tracks is prohibited.

25. Trucks shall not be loaded in excess of their rated capacity.

26. A loaded vehicle shall not be moved until the load is safe and secure.

27. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

28. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.

29. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

30. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

- A device specifically designed for opening or closing doors shall be attached to the truck.
- The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

- The entire door opening operation shall be in full view of the Operator.
- The truck Operator and other employees shall be clear of the area where the door might fall while being opened.

31. Whenever a powered industrial truck is used to elevate Employees, the lift must be equipped with a “safe” platform.

- The platform must be at least 24” x 24” square with adequate top railing 42” to 45” and a mid- rail enclosing the platform.

- The platform must be securely attached to the forks and/or mast.

- The platform must have a slip-resistant floor and cannot have spaces or holes between the floor sections larger than 1 inch in size.

- The side of the platform resting against the forklift mast must be equipped with a substantial covering such as laminated plastic or steel mesh, so that the employee cannot reach into the operation of the lifting mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7 feet above the Employees feet.

32. The forklift must be the proper size and capacity for the job intended.

33. The forklift must be equipped with an overhead protection whenever it is operated under conditions that may expose the operator to danger from falling objects.

34. The Operator of the industrial truck must be at the control position of the lift while Employees are on the elevated platform.

35. Operating rules when elevating employees on forklifts:

- Use a securely attached “safety platform”.
- Make certain the lifting mechanism is operating smoothly.
- Place the mast vertical and never tilt it forward or backward while in an elevated mode.
- Place the gears in neutral and set the parking brake.
- Lift and lower the work platform smoothly and with caution.
- Watch for overhead obstructions.
- Keep hands and feet clear of controls other than those being used.
- Never travel with personnel on the work platform.

Employee Operating Instructions

1. Securely fasten your seat belt if the tractor has a **ROPS.**
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation

5. Watch where you are going, especially at row ends, on roads, and around trees.

6. Do not permit others to ride.

7. Operate the tractor smoothly—no jerky turns, starts, or stops.

8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.

9. When the tractor is stopped, set brakes securely and use park lock if available.

Battery Charging and Fueling For Forklifts and Pallet Jacks

1. Employees must not fuel or charge batteries without effective training in the proper procedures. Such procedures shall be posted in the appropriate areas.

2. Fueling and charging areas should be marked and warning signs posted.

3. Containers should be properly stored in a safe manner.

4. **NO SMOKING** signs must be posted and enforced.

5. Eyewash and shower stations must be in the immediate battery charging area.

6. Employees engaged in battery charging must be provided with, and wear, eye and face protection, appropriate gloves and any other provided personal protective equipment such as protective aprons.

7. Old batteries must be stored and disposed of in accordance with the battery manufacturer's recommended instructions.

Guidelines for Powered Walkie/Rider Pallet Trucks

When traveling with a load on a walkie or powered walkie, and the load is in front of the Operator, one or both hands are to be on the controls. If the load is behind the Operator, one hand should be on the control handle while the Operator is facing the direction of travel. The Operator must stand far enough to the side to prevent being struck by the equipment, as well as to concentrate on obstacles along the way. Speed control while walking is essential for Operator safety.

If a load is too large, the Operator will have to travel forward with the load behind. Operators must always face the direction of travel.

Loads should be approached with the forks square. Forks should be lowered and the load entered evenly. Be sure the forks are wide enough to support the load properly. Go under the load as far as possible before lifting.

Walkie Truck Operating Procedures

1. Before lifting any load, ensure that the load is centered and stable. If possible, loads should be shrink-wrapped for stability in handling, as well as for safer storage.

2. Raise the load high enough to make safe floor clearance. Avoid ruts, bumps or other obstacles in the path of travel.

3. Approach the load deposit area cautiously, and then raise the load after the vehicle is stopped.

4. Do not raise or lower the load while the machine is in motion.

5. Only one person should operate the walkie at one time. No riders must be the rule.

6. Loads should be kept as low as possible when stacked and transported. If a load is too high when entering a trailer, parts of the load can strike the top of the trailer and fall back onto the Operator.

7. Ensure that trailers are properly chocked and the brakes are set before entering the trailer.

8. Thoroughly inspect the pallet jack on each shift before use. Document the findings on the inspection form for powered hand trucks.

9. Pedestrians always have the right of way.

10. Before starting the machine, check:

    - Load wheels.
    - Steering.
    - Horn.
    - Operating handle and controls.
    - Gauges.
    - Directional and speed controls.
    - Load data plate.
    - Safety signs and labels.
    - Braking mechanism.

11. Never exceed the operating capacity of the vehicle. If the load can't be lifted, do not force it.

12. Avoid sudden starts and stops. It is possible to be thrown from a rider-type pallet jack during a sudden stop.

13. When on a rider model, always come to a complete stop before getting off of the vehicle.

14. Remove any vehicle from service if a defect or missing safeguard is discovered.

15. Go slow on dockboards or bridge plates; be sure they are secure before crossing them.

16. Do not push or pull loads or other vehicles with the walkie. Do not allow others to push or pull your vehicle.

17. Allow for wide swings into aisle ways and other areas. Sound the horn to alert others.

18. When parked, shut off the unit, lower the load, and be sure it is not blocking a doorway, aisle, or emergency equipment and always remove the key.

19. Never speed.

20. When traveling up or down a ramp, keep the load or load end on the down side. Never turn on a ramp.

21. Inspect flooring in trailers or railway cars before entering. Support the nose end of trailers to avoid tipping.

22. Be sure the hands and soles of shoes are free of grease or oil. On rider-type walkies, non-skid paint can keep the Operator from slipping on the surface.

23. Keep feet, hands, head, and other body parts confined to the running lines of the rider walkie.

24. All powered hand walkie truck Operators must be trained and authorized to operate the equipment just as forklift Operators.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

INDUSTRIAL EDUCATION/SHOP SAFETY

INTRODUCTION

All Industrial Education Teachers are expected to observe the following recommended practices and regulations as they relate to their programs and facilities.

The potential for a serious or disabling injury is present due to the use of power tools, flammable liquids, hazardous chemicals and other dangerous equipment by students who are learning to use these items safely.

Teachers should understand all hazards present, the proper procedures for use of equipment and materials and the appropriate personal protective equipment which is required for the activity.

Students should be tested on this information to verify their knowledge and skills prior to the use of equipment and materials and provided with close supervision thereafter.

COMPRESSED AIR

Compressed air shall be used only for its intended purpose and shall not be used to remove dust and particles from clothing.

DRESS REGULATIONS

Employees, instructors, and students who work with shop or maintenance machines of any type must protect their hair and clothing from contact with moving parts.

Because it is impossible to eliminate the hazard completely by mechanical means, all persons should be required to comply with the following:

1. Protective caps or hair nets will be worn to completely cover long hair deemed unsafe. Caps of flame-resistant material will be worn if the wearer is exposed to sparks and hot matter as in welding. Facial hair will be well groomed or beard nets will be worn to protect beards, mustaches and sideburns.

2. Safety glasses or goggles will be worn by Employees, Students and Instructors when involved in the operation of equipment in labs, shops and other areas where grounds keeping equipment is used or when operating any machine with a grinding or cutting action.

3. Shoes worn by Employees, Students and Instructors will be completely closed when working in shop areas such as metal, wood and auto.

4. Protective clothing, when deemed necessary, will be worn when operating or when present in an area of moving machinery. Any type of loose clothing is prohibited because of danger of entanglement in moving machinery.

5. The wearing of certain types of jewelry such as necklaces, bracelets, rings or other costume jewelry deemed unsafe by the individual in charge shall not be worn while working with moving machinery.

DUST & CARCINOGENS

Safety devices and equipment designed to protect the individual must be by Students and Teachers the school shop whenever they are engaged in or observing activities in which irritating dust and/or carcinogens may be present. A NIOSH approved dust respirator should be provided for protection against pneumoconiosis and fibrosis producing dust.

ELECTRICAL EQUIPMENT

Unless identified as a double-insulated tool, grounding of electrical motors, regardless of size, whether fixed or portable is required.

EYE PROTECTION

According to the California Administrative Code, Title 5, Section 32030, industrial quality eye protective devices shall be worn by Students, Teachers, Employees and Visitors in all industrial education facilities whenever an individual is engaged in or observing that activity where the use of a hazardous substance is likely to cause injury to the eyes.

Those devices which are recommended for use in an industrial education facility are as follows:

1. Approved full face shields with wrap around clear deflector window and ratchet adjustable headband will be used.

2. Eye glasses will be impact resistant with heat treated lenses and side shields.

3. Goggles, flexible jumbo, one which has been designed so that it can be worn over prescription glasses.

4. Goggles, welding No. 5 lens to be used.

The eye protective devices shall be worn in courses or activities which are likely to cause injury to the eyes. Activities or use of hazardous substances likely to cause injury to the eyes includes, but is not necessarily limited to the following:

1. Working with hot molten metal.

2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials.

3. Heat treating, tempering, or kiln firing of any metal or other materials.

4. Gas or electric arc welding.

5. Repairing or servicing any vehicles, or other machinery or equipment.

6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive or which generate pressure through heat, decomposition or other means.

Industrial education Students and Teachers wearing contact lenses in the shop are RESTRICTED AGAINST engaging in or observing work environments not suitable for people wearing contact lenses.

Instructional areas in the school shops that are identified as having hazardous work environments are welding spray painting and other activities where a respirator is required.

EYEWASH STATIONS

Eyewash stations are required and should be located as close to the hazard as possible without causing a hazard itself. The eyewash station should be located no more than 10 seconds or approximately 30 feet from the hazard and be easily accessible.

Eyewash equipment shall be capable of delivering potable water in an uninterrupted flow for more than 15 minutes. Plumbed eyewash units shall be activated weekly to flush the water line and verify operations.

FIRST AID

A successful completion of the standard Red Cross First Aid course is recommended of all teachers employed in the district. First aid kits should be readily available and upon request of the teacher.

GRINDERS

The exposed area of the grinding wheel should not exceed ¼ inch of the area of the entire wheel. Work and tool rests must be kept closely adjusted to within 1/8 inch of the wheel to prevent work from being jammed between the wheel and the work rest.

Tongue guards (upper peripheral guards) must also be adjusted to within ¼ inch of the wheel.

HAND TOOL USE AND CARE

Prior to usage, provisions are to be made for instruction in the proper use and care of hand tools. Where applicable, hand tools are to be maintained in a reasonably sharp condition. Defective or broken tools are to be withdrawn from usage until such time as proper repairs or sharpening takes place.

HEARING PROTECTION

An 8 hour time weighted average of 85 decibels or above requires specific safety training and hearing protection. While employees may not be exposed to noise for this long, exposure to short intervals of loud noise can also cause injury.

In shop areas where power saws, grinders and other noisy equipment are present, it is recommended that ear plugs and/or muffs be made available and used.

MACHINE DEMONSTRATIONS

No Student or Employee shall be permitted to use power machines or manually operated equipment at any time until there has been discussion and careful demonstration on the safe operation of the equipment is made.

MACHINE AND EQUIPMENT GUARDS

Machine guarding shall be provided to protect the operator and others from hazards created by point of operations, ongoing nip points, rotating parts, flying chips and sparks. Examples of guarding methods are barrier guards, two hand tripping devices, electronic safety devices, etc.

MACHINES, MOVEMENT AND LOCATION

Inasmuch as the location of machines and equipment relates closely to safety in an industrial education program. The movement and location of all floor-mounted machines and equipment in industrial education facilities must be cleared with and approved by the District Director of Maintenance.

PROTECTION OF THE FEET

Employees, Students and Instructors wearing sandals, open-toed or tennis shoes will not be permitted to engage in shop-type activities. Shoes that will provide protection for the feet must be worn.

POWER TOOLS AND EQUIPMENT

Power tools within the shop shall be the responsibility of the Teacher or Supervisor in charge. Defective power tools or safety equipment shall be disconnected until repairs have been made on the tools or safety devices by an authorized person.

SAFE WORKING AREAS

Safety lines shall be used to define the work areas around the floor mounted power tools and equipment. The machine or equipment operator and the teacher shall be the only persons permitted in this working area while the equipment is in operation.

SAFETY DEVICES AND CLOTHING

Protective safety devices and clothing, sufficiently adequate to offer reasonable protection to Students, Employees, and Instructors shall be worn at all times.

SAFETY POSTERS, SIGNS AND LABELS

Making proper use of safety posters, safety signs and labels helps the cause of accident prevention.

SOLVENTS AND GASOLINE USE AND STORAGE

Cleaning solvents must be stored in NFPA approved metal containers. Gasoline must also be stored in approved NFPA approved metal containers and must be placed in locations specifically approved by the fire department having jurisdiction. Gasoline shall not be used for cleaning purposes.

SPRAY BOOTHS

The usage of spray booths and the practices are important for the safety of staff and students and should be implemented to reduce the potential for explosion or fire which can occur during this type of activity.

1. All spray areas require mechanical ventilation. Dry booth operations require a minimum draw of 100 linear feet per minute.

2. Automatic sprinklers or other type exhausting systems are required and sprinkler heads shall be kept free of residue. Daily cleaning may be required.

3. All wiring and equipment shall be the explosion proof type if within 20 feet of the spray area.

4. No open flames or spark producing equipment shall be located within 20 feet of the spray area.

5. Flammable and combustible liquids used in the spray area shall be limited to one day's supply.

6. Solvent or paint soaked rags shall be placed in a closed metal container and disposed of at least once daily.

7. "No Smoking" signs shall be posted in the vicinity of the spray area and any paint storage room.

8. Portable fire extinguishers shall be installed near all spray areas.

Besides the risk of fire and explosion, paints, finishes and solvents used in spray booth operations have toxic effects for users unless sufficient personal protection is used.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

JOB HAZARD/SAFETY ANALYSIS

INTRODUCTION

The District feels that one important way to prevent workplace injuries is to establish proper job procedures and train all Employees in safer and more efficient work methods.

Establishing proper job procedures is one of the benefits of conducting a job hazard analysis, that is, carefully studying and recording each step of a job, identifying existing or potential job hazards (both safety and health), and determining the best way to perform the job to reduce or eliminate these hazards.

Improved job methods can reduce costs resulting from Employee absenteeism and workers' compensation, and can often lead to increased productivity.

SELECTING JOBS FOR ANALYSIS

A job hazard analysis can be performed for all jobs in our workplace, whether the job is "special" (non-routine) or routine. Even one step jobs, such as those in which a button is pressed, can and perhaps should be analyzed by evaluating surrounding work conditions.

To determine which jobs should be analyzed first, we review our job injury and illness reports. We perform a job hazard analysis for jobs with the highest rates of accidents and disabling injuries throughout our industry as a whole.

This procedure gives us an advantage in knowing what areas our competitors are having their problems. By taking advantage of this procedure, we can anticipate those jobs with the higher hazards and train our Employees in advance to recognize and avoid potential injuries.

Analyses of new jobs and jobs where changes have been made in processes and procedures remain a high priority in our job evaluation process. Eventually, a job hazard analysis will be made available to Employees for all jobs in the workplace.

INVOLVING THE EMPLOYEE

Once we have selected a job for analysis, we discuss the procedure with the Employee performing the job and explain its purpose. It is explained that we are studying the job itself and not checking on the Employee's job performance.

We feel that the Employee needs total involvement in all phases of the analysis, from reviewing the job steps to discussing potential hazards and recommended solutions. We also talk to other workers who have performed the job to gain their input.

CONDUCTING THE JOB HAZARD ANALYSIS

Before we actually begin the job hazard analysis, we take a close look at the general conditions, which the job is performed, and develop a checklist. Listed below are some sample questions that will need answers prior to the development of the **JHA.**

1. Are there materials on the floor that could trip a worker?

2. Is lighting adequate?

3. Are there any live electrical hazards at the job site?

4. Are there any explosive hazards associated with the job or likely to develop?

5. Are tools, including hand tools, machines, and equipment in need of repair?

6. Is there excessive noise in the work area hindering worker communication and increasing risk of hearing loss?

7. Is fire protection equipment readily accessible and have Employees been trained to use it?

8. Are emergency exits clearly marked?

9. Are trucks or motorized vehicles properly equipped with brakes, overhead guards, backup signals, horns, steering gear and identification, as necessary?

10. Are all Employees operating vehicles and equipment properly trained and authorized?

11. Are Employees wearing proper personal protective equipment (PPE) for the jobs they are performing?

12. Have any Employees complained of headaches, breathing problems, dizziness or strong odors?

13. Is ventilation adequate?

14. Does the job involve entry into a confined space?

15. Have tests been made for oxygen deficiency and toxic fumes?

This list is by no means complete because each jobsite has its own requirements and environmental conditions. We in many cases will take photographs of the prospective jobsite to use in making a more detailed analysis of the work environment.

BREAKING DOWN THE JOB

Nearly every job can be broken down into steps. In the first part of the job hazard analysis, we list each step of the job in order of occurrence as we watch the employee performing the job.

We make sure to record enough information to describe each job action, but do not make the breakdown too detailed. We will later go over the job steps with the Employee.

IDENTIFYING HAZARDS

After we have recorded the job steps, next examine each step to determine the hazards that exist or that might occur. We need to ask the following questions:

1. Is the Employee wearing clothing or jewelry that could get caught in any machinery?

2. Are there fixed objects that may cause injury, such as sharp machine edges?

3. Can the Employee get caught in or between machine parts?

4. Can reaching over moving machinery parts or materials injure the Employee?

5. Is the Employee at any time in an off balance position?

6. Is the Employee positioned to the machine in a way that is potentially dangerous?

7. Is the Employee required to make movements that could cause hand or foot injuries, repetitive motion injuries, or strain from lifting?

8. Can the Employee be struck by an object, lean against or strike a machine part or object?

9. Do suspended loads or potential energy (such as compressed springs, hydraulics or jacks) pose hazards?

10. Can the Employee fall from one level to another?

11. Can the Employee be injured from lifting objects, or from carrying heavy objects?

12. Do environmental hazards such as dust, chemicals, radiation welding rays, heat or excessive noise result from the performance of the job?

We will need to repeat the job observation as often as necessary until all hazards have been identified.

EVALUATING HAZARDS

Our next step is to look into what would cause these hazards. We need to think about what events could lead to an injury or illness for each hazard we identified.

Typical questions we need to ask are:

1. Is the Employee wearing protective clothing and equipment, including safety harnesses that are appropriate for the job? Do they fit properly?

2. Has the Employee been trained to use appropriate PPE?

3. Are work positions, machinery, pits or holes, and hazardous operations adequately guarded?

4. Are lockout procedures used for machinery deactivation during maintenance procedures?

5. Is the flow of work improperly organized (is the Employee required to make movements that are to rapid)?

6. How are dusts and chemicals dispersed in the air?

7. What are the sources of noise, radiation and heat?

8. What causes an Employee to contact sharp surfaces?

9. Why would an Employee be tempted to reach into moving machine parts?

Our recommendations are based on the reliability of the solution. In general, the most reliable protection is to eliminate the source or cause of the hazard.

Hazards should be eliminated by redesigning equipment, changing tools, installing ventilation, or adding machine guards.

If the hazard cannot be eliminated, the danger should be reduced as much as possible. Improving the procedure or using personal protective equipment is some of the primary ways to reduce the danger. Training programs that are aimed at covering the procedures and equipment in detail will accompany these changes.

RECOMMENDED SAFE PROCEDURES AND PROTECTION

After we have listed each hazard or potential hazard and have reviewed them with our Employees performing the job, we will determine whether the job could be performed in another way to eliminate the hazards, such as combining steps or changing the sequence, whether safety equipment and precautions are needed to reduce the hazards, or whether training our Employees is needed to recognize hazards.

If hazards are still present, we will try to reduce the necessity for performing the job or the frequency of performing it. We will go over the recommendations with all employees performing the job and ask for their suggestions.

Their ideas about the hazards and proposed recommendations can be valuable. We will make sure that they understand what they are required to do and the reasons for the changes in the job procedure.

REVISING THE JOB HAZARD ANALYSIS

The job hazard analysis will do much toward reducing accidents and injuries in our work sites, but it is only effective if we review and have the **JHA** updated periodically. Even if no changes have been made in a job, hazards that were missed in an earlier analysis could be detected.

If an accident or injury occurs on a specific job, the job hazard analysis will be reviewed immediately to determine whether changes are needed in the job procedure.

In addition, if an accident results from one of our Employee's failure to follow job procedures, this will be discussed with all Employees performing the job.

Any time a job hazard analysis is revised, training in the new job methods or protective measures will be provided to all our Employees affected by the changes. A job hazard analysis will be used to train new Employees on job steps and job hazards.

EMPLOYEE RIGHTS

Our District Employees have the right to file a complaint with us, Cal/OSHA, or another government agency about workplace safety and health hazards. We will not and cannot punish any Employee for refusing a work assignment if they have a reasonable belief that it would put them in real danger of death or serious physical injury, provided that, if possible, they have requested us to remove the danger and we refused.

It is the District's goal to ensure that all of our Employees are protected in every way possible on the worksite.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

LABORATORY SAFETY

INTRODUCTION

Science laboratories and their associated activities allow some unique ways to provide an education to students. Demonstrations involving chemistry, physics and biology can be some of the most interesting time spent learning and perhaps the most dangerous if proper safety practices are not utilized.

Many high school laboratories contain chemicals which may be explosive, flammable, poisonous or caustic to humans. These chemicals are usually in small amounts but the danger still exists if they are handled improperly.

Realizing the potential danger, the California State Department of Education created the publication entitled “Science Safety Handbook for California High Schools”.

This handbook offers an in-depth look at laboratory safety and includes discussion on laboratory construction and design, emergency and personal protective equipment, safety practices for the biology, chemistry and physics laboratory and general laboratory practices.

For the purposes of this manual, several topics will be briefly summarized from this publication.

Cal/OSHA has recently adopted General Industry Safety Order 5191 titled “Exposure to Hazardous Chemicals in Laboratories”.

This regulation requires laboratories to develop a written Chemical Hygiene Plan which is readily available to Employees and Employee representatives.

The plan must be updated annually and include the following elements:

1. Standard operating procedures for laboratory work with hazardous Chemicals.

2. Criteria to determine and implement control measures to reduce Employee exposures to hazardous chemicals.

3. Specific measures to ensure proper and adequate performance of fume hoods and other protective equipment.

4. Employee information and training procedures.

5. Circumstances when laboratory operations, procedures and activities requiring prior approval from the Employer.

6. Provisions for medical consultation and examinations.

7. Designation of a Chemical Hygiene Officer and other personnel responsible for implementation of the Chemical Hygiene Plan.

8. Provisions for additional Employee protection when working with particularly hazardous substances including selected carcinogens, acute toxins and reproductive toxins.

9. Employee training must be provided at the time of initial assignment and when new exposures arise in laboratories. The frequency of refresher training is to be determined by the Employer.

