



Lennox School District

*Injury and Illness Prevention
Program*

LENNOX SCHOOL DISTRICT

**INJURY AND ILLNESS PREVENTION
PROGRAM**

Developed by:
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LENNOX 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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LENNOX 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.

LENNOX 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 Risk Manager 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:

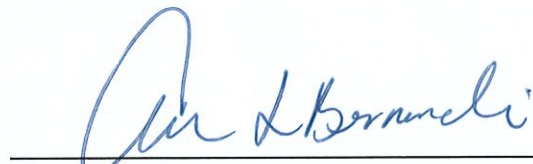


Superintendent



Date

ACCEPTED:



Risk Manager



Date

LENNOX 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.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, an Injury and Illness Prevention Program 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 of life, 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 actively and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment. Working together, we will succeed in maintaining a safe and healthy workplace.



Superintendent



Date

PART I

INTRODUCTION

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part I: Introduction	
Date 03/01/2023	New ☐ Revised ☒

INTRODUCTION

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for LENNOX SCHOOL District (hereafter referred to as the School 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 Injury and Illness Prevention Program. All Employees of the School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The Risk Manager is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary.

PART II

POLICY STATEMENT

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part II: Policy Statement	
Date 03/01/2023	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 School District employee while in performance of their 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 maintained at our District Office and is available electronically for each job site.

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

The School 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 safety program 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 attitudes towards injury and illness prevention.

PART III

RESPONSIBILITY

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 1: Risk Manager	
Date 03/01/2023	New ☐ Revised ☒

Risk Manager

The District's Risk Manager, 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 2: Management Responsibilities	
Date 03/01/2023	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 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 safety meeting or "safety talk" 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 3: Supervisor Responsibilities	
Date 03/01/2023	New ☐ Revised ☒

Supervisor Responsibilities

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. Ensure that "tailgate" safety meetings are held with all employees and the proceedings are recorded and sign in sheets and training documents are maintained for tracking purposes.
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. This will depend on the circumstance and may include cut resistant gloves, respirators, goggles. etc.
18. Maintain a current posting of all emergency telephone numbers near all telephones.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 4: Employee Responsibilities	
Date 03/01/2023	New [] Revised [X]

Employee Responsibilities

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 department manager or 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 department manager or 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 5: Employee Rights	
Date 03/01/2023	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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 6: Maintenance and Operations Responsibilities	
Date 03/01/2023	New ☐ Revised ☒

Maintenance and Operations Department Responsibilities

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

1. Responding immediately, or as soon as reasonably possible, to Maintenance and Operations 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 operated in the 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 Maintenance and Operations Department is not trained, equipped or qualified.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part III: Responsibility	
Section 5: Custodial Responsibilities	
Date 03/01/2023	New [] Revised [X]

Custodial Services Responsibilities

The School District's Custodial Services Department 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 Director of Facilities (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 Maintenance and Operations Department and submit a work order.

PART IV

COMPLIANCE

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part IV: Compliance	
Section 1: District Commitment	
Date 03/01/2023	New ☐ Revised ☒

District Commitment

LENNOX 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part IV: Compliance	
Section 2: Employee Compliance	
Date 03/01/2023	New ☐ Revised ☒

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part IV: Compliance	
Section 3: Enforcement of Safety Policies	
Date 03/01/2023	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 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 Programs
- Retraining
- Optional Safety Incentive 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 manager or 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 a safety incentive program.

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 may 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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 1: General Information	
Date 03/01/2023	New ☐ Revised ☒

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.

Managers and Supervisors are responsible for communicating occupational safety and health issues in a manner or form readily understandable to all Employees.

Employees are encouraged to inform their Managers and Supervisors about workplace hazards without fear of reprisal.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 2: New Employee Orientation	
Date 03/01/2023	New ☐ Revised ☒

New Employee Orientation

All new Employees of the School District are required to attend a new-hire orientation.

All current Employees of the District are required to attend a safety orientation meeting held during a modified schedule day or held at the beginning of the school year to refresh Employees of safety compliance issues.

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 items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

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 a 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 3: Review of Injury and Illness Prevention Program	
Date 03/01/2023	New ☐ Revised ☒

Review of Injury and Illness Prevention Program

The Injury and Illness Prevention Program 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 Injury and Illness Prevention Program. Each worksite should have a copy of the program. The program should be kept in a location readily accessible to all Employees.

All new Employees will be informed of the program during orientation and where copies of the written plan are located. All Employees will be notified of any revisions to the program as the revisions are made.

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 4: Training Programs	
Date 03/01/2023	New ☐ Revised ☒

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 District Safety Committee 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. Increases employee awareness of job hazards.
2. Provides training to employees regarding safe job performance practices.
3. Promotes two-way communication.
4. Encourages workplace safety suggestions.
5. Creates interest in the District safety program.
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. Target Solutions On-Line Tracking System.

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 5: District Safety Committee	
Date 03/01/2023	New ☐ Revised ☒

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 Risk Manager.

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 6: Posted/Distributed Information	
Date 03/01/2023	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 the laws of the governing jurisdiction of the agency providing the citation.

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part V: Communication	
Section 7: Hazard Reporting System	
Date 03/01/2023	New ☐ Revised ☒

Hazard Reporting System

It is the responsibility of all Employees to report unsafe work conditions and practices to their appropriate Supervisor or Senior Management.

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 the School Safety Coordinator or by contacting the Risk Manager.