Employee training shall include:

- Methods and observations used to detect the presence of release of hazardous chemicals.

- The physical and health hazards of chemicals in the work area.

- Measures Employees can take to protect themselves from chemical hazards.

- Details of the Chemical Hygiene Plan.

OPERATIONS

The facilities used for the laboratory sciences must be adequate for the type of activity and the California Administrative Code, Title 2, Subchapter 4, Section 1311 (g) requires laboratory classrooms to be designed with 13,000 square feet for 24 students.

Exceeding the maximum number of students leads to crowded work stations and makes adequate supervision more difficult. Every attempt should be made to stay within this guideline to reduce the potential for accidents.

Each laboratory should be equipped with standard safety features like emergency eyewash and or shower, fire extinguishers, first aid kit, fire blanket. Fume hoods, emergency natural gas shutoffs, ground fault circuit interrupters and grounded or doubled insulated equipment.

The California Education Code, Sections 32030 and 32031 require eye protection devices for certain hazardous activities which include the laboratory sciences.

In addition to this item, it is also necessary to furnish other equipment such as face shields, splash aprons and protective hand and arm apparel for handling chemicals. In each case, staff and students should be instructed on the need for this equipment and personal protective devices and their proper use.

All this safety equipment is necessary to prevent an accident or injury but there are times when they will occur. It is extremely important to develop emergency procedures for laboratories in order to be prepared for the potential risks. CPR and first aid training should be provided to staff in addition to specific training on such things as animal and insect bites, chemical and non-chemical burns and poisoning from inhalation, ingestion or absorption of chemicals.

Fire extinguisher training is also required for staff as well as training on how to handle, clean-up and dispose of chemicals properly. Emergencies such as these in addition to earthquakes should be addressed by written policies and passed along to students.

The most valuable piece of information in the laboratory is the Safety Data Sheet (SDS). Manufacturers are required to provide an information sheet with all hazardous chemicals which contains safety information. SDS must be kept and made available under the California right-to-know law to staff exposed to hazardous chemicals.

If there is a question regarding a chemical, always consult the SDS. Another facet of the right-to-know law requires that all hazardous chemical containers must be labeled with the name of the chemical, the manufacturer and the hazard present.

Make a habit to check containers for labels and make it a practice to date containers of chemicals which have a restricted shelf life.

Chemicals are the focus of most laboratory hazards and how they are handled and stored is crucial. There are several ways to store chemicals but certain patterns are safer than others.

In order to assist in this task, several tips sheets complete this section which should provide some insight into safe handling and storage of chemicals. Several other sections of this manual address the issues of fire prevention and hazardous materials and should be reviewed since they relate directly to laboratory safety.

STORAGE AND HANDLING OF LABORATORY CHEMICALS

1. Storage of concentrated acids and bases should be limited to a maximum of 2 pints (1 liter) of each product unless there is an area designed and equipped for more. Consider acquiring an acid storage cabinet for acid storage.

2. No flammable materials should be stored outside an approved NFPA storage cabinet. Flammables kept outside a cabinet should be in safety cans.

3. Do not allow incoming shipments of chemicals to be opened and transported by school personnel other than qualified science teachers. The special shipping containers used for shipment are frequently discarded and would prove valuable for shelf storage.

4. If possible, keep certain items in the shipping package, e.g. acids and bases in the special and expensive Styrofoam cubes.

5. All chemicals should be dated upon receipt.

6. A permanent and perpetual inventory should be maintained.

7. Establish a separate and secured storage area for chemical storage.
8. All chemicals should be stored in chemically compatible families.

9. Avoid storing materials on shelves above eye level.

10. The storage area and cabinets should be labeled to identify the hazardous nature of the products stored within.

11. Proper type (tri-class ABC) and size fire extinguishers should be in the chemical stores area and in working order.

12. Shelving above any work area should be free of chemicals or other loose miscellany.

13. Shelving sections should be secured to walls or floor to prevent tipping of entire sections.

14. Shelving should be equipped with lips to avoid products rolling off the shelves.

15. Chemicals should not be stored on the floor except in approved shipping containers.

16. Storage areas should be ventilated (at least 4 changes of air per hour). Isolate the chemical storage area from the building ventilation system.

17. No unlabeled products should be stored anywhere in the science facility.

18. There should be two methods of egress from a chemical storage area. Exits should be entirely free of the presence of hazardous materials.

19. Be thoroughly familiar with the hazards and precautions for protection before using any chemical. Study the precautionary label and review its contents frequently before using any chemical product.

20. Know applicable local regulations before disposing of chemicals.

21. Never store chemicals in a standard (non-explosion-proof refrigerator).

22. Do not store chemicals in a fume hood that is also used for experimental work.

23. Open ether cans should be drained after use and not stored unless absolutely necessary. Rely on expiration date of disposal of the material.

24. Glycerin should be available only to the instructor.

25. Water reactive products (sodium metal, potassium metal, etc.) should be stored under dry oil.

26. Neutralizing chemicals, spill kit, dry sand, vermiculite, 3 M absorbent and other spill control materials should be readily available.

27. Establish an annual safety review procedure for the chemical storage area.

28. Post emergency telephone numbers in the chemical storage area. Ideally, a telephone should be located in this area in the event of an emergency.

29. Smoke detectors should be installed in the chemical storage area.

30. The Science Department faculty are generally considered to be the local experts in safety, and, therefore held responsible after an accident or incident had happened.

31. An approved eye wash station and shower and fire blanket should be within 25 feet of the chemical stores area.

32. Discourage the purchasing of large containers and dispensing into small containers.

33. Keep all sources of ignition away from the chemical storage area.

34. Chemicals should not be stored in the science classroom or laboratory, but rather in a separate, securable and dedicated area.

CHEMICAL STORAGE PATTERN FOR THE LABORATORY

Storage of laboratory chemicals presents an ongoing safety hazard for school science departments. There are many chemicals that are incompatible with each other. The common method of storing these products in alphabetical order sometimes results in incompatible neighbors. For example, storing strong oxidizing materials next to organic chemicals can present a hazard.

INORGANIC

1. Metals, Hydrides
2. Halides, Sulfates, Sulfites, Thiosulfates, Phosphates, Halogens
3. Amides, Nitrates, Nitrites, Azides, Nitric Acid
4. Hydroxides, Oxides, Silicates, Carbonates, Carbon
5. Sulfides, Selenides, Phosphides, Carbides, Nitrades
6. Chlorates, Perchorates, Perchloric Acid, Chlorites Hypochlorites Peroxides, Hydrogen Peroxide

ORGANIC

1. Acids, Anhydrides, Peracids
2. Alcohols, Glycols, Amines, Amides, Imines, Inides
3. Hydrocarbons, Esters, Aldehydes
4. Ethers, Ketones, Ketenes, Halogenated Hydrocarbons, Ethylene Oxide
5. Epoxy Compounds, Isocyanates
6. Peroxides, Hydroperoxides, Azides

7. Arsenates, Cyanides, Cyanales

8. Borates, Chromates, Manganates, Permanganates

9. Acids (except Mitric)

7. Sulfides, Polysulfides, Sulfoxides, Nitriles

8. Phenols, Cresols

10. Sulfur, Phosphorus, Arsenic, Phosphorus Pentoxide

NOTE: If you store volatile materials (ether, hydrocarbons, etc.) in a refrigerator, the refrigerator must be explosion-proof. The thermostat switch or light switch in a standard refrigerator may spark and set off volatile fumes in a refrigerator and thus cause an explosion.

This list is not complete and is intended only to cover the materials possibly found in an average school situation. This is not the only method of arranging these materials and is purely suggested.

SCHOOL CHEMICAL STORAGE AREAS

1. Inventory of the chemicals should be taken. It is impossible to know whether a problem exists until we have an accurate and current inventory of the various substances on hand. This inventory must be recorded and kept in a centralized location.

2. A decision must be made as to the substances that will be needed next year and, ideally, for the next two years. All other substances should be discarded in an appropriate and environmentally safe manner.

3. All remaining substances should now be organized into their compatible chemical family. A survey of teachers using this method of organizations opposed to the alphabetical system found their comments to be favorable, with the consensus being that substances were easier to locate under this new system. To assist you in this process, the following guideline is a representative profile of a typical high school chemical storage area.

INORGANIC FAMILIES

FAMILIES	% OF SHELF SPACE OCCUPIED
Acids	Store away from all other items. Store in a dedicated acid cabinet. Store nitric acid away from all other materials.
Metals, etc. (inorganic 1)	Less than 5%.
Halides, Sulfates, Phosphates, Acetates, etc. (inorganic 2)	Approximately 35-40% of available shelf space. This is usually the largest family.
Nitrates, etc. (inorganic 3)	Approximately 8-10%.
Hydroxides, Oxides, etc. (inorganic 4)	Approximately 10%.
Sulfides, etc. (inorganic 5)	Less than 1%.
Chlorates, Perchlorates, etc. (inorganic 6)	5 + %.
Arsenates, etc. (inorganic 7)	Less than 1%.
Borates, Chromates, etc. (inorganic 8)	Less than 1%.
Sulfur, Phosphorus, etc. (inorganic 10)	Approximately 3%.

4. Organic Families

Organic acids (organic 1) will probably occupy about 5 + % of organic shelf space except for acetic acid which should be stored with inorganic acids (hydrochloric, etc.) in a dedicated acid cabinet. Keep acetic acid away from nitric acid. The remainder of your organic materials may occupy about 15-20% of total shelf space. Store all flammable organics in NFPA dedicated storage cabinets.

5. Other Materials

There may be some very large space consumers in 2 kilo (5 lb.) containers: i.e., calcium chloride, calcium hydroxide, etc. Extend family storage space in a separate location for such large volumes or large packages.

6. With the items mentioned above in place, the Chemical Storage Area is arranged in such a manner that:

- Compatible substances are stored together.
- Acids have been separated and placed in dedicated storage.
- Flammables have been separated and placed in dedicated storage.
- Poisons have all been locked up.
- All inventories have been taken and are recorded.
- All excess materials have been discarded legally.

SAFETY CHECKLIST FOR SCIENCE INSTRUCTION

PREPARATION AND STORAGE AREAS

Science teachers should periodically check their instructional areas to determine whether unsafe conditions exist.

Teachers having concerns about safety conditions related to facilities, equipment, supplies curriculum, classroom occupant load and so on should notify their Department Chairperson and Chief Business Official in writing immediately for assistance in alleviating the unsafe conditions.

The following checklist may be used to provide a guide for science instruction preparation and storage areas:

	YES	NO
1. General good housekeeping prevails and aisles are clear of materials and apparatus.	____	____
2. Adequate storage space is provided for chemicals,	____	____
3. The classroom/laboratory has no blind spots where students cannot be supervised by the teacher from anywhere in the classroom.	____	____
4. Open shelves are equipped with lips or restraining wires to prevent spilling of chemicals or broken glassware during an earthquake.	____	____
5. The light level is adequate (about 75 to 100 foot candles at work surfaces).	____	____
6. Separate fireproof waste containers are provided for spent matches, filter paper, flammable chemicals.	____	____
7. Separate waste containers are provided for broken glass, nonflammable used chemicals.	____	____

8. A fire extinguisher is kept in operational condition at all times in a conspicuous and accessible mounted location. ____ ____

9. An approved fire blanket is kept in a conspicuous and accessible location. ____ ____

10. Flammable fluids and materials stored in the classroom are kept in NFPA containers and in quantities sufficient for only one day's usage. ____ ____

11. An NFPA container provided separate from the classroom is used to store larger quantities of flammable, corrosive and other dangerous chemicals. ____ ____

12. Flammable liquids are not kept in refrigerators, unless it is certified as explosion proof. ____ ____

13. Food products are not kept in refrigerators used for storing science supplies. ____ ____

14. To avoid contact with spilled chemicals, store large storage bottles of acids and bases on the lowest cabinet shelves and not on the floor. ____ ____

15. Ethers are periodically disposed of if the presence of peroxides is suspected. ____ ____

16. Sodium is stored below kerosene or oil. ____ ____

17. Incompatible chemicals are not stored adjacent to one another. ____ ____

18. All chemicals are dated on receipt and a current inventory is maintained. ____ ____

19. Quantities of hazardous chemicals kept on hand are limited to the amounts needed during one school year. ____ ____

20. Proper labels and signs are kept in place on all chemicals and on the storage area. ____ ____

21. Neutralizing reagents are located conveniently in the laboratory for treatment of spills. ____ ____

22. Chemical containers are inspected periodically for leakage or deterioration and approved disposal procedures are followed as necessary. ____ ____

23. All compressed cylinder gases are stored to prevent tipping and or falling. ____ ____

24. Splash proof safety goggles, face shields, aprons, safety shields are available to protect students when hazardous conditions exist. ____ ____

25. Eye wash stations and safety showers are easily accessible, identified and flushed weekly to remove rust and scale. ____ ____

26. Fume hoods are clean, uncluttered and tested periodically for adequate air flow. ____ ____

27. Electrical outlets and extension cords are maintained in a safe working condition. ____ ____

28. All electrical equipment should be three-wire grounded except for double-insulated tools or equipment which has no exposed metallic parts that could become energized. ____ ____

29. Electrical equipment such as the refrigerator and aquarium aerators are connected directly to wall outlets and not serviced through an extension cord. ____ ____

30. Gas outlets and burners are maintained in safe working condition. ____ ____

31. The location of the master shut off valve is known, identified and readily accessible. ____ ____

32. Plumbing fixtures are in correct operating condition. Faucets must be equipped with vacuum breakers to prevent backflow. ____ ____

33. Sink drains are inspected periodically for corrosion and kept free from solid wastes. ____ ____

34. Fire drill procedures are posted and familiar to all students. ____ ____

35. The school district's emergency evacuation procedures are prominently posted. ____ ____

36. An approved, by Medical Doctor, first aid kit pertinent to science laboratory hazards and exposures is accessible. ____ ____

37. The teacher is qualified to administer CPR and first aid. ____ ____

38. The California Safety Handbook is readily accessible. ____ ____

Source: "Science Safety Handbook for California High Schools" California state Department pf Education," 1987.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

LADDER SAFETY

SAFE PRACTICES

The District recognizes that a ladder is a simple tool. Two rails, rungs and some hardware hold it together. These incidents are due to improper use and lack of respect for the potential hazards.

The District will ensure that ladder mishaps will be prevented on our jobsite by respecting the potential hazards and taking the right steps to work safely from the ladder.

Safe Work practices

- Selecting the proper ladder for the job.
- Inspecting the ladder for defects.
- Setting up for optimum stability.
- Safely working from the ladder.
- Climbing fixed ladders.
- Proper maintenance and storage of ladders.

Selecting a Ladder

1. Physical Demands

- How much weight will be applied?
- What length of ladder is needed?
- How will it be able to be positioned?

2. Potential Hazards

- Electrical Hazards.
- Congested Area.
- Uneven surface.
- Overhead Obstructions

3. Ladder Classification

- Aluminum Stepladder.
- Aluminum Extension Ladder.
- Fiberglass Stepladder.
- Fiberglass Extension Ladder.
- Wood Stepladder.
- Wood Straight Ladder.
- Wood Extension Ladder.
- Job Made Ladder.

Weight Capacity of the Ladder

Exceeding the weight capacity of the ladder can cause structural damage to the ladder and injury to the employee. Before selecting a ladder, add the total amount of weight that will be applied to the ladder. The total weight is:

- Employees Weight.
- Weight of Personal Protective Equipment.
- Weight of Tool Belt.
- Weight of Supplies or Other Tools Brought up the Ladder

Ladder Inspection

After the Employee has selected the proper ladder for the job, it must be inspected for defects before it is put into use.

The inspection should cover the following areas:

- Are the steps firmly anchored to the side rails?
- Is all hardware secured?
- Are there any hinges loose or missing?
- Are there broken parts sticking out that could cause scrapes or cuts?
- Are the side rails free of cracks?
- Do the locks secure the base and fly sections of an extension ladder properly?
- Are the ropes for raising the fly section in good condition?

Preparation

Before setting up the ladder, make sure the area does not have any potential hazards.

- Block off the area around the ladder to prevent people or machinery from bumping the ladder.
- If you are working near a doorway, make sure you lock, guard or block the door.
- If you are working around a blind corner, place a sign that would be visible to approaching foot traffic.
- Before raising the ladder, make sure it is free from oil, grease or any substance that may cause slipping.
- Wear safety shoes with non-slip soles and clean them before climbing.
- The climber and spotters to protect against potential bumps or falling objects should wear hard hats.

Setup

- Use the four-to-one ratio; that is, place the ladder so its feet are one foot away from what it leans against for every four feet in height to the point where the ladder rests.
- Never use a ladder in a horizontal position as a runway or scaffold.
- Never place a ladder in front of a door that opens towards it unless the door is locked, blocked, or guarded by someone.
- Place a portable ladder so that both side rails have secure footing. Provide solid footing on soft ground to prevent the ladder from sinking.
- Place the ladder’s feet on a substantial and level base, not on moveable objects.

- Never lean a ladder against unsafe backing, such as loose boxes or barrels.

- When you use a ladder for access to high places, securely lash or otherwise fasten the ladder to prevent its slipping.

- Extend the ladder's side rails at least three feet above the top landing.

Ascending or descending a ladder

- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope.

- Always face the ladder when ascending or descending.

- Never slide down a ladder.

- Be sure that your shoes are not greasy, muddy, or slippery before you climb.

- Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top of stepladders.

Electrical hazards

- Since metal ladders are electrical conductors, they should **NEVER BE USED AROUND ELECTRICAL CIRCUITS OR IN PLACES WHERE THEY MAY COME IN CONTACT WITH SUCH CIRCUITS.**

- Metal ladders should be marked with signs or decals reading **"CAUTION: DO NOT USE NEAR ELECTRICAL EQUIPMENT."**

- Before using a ladder, inspect it for defects.

- Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.
- Don't splice a short ladder together; they won't be strong enough.

- Keep ladders clean and free from dirt and grease, which might conceal defects.

- Don’t use ladders during a strong wind except in an emergency, and then only when they are securely tied.

- Do not leave placed ladders unattended, especially outdoors, unless they are anchored at the top and bottom.

Dangerous Moves

The following unsafe practices should never be attempted with a ladder:

- Never attempt to move the ladder while on it.

- Never put a ladder on top of boxes or boards to achieve additional height.

- Do not use ladders to gain additional height on scaffolding.

- Never lean an extension ladder against an unsecured foundation, such as a pile of boxes.

- Do not leave ladders unattended.

Maintenance and Storage

Proper storage and maintenance will extend the life of a ladder and ensure its safety.

- Extension ladders should be hung horizontally and supported every six feet.
- All ladders should be stored in a well-ventilated area away from extreme heat or cold.
- Do not store items on top of a ladder or block access to a ladder.
- Clean and lubricate the ladder’s moving parts and keep the rungs and steps free of oil and dirt.
- Wood ladders can be treated with a protective coating but must not be painted. The paint will cover up defects.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

LEAD MANAGEMENT PLAN

The District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. The intent of this program is to provide guidance for compliance with Cal/OSHA's Title 8 regulations and requirements while reducing occupational and environmental exposure to lead during maintenance, demolition and construction work.

It is the goal of the District to provide the safest and lowest risk approach to control lead problems while protecting students, staff, the environment and District properties and assets.

California School Districts are subject to three sets of regulations involving lead hazards. Title 17, California Code of Regulations, Division 1, Chapter 8, 35001-36100 covers Accreditation, Certification and Work Practices for Lead-Based Paint and Lead Hazard, California Lead in Construction Standards; Title 8, California Code of Regulations, Division 1, Chapter 8, 35001-36100 and Lead- Safe Schools Protection Act, Title 5, California Education Code, 32240-32245.

Procedures

1. **Major Construction or Modernization Projects**

   In the event that the District is planning any major construction or modernization of any buildings, the District will:

   - Begin by determining whether lead is present on the job prior to the selection of employees or an outside contractor to do the required work.

   - If lead is present, ensure that the workers or outside contractor firm being used has had adequate training, depending on the nature of the work to be done.

   - The District will review the Cal/OSHA list of trigger tasks to determine whether workers are liable to be exposed above the PEL for Lead. Trigger tasks include manual and power sanding, scraping, demolition, and abrasive sandblasting.

- Lead-safe precautions must be put in place in accordance with the tasks the workers would be required to do and in accordance with Cal/OSHA requirements.

- In the event that the job is contracted out, the District will ensure that all of the requirements are included in the scope of work and written contract.

- The District will ensure that only appropriately trained employees and their supervisors are used to perform the required work and the exposure levels will not exceed the Cal/OSHA permissible exposure limits (PEL) of 50 milligrams of lead per cubic meter of air.

- The District will ensure that a state-certified supervisor will be used on all projects with significant lead exposures over the permissible PEL.

2. **Air Sampling**

- Air sampling will be conducted for measurement of airborne lead levels for each type of task where workers are potentially exposed to lead dust or fumes where the workers are performing trigger tasks as defined by Cal/OSHA and the concentration of lead on the surface coating to be disturbed is over 0.06%.

- Air sampling will be repeated whenever there is a significant change in the tasks, environmental conditions, control measures, personnel, surfaces of percentage of lead which may result in higher exposures.

3. **Safe Work Practices**

- Airborne dust will be reduced as much as feasible by using appropriate equipments, such as HEPA vacuum attachments on tools, mechanical ventilation and/or safer work practices, i.e. “working wet” (misting surfaces with water before scraping, brushing or cleaning), cleaning up thoroughly.

- Work areas are to be kept as free as possible from lead contamination through regular wet cleaning.

- A HEPA vacuum should be used to collect lead dust.
- Shoveling, dry sweeping and brushing, and the use of compressed air are prohibited for gathering lead dust.

- Dry cleaning, such as dry sanding and abrasive blasting, should be avoided.

- All surfaces in the work area and PPE that needs to be decontaminated for reuse should be washed with a trisodium phosphate solution.

- Sponges, mops and other cleaning items, including disposable PPE are to be collected in plastic bags that can be sealed.

- If the construction waste has been characterized as hazardous, then the items must be disposed of as hazardous waste.

- Contamination outside of the work area must be avoided by using a containment system, process or barrier such as plastic sheeting to keep lead hazards inside a defined area.

- Signs must be posted restricting access to any work area where employees are exposed to lead above the Cal/OSHA PEL.

- Windows should be opened to increase fresh air supply and the workers should work upwind from dust and fume sources whenever possible.

- Work site must be inspected regularly by the supervisor where lead related work is being conducted to assure compliance with Cal/OSHA regulations.

4. **Regulated area**

- Signs must be posted containing the following words to establish a regulated area for every job which results in personal exposures at or above the lead PEL or anytime an exposure assessment has not been conducted for the work practice or materials involved

WARNING – LEAD WORK AREA
POISON-NO EATING, DRINKING OR SMOKING

- These signs will be posted at each entrance to the regulated area.
- Warning signs must be kept clean and illuminated as needed to make them readily visible.
- Personal protective equipment is required for entry into a regulated area.

5. **Protecting the Workers**

- Eating, drinking, using tobacco or applying cosmetics is strictly forbidden in lead work areas.
- “Wash-up” facilities will be supplied for workers, including soap and clean single use towels. Workers are required to wash before breaks and at the end of shifts.
- Workers will be provided with protective clothing (either disposable or laundered), including head covers and gloves and work shoes until a negative exposure assessment has been established for the work site. This protective clothing must be changed before leaving and not to be worn off the job site.
- Safety glasses or goggles must be worn if particulate or debris presents an eye hazard.
- Respirators will be selected and used based on the task to be performed and the levels of exposure.
- Respirators must be approved for protection against lead dust, fumes and mists.

- If workers are performing trigger tasks, respirators must be worn until air samples are below the PEL.

- All employees required to use respirators will be sent for testing, thoroughly trained in respirator use and care and storage of equipment and subject to annual fit-testing.

- Job and personnel rotation can be used to reduce exposure to individuals involved in lead related work. If these administrative controls are implemented, the duration of exposures and exposure levels must be documented for each worker.

6. **Personal Exposure Assessment**

- A determination of employee lead exposure levels must be made for each work practice involving materials that contain lead in excess of the detection limit for the analytical method.

- Personal exposure air samples shall be collected for the full duration of each job involving: manual demolition, scraping, or sanding; heat gun applications; use of power tools; abrasive blasting; or welding, cutting or torch burning on materials that contain lead.

- Application of leaded mortar also requires personal exposure monitoring.

- Until an exposure assessment has been performed, protective clothing and respirators must be worn and regulated work areas established for lead related work.

- Employees will be notified of exposure monitoring results as soon as possible, but no later than five days after the information is received.

7. **Medical Monitoring**

- Initial medical monitoring for blood leads and zinc protoporphyrin levels will be provided if employee exposure exceeds the Cal/OSHA action level.

- Medical surveillance, per the requirements of T8, CCR 1532.1(j), is required when employee exposures meet or exceed the action level 30 days in any consecutive 12 months.

- If medical surveillance identifies blood levels in excess of 50 mg/dl and a medical determination indicates an increased risk of health impairment due to lead exposure, affected employees shall be temporarily removed from the lead related work activity.

- All medical records will be maintained by the District's for a minimum of thirty years.

8. **Training**

- **California Department of Health Services (DOHS) Certification –** DOHS certification as a lead abatement worker is required when personal exposure exceeds the Cal/OSHA PEL or when activities in public buildings may result in a significant exposure to adults or children. Disturbance of any material containing lead equal to or in excess of 0.5% by weight is presumed to present a potential for significant human exposure.

- DOHS lead worker certification will be required for lead related work with materials containing 0.5% lead or more.

- **Cal/OSHA Hazard Communication Training** – Employees who work around and contact leaded materials will be trained in: lead hazard recognition; the health hazards of lead exposure; ways to minimize exposure; the meaning of exposure control signs; and use of material safety data sheets.

- **Cal/OSHA Lead Standard Training** – Employees who are subject to lead exposure at or above the action level on any day or who are subject to lead exposure that may cause skin or eye irritation will be trained in:

  - The content of T8, CCR 1532.1.

  - The nature of specific operations which could result in exposure to lead above the action level.

  - The purpose, selection, fitting and use of personal protective equipment including respirators.

  - The purpose and requirements of the medical monitoring and medical removal programs.

  - Contents of the CSUB lead compliance plan including exposure control methods.

  - Hazard communication will also be provided.

9. **Waste Management**

- All construction debris suspected of containing lead must be analyzed to determine how the waste must be managed.

- Materials which have a total threshold limit concentration of lead below 1000 parts per million may be discarded as non-hazardous.

- Materials containing equal to or greater than 1000 ppm lead must be sampled for additional analysis to characterize the waste as hazardous or non-hazardous.

- Contact the District's Safety Officer during the planning phase of each project to arrange for waste characterization.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

HOW TO LIFT AND CARRY SAFELY

THE BIOMECHANICS OF LIFTING

Most back injuries result from improper lifting. According to the principles of biomechanics, the worst lifting situation occurs when the body is extended over the load and the lower back becomes a fulcrum supporting the weight of the body plus the load. Twisting in this position invites injury.

HOW TO LIFT PROPERLY

1. Get a firm footing. Keep your feet apart (shoulder width) for a stable base; point the toes out.

2. Bend your knees. Don't bend at the waist. Keep the principles of leverage in mind. Don't do more work than is necessary. Maintain your natural back curve.

3. Tighten stomach muscles. Your abdominal muscles support your spine when you lift, offsetting the force of the load. Train the muscle groups to work together.

4. Lift with your legs. Let the powerful leg muscles do the work of lifting, not your weaker back muscles.

5. Keep the load close to you. Don't hold the load away from your body. the closer it is to your spine, the less force it exerts on your back.

6. Keep your back upright. Whether you are lifting or putting down the load, don't add the weight of your body to the load. Avoid twisting; it is a common cause of injury.

MENTAL LIFTING

To handle materials safely, lift everything twice. **First,** lift the load mentally. Plan every step before you do it physically. Even repetitive jobs can be thought through beforehand. **Second,** lift with your legs, not with your back.

1. Size up the load. Estimate the weight, size and shape. If the load is too much to handle, get assistance.

2. Get help. If the load is too bulky for you to lift alone, get assistance. Don't hesitate to ask someone else for assistance. A moment's help could save you from days of disability and pain.

3. Find a better way. Sometimes, no one else is around to help, or the job is bigger than the two of you. Arrange for mechanical help from a pushcart, hand truck, wheelbarrow or forklift.

4. Check the pathway. Look for obstacles underfoot and overhead, spills, lighting, traffic (people or vehicles), and changes in elevation. Choose a clear route over the flattest surface, even if it takes a little bit longer to complete the task.

5. Solve high load problems. Lifting from a height above the shoulders can be hazardous. Test the weight by pushing up on the load. Get as close to the load as possible, so it can slide down your body, close to you and plan to lift down the same way you lift up – the right way.

6. Solve repetitive problems. Don't accept problems as "the way things appear". Recognize them as problems, and decide how you can avoid them in the future. Think through your job tasks. Do you really need to bend and reach so much, or can you think of a smarter way.

PHYSICAL LIFTING

Be sure to apply the proper lifting techniques, whether working alone, as a team, or with the aid of a mechanical helper.

1. Lift it properly. When lifting, follow these steps:

   a. Get close to the load and grasp firmly. Keep the feet parted-one alongside, one behind the load to be lifted.

   b. Inspect materials for slivers, jagged edges, burrs, or slippery surfaces, protruding nails, etc.

   c. Wipe off any wet, greasy, slippery or dirty objects before trying to handle them.

   d. Get a firm grip on the load to be lifted.

   e. Keep your fingers away from any pinch points.

   f. Wear the appropriate protective clothing (safety shoes, gloves, eye protection, etc.)

   g. Keep your back in its natural alignment as you use your strong leg muscles to lift the load.

   h. Set the load down smoothly.

2. Team lifting. When team lifting, select one person to call the signals. The leader should direct the team so you all lift together, walk in step, and lower the load together, using the lifting principles shown above.

3. Push don't pull. Use good lifting techniques to load mechanical devices. Whenever possible, push rather than pull. When lifting, apply the same lifting techniques in reverse to unload.

4. Clear the pathway. Remove any hazards you see and/or see that they are removed. Wipe up spills. Make sure the area is well lighted. Wait for any traffic to clear the area. Transport the load, setting it down in the desired location.

5. Unload carefully. Un-lift or set a load as safely as you lifted it. Plan where you can put the load down. Pick your spot carefully so no one has to move the load again.

6. Lift less. Look around your workplace. How could you reorganize to minimize how much you have to lift and how far you have to transport the load. Discuss with your supervisor and coworkers the ways to make lifting easier and then incorporate these safer methods into your daily routine.

   Every move you make on and off the job depend on your back. Keep your back and your safety in mind throughout your day while you sit, stand, lift or carry.

Remember to practice the principles of good body mechanics.

Remember to lift twice, but use your head first. Handle materials mentally before you handle them physically.

Use your HEAD to SAVE your BACK.

a. When lifting heavy objects, keep your back straight and do the actual lifting with your leg muscles.

b. Do not try to lift heavy objects while leaning over a desk, chair or other object that forces you to use poor lifting methods. You may compromise your back.

c. Always get help for objects that are too heavy or too bulky.

d. When using back supports to lift, always ensure that upon completion of the lift, release the cinching belt and let the back support hang loosely from the suspenders, freeing the back to maneuver.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

MACHINE GUARD SAFETY

GENERAL GUARDING FOR ALL MACHINES

Operating any machine is serious business and must be taken seriously. The avoidance of any type of machinery-related injury requires that strict safety practices be employed.

The District requires that at least one method of machine guarding be provided to protect all workers in the machine areas from hazards created by point of operation, ingoing nip points, pinch points, rotating parts and flying chips and sparks.

Some of the examples of guarding methods employed include barrier guards, two hand tripping devices and electronic safety devices such as deenergizing methods.

Whatever type of guard is used, it must be affixed to the machine where and when possible or secured elsewhere if for any reason attachment to the machine is not possible. The guard itself is constructed, configured and/or placed so that it does not present an accident hazard itself.

Guarding will be provided at the point of operation which is the area on the machine where work is actually performed upon the material processed. The guarding device will conform to the appropriate safety standards to assure that they are designed and constructed to prevent the operators from having any part of their bodies in the danger zone during the operating cycle.

When special hand tools are used for placing and removing material, the tools will be constructed so they do not interfere with handling of materials, and they will prevent operators from placing any part of their body in the danger zone. These tools will not replace other required guarding, only to supplement the protection provided.

Guarded machinery is roughly categorized as:

- Forming, punching and shearing machines, including power and hand presses, forging hammers, power brakes and shears.

- Milling, drilling and grinding machines, including drill presses, boring mills, lathes, shakers and grinders.

- Sawing, ripping and planning machines, including circular and band saws, joiners and planers.

Other general machine guarding requirements include:

- Revolving barrels, containers and drums will be guarded by an enclosure that is interlocked with the drive mechanism, so that the barrel, drum or container cannot revolve unless the guard enclosure is in place.

- When the periphery of fan blades is less then seven (7) feet above the floor or working level, the blades will be guarded. The guard openings will not be larger than one-half (1/2 inch).

- All machines designed for a fixed location will be securely anchored to prevent “walking” or moving.

MACHINE-GUARDING DEFINITIONS

Calendar: A machine equipped with two or more metal rolls revolving in opposite directions, used for continuously sheeting or plying up rubber and plastics compounds and for fractioning or coating materials with rubber and plastics compounds.

Mill: A machine consisting of two adjacent metal rolls set horizontally, which revolve in opposite directions (i.e., toward each other as viewed from above) used for the mechanical working of rubber and plastics compounds.

Press: A mechanically powered machine that shears, punches, forms or assembles metal or other material by means of cutting, shaping or combination dies attached to slides. A press consists of a stationary bed or anvil (or slides) having a controlled reciprocating motion toward and away from the bed surface, the slide being guided in a definite path by the frame of the press.

Forging Presses: A class of forging equipment wherein the shaping of metal between dies is performed by mechanical or hydraulic pressure and usually is accomplished with a single work stroke of the press for each die station.

Trimming Presses: A class of auxiliary forging equipment that removes flash or excess metal from a forging. This trimming operation can also be done cold, as can coining, a product-sizing operation.

High-energy-rate Forging Machines: A class of forging equipment wherein high rams velocities resulting from the sudden release of a compressed gas against a free piston impact to the work piece.

Forging Rolls: A class of auxiliary forging equipment wherein stock is shaped between power-driven rolls bearing contoured dies. Usually used for performing, roll forging is often employed to reduce thickness and increase length of stock.

Ring Rolls: A class of forging equipment used for shaping weld less rings from pieced discs or thick walled, ring shaped blanks between rolls that control wall thickness, ring diameter, height and contour.

Upsetters: (or forging machines or headers) is a type of forging equipment related to the mechanical press in which the main forming energy is applied horizontally to the work piece which is gripped and held by prior action of the dies.

Rivet Making Machines: The same as upsetters and bolt headers when producing rivets with stock diameter of 1 inch or more. Rivet making with less than 1 inch diameter is usually a cold forging operation.

Point of Operation: the area on the machine where work is actually performed upon the material being processed. This area requires guarding if an injury to an Employee is possible. These devices should be designed and constructed to prevent operators from having any part of their bodies in the danger zone during the operating cycle. Machines requiring point-of-operation protection are guillotine cutters, shears, power presses, milling machines, power saws, jointers, portable power tools, forming rolls, and calendars.

Shear points: created when the edges of two objects are moved closely enough together to cut a soft material, as in the case of a pair of shears or an auger. Cutting points are created when a single object moves forcefully or rapidly enough to cut, as in the case of a sickle blade.
Both shear and cutting points are created on machinery designed to cut, as in harvesters and on those that are not designed to cut, as in an auger. These points' present hazards because of their cutting force and because they often move so rapidly that they may not be visible. Forgetting that the machine is operating is easy.

Note: Because some cutting and shearing points cannot be guarded, operators must remain aware of their hazard, and be especially alert when they are operating such machines. Operators should also know to warn others unfamiliar with the machine and to look out for their safety, because of the danger of thrown objects while using cutting-type equipment.

Pinch Point: Formed then two rotating objects move together, and at least one of them moves in a circle. For example, the point at which a belt runs onto a pulley is a pinch point. Belt drives, chain drives, and gear drives are other sources of pinch points in power transmission devices. Feed rolls, gathering chains, and similar equipment to draw crops into a machine also create pinch points. Fingers, hands, and feet can be caught directly in pinch points, or they may be drawn into the pinch points by loose clothing that becomes entangled. Contact may be made by simply brushing against unshielded parts or by falling against them. Workers can become entangled in pinch points if they take chances and reach or work near rotating parts.

Machines move too fast and powerfully for the operator to get out of a pinch point once caught in it.

Note: To avoid injury from pinch points, be aware of the areas where pinch points occur and avoid them. Wear clothing that fits well and is not loose of floppy. Never reach over or work near rotating parts. Turn off machinery to work on it. Always replace shields if you must remove them for maintenance.

Crush Points: Created when two objects move toward each other, or when one object moves toward a stationary one. For example, in agricultural work, hitching a tractor to an implement creates a potential crush point.

Failure to block up equipment safety can result in a fatal crushing injury. A jack may slip, a hose or overhead support may break, or the equipment may roll. Workers must ensure they take extra precautions when working with raised machinery.

Note: To prevent being crushed or pinned, first, recognize the potentially dangerous situations. Then, avoid them whenever possible. Block all machinery securely if it must be worked under. If an implement can roll freely, block its wheels so it cannot roll.

Free-Wheeling Parts: Many machine parts continue to spin after the power is shut off; for instance, flywheels, fans, rotary mower blades, hammer mills of feed grinders, and cutter heads of forage harvesters. Never touch these parts until they have stopped moving completely. This may take as long as two or three minutes.

Springs: Under compression, springs will expand with great force when released, and stretched springs will contract rapidly when released. Know what direction a spring will move, and how it might affect another machine part when released and stay out of its path.

Hydraulic Systems: Contain fluid under very high pressure. Before loosening, tightening, removing, or otherwise working with any fittings or parts, relieve this pressure. Jet streams from even pinhole leaks can penetrate flesh. In addition, the liquid is often hot. Before attempting any service on hydraulic systems, shut off the engine that powers the hydraulic pump. Lower the implement to the ground and relieve the pressure. Follow the instructions in the operator’s manual, because following specific procedures for servicing the systems are very important to Employee’s safety.

Push Stick: A narrow strip of wood or other soft material with a notch cut into one end that is used to push short pieces of material through saws.

Block: A short block of wood, provided with a handle similar to that of a plane and with a shoulder at the rear end, used for pushing short stock over revolving cutters.

Flanges: Collars, discs, or plates between which wheels are mounted. They are referred to as adaptor, sleeve, or back up type.

Snagging: Grinding which removes relatively large amounts of material without regard to close tolerances or surface finish requirements.

Off-Hand Grinding: The grinding of any material or part which is held in the operator's hand.

Safety Guard: An enclosure designed to restrain the pieces of the grinding wheel, furnishing all possible protection in the event that the wheel is broken in operation.

Type 1 Straight Wheels: Wheels having diameter, thickness and hole size dimensions. They should be used only on the periphery.

Cutting off Wheels: Wheels having diameter thickness and hole size dimensions. These are subject to all mounting and use limitations listed for Type 1 wheels. They may be steel centered, diamond abrasive, or organic bonded abrasive of the plain or reinforced type.

Abrasive Wheel: A cutting tool consisting of abrasive grains held together by organic or inorganic bonds. Diamond and reinforced wheels are included.

Note: Immediately before an abrasive wheel is mounted to any machine normally equipped with such devices, it should be thoroughly inspected and sounded by the ring test to make sure no damage occurred in transit, storage or otherwise.

Ring Test: To sound an abrasive wheel before mounting use a metal hammer. Before sounding an abrasive wheel, ensure the wheel is dry and free from sawdust; otherwise the sound will be deadened. Note that organic bonded wheels do not emit the same clear metallic ring as do vitrified and silicate wheels.

In conducting the ring test, tap the wheel about 45 degrees on each side of the vertical centerline and about 1 or 2 inches from the periphery. Then rotate the wheel 45 degrees and repeat the test. A sound and undamaged wheel will give a clear metallic tone. If damaged, the wheel will emit a dead sound, not a clear "ring".

Organic Wheels: Are wheels which are honed by means of an organic material such as resin, rubber, shellac or other similar bonding agent.

Inorganic Wheels: Are wheels which are honed by means of inorganic material such as clay, glass, porcelain or related ceramic materials and are characterized as vitrified bonded wheels.

Bite: The nip point between any two in-running rolls.

Antirepeat: The part of the clutch/brake control system designed to limit the press to a single stroke if the tripping means is held operated. Antirepeat requires release of all tripping mechanisms before another stroke can be initiated. Antirepeat is also called single stroke reset or reset circuit.

Brake: The mechanism used on a mechanical power press to stop and/or hold the crankshaft, either directly or through a gear train, when the clutch is disengaged.

Bolster Plate: The plate attached to the top of the press having drilled holes or T-slots for attaching the lower die or die shoe.

Clutch: The coupling mechanism used on a mechanical power press to couple the flywheel to the crankshaft, either directly or through a gear train.

Full Revolution Clutch: A type of clutch that when tripped, cannot be disengaged until the crankshaft has completed a full revolution and the press slid a full stroke.

Part Revolution Clutch: A type of clutch that can be disengaged at any point before the crankshaft has completed a full revolution and the press slid a full stroke.

Direct Drive: A type of driving arrangement wherein no clutch is used; coupling and decoupling of the driving torque is accomplished by energization and de-energization of a motor. Even is a clutch is not employed, direct drives match the operational characteristics of “part revolution clutches” because the driving power may be disengaged during the stroke of the press.

Concurrent: Acting in conjunction; used to describe a situation wherein two or more controls exist in an operated condition at the same time.

Continuous: Uninterrupted multiple strokes of the slide without intervening stops (or other clutch control action) at the end of individual strokes.

Counterbalance: The mechanism used to balance or support the weight of the connecting rods, slide, and slide attachments.

Device: A press control attachment that:

- Restrains the operator from inadvertently reaching into the point of operation.
- Prevents normal press operation if the operator's hands are inadvertently within the point of operation.
- Automatically withdraws the operator's hands if the operator's hands are inadvertently within the point of operation as the die closes.
- Prevents the initiation of a stroke or stops a stroke in progress when an intrusion through the sensing field occurs from any part of the operator's body or by any other object.

Presence Sensing Device: A device designed, constructed and arranged to create a sensing field or area that signals the clutch/brake control to deactivate the clutch and activate the brake or the press when any part of the operator's body or a hand tool is within such a field or area.

Gate or Movable Barrier Device: A movable barrier arranged to enclose the point of operation before the press stroke can be started.

Holdout or Restraint Device: A mechanism, including attachments for operator's hands that when anchored and adjusted prevents the operator's hands from entering the point of operation.

Pull-Out Device: A mechanism attached to the operator's hands, that when properly adjusted and connected to the upper die or slide of the press, is designed to withdraw the operator's hands as the die closes and if the operator's hands are inadvertently within the point of operation.

Sweep Device: A single or double arm (rod) attached to the upper die or slide of the press, designed to move the operator's hands to a safe position as the dies close, if the operator's hands are inadvertently within the point of operation.

Two-Hand Control Device: A two-hand trip that further requires concurrent pressure from both hands of the operator during a substantial part of the die-closing portion of the stroke and the press.

Die: The tooling in a press for cutting or forming material. An upper and a lower die make a complete set.

Die Shoe: A plate or block upon which a die holder is mounted. A die shoe functions primarily as a base for the complete die assembly, and when used, is bolted or clamped to the bolster plate or the face of the slide.

Fixed Barrier Guard: A die space barrier attached to the press frame.

Interlocked Press Barrier Guard: A barrier attached to the press frame, interlocked so that the press stroke cannot be started normally unless the guard itself (or its hinged or movable sections) enclose the point of operation.

Adjustable Barrier Guard: A barrier requiring adjustment for each job or die setup.

Single Stroke: One complete stroke of the slide, usually initiated from a full open (or up) position, followed by closing (or down), and then a return to the full open position.

Single Stroke Mechanism: An arrangement used on a full revolution clutch to limit the travel of the slide to one complete stroke at each engagement of the clutch.

Stop Control: An operator control designed to immediately deactivate the clutch control and activate the brake to stop slide motion.

Interlock: An arrangement whereby the operation of one control or mechanism brings about or prevents the operation of another.

Limiting Device: A device that restricts the maximum envelope (space) by stopping or causing to stop all motion, independent of the control program and the application programs.

HAZARDS OF UNGUARDED MACHINES

Two types of hazards are associated with unguarded machines. The first type is mechanical hazards arising from the motion or operation of the machine. The other type of hazard is one unrelated to the movement of the machine.

Mechanical Hazards

Machine mechanical hazards are a result of machine motion or machine action. The five types of machine motion/action that create machine hazards are rotation, reciprocating or transverse motion, in-running nip points or pinch points, cutting actions, and punching, shearing and bending.

Rotation

A variety of mechanical motions and actions may present hazards to the worker. Two hazards are presented by *rotating motions.* Protruding objects (such as bolts, screws and burrs, rough surfaces and the rotating motion itself) all tend to take up, grab, or seize hair and clothing, pulling it (and whatever it is connected to) into the machine. Examples of rotating motion are the spindle chick and bit of a drill motor, shafts, splines, couplings, feed stock, flywheels and hand wheels. The second type of hazard is called an *in-running nip point.* In-running nip point hazards are caused by the rotating parts of machinery, created when machine parts rotate towards each other, or when a rotating part rotates toward a stationary object (which can create a shearing, crushing, or abrading action, spoke hand wheels or flywheels).

Nip points can present a severe hazard by pulling objects into the rotating parts or crushing the object against the stationary component. This danger is common on machinery with intermesh gears, rolling mills and calendar. Specific machine parts that provide in-running nip points include pressure rolls, chains and sprockets, spoked hand wheels and rack and pinion.

Reciprocating Motions

Reciprocating motions may be hazardous because, during the back and forth or up and down motion, a worker may be struck by or caught between a moving and a stationary part. A worker could also get pinched or sheared between fixed and moving parts of the machine, or between the part of the machine and a surrounding fixed object. The reciprocating motion of an automated machine equipped with a moving part (such as a moving table) is an example.

Transverse Motions

Transverse motion (movement in a straight, continuous line, such as a conveyor belt) creates a hazard similar to those of reciprocating motions, because a worker may be struck or caught in a pinch or shear point by the moving part.

Cutting Action

Cutting action may involve rotating, reciprocating or transverse motion. Simply stated, a cutting action can be defined as one that cuts or removes material from an object. The danger of the cutting action exists at the point of operation where finger, arm, and body injuries can occur and where flying chips or scrap material can strike the head, particularly in the area of the eyes or face. Common machines that exhibit cutting action include abrasive grinding wheels, band saws, lathes, milling machines, drills, circular saws and planers. Such hazards are present at the point of operation.

Punching, Shearing and Bending

Punching action results when power is applied to a slide (ram) for the purpose of blanking, drawing or stamping metal or other materials. This type of action describes two machine components that come together (both may move or one may be stationary). Typical machines used for punching operations are power presses and iron workers.

Shearing action involves applying power to a slide or knife to trim or shear metal or other materials. A hazard occurs at the point of operation where the stock is actually inserted, held and withdrawn. Examples of machines used for shearing operations are mechanically, hydraulically or pneumatically powered shears (flying shears).

Bending action results when power is applied to a slide to draw or stamp metal or other materials. A hazard occurs at the point of operation where stock is inserted, held and withdrawn. Equipment that uses bending action includes power presses, press brakes and tubing benders.

Nonmechanical Hazards

While we are concentrating on concepts and techniques for safeguarding mechanical motion, Nonmechanical hazards can also result from unguarded machinery. These include electrical power sources, high pressure systems, chemical emissions, noise and contact with flying objects.

Electrical Power sources

All machine power sources are potential sources of danger. Contact with improperly grounded sources or damaged wiring can cause severe injury or death. Replacing frayed, exposed or old wiring will also help to protect the worker and others from electrical shocks or electrocution.

High Pressure Systems

High pressure systems require careful inspection and maintenance to prevent possible failure from pulsation, vibration or leaks, such failures can cause, among other things, the release of pressurized gases, gauge blowout and line rupture, producing explosions and flying objects.

Chemical Emissions

Various chemicals such as cutting fluids, coolants, coating, cleaning fluids and other potentially harmful substances are used with certain machines. Because many of these chemical substances are potentially hazardous, operators may need personal protective equipment. For instance, large cutting machines typically use nebulizers that atomize a fine spray of lubricant at the worker's face. In many cases, barrier guarding or shielding (along with ventilation and personal protective equipment and clothing) can assist in protecting the worker from exposure to mists.

Noise

Noise (defined as any unwanted sound) is an inherent hazard, a by-product of machine operation. Machine noise can result in a number of hazards to workers. Noise can startle and disrupt concentration and can interfere with communications, thus hindering the worker's safe job performance. Research has linked noise to a whole range of harmful health effects, from hearing loss and aural pain to nausea, fatigue, reduced muscle control and emotional disturbance. Properly designed and installed engineering controls (such as the use of sound-dampening materials and other guards) can often assist in reducing noise levels.

Flying Objects

Machine guarding is often used to act as a barrier between the worker and the machine, especially when the machine produces flying objects which present severe hazards to workers.

TYPES OF GUARDS

Fixed Guards

A fixed guard is a permanent machine attachment. Fixed guards are not dependent upon moving parts to perform their intended function. They also do not move to accommodate the work being performed. This type of guard often has an access panel or transparent portions to view the operation of the machine. It may be constructed of sheet metal, screen, wire cloth, bars, plastic or any other material that is substantial enough to withstand whatever impact it may receive and to endure prolonged use. If its application is feasible, this guard is usually preferable to all other types because of its relative simplicity, as well as its limited means of access and removal (permanence). Fixed guards also provide the maximum protection, prevent access to dangerous parts of the machine, need minimal maintenance and are suitable to many applications. Examples include a fixed guard on a power press whereby the stock is fed through the side of the guard into the die area with the scrap stock exiting on the opposite side. Fixed guards are also used as shields on belt and pulley systems, band saws and in many other applications. Disadvantages of fixed guards include limited visibility and the need for additional safeguards when opened or removed for maintenance of the machine.

Interlocked Guards

The purpose of a safety interlock is to ensure that a machine will only operate when all safety guards and gates are correctly positioned. During operation, when an interlock circuit opens, the machine will revert to fail-safe operation and stop.

Probably the most familiar type of interlock guard is the interlock system installed on home clothes dryers and industrial drying tumblers. When the door of the machine is opened, the circuit is broken and the revolving cylinder stops; the machine is immediately made inoperable. In industry, these guards are used in situations that require operators to have frequent access to the machine for setup, adjustment or maintenance purposes.

An interlocked guard may use electrical, mechanical, hydraulic, pneumatic power, or any combination of these. Interlocks should not prevent “inching” by remote control if required. Replacing the guard should not automatically restart the machine. To be effective, all movable guards should be interlocked to prevent occupational hazards.

Adjustable Guards

Adjustable guards are useful because they allow flexibility in accommodating various sizes of stock; they can be adjusted by the operator when the point-of-operation must be accessible because of varying sizes of work. Horizontal band saws, power presses, routers, shapers, table saws and several other machines typically are equipped with adjustable guards.

The advantages of adjustable guards are they make varying sizes of work accessible to the point-of-operation and they have a wide variety of applications. The disadvantages include that the degree of protection is dependent on correct adjustment by the operator; they offer no protection during adjustment; they require frequent adjustment and maintenance; and they can limit visibility.

Self-Adjusting Guards

When a self-adjusting guard is employed, the opening of this type of barrier is determined by the movement of the stock. As the operator moves the stock into the danger area, the guard is pushed away, providing an opening that is only large enough to admit the stock. After the stock is removed, the guard returns to the rest position. This guard protects the operator by placing a barrier between the danger area and the operator. The guards may be constructed of plastic, metal or other substantial material. Self-adjusting guards offer different degrees of protection.

The key advantage of self-adjustable guards is that they do not require the operator to adjust them. That is, as the piece of work is inserted, the guard is pushed away, leaving an opening only large enough to accommodate the work piece.

Self-adjusting guards are typically found on radial arm saws, table saws, circular saws and jointers. Disadvantages of adjustable guards include a lower degree of protection; limited visibility; and require frequent adjustment and maintenance.

Special Guards

Many special guards are unique to particular machines or machine actions, for example. The ring guard used on the rotating cutter on a shaper. The ring guard adjusts to allow material to pass under it, and provides protection from the remaining exposed portion of the cutter.

Another special machine guard is called a leg of mutton guard, used to cover the cutting head of a jointer. It gets its name from its shape. In operation, it swings horizontally out of the way when wood moves across the jointer table. Its position varies with adjustments made in the fence that guides the material.

A special guard called a hood guard is used on circular saws. The guard moves or “floats” vertically (on hand-held machines) as material is moved into the blade.

Probably the best known and easiest to recognize special fixed guards (for bench-top mounted machines; floating special guards for portable hand-held grinders) are those used on grinding wheels or abrasive wheels. Keep in mind that because many kinds of grinding operations and grinding wheels are used, many variations and additional design features have been designed to fit each variation. The basic operation of grinding wheel systems and the function of their guards are similar. The guards help keep operators from coming into contact with the wheel itself, and they help contain fragments should a wheel fracture, disintegrate or fly apart.

MACHINE SAFEGUARDING AND TRAINING

Even the most elaborate safeguarding system cannot offer effective protection unless the worker knows how to use it and why. Specific and detailed training is therefore a crucial part of any effort to provide safeguarding against machine-related hazards. Thorough operator training should involve instruction or hands-on training including:

- A description and identification of the hazards associated with particular machines.
- The safeguards themselves, how they provide protection and the hazards for which they are intended.
- How to use the safeguards and why.
- How and under what circumstances safeguards can be removed and by whom (in most cases, repair or maintenance personnel only).
- What to do (contact the supervisor) if a safeguard is damaged, missing or not capable of providing adequate protection.

MACHINE GUARDING AND ADDITIONAL TRAINING

Training designed to instruct a worker on how to properly and safely operate a machine is only a part of the usual safety training. For example, certain machine operators must also be trained on protective clothing and personal protective equipment.

Engineering controls that eliminate the hazard at the source and do not rely on the worker's behavior for their effectiveness do offer the best and most reliable means of safeguarding machinery. However, using engineering controls as the sole means of worker protection is not always possible; they may not be feasible or capable of completely protecting the employee. Under these circumstances, operators must wear protective clothing or PPE.

If protective clothing and/or PPE is to be effective, it must always be:

- Appropriate for the particular hazards.
- Maintained in good condition.
- Properly stored when not in use, to prevent damage or loss.
- Kept clean, fully functional and sanitary.

Protective clothing is, of course, available for different parts of the body. Hard hats can protect the head from falling objects, and caps and hairnets can help keep the worker's hair from being caught in machinery. If machine coolants could splash, or particles could fly into the operator's eyes or face, face shields, safety goggles, glasses or similar kinds of eye protection might be necessary. Hearing protection may be needed when workers operate noisy machines. To guard the trunk of the body from cuts or impacts from heavy or rough-edged stock, protective coveralls, jackets, vests, aprons and full-body suits are available. Workers can protect their hands and arms from the same kinds of injury with special sleeves and gloves. Safety shoes and boots or other acceptable foot guards can shield the feet against injury in case the worker needs to handle heavy stock which might drop. Parts of the worker's ordinary clothing may present additional safety hazards. For example, loose-fitting shirts might possibly become entangled in rotating spindles or other kinds of moving machinery. Jewelry can catch on machine parts pulling of the finger. Long hair should be secured. Workers need to dress according to the work they are performing and eliminate personal risks before beginning work.

MACHINERY SAFEGUARDS CHECKLIST

General Hazards		YES	NO
1.	Do all safeguards provided meet the minimum requirements?	____	____
2.	Do the safeguards prevent workers' hands, arms and body parts from making contact with dangerous moving parts?	____	____
3.	Are the safeguards firmly secured and not easy to remove?	____	____
4.	Do the safeguards ensure that no object will fall into the moving parts?	____	____
5.	Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?	____	____
6.	Can the machine be oiled without removing the safeguard?	____	____
7.	Is there a system for shutting down the machinery before safeguards are removed?	____	____
8.	Can the existing safeguards be improved?	____	____

Mechanical Hazards		YES	NO
1.	Is a point of operation safeguard provided for the machine?	____	____
2.	Does it keep the operator's hands, fingers and body out of the danger zone?	____	____
3.	Is there evidence that the safeguards have been tampered with or removed?	____	____
4.	Could you suggest a more practical, effective safeguard?	____	____
5.	Could changes be made on the machine to eliminate the point of operation hazard entirely?	____	____

		YES	NO
6.	Are any unguarded gears, sprockets, pulleys or flywheels present on the apparatus?	____	____
7.	Are any belts or chain drives exposed?	____	____
8.	Are starting and stopping controls within easy reach of the operator?	____	____
9.	Are separate controls provided for machines with more than one operator?	____	____
10.	Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?	____	____

Nonmechanical Hazards		YES	NO
1.	Have appropriate measures been taken to safeguard workers against noise hazards?	____	____
2.	Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operations?	____	____

Electric Hazards		YES	NO
1.	Is the machine installed in accordance with applicable codes and regulations?	____	____
2.	Are any conduit fittings loose?	____	____
3.	Is the machine properly grounded?	____	____
4.	Is the power supply correctly fused and protected?	____	____
5.	Do workers ever receive minor shocks while operating any of the machines?	____	____

Training	YES	NO
1, Do operators and maintenance workers have the necessary training in how to use the safeguards?	____	____
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against?	____	____
3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?	____	____
4. Have workers been trained in the procedures to follow if they notice damaged, missing or inadequate guards?	____	____
Protective Equipment and Proper Clothing	YES	NO
1. Is protective equipment required?	____	____
2. Is required protective equipment appropriate for the job, in good condition, kept clean, sanitary and stored properly?	____	____
3. Is the operator dressed safely for the job (no loose-fitting clothing or jewelry)?	____	____
Machinery Maintenance and Repair	YES	NO
1. Have maintenance workers received up-to-date instructions on the machines they service?	____	____
2. Do maintenance workers lock out the machine from its power sources before beginning repairs?	____	____
3. Where several maintenance persons work on the same machine, are multiple lockout devices used?	____	____
4. Do maintenance persons use appropriate and safe equipment in their repair work?	____	____
5. Is the maintenance equipment itself properly guarded?	____	____

ONTARIO-MONTCLAIR SCHOOL DISTRICT

MOTOR VEHICLE SAFETY

DRIVER SELECTION

The selection of Employees who will be required to drive full or part-time should be done with care. Drivers of District vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid California driver's license of the proper class.

2. A review of their traffic record shows that they do not pose an unreasonable risk.

3. Successfully pass a road test administered by their Supervisor where required.

DRIVER TRAINING

All District drivers should be trained in safe driving habits through use of the National Safety Council's Defensive Driving Course or equivalent. The course should be given to each driver at least once every three years. The course teaches skills in:

1. Defensive driving.

2. Split-second decision-making.

3. Backing-up rules.

4. Safe distances.

5. Intersection driving.

6. Poor weather condition driving.

7. Traffic accident investigation techniques.

8. Traffic report writing.

PREVENTIVE MAINTENANCE

Establishment of a preventive maintenance program for all District vehicles is essential. Record jackets should be maintained on all vehicles so that a log can be maintained on all planned maintenance, as well as repairs made from noted defects.

VEHICLE INSPECTION

The Operator shall inspect each vehicle or piece of equipment on a daily basis before and after operation. Each Operator is responsible for the safe condition of the equipment.

Any vehicle having steering or brake problems is not to be operated until a qualified mechanic has made repairs. Any other unsafe conditions are to be reported to the Operator's Supervisor as soon as possible.

VEHICLE OPERATION

All District vehicles and equipment are to be operated in a safe manner at all times and adhere to all applicable laws. The Operator is totally responsible for the safe operation of the equipment. The vehicle Operator shall report any and all vehicle accidents or damage no matter how minor to their Supervisor immediately.

DRIVER SAFETY PROGRAM

INTRODUCTION

The operation of vehicles is indispensable in conducting District business. The way in which each vehicle is handled will directly affect the loss picture of the entire District. Fleet losses are potentially one of the most costly types of losses that an operation can incur.

The types of exposure that involve the fleet program include: property damage, bodily injury, fatalities, liability suits, and workers' compensation cases.

The claims cost that would result from losses incurred can mount to dollars that will adversely affect our efforts to accomplish District objectives. To help prevent vehicle accidents and the type of loss exposures associated with them, the following guidelines have been established:

POLICY

The success and the safety of our Employees depend on the mutual cooperation of each Employee who has been entrusted with the responsibility of driving a District vehicle or their own vehicle while conducting District business.

In order to reduce vehicle accidents and to limit the District's liability because of driver negligence, the District has adopted a **District Driver Safety Program**.

PROCEDURE

The procedures set forth in the **District Driver Safety Program** will be the guidelines for Management adherence to this policy.

RESPONSIBILITY

The Supervisors have the primary responsibility for the **District Driver Safety Program.** The Supervisor will appoint a responsible representative to report all driver information requested by our insurance broker.

MONITORING

The Supervisor is to be responsible for the records of the **District Driver Safety Program.** Duties will include, but not be limited to:

1. Be responsible for monitoring the driving record of those persons who operate the District vehicles or their own "personal" vehicle while on company business.

2. Monitor the **District Driver Safety Program** and report to management any suggestions for improvement or needed changes.

3. Monitor the maintenance policy of fleet vehicles so that they are kept in safe condition.

4. Review each vehicle accident/incident report or infraction with management.

5. Monitor renewals of insurance records.

DRIVERS

Drivers of vehicles that are owned, rented, or leased by the District will be required to follow defensive driving techniques and practices. The basic defensive driving practices are to plan ahead and do everything that one can reasonably do to prevent an accident/incident. This is to include the use of **seat belts.** The following guidelines will also be followed:

1. Drivers must possess a valid California driver's license in order to operate any District vehicle or their own personal vehicle on District business. The duties of drivers will be reviewed to see if they will involve the operation of vehicles that require a chauffeur's license or other special license. The Employee's Supervisor or personnel staff will note the requirement at the time of hire. Job descriptions will state the requirements for a California driver's license to include the type of license.

2. The driver should be physically and mentally capable of driving the vehicle he or she is assigned to drive, whether the vehicle be a car, van, utility vehicle or truck.

PRE-OPERATION OF VEHICLES

Prior to the assignment of any vehicle to any Employee or prior to allowing an employee to drive **their own vehicle** on District business, the following minimum standards will be implemented and records maintained to insure that the Driver is qualified to drive the vehicle and minimize the risk of liability to the District.

INITIAL ASSIGNMENT

1. Verification and recording of date and type of Driver's license held, and renewal date noted;

2. A review of the Driver's State Motor Vehicle Record for the most recent three-year period to include the following:

    a. Review of the accident report history showing the dates and types of accident regardless who was at fault.

    b. Review of the traffic violations for the last three years.

Unacceptable limits are 6 points accumulated or any major conviction during the past 36 months prior to employment.

3. Confirmation of personal insurance for those driving their personal vehicle on District business.

4. Physical examinations when required by the state for the driving of specified vehicles or by funding and licensing contract.

POINT SYSTEM

The following criteria will be used in order to determine the acceptability of all drivers.

1 point- minor conviction of a moving violation

1 point- minor accident (no injuries)

NOTE: these will not be considered if a driver is able to remove the citation by going to traffic school.

2 points- serious accident (those involving injury to any person which requires medical attention).

Continuing criteria as a District driver.

a. Points will be doubled if driving a District vehicle.

b. 2 points will be applied for failure to report a violation or accident regardless of how minor, involving a District vehicle to the Driver's Supervisor.

c. A warning letter will be issued at 4 points or at the time of any preventable accident. At 6 points the Supervisor will investigate the matter, corrective action will then be determined.

d. The Driver with a major conviction shall be immediately suspended from driving any District vehicle or their personal vehicle on District business.

e. Driving a District vehicle while under the influence of drugs or alcohol will subject the Employee to disciplinary action up to and including termination.

ANNUAL REVIEW

Once each year a request for current license information will be sent to each Employee. Employees who drive a District vehicle or if they request mileage reimbursement for driving their personal vehicle on District business will have their personal driving record reviewed.

It will be the responsibility of the Employee to respond in a timely manner. Failure to respond to the requested information by personal vehicle drivers may result in the delay in mileage reimbursements.

A review of each driver's file and record will be made annually and will include all of the criteria above as appropriate for each Employee. This will not preclude request of driver's records for review by the Supervisor as deemed necessary.

DEFINITIONS

Major Convictions: Major convictions include but are not limited to:

a. Driving while intoxicated or under the influence of alcohol or drugs;

b. Failure to stop and report an accident;

c. Homicide, manslaughter or assault arising out of the operation of a motor vehicle;

d. Driving during a period when license is suspended or revoked;

e. Reckless driving;

f. Possession of an open container of alcoholic beverage; speed contest; drag or highway racing;

g. Attempting to elude a Peace Officer.

Minor Convictions: Any moving traffic violation other than a major conviction except the following:

a. Motor vehicle equipment, load or size requirements;

b. Improper display or failure to display license plates provided such plates exist;

c. Failure to have in possession a valid driver's license.

Preventable Accident: A preventable accident is defined by the National Safety Council as: "Any vehicle accident involving a vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, to what extent, or where it occurred in which the driver in question failed to exercise reasonable precaution to prevent the accident."

Chauffeur: According to the California Department of Transportation Motor Vehicle Division, Chauffeur means a person who is employed by another for the principal purpose of driving a motor vehicle, or a person who drives a school bus transporting school children or any motor vehicle when in use for the transportation of persons or property for compensation, but does not include a car pool operator.

Vehicular Accident: Any accident occurring between a District vehicle (or private car when Employee is on official District business and has been formerly authorized mileage) and another vehicle, pedestrian, animal or fixed object.

SPECIAL NOTE

Police shall be called to investigate all District vehicle accidents, and it is incumbent upon the supervisor to insure that all facts are obtained with respect to the driver. **Under no circumstances** should any Employee make any statement relative to liability or draw any conclusions as to the facts asserted at the scene of the accident.

The occurrence of a vehicle accident may or may not be the fault of the Employee. Therefore, it is imperative that the same investigative procedure which was outlined for the industrial accidents be used to determine the cause of accident and corrective action taken by the Employee's immediate Superior.

QUESTIONS TO HELP DETERMINE

IF A VEHICLE ACCIDENT WAS PREVENTABLE

One basic question in determining preventability is: "Did our Employee take every reasonable precaution to avoid the vehicle accident?" If "NO," our driver was not driving defensively and, thus, the accident should be judged "preventable." Please note that legal liability or any citations should never influence the decision of determining preventability of an accident.

Answer the following questions which adhere to the given situation(s):

1. **Intersection Accidents**

   a. Did our Employee approach the intersection at a controlled speed that was reasonable for the conditions?

   b. Was our Driver prepared to stop before entering the intersection regardless of right of way?

   c. Did our Driver avoid entering an intersection on the amber signal?

   d. Did our Driver avoid overtaking or passing at the intersection?

   e. At a blind corner, did our Driver approach slowly, with a foot on the brake pedal?

   f. Did our Driver make certain all other Drivers were stopping for a traffic light or stop sign?

   g. Was our Driver alert for the turns of other vehicles?

   h. Did our Driver signal his/her change in direction well in advance?

   i. Did our driver allow oncoming traffic to clear before making a left turn?

   j. Did our Driver turn from the proper lane?

2. **We Pulled from Parked Position**

   a. Did our Driver look to the front and rear for approaching traffic immediately before pulling out?

   b. Did our Driver look back, rather than depending upon the rear vision mirrors?

   c. Did our Driver signal before pulling away from the curb?

   d. Did our Driver start out only when an action would not require traffic to change its speed or direction in order to avoid our vehicle?

   e. Did our Driver continue to glance back while pulling out?

3. **We Hit the Other Vehicle in the Rear**

   a. Did our Driver adjust speed to the conditions of the road, visibility, and traffic?

   b. Was our Driver maintaining a safe following distance for conditions?

   c. If a vehicle pulled in front of our vehicle, did our Driver drop back and re-establish the proper following distance?

   d. Did our Driver approach the green traffic light cautiously, expecting the Driver ahead to stop suddenly on a signal change?

   e. Did our Driver look ahead of the vehicle in front for possible emergencies?

4. **We Were Backing:**

   a. Was it necessary to back?

      1. Did our Driver have to park so close to the vehicle or obstacle ahead that backing was necessary when leaving the parking space?

      2. Was it necessary to drive into a narrow street, dead-end, alley or driveway from which backing resulted?

   b. If our Driver could not see where to back:

      1. Did the Driver try to get someone as a guide?

      2. Did the Driver walk around the vehicle before getting in?

      3. Did the Driver back immediately after walking around?

      4. If applicable, did the Driver use the cone policy correctly?

      5. Did the Driver use the horn while backing?

      6. Did the Driver look to the rear without depending on the rear vision mirrors?

      7. Did the Driver back slowly?

5. **We Skidded**

   a. Did our Driver travel at a speed safe for the conditions of weather and road?

   b. Was our Driver keeping a safe following distance?

   c. Was our Driver alert for loose gravel, sand, ruts, etc.?

6. **Pedestrians**

a. Did our Driver tap the horn to alert pedestrians of our vehicle approach?

b. Did our Driver pass through congested section anticipating that pedestrians might step in front of the car?

c. Did our Driver keep as much clearance between our vehicle and parked cars as conditions permitted?

d. Did our Driver interpret the pedestrian's next action or intention?

e. Did our Driver check the location of pedestrians before staring at a green signal?

f. Did our Driver give all pedestrians the right of way?

g. Did our Driver refrain from passing a stopped school bus?

h. Did our Driver account for all children before starting up?

i. Was our Driver alert for signs of children who might run into the path (balls rolling into street, etc.)?

7. **Others Hit Us While We Were Stopped or Parked:**

a. Did our Driver properly signal his/her intention to stop?

b. Did our Driver avoid coming to a sudden stop?

c. Was our Driver parked on the proper side of road?

ONTARIO-MONTCLAIR SCHOOL DISTRICT

NEW EMPLOYEE ORIENTATION

1. All new Employees shall receive safety orientation, no later than the first day of employment.

2. The new Employee's Supervisor or other designated person will provide the orientation. The orientation shall be documented on the "Orientation Checklist for New Employees" form.

3. Each new Employee assigned to a job must sign the indoctrination form upon receiving instruction from the supervisor.

4. Each new Employee shall be assigned an Employee Classification: (Warehouseperson, Driver, Food Services, Forklift Operator or Teachers).

5. In addition to orientation material made available, the Supervisor must explain the safety criteria for individual jobs using the appropriate Job Safety Analysis.

6. Each new Employee shall thoroughly review the District Code of Safe Practices prior to signing and shall receive a copy with the original being placed in the employee's jacket.

7. The Supervisor shall review the District's Drug Policy and Disciplinary procedures with each employee. It shall be made clear that there is a zero tolerance on drug and alcohol use.

8. A signed copy of the new Employee orientation form will be maintained in the Employee's jacket.

The Supervisor shall complete the following form indicating that they have explained fully the safety policy, programs, procedures, and requirements as indicated, to the new Employees prior to the Employees beginning their job assignment.

EMPLOYEE SAFETY ORIENTATION GUIDELINE

Each Supervisor is responsible to discuss with each new Employee the following items in their entirety. Each of the following elements should be reviewed with each new employee personally by either reading or general discussion, unless other means are available.

1. **Safety Policy,** located in the District Injury Illness Prevention Program; review with each new Employee.

2. **Employee Responsibilities for Safety:**
   All Employees are required, as a condition of employment and as outlined in the Cal/OSHA regulations, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers. It is the District policy that all employees shall:

   a. Immediately report to their Supervisor, all accidents, injuries, near misses and mishaps, no matter how slight occurring within the scope of their employment.

   b. Cooperate with and assist in the investigation of accidents to identify correctable causes and to prevent reoccurrences.

   c. Promptly report to their Supervisor any and all unsafe actions, practices, or conditions they observe in their work environment.

   d. Become familiar with and observe approved safe work procedures during the course of their work activities.

   e. Observe the zero policy on drug and alcohol use.

   f. Maintain work areas clean and orderly at all times.

   g. Refrain in engaging in any horseplay and distraction of fellow employees.

   h. Obey all safety rules and follow published work instructions.

i. Wear personal protective equipment when working in hazardous operations areas, and/or as required by the supervisor.

j. Inspect all equipment prior to use and report any unsafe conditions to the Supervisor.

k. Submit any constructive suggestions for accident prevention, without fear of reprisal, to the Supervisor, which may assist in improving working conditions or work practices.

3. Use of Equipment:

All Employees are to use equipment assigned to them in a safe manner. Only trained and authorized Employees are permitted to operate said equipment. The Supervisor shall decide which equipment an Employee will need additional training on prior to its usage.

4. First Aid:

First aid kits are to be maintained by the Supervisor. Any Employee sustaining an injury, no matter how slight, shall report to their Supervisor. Employees shall not treat themselves, no matter how slight the injury. With any minor injuries, it is important to reduce the potential of infection or more serious complications by reporting the incident immediately. First aid can then be administered or a decision made to have a Medical Doctor examine the injury.

5. First Aid Responders:

Management shall insure that there are a sufficient number of Employees who are trained to render first aid. Training shall be equal to that of the American Red Cross.

6. Employee Conduct:

The District has established and endorsed various rules and regulations for the safety of all Employees. However, when Employees fail to follow the requirements established in the District Code of Safe Practices, disciplinary actions up to and including termination on any Employee who fails to comply with proper work procedures or actions on the jobsite.

Each Supervisor will be held accountable for his or her Employee's proper work performance. Thus, it is the Supervisor's responsibility to hold the employee accountable for their individual performance.

Each Employee's voluntary compliance with these rules will assist in providing a safe and productive worksite.

7. Alcohols and Drug Abuse Policy:

The District has established an "alcohol and non-prescription drug abuse policy" for the protection of its workforce and resources. No Employee is permitted on any work site that may be using, selling, or handling alcohol or drugs. Employees suspected of being "under the influence" will be subject to a Medical Doctor's evaluation for screening.

8. Hazard Communication:

The use of hazardous chemicals may be a part of some jobs. On any job where it is known to have hazardous chemicals, or Employees are required to work with hazardous chemicals, the Employees will be instructed in the "Hazard Communication Training" program. The purpose of the program is to inform and train Employees on how to work safely with hazardous chemicals.

9. Sanitation and Personal Hygiene:

Employees are encouraged to maintain good personal hygiene, especially after handling hazardous chemicals, hazardous wastes, and other potentially harmful material. Washing facilities are available in various areas and on sites for cleaning of the hands. Personal protective equipment and gloves may reduce the exposure and must be worn when required.

10. Special Chemical Hazards:

Certain other chemicals used on jobsites can be **"extremely hazardous".** This can be determined by reviewing the appropriate **SDS, " Safety Data Sheet**" for the specific chemical to find out the exposure potential. The use of appropriate personal protective equipment will be explained as well as what action should be taken when exposed to the chemical.

11. Special Training:

Special safety training in the use of equipment such as: forklifts, man lifts, scissor lifts, etc., new procedures, new equipment, or other items may be required periodically. Any Employee involved in these jobs or equipment use will be required to complete this special training prior to beginning the job.

12. Personal Protective Equipment:

It is a District policy that all employees will wear the appropriate personal protective equipment when it becomes required to protect the employee's safety. Personal protective equipment will be assigned as the job may require.

13. Special Clothing:

When working on jobsites where it requires that Employees wear protective clothing, this may include long pants, long sleeve shirts, shoes, and gloves. The Supervisor will determine the requirements for the job when the situation arises.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

INTEGRATED PEST MANAGEMENT

INTRODUCTION

In 1993, the California Department of Pesticide Regulation (DPR) began a pilot program to work with interested school districts to provide them with information about integrated pest management (IPM) practices and assist them in developing an IPM program.

As part of the Children's Health Initiative, California enacted Assembly Bill 2260 (AB 2260) which adds language in Sections 17608 to 17613 of the California Education Code and 13180 to 13188 of the Food and Agricultural Code.

The Healthy Schools Act bill requires the Department of Pesticide Regulation (DPR) to promote and facilitate the voluntary adoption of integrated pest management programs as specified, maintain an internet website and establish an integrated pest management training program.

The District has implemented an IPM program in order to effectively communicate the existing program to staff, students, volunteers and the public.

Management activities such as preventative maintenance, janitorial practices, landscaping, occupant education and staff training are all part of an IPM program.

The following sections in this program will help define the District's IPM program.

DEFINITION OF INTEGRATED PEST MANAGEMENT

The Food and Agricultural Code defines IPM as: a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence using non-chemical practices to make the habitat less conductive to pest development, improving sanitation and employing mechanical and physical controls.

Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment, are used only after careful monitoring indicates that they are needed according to pre-established guidelines and treatment thresholds.

Pesticide

Any substance intended to control, destroy, repel or attract a pest. Some common pesticide types include herbicides, insecticides, disinfectants, sanitizers and rodenticides.

POLICY STATEMENT

School District Pest Management Statement

Structural and landscape pests can pose a significant problem to people and the environment. Toxic pest control chemicals can also pose a significant problem to people and the environment.

It is the desire of the Board of Education that pest problems be alleviated with the least possible hazard to people, property and the environment by using methods that are safe, efficient and economically feasible.

Pesticides will be carefully evaluated before use and will only be used after non-toxic and other safer methods have been considered.

Pests

Pests are populations of animals, plants, insects or microorganisms that interfere with the use of District work sites for human purposes.

Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property or the environment.

Pest Management

Pest management will be developed for each work site and will include proposed pest management measures. Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to District property.
- Prevent pests from spreading into the community or to plant and animal populations beyond District property.
- Enhance the quality of life for students, staff and the public.

IPM Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the least invasive pest control methods.

Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least hazard to people, property and the environment.

Selected non-chemical pest management methods will be implemented whenever possible to provide the desired control.

It is the practice of the District to utilize IPM principles to manage pest populations. The full range of alternatives, including no action, will be considered.

The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, EPA regulations, Cal/OSHA regulations and District policies and procedures.

Recordkeeping

Records of pesticide use shall be maintained in accordance with the requirements of the District and of Federal, State and Local regulatory agencies.

Notification

The District is responsible to notify the work site staff, students, parents, guardians and volunteers of upcoming pesticide application. Notices will be posted in designated areas at work sites and sent home to parents who wish to be informed in advance of pesticide applications.

Pesticide applicators

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by the District. Applicators must follow Federal, State, and Local agency regulations and pesticide label precautions when applying pesticides.

Applicators must be State of California licensed as structural and agricultural pesticide applicators and must comply with the District's IPM Policy and IPM Plans. Integrated Pest Management is a team approach to managing pests. Each member of the team has roles and responsibilities.

ROLES AND RESPONSIBILITIES

Students, Staff and other Occupants

Sanitation is the most important responsibility of students, staff and other occupants. Prevention and reduction of pest infestation at each school site occurs when:

- Food is cleaned up after breaks and lunch.
- Food in lockers and storage areas are at a minimum.
- No placing of gum or candy under desks.
- Maintaining desk, storage spaces and work areas free of clutter.

Parents and Guardians

Parents and Guardians first school pest management responsibility is to learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, clothing or the child's person.

Next, parent and guardians should be aware of the pest management practices in their children's school.

Parent and guardians are encouraged to participate in their school site's advisory committee with school staff and periodically discuss IPM policy and practice including methods to minimize problems causing pest infestations.

IPM Coordinator

In an IPM program, the pest manager is the person who observes and evaluates the site or directs others to do so and decides what needs to be done to achieve the site pest management objectives. The IPM Coordinator's main responsibilities include:

- Serving as the primary contact for pest control matters.
- Adhering to the requirements of the Healthy Schools Act of 2000 (Education Code 17610 to 17612).
- Overseeing District Employees or outside contractors responsible for pest management.
- Coordinating pest management decisions for the District.
- Devising and overseeing a monitoring program.
- Maintaining written records of monitoring data and pest sightings by staff and students.
- Evaluating the effectiveness of any treatments.
- Evaluating the progress of the IPM program.

IPM Coordinator Designee

Assist the IPM Coordinator in scheduling, attending and facilitating site based advisory committee meetings on IPM.

Site Administrators

Site Administrators are responsible for periodic building and grounds inspection to inventory conditions that could lead to pest problems. Site Administrators and the IPM Coordinator will monitor key pest populations to determine if, and when, they should be treated.

Pesticide Applicators

Anyone applying a restricted use pesticide to school grounds or property will be licensed or certified by the California Department of Pesticide Regulations (DPR) or by the California Structural Pest Control Board (SPCB) and will comply with District IPM policy.

Applicators must be trained in the principles and practices of IPM and the use of pesticides approved by the District and they must follow regulations and label precautions. Unauthorized persons are prohibited from bringing and/or applying pesticides to school property.

IPM CRITERIA

Pest management objectives will differ at each school site and these differences must be considered. The criteria for identifying least hazardous pest control practices are included in the IPM decision-making process.

Action Thresholds

An action threshold is the level at which action is initiated. It is determined by deciding, based upon the sensitivity of the school site occupants.

The action threshold is set by the pest manager and the occupants and should reflect the pest management objectives for the site. The presence of some pests does not always require immediate action.

When pest populations exceed pre-established action thresholds, action should be taken. The action taken must be based on the evaluation of information obtained through inspecting, identifying and monitoring.

IPM Decision Making Process

The decision making process in an action threshold involves four key pest management questions:

- If treatment action is necessary.
- Where treatment activity should take place.
- When action should take place.
- Which mix of treatment practices are best to use.

IDENTIFYING AND MONITORING PESTS

An IPM program consists of routine inspection, monitoring and evaluation. Routine inspection and accurate identification of pests are important steps in IPM to ensure effective control methods.

Once the pest has been identified and the source of its activity pinpointed, habitat modification, primarily exclusion, repair and sanitation efforts, may greatly reduce the pest population without the application of pesticides.

Monitoring includes inspecting areas for evidence of pests, entry points, food, water and harborage sites, and estimating pest population levels.

The information gathered through monitoring is evaluated to determine whether the action threshold has been exceeded and what can be done in the way of prevention.

PLAN FOR LEAST HAZARDOUS PEST CONTROL

Prevention measures reduce the need for pesticide applications and include structural repair, sanitation and employing physical and mechanical controls such as screens and traps.

The health of school occupants and long-term suppression of pests must be the primary objectives that guide pest control in school settings. To accomplish these objectives, an IPM program must always look for alternatives first and use pesticides only as a last resort.

There are many chemical products to choose from that are relatively benign to the larger environment and at the same time effective against target pests.

Least hazardous pesticides are those with all or most of the following characteristics: they are effective against the target pest, have a low acute and chronic toxicity to mammals, biodegrade rapidly, kill a narrow range of target pests, and have little or no impact on non-target organisms.

There are many least hazardous products being registered in California, including materials such as:

- Pheromones and other attractants.
- Insect growth regulators (IGR's).
- Repellents.
- Desiccating dusts.
- Pesticide soaps and oils.
- Some botanical pesticides.

Other indoor and outdoor plans in the least hazardous pest control methods are outlined below.

Indoor Sites

Typical indoor environment pests are mice, rats, cockroaches, spiders, wasps, flies, bees, hornets, yellow jackets, mosquitoes, microorganisms, termites, carpenter ants and other wood destroying insects.

Strategies to prevent these pests include:

Entryways

- Keep doors shut when not in use.
- Place weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Keep vegetation, shrubs and wood mulch at least one foot away from structures.

Classrooms and Offices

- Allow food and beverages only in designated areas.
- If indoor plants are present, keep them healthy.
- Keep areas as dry as possible by removing standing water and water damaged or wet materials.
- In science labs where animals are kept, store animal foods in tightly sealed containers and regularly clean cages.
- Routinely clean desks.
- Vacuum carpeted areas.
- Develop and implement head lice control policies and procedures.

Food Preparation and Serving Areas

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic or metal. Waste must be removed at the end of each day.

- Place screens on vents, windows and floor drains to prevent pests from using ducts and vents as pathways.

- Create inhospitable living conditions for pests by reducing availability of food and water.

- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulks or paints to seal cracks and crevices.

- Capture rodents by using mechanical or glue traps.

- Educate student clubs on food preparation, storage and serving areas in order to minimize pest infestation.

Rooms and Areas with Extensive Plumbing

- Promptly repair leaks and correct other plumbing problems to deny pest's access to water.

- Routinely clean floor drains, strainers and gates. Seal pipe chases.

- Keep area dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.

- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the wall.

- Have Site Administrators work with custodial staff in cleaning drains.

Maintenance Areas

- After use, clean mops and mop buckets. Dry mop buckets and hangs mops vertically on rack above the floor drain.
- Allow eating only in designated eating areas.
- Keep areas as clean and dry as possible.

Outdoor Sites

Typical outdoor environment pests are mice and rats. Turf pests may include broadleaf and grassy weeds, insects such as beetle grubs or sod webworms, diseases such as brown patch and vertebrates such as moles.

Ornamental plant pests may include thrips, aphids, Japanese beetles and bag worms.

Playground, Parking Lots, Athletic Fields, Loading Docks and Refuse Dumpsters

- Regularly clean and remove all waste from trash containers and gutters.
- Secure lids on trash containers.
- Repair cracks in pavement and asphalt. Provide adequate drainage away from structures and on the grounds.

Turf

- Maintain healthy turf by selecting a mixture of turf types (certified seed, sod or plugs) best adapted for the area.

- Raise moving height for turf to enhance its cooperation with weeds; adjust cutting height for mower; sharpen mower blades and vary mowing patterns to help reduce soil compaction.

- Water turf infrequently but sufficiently during early morning hours to let turf dry out before nightfall.

- Provide good drainage and periodically inspect turf for evidence of pests or diseases.

- Allow grass clippings to remain in the turf.

- Testing the soil to determine pH and fertilizer requirements may be done.

- Using a dethatcher may be used to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.

- Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.

- Seed over existing turf in fall or early spring.

Ornamental Shrubs and Trees

- Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.

- If using a fertilizer, use the correct one at the suitable time, water properly and reduce compaction.

- Prune branches to improve plants and prevent access by pests to structures.

- Use pheromone traps as a timesaving technique for determining the presence and activity periods of certain pest species may be used.

- Select replacement plant material from the many disease resistant types developed by plant breeders.

- Remove susceptible plants if a plant disease recurs and requires too many resources, such as time or money.

CONTRACTING for PEST MANAGEMENT SERVICES and LICENSING OPPORTUNITIES

IPM Programs can be successfully implemented by District Employees or by contracting with a pest control company. A combination of in-house and contracted functions may be mixed and matched to the needs and capabilities of the District.

Both approaches have advantages and disadvantages. The District must decide what is best given the unique circumstances.

Whether an in-house or contracted method is chosen, pest management personnel, including Grounds and Food Services staff, must be trained to:

- Understand the principles of the IPM.
- Understand the District's IPM Program and Policy.
- Identify pests and associate problems or damage.
- Monitor infestation levels and keep records.
- Know cultural or alternative methods.
- Know recommended methods of judicious pesticide application.
- Know the hazards of pesticides and the safety precautions to be taken.

In-House Services

The most important task for an in-house program is training staff to function within the District's policy and procedure. Additional information and training may be available through the State Cooperative Extension Service.

Contracted Services

When choosing a pest control company, state regulatory agencies can provide information on pesticide applicator certification.

A pest control firm may be certified to apply pesticides to control structural pests and not be certified to apply pesticides to control agricultural pests.

The pest management firm should demonstrate a knowledge of and willingness to implement the District IPM program.

The pest management services contract must include IPM specifications. Contracts should be written to provide expected and measurable results.

Pest management objectives specific to each work site should be included in the contract.

Licensing Opportunities

There are many training and licensing opportunities available in California.

EDUCATION and TRANSITION TIME

Education

During the IPM transition period, the IPM Coordinator will keep all personnel informed of the IPM schedule. Everyone must understand the basic concepts of IPM. The goal in educating the public is to change behavior on sanitation, including how food is stored and garbage disposed of.

Participants needing IPM education are the District's food service, custodial, administrative and faculty personnel. Students must be educated about their role in reducing pest presence and the necessity of cooperative efforts to control pests. Teachers are encouraged to add IPM into current curriculum so that students and faculty roles and responsibilities in the program are identified.

An Introduction to California School IPM recommends the following curriculum:

- Involve science classes in identifying pests and beneficial insects and in researching IPM strategies.

- Involve art classes and English classes in developing simple fact sheets and other educational materials on various school pests. Use information from the individual pest management sections in this document.

- Involve vocational classes in making site plans of the school to use for monitoring, in site inspections for structural defects that may exacerbate pest problems and in suggesting structural modifications to eliminate the problems.

- Involve journalism classes in reporting on the new IPM program.

PESTICIDE PURCHASE , USE, STORAGE & DISPOSAL

Pesticide Purchase

The District will not reimburse Employee's who purchase pesticides, insecticides, herbicides, fungicides or rodenticides on their own accord.

If a pesticide, insecticide, herbicide, fungicide or rodenticide with an EPAQ Registration Label or on the State of California Pesticide Product Name list is found on a school site, the product will be:

- Confiscated.
- Reported to the Site Administrator, IPM Coordinator, District's IPM Advisory Committee, Director of Facilities.
- The product will be marked and dated as confiscated and held in a secure location at the site until the District's Hazardous Waste vendor can dispose of the product.

Pesticide Use, Storage and Disposal

In California, pesticide use, storage and disposal are governed by the laws in the California Food and Agricultural Code (FAC) and in California Code of Regulations, Title 8.

Use

- Follow general safety standards. When performing pest control using a pesticide, use only equipment in good repair that is safe to operate.

- The pesticide being applied must be registered for use in California. It is unlawful for any person to possess or use any pesticide that is not registered.

- Read the pesticide label. Pesticide labels contain information to protect your health. A copy of the registered label that specifies the manner in which the pesticide is to be used shall be available at the use site.

- All applicators must be adequately trained before handling pesticides. Employees who use pesticides must be trained for each pesticide handled.

- Training records of applicators will be held by the Employee's immediate supervisor and in the Employee's personnel file.

Storage

- Keep pesticides in their original, labeled container.

- Pesticides with the words "Danger" or "Warning" must be stored in a dark, cool, dry and secure site mot accessible to students or unauthorized personnel.

- A cabinet in a non-student area with a locked and labeled door is required. The door label should include visual signs for non-English reading adults and children.

- Keep the telephone number of the local poison control center in a prominent place.

- Signage in a storage area should be visible from any direction and readable at 25 feet. The sign should read "Danger Poison Storage."

EVALUATION and RECORDKEEPING

Successful IPM practice relies on accurate recordkeeping. Recordkeeping allows the IPM Coordinator to evaluate the results of the IPM Program and determine if pest management objectives have been met.

Accurate records of inspecting, identifying and monitoring activities documents changes in the site environment (reduced availability of food, water or shelter), physical changes (exclusion and repairs), pest population changes (increased or decreased numbers, older or younger pests) and changes in the amount of damage or loss.

A complete and accurate pest management log must be maintained for each work site. Pesticide use records will be maintained to meet state and local regulatory requirements.

The logbook located at each site will contain the following items:

- A copy of the Pest Management Plan.
- Service schedule for the site.
- A copy of the current EPA registered label and current MSDS for each pesticide used at the site.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

The District has adhered to the new mandate effective in April 2011, that has amended Section 3380 to add new subsection (f), which mandates employers to conduct a hazard assessment of our workplace(s) to determine whether or not there are, or are likely to be hazards present which necessitate the use of personal protective equipment (PPE), specifically: head protection, eye/face protection, hand protection (other than high voltage insulating gloves), and foot protection. If as a result of the assessment the District determines that there are, or are likely to be hazards that require the use of the aforementioned types of PPE, then the District will be required to do the following:

1. Select and have employees wear PPE appropriate for the hazards.

2. Communicate those selection decisions to affected employees.

3. Select PPE that properly fits each affected employee.

The District will now certify in writing that the required PPE hazard assessment has been performed and the certification is required to contain the following information:

1. Identification of the workplace(s).

2. The person certifying the hazard assessment has been performed.

3. The date(s) of the hazard assessment.

4. Identification of the documentation as a certification of hazard assessment.

The use of personal protective equipment for any job, which has an inherent injury potential, is the responsibility of the District Supervisor's. The Supervisor's should plan ahead prior to beginning the job by analyzing what special personal protective equipment would be necessary to complete the work prior to getting started.

1. Personal protective equipment is designed to provide an effective barrier between an Employee and potentially dangerous objects, substances or processes.

2. Supervisor's will monitor/evaluate the use and effectiveness of all personal protective equipment and recommended improvements where indicated.

RESPONSIBILITY

1. The Employee's Supervisor is responsible for ensuring that this procedure is implemented and complied with.

2. The Employee's Supervisor is responsible for ascertaining compliance with every facet of this procedure relative to employee using the appropriate personal protective equipment for each individual task assignment.

3. Employees are responsible for wearing all personal protective equipment relative to the task at hand.

MANDATORY PROTECTIVE EQUIPMENT

When the use of personal protective equipment has been specified for hazardous work, its use will be mandatory as a condition of employment.

Supervision will be held accountable for all Employees allowed to work without complying with this requirement.

BASIC PERSONAL PROTECTIVE EQUIPMENT

1. We must ensure that the following personal protective equipment is available prior to the start of work activities.

    a. Adequate supply of safety glasses (meeting ANSI Z 87.1 standards).

    b. Respiratory protective equipment as dictated by the hazard.

    c. Goggles and or safety shield.

    d. Boots and protective clothing such as aprons, coveralls, etc.

    e. Hearing protection such as earplugs or earmuffs.

    f. Gloves for safe hazardous operations.

    g. Head protection for falling objects and electrical hazards.

2. The Employee's Supervisor will ensure that an adequate supply of this equipment is maintained.

SELECTING PERSONAL PROTECTIVE EQUIPMENT

1. Personal protective equipment must meet the following requirements:

    a. Provide desired protection against the hazard to which the Employee will be exposed.

    b. Maximum comfort coupled with minimum weight.

    c. Minimum restrictions of essential body movement, vision, etc.

    d. Durability and, when possible, ability to be maintained in stock.

    e. Manufactured in accordance with accepted standards for performance and materials, i.e., American National Standards Institute (ANSI), and National Institute for Occupational Safety and Health (NIOSH).

f. When the use of personal protective equipment is necessary, the use of such protection will be mandatory. Failure to use personal protective equipment when necessary will result in disciplinary action.

FOOT PROTECTION

1. Employees are required to wear sturdy work shoes/boots, which will provide adequate protection against injury to the feet.

2. When work boots will not provide sufficient protection, the Employees will be required to wear approved foot guards.

3. When work requires the wearing of steel toe safety boots, this is to be enforced.

4. Tennis shoes, running shoes, light canvas shoes, sandals, etc., are not authorized for wear in the work area.

HEARING PROTECTION

1. Employees exposed to noise in excess of the Occupational Exposure Limits will have hearing protection provided.

2. There are two types of recognized hearing protectors available for use in reducing noise exposure:

   a. Ear Plugs

   b. Ear Muffs

3. In most instances earplugs are acceptable hearing protectors.

4. When using earmuffs for hearing protection, they must be disinfected before being issued to another Employee.

5. Employees are to be informed of the hazards associated with the exposure to noise and the purpose and limitations of protective hearing devices. The wearing of this equipment will be mandatory in recognized high noise areas.

RESPIRATORY PROTECTION

1. **General**

   a. Employees who are or may be exposed to hazardous concentration of gases, vapors, smoke, fumes, mists or dusts will be provided, and required to wear, respiratory protective equipment designed to protect the worker from such concentrations.

   b. Employees will use the provided respiratory protection in accordance with the instructions and training received. On a job where the use of such protection is required, initial training in this equipment will be incorporated in the “new hire” safety orientation.

   c. When respiratory protective equipment is required to be worn in areas, which are contaminated with hazardous substances, excess head or facial hair, which prevents effective sealing of the skin, will be removed.

   d. The wearing of contact lenses during the use of respiratory protection in contaminated atmospheres will be prohibited.

   e. Where practicable, the respirators will be assigned to individual Employees for their exclusive use.

   f. Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be inspected once a week and after each use.

   g. The Supervisor’s will maintain surveillance of work area conditions and degree of Employee exposure or stress. There will be regular inspection and evaluation to determine the continued effectiveness of the program.

   h. Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

2. **Cleaning of Respirators**

   a. Respirators will be regularly collected, cleaned and disinfected. Respirators that are issued for the exclusive use of one Employee will be cleaned after each day's use if necessary. Those respirators used by more than one Employee will be cleaned and disinfected after each use.

3. **Inspection of Respirators**

   a. All respirators will be inspected before and after each use. A respirator that is not routinely used but is kept ready for emergency use will be inspected after each use and weekly to assure that it is in satisfactory working condition.

PROCEDURE

The District reserves the right to select and/or approval of all personal protective equipment to be issued and used by its Employees, visitors, and only such equipment issued or approved will be allowed on its premises.

Failure to comply with this procedure will result in disciplinary action up to and including termination.

1. **Gloves**

   Where needed, Employees shall wear work gloves in good condition, which are suited to the type of work involved. However, Employees who are required to operate or work around power tools and similar rotating machinery should not wear gloves. Use of a special type glove, such as neoprene or rubber, to handle chemicals, shall be issued to those Employees who have a need for them.

2. **Shoes and Boots**

   All safety shoes shall meet nationally recognized standards. Shoes and boots must be kept in good repair, and those with worn heels or thin or worn soles should not be permitted. In addition, the wearing of sneakers, tennis shoes, sandals, or shoes that have been slit or have holes cut in them will not be permitted.

3. **Eye and Face Protection**

a. Approved eye and face protection must be worn whenever warranted by the work exposure. ANSI approved safety glasses with full side shields must be worn in all circumstances.

4. **Protective Equipment for Specific Use**

Failure to comply with District policy requiring the use or wearing of personal protective equipment in connection with specific tasks will result in disciplinary action, which could include up to termination of employment.

5. **Personal Work Clothing**

a. The minimum work clothing that is acceptable for all Employees is long pants, work shoes or boots, and a shirt that completely covers the Employee's shoulders and provides adequate protection against abrasions to the skin, oil or grease spills, or cuts. Tank top type or sleeveless shirts are not allowed.

b. For the most part, Employees should wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Employees shall be cautioned against wearing loose clothing, rings, watches, necklaces, earrings, or long hair, all of which may catch in power driven equipment or become energized if they come in contact with energized equipment.

6. **Hearing Protection**

When Employees are subject to sound levels that exceed the Cal/OSHA standards, hearing protection will be provided and used to reduce the sound levels and training in the proper use and care will be provided. Competent persons will provide monitoring and training only.

7. **Head Protection**

When Employees are exposed to impact and penetration hazards caused by falling objects and or electric shock and burns, head protection (helmets) will be provided and Employees shall wear them according to the ANZI standards.

8. **Back Supports**

When Employees are performing lifting of loads, which they feel may be better, served with the assistance of a back support, may wear the support with suspenders only. Once the lifting procedure has been accomplished, the back support shall be released to continue full mobility of the back. Back supports are never to be worn as a corset.

TRAINING

All Employees will receive adequate training in the use and maintenance of all personal protective equipment upon first hire and refresher training annually thereafter. The detailed requirements on training required to be given employees who are required to wear PPE, specifically:

1. When PPE is necessary.

2. What PPE is necessary.

3. How to properly don, doff, adjust, & wear PPE.

4. Limitations of the PPE.

5. Proper care, maintenance, useful life, and disposal of the PPE.

The District is now required to demonstrate an understanding of these requirements and the ability to use PPE properly before employees are allowed to work requiring the use of PPE. When the Division has reason to believe that a previously trained employee does not have the necessary understanding & skill to use PPE, then the District will retrain the employee. The circumstances when retraining will be required include the following:

1. Workplace changes which renders previous training obsolete.

2. Changes in the types of PPE to be used which renders previous training Obsolete.

3. Inadequacies in the District's knowledge or use of assigned PPE indicates the employee has not retained the required knowledge or skill.

The District is now required and will verify that affected employees have received & understand the required training with a written certification that contains the following:

1. Employee name.

2. Training date(s).

3. Training subject.

RECORDS

Appropriate records will be maintained a minimum of five years to ensure the proper stocking requirements, usage, personnel usage, legal protection and maintenance of PPE equipment.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PROPOSITION 65 NOTIFICATIONS

SCOPE AND HISTORY

Originally, the voters enacted California's Proposition 65 in 1986. The same emphasis has been placed on its provisions within the CAL/OSHA as before. However, it is now more directly applied to the work environment, whereas previously there had been some question to its application therein.

In California Labor Federation v. California Occupational Safety and Health Standards Board, 221 Cal. App 3 d 1547 (1990), the court of appeal determined that the State Plan did not provide clear and reasonable warning protection as required by the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65).

Accordingly, regulatory amendments have been adopted to incorporate the clear and reasonable Warning Protection of Proposition 65 into the Industrial Safety Order Regulations, and thereby into the State Plan.

Employers who come within the scope of Proposition 65 are now prohibited from knowingly and intentionally exposing their employees to a chemical known to the state that causes cancer or reproductive toxicity unless they provide a clear and reasonable warning through specified methods, before the exposure.

The enforcement provisions of Proposition 65 have also been incorporated into the Industrial Safety Orders regulations.

This is a very simple law with two primary requirements:

1. The District will notify anyone that may be exposed to a carcinogen or reproductive toxicant.

2. The District will not cause a significant amount of a carcinogen or reproductive toxicant to enter a source of drinking water or the workplace, whether it may be in the form of water, in the air, or absorbed through the skin, without proper control or elimination of Employee work exposure.

EXEMPTIONS

Any business with less than ten employees is exempt from Proposition 65.

ENFORCEMENT

Effective May 31, 1991, CAL/OSHA become the State's enforcement agency for Proposition 65. This change affects Section 5194 of the General Industry Safety Orders of Title 8, California Code of Regulations. In part, these regulations require all employers to provide information to their Employees about hazardous substances to which the Employees may be exposed by means of a hazard communication program, labels and other forms of warning, safety data sheets, information and training.

EXPOSURE WARNINGS

The manufacturers of products that present the risk of exposure to Proposition 65 listed chemicals are required to provide the District with an **EXPOSURE WARNING** either on the package, in the form of a letter or on the **Safety Data Sheet (SDS).** This exposure warning is to be passed on to our Employees and Students, if they are exposed to the product.

DISCHARGE PROHIBITIONS

Proposition 65 broadly defines "drinking water" to include effluent from wastewater treatment systems. Because of this, our District must take care in what chemicals are allowed to go down the drain and into the sewer system. When there may be any doubt, the Safety Coordinator is to consult with the product supplier on the best way to handle the chemical.

EMPLOYEE NOTIFICATION

Using our Hazardous Chemical Inventory Sheet, our Safety Coordinator will identify those chemicals, which are affected by Proposition 65. The Supervisor is to inform the Employees of any of the Proposition 65 listed chemicals they may come into contact with on the job. For commonly used products, the Supervisors are to discuss ways that the Employees can minimize exposure to listed chemicals.

Employees training should include a reminder that additional information on Proposition 65 listed substances is available in the **SDS**.

All Employees training are to be documented on Proposition 65 in the District Employee Training Record.

A copy of the Proposition 65 Exposure Warning statement is to be attached to the Safety Data Sheet (**SDS**) for those products that contain Proposition 65 listed chemicals.

The Proposition 65 Notification Policy is posted where is can be seen by all Employees.

CONTRACTORS AND VISITORS

All Employees of the District are to be informed that they are responsible to provide prior notification to contractors and visitors that they may be exposed to a Proposition 65 listed chemical that they are handling or applying. We feel the best way to provide notification is to give the individual a copy of the **SDS**.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

RESPIRATORY PROTECTION PROGRAM

POLICY STATEMENT

The District will maintain an effective “Respirator Program” in accordance with General Industry Safety Order (GISO) 5144 of the Title 8, California code of Regulations and will make every effort to protect our Employees from harmful airborne substances.

Whenever it is feasible to do so, we will accomplish this through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure.

When these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize Employee exposure to airborne substances, the District will provide respirators that will allow the Employee to breathe safely in any potentially hazardous environments.

The District recognizes that respirators have limitations and their successful use is dependent on an effective Respiratory Protection Program, it is designed to:

1. Identify, evaluate and control exposures to respiratory hazards.

2. Select and provide the appropriate respirators.

3. Coordinate all aspects required for proper use, care and maintenance of the respiratory equipment.

Accomplishing these goals will require a cooperative effort on the part of Employees and Management.

PURPOSE

The District will provide an effective respirator program for the selection, use and care of respirators from possible inhalation exposure to hazardous substances.

RESPONSIBILITY

To reinforce our commitment we have assigned the Facilities Office as the respiratory program administrator who has the authority and responsibility for overall management and administration of our Respiratory Protection Program, which consists of the following:

- Preparing, evaluating and modifying the written respiratory protection program.
- Identifying, locating, and maintaining ongoing surveillance and evaluation of airborne exposures.
- Selecting the appropriate respirators.
- Conducting medical screening for potential respirator users.
- Conducting respirator fit testing and assignment.
- Training.
- Recordkeeping.

PROGRAM ELEMENTS

Program Administration

Our Respiratory Protection Program begins with this written plan describing the procedures that we practice. When our District needs periodic review, so will our respiratory protection program. Suggestions and comments from employees about exposure conditions, respirators, personal health changes and training issues will be addressed promptly. Also we will conduct a formal annual audit of the entire program.

Our District form: **Respirator Program Evaluation Worksheet** is used to document the evaluation and to record recommended changes.

Workplace Exposure Assessment & Ongoing Surveillance

Our first task in the workplace is an exposure assessment to identify harmful airborne contaminants, their extent and magnitude, and how to control them.

We must ensure that employee exposure does not exceed the permissible concentrations specified in the ***California Code of Regulations, Title 8, and Section 5155.*** This often requires a person who is professionally trained to evaluate the processes and procedures and to conduct exposure monitoring.

Results of these evaluations will be summarized on the District form: **Identification & Location of Airborne Contaminant Exposures.** Additional evaluations are necessary if exposure changes due to new materials, process changes or other conditions increasing the degree of Employee exposure or stress and these evaluations will be added to the form.

Respirator Selection

In those instances where engineering and administrative means do not achieve the desired control, or in the case of an emergency, respirators must be worn. Even though different types of respirators are available for a variety of applications, and we have ensured that the proper NIOSH/MSHA approved respirator was selected and will be used for the kind of work being performed and hazards involved. The District form: **Respirator Selection Information** is to be completed to document the selection process and record the choices.

Evaluating Respirator Wearer Health Status

Even with appropriate equipment and adequate training provided, an Employee's health status must be considered before allowing respirator use. The wearer's physical and medical condition, duration and difficulty of the tasks, toxicity of the contaminant, and type of respirator all affect an Employee's ability to wear a respirator while working. Also, respirators are uncomfortable and may reduce the wearer's field of vision. Therefore it is prudent for us to evaluate the Employee's physical ability to work while wearing a respirator.

We will interview each respirator wearer, using the District form: **Physical Status Questionnaire** to determine whether the employee should be given a medical evaluation. When medical review is necessary, the District form: **Referral for Medical Evaluation**, along with the questionnaire and **Respirator Selection Information** form, are to be sent to our District appointed Physician for prompt action before any employee is fit tested for a respirator. Either the questionnaire or the medical evaluation form must be completed and signed to certify the Employee's ability to wear a respirator.

Respirator Fit Testing & Assignment

We will select and purchase respirators in three sizes, small, medium and large. To certify the Employees ability to work while wearing a respirator, we will conduct a qualitative fit test to choose the best fitting face piece for each Employee.

We will select the appropriate filters which will eliminate such substances such as organic vapors, sulfur dioxide, chlorine, hydrogen chloride, chlorine dioxide, hydrogen sulfide (for escape only), hydrogen fluoride, ammonia, methylamine, formaldehyde, asbestos, pesticides, paints, lacquers and enamels. These cartridges are effective against all particulate aerosols (99.97% filter efficiency level).

When we find the need to use dust masks, either upon request be the Employee or we feel there might be dust concentrations that may require the use of dust masks; we will only use **NIOSH** approved dust masks.

Qualitative fit testing and assignment will be performed according to procedures set forth in Title 8, Section 5144, and California Code of Regulations.

The District form **Respirator Fit Testing & assignment** is used to record test results and document respirator assignment.

The District form **Respirator Selection Summary** will summarize all respirator assignments.

TRAINING

Once the Employee has been fitted with the correct respirator size for the task, we will assure that the Employee is thoroughly trained in the need, use, limitations, inspection, fit checks, maintenance and storage of the respirator mask. We will perform this training during the fit test.

We have detailed instructions for the use and care of the respirator, which has been provided by the **MSA** manufacturer, and this information is used in the training of the employee. The District form **Respirator User Training & Education** is our guide and record of the training received.

SAMPLE TRAINING OUTLINE

A respirator training program should cover the following:

Module 1:	Hazard assessment
Module 2:	Hazard control
Module 3:	Written operating procedures
Module 4:	Selection
Module 5:	Issuance
Module 6:	Training and Education
Module 7:	Face piece fit testing
Module 8:	Inspection and maintenance
Module 9:	Sanitization
Module 10:	Storage
Module 11:	Medical surveillance
Module 12:	Program surveillance and evaluation

GUIDE FOR SELECTION OF RESPIRATORS

POTENTIAL HAZARD	RESPIRATOR
Oxygen Deficiency.	Self-contained breathing apparatus Air-line respirator with emergency Escape pack.
Not immediately dangerous to life or health.	Air-line respirator. Air-purifying, half or full face piece respirator with chemical cartridge.
Particulate Containments Immediately dangerous to Life or health.	Self-contained breathing apparatus. Air-purifying, full face piece respirator with appropriate filter. Air-line respirator with emergency escape pack.
Not immediately dangerous to Life or health.	Air-purifying, half or full face piece respirator with filter pad or cartridge. Air-line respirator.
Combination gas, vapor and particulate containments immediately dangerous to life or health.	Self-contained breathing apparatus. Air-line respirator with emergency escape pack.
Not immediately dangerous to life or health.	Air-line respirator. Air-purifying, half or full face piece respirator with combination chemical cartridge and appropriate filter

GUIDE FOR SELECTION OF CANISTERS

ATMOSPHERIC CONTAMINENTS	COLORS ASSIGNED
Acid gases	White
Hydrocyanic Acid Gas	White with ½ inch green stripe completely around the canister near the bottom.
Chlorine Gas	White with ½ inch yellow stripe completely around the canister near the bottom.
Ammonia Gas	Green.
Acid gases & Organic Vapors	Green with ½ inch white stripe completely around the canister near the bottom.
Carbon Monoxide	Blue
Acid Gases & Organic Vapors	Yellow
Hydrocyanic Acid Gas & Chloropicrin Vapor.	Yellow with ½ inch blue stripe completely around the canister near the bottom.
Acid Gases, Organic Vapors & Ammonia Gases	Brown
Radioactive materials, excepting Tritium & noble gases.	Purple (Magenta).
Particulates (dusts, fumes, mists, fogs or smokes) in combination with any of the above gases or vapors.	Canister color for contaminants, as designated above, with ½ inch grey stripe completely around the canister near the top.

RECORDKEEPING

We document each major component of our program to:

1. Verify that each activity has occurred.

2. Evaluate the success of the program.

3. Satisfy regulatory requirements.

These records include the written program, exposure determination, respirator selection, physical status evaluation, fit testing and respirator assignment, training form and program assessment.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

RIGGING, HOISTS & SLINGS SAFETY

INTRODUCTION

The District's rigging safety policy addresses the hazards associated with lifting loads mechanically.

RIGGER'S RESPONSIBILITIES

The Riggers responsibilities include more than just attaching a load. The Rigger performs an important role in helping to make sure each lift is a safe one. The key to preventing incidents is the knowledge of the riggers responsibilities and proper planning for each lift.

The following are some of the factors to be familiar with:

- Stability and Operating Characteristics of the Equipment.
- Potential Hazards in the Area.
- Load Weight Estimation.
- Sling Types and Their Uses.
- Rigging Equipment Selection.
- Inspection of Equipment.
- Rigging and Operating Practices.
- Ropes and Reeving.
- Rigging or Hitch Configuration.
- Sling Loading
- Hand Signals.
- Lifting Operations Involving Multiple Cranes.
- Load Control and Dynamics.
- Traveling with the Load.
- Personal Protective Equipment.
- Maintenance and Storage of Slings and Rigging Components.

PLANNING THE LIFT

Each lift requires preparation and planning to make sure it will be a safe one. This may vary from visual checks to site drawings and plans. While all lifts are not the same, there are some basic steps that are to be taken prior to performing a lift. They include: identifying potential hazards, classifying the lift, developing a pre-lift plan, and selecting and inspecting equipment.

Potential Hazards

For the lift, the potential hazards to be identified and either eliminated or controlled before the lift include:

- Overhead Power Lines & Service Lines.
- Underground services.
- Hazardous Materials.
- Corrosive Substances.
- Workers or Other Persons in the Area.
- Uneven or Unstable Ground.
- Buildings, Equipment, & Other Objects.
- Inadequate Lighting.
- Radio Interferences.

Type of Lift

The type of lift will be identified before it is performed. Critical lifts will require special preparation and planning to eliminate or control the hazards. An ordinary lift is a lift that is not critical.

A lift is critical if collision, upset, or dropping could cause any of the following:

- Unacceptable risk of injury, significant adverse health effects, or property damage.

- Significant release of radioactive or other hazardous material, or other undesirable conditions.

- Undetectable damage that could harm future operations or the safety of the facility.

- Damage that could cause an unacceptable delay to schedule, or other significant program impact such as loss of vital data.

A pre-lift plan includes the following items:

- List of Objects to be moved.
- Weight and Dimensions of the Objects.
- Center of Gravity of the Objects.
- Presence of Hazardous or Toxic Materials.
- Operating Equipment to be used.
- Rated Capacities of Operating Equipment.
- Operating Procedures Including Precautions & Safety Measures.
- Rigging Sketches.

Load Weight & Dimensions

It is critical to identify the weight and dimensions of the load. A check is made to see if the weight is marked on the object. If it isn't, then look for printed material that may provide its weight. If the object is still on the truck, weigh the truck. The weight will also be calculated using the object's dimensions and a table of common material weights.

SLING SELECTION & INSPECTION

Sling Selection

There are many different types of slings. They include chains, wire ropes, synthetic webbing, and metal mesh. We insure that slings and other rigging equipment selected are correct for the lift. We consult the manufacturer's recommendations and regulatory requirements for use requirements of the specific types of slings used in our facility. Factors we use when selecting a sling include:

- Does it meet the weight capacity?
- Is it the right material?
- Will it attach to and support the load?
- Can the rigging damage the object being lifted?
- Can the object being lifted damage the rigging?
- Are there potential hazards in the lift environment (i.e. chemicals, heat, confined area, etc.) that can have a negative effect on the sling?
- Is the rigging the correct size?
- Is the sling long enough so that the rated load is adequate when the angle of the legs is taken into consideration?

Sling Inspection

Slings are proof tested by the manufacturer and inspected on a regular scheduled basis by a competent person. A competent person inspects the sling, all fastenings and any attachments each day before being used.

Alloy Steel Chain Slings

Besides the inspections required before each use, a thorough periodic inspection is made of steel chain slings on a regular basis. These inspections occur at least every 12 months and are performed by a competent person.

When inspecting alloy steel chain slings, we check the chain and attachments for wear, defective welds, and increase in length, nicks, cracks, breaks, gouges, bends, weld splatters and discoloration from excessive temperature.

Synthetic Web Slings

Synthetic web slings are removed from service if any of the following conditions exist:

- Acid or caustic burns.
- Melting or charring of any part of the sling surface.
- Snags, punctures, tears, or cuts.
- Broken or worn stitches.
- Distortion of fittings.

Wire Rope Slings

Wire rope slings are removed from service if any of the following conditions exist:

- 10 randomly distributed broken wires in one rope lay, or five broken wires in one stand in one rope lay.
- Wear scraping of one-third the original diameter of outside individual wires.
- Kinking, crushing, bird caging or other damage that causes distortion of the wire rope structure.
- Evidence of heat damage; end attachments that are cracked, deformed or worn.

- Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
- Corrosion of the rope or end attachments.
- Fiber core wire rope slings of any grade are permanently removed from service if they are exposed to temperatures above 200 degrees F. When nonfiber core wire rope slings of any grade are exposed to temperatures above 400 degrees F or below minus 60 degrees F, the recommendations of the sling manufacturer are followed.

Natural & Synthetic Fiber Rope Slings

Natural and synthetic fiber rope slings are removed from service if any of the following conditions exist:

- Abnormal wear.
- Powdered fiber between strands.
- Broken or cut fibers.
- Variations in the size or roundness of strands.
- Discoloration or rotting.
- Distortion of hardware in the sling.

Metal Mesh Slings

Metal mesh slings are immediately removed from service if any of the following conditions are present:

- A broken weld or broken brazed joint along the sling edge.
- Reduction in wire diameter of 25 percent due to abrasion or 15 percent due to corrosion.
- Lack of flexibility due to distortion of the fabric.
- Distortion of the female handle so the depth of the slot is increased more than 10 percent
- Distortion of either handle so that the width of the eye is decreased more than 10 percent.
- A 15 percent reduction of the original cross sectional area of metal at any point around the handle eye.
- Distortion of either handles out of its plane.

SLING LOAD CAPACITY

Slings are used within their rated load capacities. If the rated capacity is not identified on the sling, we then consult the appropriate rated capacity table for that sling. If the sling is not listed in the table, we then follow the manufacturer's recommendations.

The rated capacities of slings listed in tables and catalogs are based on newly manufactured slings. As a sling is used, there are a number of factors that can affect its rated capacity, including:

- Chemicals.
- Freezing.
- High Temperatures.
- Excessive Bending.
- The Type of Sling.
- The Number of Legs in the Sling.
- The Kind of Hitch Used.
- The Load Angle.
- Wear & Deterioration.
- Regular Inspections & Maintenance.

Sling Angle

To determine the load angle, we measure the angle between the sling leg and the vertical plane. The vertical plane is an imaginary vertical line extending through the center of the hook.

The greater the angle of the sling leg to the vertical plane, the more stress there is on the sling. This will reduce the load capacity.

The sling we use is long enough so the rated load is adequate when the angle of the legs is taken into consideration. Using a longer sling often reduces the angle.

SAFE WORK PRACTICES

The purpose of proper rigging practices is to provide a safe and controlled means of performing a lift and to prevent property damage and injury. Good rigging practices include the following:

Center of Gravity

- Always rig an object so its center of gravity is directly under the hook.
- The center of gravity is the point where the object would be perfectly balanced on a fulcrum.
- With imbalanced or irregular shaped objects, different length slings may be needed to place the object's center of gravity directly under the hook.
- The center of gravity of a load can be determined from drawings or other documentation, from markings on the load, or by calculation.

Using Attachments

- When using attachments (vertical hitch, choker hitch, basket hitch, etc.), the goal is to safely secure and control the load.
- Shoulder eye bolts will never be used on angles more than 45 degrees because their capacity is greatly reduced on non-vertical lifts.
- All rigging attachments will be inspected before each use for signs of defects.
- When using a choker hitch, make sure the sling is long enough so the choker fitting chocks on the webbing or rope, never on another fitting.

Safe Lifting & Moving

- Make sure all rigging hooks are turned out before hoisting.
- If the object has sharp or abrasive edges, then use a pad.
- After the slings are in place, slowly raise the hook until there is no slack in the sling and then stop. Make sure the sling is sitting on the center of the hook.
- A final inspection of the sling will be conducted at this time. Check contact points for signs of excessive stress.
- Use a double sling when hoisting two or more objects over 12 feet in length.
- Avoid shock loading. This causes damage to the sling; on a wire rope, for example, it causes bird caging.
- If any adjustments need to be made in the rigging, set the load before making the adjustments.
- Do not pull a sling from under a load when the load is resting on it.
- Avoid dragging slings on the floor.
- Never shorten a sling with knots, twisting, bolts, or other unacceptable means. Slings should only be shortened or adjusted by methods approved by the manufacturer.
- Never use damaged or defective slings.
- Never get between the sling and the load or between the sling and the crane or hoist hook while the object is being lifted. Avoid placing the employee in potential pinch points.
- Keep clear of suspended loads and loads about to be lifted.
- Communications is an important part of the lift, not only with the crane operator, but with co-workers also.
- The rigger must be familiar with standard hand signals for controlling the crane.
- All employees and other personnel in the area are to be notified by the lift.
- Never allow anyone to ride the sling.

Storing Equipment

- When not in use, all slings will be properly stored in a cool, dry place. Do not store slings in areas where they could be exposed to moisture, extreme temperatures, corrosion, mechanical damage, or kinking.
- When rigging equipment is not in use it should be removed from the immediate work area so it does not present a hazard to employees.

HOISTS AND HOW TO USE THEM

There are a number of different hoists used in the work place. Some examples are: Hand operated; Air or electric powered wire rope; Electric chain operated; Vacuum powered.

Although each hoist varies slightly, there are a number of common safety practices we follow to prevent personal injury and damage to the hoist.

Use the Right Hoist for the Job

Factors to consider when choosing a hoist include:

- How the load will be moved.
- Size and shape of the load.
- Proper attachments, such as slings and hooks.
- Rated load capacity of the hoist.
- What the hoist attaches to.
- Duration of the move.

Using the Hoist Safely

- When a hoist is attached to a crane or other type of support, be sure that it is firmly seated in the support hook.
- Center the hoist over the load before raising or lowering.
- Slowly take up the slack in the load chain or wire rope to make sure the material is rigged properly.
- Raise the load a few inches to check the stability of the load.
- If the material is unbalanced, lower it to a stable surface and adjust the rigging.

Avoid These Hazards When Using the Hoist

- Raise the load slowly; damage can occur if the load is raised to quickly.
- Do not tip load the hook. Tip loading may open the throat of the hook and cause the load to slip over the hook tip.
- Stand away from and to the side of a load, never underneath it.
- Move the hoist slowly and avoid swinging. Swinging puts too much stress on the ropes or chains of the hoist.
- If the load is too difficult to move, stop and evaluate the lift.
- Avoid using alternative power sources, such as a forklift, if the load is intended to be moved manually.

Perform Regular Maintenance on the Hoist

- Regular maintenance keeps the hoist running smoothly and extends its working life.
- Keep hoists clean and free of dust, dirt and moisture.
- When applicable, store all hoists in a hanging position when not in use.
- Keep load chains and wire ropes well lubricated.

Follow These Steps if you find a Hoist Needs Repair

- Remove the hoist from service.
- Tag the hoist for repair.
- Inform the supervisor about the damaged hoist.
- Only authorized personnel will repair a hoist.
- After repairs are made, we perform a rated load test by slightly raising and lowering a load weight specified by the manufacturer to test for stability.

There are six main areas of the hoist that are inspected. They include:

- Upper limit switch.
- Hooks and latches.
- Brake slippage.
- Wire rope and chain.
- Pendants, cords, grabs and attachments.

Inspect the Upper Limit Switch

- Raise the empty hoist until the chain stops.
- Use caution as the chain reaches the top of the stroke. If the switch is faulty, it will jam into the top of the hoist.
- Lower the empty hoist until the chain stops.
- Use caution as the chain reaches the bottom of the stroke. It may run out and cause an injury.

Inspect the Chains and Ropes

- When inspecting chains, look for nicks, stretching, gouges, twisted links or excessive wear.
- When inspecting all types of ropes, check the entire length for kinks, fraying, bird caging or separation.

Inspect the Hooks and Latches

- When inspecting the hook, check for cracks, deformation, or more than a ten-degree twist from center.
- Check the swivel to ensure smooth, free rotation.
- Check the safety latch for proper alignment with the hook. It should open and close freely.

Inspect the Pendant Control and Cord

- Confirm the direction controls are correct (“UP” is up and “DOWN” is down).
- Look for broken insulation, disconnected or frayed wires, or other noticeable signs of defect.
- For hoists with a vacuum hose, check all fittings for cracks and air leaks.
- Visually inspect the tubing for kinks and splits.
- Check the pendent lever for smooth operation.

Inspect Brake Slippage

- Raise a load twelve inches off the floor.
- Watch for slippage.
- If the brake slips, remove the hoist from service and have it repaired.

Inspect Grabs and Attachments

- Check all grabs and attachments for wear or other signs of damage.
- On a vacuum system, inspect the rubber for splits and wear.
- Perform a test run to ensure that the handle works smoothly and that the vacuum holds and releases properly.

Materials in the workplace come in all shapes and sizes. Slings are used in addition to hoists to move loads safely. Slings are the, most common type of material handling equipment. There are many different types of slings. They include:

- Chain.
- Wire Rope.
- Metal Mesh.
- Natural and Synthetic Fiber Rope.
- Synthetic Web.

Selecting the Right Sling for the Job

When choosing a sling it is important to know which type is best for the lift. We consider the following factors:

- Size, weight, and shape of the load.
- Temperature and sensitivity of the material.
- Environmental conditions.
- Ability to safely lift the material without damaging the load.

Using the Sling Properly

Improper attachment and misuse are the primary causes of incidents involving slings. Follow these safety practices to attach the sling:

- Use cover saddles, padding or wood blocking around the load to protect the sling from sharp bends and cutting edges.
- Prepare the load within the rated load capacity.
- Properly secure the sling around the load with the center of gravity directly below the hoist.
- Be sure the sling is firmly seated in the hoist hook.

Store the Sling Properly

When the lift is completed check the sling for damage. Damages slings or misused slings cannot lift as much as a well cared for sling and may affect the safety of the lift. Store slings in their designated location.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SAFETY & HEALTH COMMITTEE MEETINGS

INTRODUCTION:

Some State safety laws require that an Employer establish a Safety & Health Committee as part of their safety program. California is one State that does not specifically require that a "Safety & Health Committee" be established. It does require that if a "Labor/Management" Safety & Health Committee is established that it meet certain minimum requirements as outlined in the **California Code of Regulations, Title 8, Section 3203 (c).**

The District believes that safety communications is important for all levels of the District. We believe that the establishment of a Safety & Health Committee will assist all members of staff and management meet the goals of the District Safety Program.

A Committee can also assist the Designee in the implementation of the safety program and share in the responsibility for its continued development.

Therefore, the District will at its option, hold periodic safety meetings as part of the safety program. These safety meetings may be a part of regular staff meetings, a special meeting, or be scheduled on a regular basis.

The goal of the safety meeting is to keep supervision and management (Supervisors and Managers) and labor equally informed on safety issues that pertain to the District.

The District relies upon supervision to communicate the safety policies to Employees and set the example for safety on the job for employees to follow, the information gathered in these meetings can then be transferred to the Employees through the use of periodic "Toolbox" or "Tailgate" safety meetings.

PURPOSE

Establish a program of safety communication, education, and training for all supervisory personnel on a regular basis and Employees as directed by Management.

OBJECTIVES

1. To communicate safety and health procedures and requirements established either by the District or others, i.e. California State Regulations.

2. To communicate accident statistics respective to their jobs and the District as a whole.

3. To provide an educational forum on applicable safety subjects and issues.

4. To provide information and training on legal issues of safety and health that affects the job.

5. To review safety hazard surveys and issues affecting the site to which they are assigned.

The following standards should be met for all meetings

a. The meetings (when held quarterly or as established) will be held during the workday. The meetings should be held on the same day of the month, such as the second Wednesday of each month scheduled, as an example.

b. The meetings should last from 30 minutes to 1 hour in length in order to adequately cover the material to be presented.

c. An agenda and notification should be prepared in advance in order to inform the supervisors of the material to be discussed. It will serve as a reminder for the meeting.

d. Minutes of the meeting should be posted on the safety bulletin board and office within 7 days of the meeting.

e. Minutes of the meeting should be recorded on “Safety Meeting” report form.

f. The topics and material to be discussed will be prepared in advance in order to maintain the attention of those attending.

Preparation and Planning: Prior to each meeting the Safety Coordinator or Designee will prepare the information necessary for review. This will include:

a. A review of the minutes from the previous meeting.

b. A review of past accidents and incidents since the last meeting. This would include all areas of loss exposure.

c. A progress report on what has been accomplished on any previous recommendations.

d. A review of the safety hazard surveys and Supervisors' safety evaluations completed since the last meeting.

e. An outline of subject material to be presented; such as, District policy or procedures, safety rules and regulations of the District or State, educational programs, or other information.

f. A review of any alleged hazardous conditions brought to the attention of any committee member since the last meeting.

g. A review of any Employee safety suggestions submitted since the last meeting and makes appropriate recommendations as necessary.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY

Ontario-Montclair School District is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the District strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other category protected by applicable state or federal law.

The District's policy against harassment applies to all employees of the District, including supervisors and managers. The District prohibits managers, supervisors and employees from harassing co-workers as well as the District's customers, vendors, suppliers, independent contractors and others doing business with the District. In addition, the District prohibits its customers, vendors, suppliers, independent contractors and others doing business with the District from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality).

By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions, requests or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct, such as touching, assault, impeding or blocking movement;
- physical or verbal abuse concerning an individual's actual sex or the actor's perception of the individual's sex; and
- verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the District strictly prohibits harassment concerning race, color, religion, national origin, age or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age or other protected characteristic includes:

- Slurs, epithets, and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Other verbal, graphic, or physical conduct; and
- Other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Harassment of our students, visitors, or employees of our students, visitors, vendors, suppliers or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

What Should You Do If You Feel You Are or Have Been Harassed

If you feel that you are being harassed by another employee, supervisor, manager or third party doing business with the District, you should immediately contact [**the Human Resources Department or Other Management Position at insert phone number**]. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to [**the Human Resources Department or Other Management Position]**. Appropriate action will also be taken in response to violation of this policy by any non-employee.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. The District takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The District prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

PERSONAL APPEARANCE & BEHAVIOR

In addition to our Policy against Harassment, Laguna Beach Unified School District maintains a Personal Appearance and Behavior policy. This policy is directed toward conduct which may not otherwise fall within the legal definition of harassment, but nonetheless projects image problems for the District.

We expect all employees to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees should dress and present themselves in a business-like manner that reflects professional standards. Flashy, skimpy, tight-fitting, revealing, and offensive and other non-business-like clothing are unacceptable. **Employees who are provided with District uniforms should keep them in a neat and clean condition and must wear them at all times when on duty.** Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Employees are also expected to behave and conduct themselves in a professional manner at all times in the workplace. Unprofessional behavior in the workplace, such as inappropriate comments, jokes, gestures, printed materials, sexually related conversations, inappropriate touching of another employee (such as but not limited to kissing, hugging, massaging, sitting on laps), and any other behavior of a sexual nature is prohibited.

Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees are expected to observe the District's personal appearance and behavior policy at all times while at work.

EMPLOYEE ACKNOWLEDGMENT
OF RECEIPT OF POLICY AGAINST HARASSMENT AND
PERSONAL APPEARANCE AND BEHAVIOR POLICY

This will acknowledge that I received a copy of the Policy Against Harassment and the Personal Appearance and Behavior Policy and that I will comply with its requirements. I understand that under California law, I will be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

PRINT FULL NAME_____

SIGNED_____

DATE_____

(RETAIN IN EMPLOYEE'S PERSONNEL FILE)

MANAGER ACKNOWLEDGMENT OF
RECEIPT OF POLICY AGAINST HARASSMENT
AND PERSONAL APPEARANCE AND BEHAVIOR POLICY

As a management employee of Laguna Beach Unified School District acknowledge receipt of the attached copy of the District's Policy against Harassment and Personal Appearance and Behavior Policy. I understand that I may be held personally liable and responsible for acts of harassment that I commit, condone, tolerate or fail to investigate. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating or offensive work environment in the workplace and I fail to report it to higher management and/or fail to take immediate and appropriate corrective action, both the District and I can be placed in serious jeopardy.

I understand that because I am a member of management I may not date, engage in any sexual activity with, or make sexual advances, welcome or unwelcome, toward any subordinate employee. I also understand that I am strictly prohibited from offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity.

I agree that I will immediately report any act, allegation or rumor of harassment to [**the Human Resources Department or Other Management Position].** I understand and agree that I will cooperate completely in the investigation of any claims of harassment, and that I am not to penalize any person for making a complaint of harassment.

Finally, I understand that if I violate any aspect of this policy, I will be subject to immediate termination and that I can additionally be sued and held personally liable for my acts or omissions.

PRINT FULL NAME_____

SIGNED_____

DATE_____

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SUPERVISOR SAFETY TRAINING

Supervisors with the District have many responsibilities on the job. In addition to their normal duties of planning for materials, equipment and personnel, they are also responsible for employees training, safety inspections, and hazardous materials information.

To assist Supervisors with these duties, we have provided additional training for performing job hazard analysis, safety hazard evaluations, accident and incident investigations, Employee training programs (hazard communication information, respiratory protection, personal protective equipment, equipment inspection, safe operation procedures), CPR/First Aid training, safety and loss control, hygiene standards, sanitation, sexual harassment and the recognition of drug/alcohol abuse problems.

We have the services to provide the training necessary to insure that our program meets all the applicable safety and health requirements and standards in California.

JOB HAZARD ANALYSIS

1. Divide each job into separate tasks.

2. Determine the procedure for performing each task.

3. Inspect the equipment needed to complete each task.

4. Determine the number of Employees and time required to perform each task.

5. Determine the hazards that will be encountered in the performance of each task.

6. Review existing safety procedures and standards to determine which requirements apply.

7. Develop new safety procedures and standards for those requirements not explicitly covered elsewhere.

SAFETY INSPECTIONS (DAILY, WEEKLY & UNANNOUNCED)

1. The appointed Safety Coordinator, or designated safety committee member will schedule and conduct daily, weekly and unannounced job site safety hazard evaluations.

2. The purpose of conducting the daily job site safety hazard survey is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.

3. The job site safety hazard survey will aid in evaluating the effectiveness of our **District Injury and Illness Prevention Program.**

4. The job site safety hazard survey will also assist you in determining if additional Employee training is needed and identify areas where corrective actions are necessary.

5. Written safety hazard survey reports must be submitted to the office within three (3) working days after the survey's completion.

6. Written safety hazard survey reports must be reviewed by management to assist with the evaluation of the **District Injury Illness Prevention Program** and the **Employee Safety Training Program.**

ACCIDENT AND INCIDENT IDENTIFICATION

1. An accident, because it has already happened, is an established fact. The accident results and damage cannot be changed or undone.

2. An incident can be either an established fact, or it can be a near miss.

    a. Incidents falling into the established fact (accidents) category will always remain unchangeable. You can prevent them from happening again by understanding what caused the accident originally. You can remove the hazard, provide employee safety training and awareness, and create safe procedures to safeguard and eliminate reoccurrence.

    b. Incidents falling into the near miss category cannot be changed either, but investigating the circumstances involved with the close call will help determine the cause and allow prevention measures for the future.

3. Employee safety awareness, safety education and training, and most importantly, your commitment to safety and the commitment of your crews, can eliminate the incidents from happening again.

DAILY SAFETY MEETINGS

1. Cover the safety aspects of each days work tasks; this will help your crews to stay focused on controlling or eliminating accidents or incidents.

2. Daily safety meetings will be conducted before beginning work each day.

3. Supervisors should review the topic before the meeting; this will allow time to think of personal examples relating to the topic.

4. Do not allow the daily safety meetings to become a complaint session. The purpose is to discuss the day’s topic at hand.

5. Discuss accidents or incidents (if any) with the crews. The purpose of this discussion is to expose unsafe acts, unsafe practices, unsafe conditions, and most importantly, unsafe attitudes.

6. The daily safety-meeting document must be signed and dated by the Safety Coordinator or by the designated job Supervisor.

7. Turn in the daily safety meeting documents at the end of each day.

8. Set a positive example for your crew. Always follow the rules and our formula for safety.

9. Assure that Employees act in a safe manner. Assure that materials are used in a safe manner. Assure the equipment is in good condition and used in a safe manner.

By adding the safety factor to our formula, the formula for safe production looks like this:

Safety minded personnel + safe material + safe equipment = SAFE PRODUCTION

DRUG/ALCOHOL ABUSE TRAINING

1. Supervisors must have training in the recognition of problems resulting from the abuse of drugs or alcohol.

2. Supervisors must have training in the recognition of drug related paraphernalia.

3. Supervisors must have training in the recognition of speech irregularities from drug or alcohol abuse.

4. Supervisors must have training in the recognition of mood swings and other irregularities as a result of drug or alcohol abuse.

GENERAL SAFETY EDUCATION AND TRAINING

1. Supervisors with the District must have general safety knowledge and training with ladders, scissor lifts, aerial devices, scaffolding, confined space entry and exit, electrical safety, emergency evacuation, CPR/First Aid, as a competent person in accordance with Cal/OSHA regulations.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

TOWER SCAFFOLDS AND ROLLING SCAFFOLDS

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all scaffolding used on District premises shall comply with the following guidelines:

1. The minimum dimension of the base of any freestanding tower or rolling scaffold shall not be less than one-third the height of the scaffold unless such scaffold is securely guyed or tied.

2. Construction and Erection

    a. The uprights, ledgers, ribbons, braces and splices shall be equivalent to the standards specified in CCR, T8 1636 & 1644. Railings are required if the platform is 30 inches or more above grade.

    b. The screw jacks shall extend into its leg tube at least one-third its length, but in no case shall the exposed thread exceed 12 inches.

    c. The uprights (legs of rolling scaffolds) shall not exceed 24 inches without being braced according to the manufacturer's specification.

3. Wheels or casters of rolling scaffolds shall be provided with an effective locking device and kept locked when Employees are climbing or working on the scaffold. At least two of the four casters or wheels shall be a swivel type. All wheels or casters shall be properly designed for strength and dimension to support at least four times the maximum intended load.

4. Joints of metal scaffolds shall be provided with lock pins or bolts or equivalent fastening, including caster joints. Lock pins used must be of a positive locking type.

5. Platform planks on rolling or tower scaffolds shall not project farther than 18 inches past supports at the edges of the scaffold. An effective method of preventing platform planks on rolling scaffolds from slipping off must be provided. The nailing of cleats of one-inch material on the underside of each projected end, or other equivalent means, will be acceptable. Platforms shall be tightly planked for the full width of the scaffold except for any necessary entrance openings.

6. Employees may ride on rolling scaffolds moved by others below if the following conditions exist:

    a. The floor or surface is within three degrees of level, and free from pits, holes or obstructions.

    b. The minimum dimension of the scaffold base, when ready for rolling, is at least one-half of the height. Outriggers, if used, shall be installed on both sides of staging.

    c. The wheels are equipped with rubber or similar resilient tires. For tower scaffolds 50 feet or over, metal wheels may be used.

7. Ladders or other unstable objects shall not be placed on top of rolling scaffolds to gain greater height.

8. Outriggers will be properly set and used on all rolling and tower scaffolds in accordance with the working level (height) of the scaffold.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

NAME of EMPLOYEE _____ **WORKSITE of EMPLOYEE** _____

Employee Safety Training Record

	TOPIC	TRAINING DATE	TRAINING DATE	TRAINING DATE
1	Accident and Incident Investigation (Supervisors)			
2	Alcohol/Substance Abuse			
3	Bloodborne Pathogens			
4	Cal/OSHA Reports & Posting Requirements			
5	Code of Safety Practices			
6	Compressed Gas Cylinders			
7	Confined Space Entry			
8	Cranes/Hoists			
9	Discipline Policy			
10	Electrical Safety			
11	Elevated Work Platforms			
12	Emergency Evacuation Procedures			
13	Ergonomics			
14	Excavation, Trenching, Shoring			
15	Eye Safety			
16	Fall Protection			
17	Fire Prevention Program			
18	First Aid & CPR			
19	Hazard Communication, Recognition & Control			
20	Hearing Conservation			
21	Heat Stress			
22	How to Lift Safely			
23	Industrial ForkliftTruck Training			
24	Injury and Illness Prevention Program			
25	Ladder Safety			
26	Lock Out/Block Out Procedures			
27	Machine Guarding			
28	Motor Vehicle Safety			
29	New Employee Orientation			
30	OSHA Reporting and Posting Requirements			
31	Personal Protective Equipment (PPE)			
32	Reporting / Correction of Hazardous Conditions			
33	Respiratory Protection			
34	Propsition 65			
35	Scafforlding Safety			
36	Sexual Harassment Policy			
37	Shop Safety/Hand & Power Tools			
38	Welding Safety			
39	Worker's Compensation			
40	Workplace Security			
41	Worksite Inspections and Safety Audits			

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ONTARIO-MONTCLAIR SCHOOL DISTRICT

WAREHOUSE SAFETY

INTRODUCTION

The warehouse provides a valuable service that receives, stores, and distributes many products to the entire District. A warehouse operation holds many risks and hazards that must be controlled by management to protect the exposed workers.

Hazards are many. The operation of powered industrial trucks is probably the one element that causes the most injuries and incidents. Additional hazards can be found in the use of conveyors, stored or handled chemicals, movement of material at docks, trailers moving in and out of dock wells, and pedestrians in the aisles.

The District recognizes that to have a safe warehouse operation, management will incorporate and include many elements of safety and health planning. Every warehouse operation within the District will include controls for all of the following:

1. Materials storage. Product will be stored safely so that it will not fall onto employees or visitors. Safe storage also helps to reduce product damage. For appearance, storage that is straight and correct improves housekeeping. The storage of product involves the safe use of powered industrial trucks as well as secure and safe racking to support the loads deposited there.

2. Fire Safety. To protect the assets of the warehouse buildings and workers as well, fire safety must be a top priority in the warehouse. Storage of certain products can result in a greater risk of fire. Flammable liquids can easily ignite and raze a warehouse to the ground. Sprinklers, fire extinguishers, and an emergency plan are in place to help safeguard people and property.

3. Materials Handling. The lifeblood of a warehouse involves the movement of product, equipment, and or materials. This must be accomplished in a safe manner as well as with a concern for the protection of the product being handled. Injuries can unfortunately be associated with this process and management must ensure that every precaution is taken to protect workers while materials are being moved.

4. Personal Protective Equipment. There are times that hazards cannot be eliminated or guarded. To protect against injury, there may be a need for workers to wear hard hats, steel toe shoes, gloves, hearing protection, and other gear to safeguard the employee.

5. Safe Handling of Chemicals. Chemicals are very common in the warehouse operation. If not handled or stored safely, some chemicals can cause harm to employees. Chemicals may arrive at a dock in containers or on a pallet. Other chemicals may be a part of the standard work environment in the building. Problems can also be caused by chemicals such as carbon monoxide that is produced from internal combustion engines on powered equipment or trailer trucks.

6. Powered Industrial Trucks. To move product in the buildings, a forklift, or other piece of power or hand equipment is essential. All operators of such equipment are to be trained in the safe operation of such equipment. All safety rules must be strictly enforced. Maintenance of the equipment must remain ongoing to assure that all equipment functions safely for the operators.

7. Dock Safety. Docks are busy at times and by nature are hazardous. Many injuries can occur when lift trucks go off a dock, when product falls on an employee or visitor, or when someone is struck by a piece of equipment. Fires are not uncommon at a dock. Chemical spills also occur for which extensive cleanup plans are required.

8. Machine Guarding/Guarding of Hazards. Though not as common as in other industries, hazards that need safeguarding are present in warehouses. Hazards can be eliminated or minimized through design, barrier guarding, signage, or color coding. When injuries occur as a result of exposed gears, pulley belts, or pinching motions of machine parts, the injuries tend to be serious, for that reason lockout/blockout procedures will be initiated in the exposed areas.

9. Ergonomics. Safe design of the workplace is essential to productivity and loss control. With the District's ergonomic procedures, warehouses can move pieces of product more safely as well as more efficiently.

10. Manual Handling of Product. Despite the fact that most of the product in warehouses is transported by powered industrial trucks, employees can still be injured. Product can easily fall on the feet of employees, hands can be pinched between boxes while handling them, and most back injuries occur due to the improper lifting techniques.

11. Facility Emergency Plans. These plans include the handling of medical, chemical, weather, and fire related emergencies in the warehouse. Annual fire drills take place along with training employees and supervisors in first aid and CPR.

12. Comprehensive Safety Programs. The District's comprehensive Injury and Illness Prevention Program addresses the various elements necessary to ensure a successful warehouse program. The elements in the safety program relevant to warehouse safety are addressed next.

ELEMENTS OF WAREHOUSE SAFETY PROGRAM

1. Hazard Recognition and Control

a. Hazard Recognition and Evaluation

- Job safety analysis
- Safety inspections
- Injury/illness incident investigation
- Industrial hygiene exposure assessments
- System safety reviews

b. Hazard Control

- Engineering controls and redesign
- Preventive maintenance
- Personal protective equipment

2. **Workplace Design and Engineering**

    a. Design and start-up review

    b. Ergonomic factors

    c. Codes and standards

    d. Machine safeguarding

    e. Material handling

    f. Life, safety, and fire protection

3. **Safety Performance Management**

    a. Roles and responsibilities in safety performance

    b. Performance objectives

    - Conformance to standards
    - Accountability

    c. Performance reviews and appraisals

    - Communicating the results

    d. Safety performance management review

4. **Regulatory Compliance Management**

    a. Identifying applicable standards

    - Cal/OSHA and the Environmental Protection Agency (EPA)
    - The Mine Safety and Health Act (MSHA)
    - Other state and local programs

b. International regulations and standards

- Canada
- Mexico
- Staying informed

c. Assessing compliance

5. Occupational Health

a. Occupational health professionals

- Occupational physicians
- Occupational health nurses
- Industrial hygienists
- Health physicists

b. Employee health services

c. First aid

d. Medical records

e. Employees with disabilities

f. Worksite monitoring

g. Periodic medical examinations and medical surveillance

h. Worksite health promotion programs

6. Information Collection

a. Cost analysis

b. Information management

c. Reports on workplace conditions

d. Data analysis

e. Injury and illness case analysis

f. OSHA forms

g. Off-the-job injury data

7. Employee Involvement

a. Team concepts

- Options: self-directed work teams, team circles, task forces

b. Organizational roles

c. Tenure of team members

- Training the team
- Selecting problems and measuring results

d. Joint safety and health committees

- Organization
- Scope and focus
- Meetings and communication
- Union participation

e. Individual efforts

- Responsibility and accountability
- Soliciting individual opinions, suggestions, and input
- Employee recognition

8. Motivation, Behavior, and Attitudes

a. Definition of motivation

- Specification of safety objectives or goals
- Reinforcement of desired behaviors
- Attainment of commitment and involvement

b. Description of motivation models

c. Description of selected motivational techniques

- Communication
- Awards, incentives, and recognition
- Employee surveys

9. Training and Orientation

a. Training standards

- Regulatory training standards
- U.S. training standards
- European training standards
- ISO 9000 international quality assurance
- Company training standards and controls

b. Types of training

- Safety management training
- Orientation training
- Safety technique training
- Task training

c. Post training events

- Periodic observation and contacts

10. Organizational Communications

a. Defining communication

- Types of communication

b. Communication filters

c. Regulations, safety procedures, goals, and results

d. Public relations and media management

e. Senior management policies

11. Management and Control of External Exposures

a. Contractor control programs

- Assuring contractor safety
- Verifying contractor insurance and appropriate training

b. Vendors

- Assuring liability exposure

c. Product safety control

- Assessing exposure
- Ensuring protection

d. Public liability exposures

- Potential exposure
- Assessing liability potential

e. Disaster preparedness

- Assessing potential exposure

12. Environmental Management

a. The environmental/safety and health connection

- Compliance – the driving force

b. Beyond compliance – managing environmental risk

- Recordkeeping and documentation
- Planning for emergencies
- Adequate technical support
- Communication
- Employee involvement
- Training

13. Work Force Planning and Staffing

a. Hiring and job placement

- Safety orientation
- Age and gender

b. Safety and health work rules

- Characteristics of effective rules
- Keys to success

c. Employee assistance programs

d. Americans with disabilities act (ADA)

- Preparation
- Job placement
- Accommodations
- Accessibility
- Emergency preparedness

14. Assessments, Audits, and Evaluations

a. Meeting the assessment needs of the organization

b. Self – assessments

c. Third – party assessments

d. Reporting and follow-up

e. Voluntary regulatory assessments

f. Voluntary protection programs

WAREHOUSE SAFETY RULES

The following general safety rules and guidelines are useful for District warehouses and should be considered for employee safeguarding

1. Wear required personal protective equipment at all times. The equipment is intended for the protection of the worker.

2. Observe workplace signs, labels, alarms and written workplace and manufacturer's instructions.

3. Safely store and stack materials. Always place larger, heavier materials on the bottom and smaller, lighter materials on the top shelves.

4. Be alert for the movement of overhead cranes, hoists, and powered industrial trucks. Stand clear of movement of any powered equipment.

5. Observe no-smoking rules where posted.

6. Read, understand, and abide by chemical labels on containers and material safety data sheets. If you cannot read or understand the label, contact your supervisor.

7. Never tie down or make any safety device inoperative.

8. Keep machine guards in place. If a guard is missing or defective, do not operate the machine and report this condition to your supervisor.

9. Seek assistance if you are unsure of any operation.

10. Housekeeping is to be maintained at an excellent level at all times. This includes the work area, lunchroom, rest rooms, locker rooms, and grounds around the warehouse.

11. Know the location of emergency exits, fire extinguishers, first aid kits, chemical spill cleanup kits, and emergency evaluation maps.

12. Sirens, loudspeakers, or alarms may be part of the warehouse emergency plan; know what these signals are and what to do when you hear them.

13. When lifting from a lower level, use your arms and legs to assist in the lifting. Do not bend over at the waist to lift. If possible, use mechanical means to assist in the lifting.

14. Use ladders for gaining access to product on racking or shelving; never climb on racks or shelving.

15. Observe ergonomic guidelines which are ways to arrange your work area to be safe and efficient. For example, use rubber floor mats for standing by a fixed operation; adjust the table or working surfaces for your particular height and abilities.

16. Remove personal jewelry such as rings, necklaces, and earrings while on the job. Keep long hair tied back or tuck the hair inside a hard hat for personal safety.

17. Do not operate any equipment or machine unless authorized to do so.

18. Report unsafe conditions to your supervisor. If you can safely correct the condition yourself, we encourage you to do so.

19. Use lockout/tagout procedures to achieve a zero-energy state on the equipment. Devices such as locks, tags, chains, or other hardware are to be used for personal safeguarding.

20. If handling a load being suspended by a hoist or crane, never pull a load toward you and never walk under a suspended load.

21. Properly secure material and powered equipment against unintended or unexpected movement.

22. Keep railings, gates, and barriers in place to prevent falls or employee injury.

23. Before operating any piece of equipment, hand tool, power tool, or machine, ensure you have been properly trained and authorized to do so.

24. Do not climb over or under conveyors; use the proper stairs, walkways, or gate openings for access.

25. Do not stack empty wooden pallets more than 6 feet high. Fire regulations restrict the height of wood pallet storage because the high stacks of pallets create a chimney effect and a fire would be more difficult to control.

26. Use caution when walking through the warehouse. Be alert for grease, oil, nails, boards, or other hazards that may be on the floor.

27. Keep your work clothing in good repair. Never wear loose clothing near any moving machinery or equipment.

28. Never enter a trailer unless the trailer has been secured with wheel chocks or trailer restraint devices.

29. When operating powered equipment, ensure that loads being transported are secure and stable and that you can see over the load.

30. Report any injury, no matter how minor to your supervisor immediately.

ONTARIO-MONTCLAIR SCHOOL DISTRICT

WORKPLACE SECURITY: PREVENTING VIOLENCE IN THE WORKPLACE

INTRODUCTION

The School District's program for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence.

Type I: Workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II: Involves a violent act or threat of violence by a recipient of a service provided by our district, such as a client, customer, passenger or a criminal suspect.

Type III: Involves a violent act or threat of violence by a current or former Employee, Supervisor or Manager, or another person who has some employment-related involvement with the District, such as an Employee's spouse or lover, an Employee's relative or friend, or another person who has a dispute with one of our Employees.

RESPONSIBILITY

We have assigned responsibility for the security in our workplace. The Safety Coordinator or Designee is the Administrator for workplace security and has the authority and responsibility for implementing the provisions of this program.

COMPLIANCE

We have established the following policy to ensure compliance with our rules on workplace security.

Management of the District is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all Employees.

All Employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all Employees, including Supervisors and Managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, these include:

1. Informing Employees, Supervisors and Managers of the provisions for IIP Program for Workplace Security.

2. Evaluating the performance of all Employees in complying with our District's workplace security measures.

3. Recognizing Employees who perform work practices which promote security in the workplace.

4. Providing training and/or counseling to Employees whose performance is deficient in complying with work practices designed to ensure workplace security.

5. Disciplining Employees for failure to comply with workplace security practices.

COMMUNICATION

The District recognizes that to maintain a safe, healthy and secure workplace, we must have open, two-way communications between all Employees, including Managers and Supervisors, on all workplace safety, health and security issues.

Our District has a communication system designed to encourage a continuous flow of safety, health and security information between Management and our Employees without fear of reprisal and in a form that is readily understandable.

Our communication system consists of the following items:

- New Employee orientation on our District's workplace security policies, procedures and work practices.

- Periodic review of our IIP Program for Workplace Security with all personnel.

- Training programs designed to address specific aspects of workplace security unique to our District.

- Regularly scheduled safety meetings with all personnel that include workplace security discussions.

- A system to ensure that all Employees, including Managers and Supervisors, understand the workplace security policies.

- Posted or distributed workplace security information.

- A system for employees to inform management about workplace security hazards or threats of violence.

- Procedures for protecting employees who report threats from retaliation by the person making the threats.

- Addressing security issues at our workplace security team meetings.

- Other: _____

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HAZARD ASSESSMENT

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. These inspections are intended to identify and evaluate workplace security hazards and threats of workplace violence. The following observer(s) in the following areas are:

Observer Area

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Periodic inspections are performed to the following schedule:

1. _____ (Frequency: daily, weekly, monthly);
2. When we initially established our IIP Program for Workplace Security;
3. When new, previously unidentified security hazards are recognized;
4. When occupational injuries or threats of injury occur;
5. Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for **Type I** workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for security surveillance measures, such as mirrors and cameras.
3. Posting of signs notifying the public that no cash is kept on premises.
4. Procedures for Employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting an emergency telephone numbers for law enforcement, fire and medical services.
7. Other: _____

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INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence.

Our procedure for investigating incidents of workplace violence, which includes threats and physical injury include:

1. Reviewing all previous incidents.

2. Visiting the scene of an incident as soon as possible.

3. Interviewing threatened or injured Employees and Witnesses.

4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

5. Determining the cause of the incident.

6. Taking corrective action to prevent the incident from recurring.

7. Recording the findings and corrective actions taken.

8. Other: _____

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HAZARD CORRECTION

Hazards, which threaten the security of Employees, shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for **Type I** workplace security hazards can include:

1. Making the workplace unattractive to robbers.

2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.

3. Procedures for the reporting suspicious persons or activities.

4. Posting of emergency telephone numbers of law enforcement, fire, medical services where employees have access to a telephone with an outside line.

5. Posting of signs notifying the public that no cash is kept on premises.

6. Employee, supervisor and management training on emergency action procedures.

7. Other: _____

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Corrective measures for **Type II** workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.

2. Insuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.

3. Providing Employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our District.

4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.

5. Providing procedures for a “buddy” system for specified emergency events.

6. Ensuring adequate employee escape routes.

7. Other:_____

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Corrective measures for **Type III** workplace security hazards include:

1. Effectively communicating our District's anti-violence policy to all Employees, supervisors or managers.

2. Improving how well our District's management and Employees communicate with each other.

3. Increasing awareness by Employees, Supervisors and Managers of the warning signs of potential workplace violence.

4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged Employees or persons with whom one of our Employee's is having a dispute.

5. Providing counseling to Employees, Supervisors or Managers who exhibit behavior that presents strain or pressure which may lead to physical or verbal abuse of Co-Employees.

6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

7. Ensure that Employee disciplinary and discharge procedures address the potential for workplace violence.

8. Other:_____

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TRAINING AND INSTRUCTION

We have established the following policy on training all Employees with respect to workplace security:

All Employees, including Managers and Supervisors, shall have training and instruction on general and job-specific workplace security practices.

Training and instruction shall be provided when the IIP Program for Workplace Security is first established and periodically thereafter.

Training shall also be provided to all new Employees and to other Employees for whom training has not previously been provided and to all Employees, Supervisors and Managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided.

Additional training and instruction will be provided to all personnel whenever the District is made aware of new previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIP Program for Workplace Security including measures for reporting any violent acts or threats of violence.

2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.

3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to Managers and Supervisors.

4. Ways to defuse hostile or threatening situations.

5. Measures to summon others for assistance.

6. Employee routes of escape.

7. Notification of law enforcement authorities when a criminal act may have occurred.

8. Emergency medical care provided in the event of any violent act upon an Employee.

9. Post-event trauma counseling for those Employees desiring such assistance.

In addition, we provide specific instructions to all Employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for **Type I** training and instruction for Managers, Supervisors and Employees:

- Crime awareness
- Location and operation of alarm systems
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as night work.
- Other: _____

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We have chosen the following checked items for **Type II** training and instruction for Managers, Supervisors and Employees:

- Self-protection
- Dealing with angry, hostile or threatening individuals.
- Location, operation, care, and maintenance of alarm systems and other protective devices.
- Communication procedures.
- Determination of when to use the “buddy” system or other assistance from Co-Employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Other: _____

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We have chosen the following checked items for **Type III** training and instruction for Managers, Supervisors and Employees:

- Pre-employment screening practices.
- Employee Assistance Programs
- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for Employee well being.
- Review of anti-violence policy and procedures.
- Other: _____

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