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 1: General Information	
Date 03/01/2023	New ☐ Revised ☒

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 2: Hazard Identification and Evaluation	
Date 03/01/2023	New ☐ Revised ☒

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 Risk Manager. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees through safety meetings and other appropriate means.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the School 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 the Risk Manager.

Outside Agencies

In addition to regulatory requirements, several organizations will assist us in identifying hazards in our workplace. 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 Recreation Society, and other public, private, or non-profit organizations.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 3: Safety Inspections	
Date 03/01/2023	New ☐ Revised ☒

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, the Risk Manager, or another designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections will be conducted:

1. Before any work commences at the site by the department manager or supervisor.
2. Daily by the department manager or supervisor on all sites.
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 the Risk Manager or designee at various job sites.

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 Risk Manager.

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VI: Hazard Assessment	
Section 4: Hazard Classification of Employee Groups	
Date 03/01/2023	New ☐ Revised ☒

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 1: Hazard Correction Responsibilities	
Date 03/01/2023	New ☐ Revised ☒

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 correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Risk Manager

The District's Risk Manager is responsible for immediately initiating a response to any hazard which has come to his/her attention. The Risk Manager 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

The 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 Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Maintenance and Operations Department and the Risk Manager.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 2: Controlling Access to Areas Containing Hazards	
Date 03/01/2023	New ☐ Revised ☒

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VII: Hazard Correction	
Section 3: Hazard Correction Follow-Up	
Date 03/01/2023	New ☐ Revised ☒

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. Persons initiating Reports of Unsafe Condition or Hazard should inquire with their supervisors the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Directors/Principals and reported to the Risk Manager.

In the event an unreasonable delay in correcting safety hazards occurs, the Risk Manager should inquire with the necessary personnel the status of the work and report back to the Director/Principal any pertinent information.

Once a reported hazard has been corrected, Supervisors, Directors and/or Principals responsible for the area should conduct a safety evaluation to ensure that the hazard has been eliminated.

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 should 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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 1: General Information	
Date 03/01/2023	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; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

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 Risk Manager 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. Every investigation must also 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 the Risk Manager.

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 Risk Manager will review the results of all investigations.
4. Consider safety program modifications.

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 2: Injured Employee Procedures: Non-Emergency	
Date 03/01/2023	New ☐ Revised ☒

Injured Employee Procedures: Non-Emergency

Immediately report all injuries or near misses to your 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 dial 911. After the employee has been transported to a hospital or medical office, the Risk Manager needs to be notified. The supervisor may place the call if the employee is unable to do so.
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 Risk Manager at the District Office. The Risk Manager must review your status report before any work is resumed.
7. You must receive a Return to Work Authorization Form from the Risk Manager 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 Risk Manager 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 3: Injured Employee Procedures: Emergency	
Date 03/01/2023	New ☐ Revised ☒

Injured Employee Procedures: Emergency

Should you feel you have a life-threatening emergency, call 911 immediately and then contact the Risk Manager as soon as possible to report the injury.

1. Immediately report all injuries or near misses to your supervisor.
2. Your supervisor will complete an Accident Investigation Report.
3. Prior to seeking medical attention (non-life threatening) at a District approved medical facility, you must contact the District's Risk Manager Department.
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 Risk Manager Department at the District Office. The Risk Manager must review your status report before any work is resumed.
7. You must receive a Return to Work Authorization Form from the Risk Manager 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 Risk Manager to work in a temporary modified duty or alternative work capacity.
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 the Risk Manager as soon as possible to report the injury.

3. After the employee speaks with the 24/7 Employee Call Center, contact the Risk Manager 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 Risk Manager within 1 (ONE) working day.
8. The "Supervisor's Accident Investigation Report" must be completed by the following and sent to the Risk Manager 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 Risk Manager 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 Risk Manager within 1 (ONE) working day.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 4: Manager and Supervisor Procedures	
Date 03/01/2023	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 Risk Manager within 24 hours.
3. If the employee is authorized to return to work, the employee must provide the Risk Manager 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 Risk Manager 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 Risk Manager 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 Risk Manager.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures	
Section 5: Reports to Cal/OSHA	
Date 03/01/2023	New [] Revised [X]

Reports to Cal/OSHA

Serious and fatal injuries are to be reported immediately to Cal-OSHA by the Risk Manager 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 Risk Manager 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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part IX: Accident Investigations	
Section 1: Supervisor's Accident Investigation	
Date 03/01/2023	New ☐ Revised ☒

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 the Risk Manager. 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 injuries 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 create 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.

The Risk Manager is responsible for maintaining all accident investigation reports and ensuring that a copy of the report is forwarded to the Worker's Compensation Claims Coordinator.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part IX: Accident Investigations	
Section 2: Outside Agency Investigation	
Date 03/01/2023	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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 1: New Employee Safety Orientation	
Date 03/01/2023	New ☐ Revised ☒

New Employee Safety Orientation

New Employees are required to attend an orientation that includes safety as a major topic. The Risk Manager 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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 2: Initial Job Instruction	
Date 03/01/2023	New ☐ Revised ☒

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.

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs	
Date 03/01/2023	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. Safety equipment and personal protective equipment requirements.
2. Potential exposure to toxic materials.
3. Emergency procedures.
4. 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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part X: Training and Instruction	
Section 4: Safety Talks	
Date 03/01/2023	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 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 correct the Employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

Supervisors should document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to the Risk Manager.

PART XI

RECORD KEEPING AND ACCESS

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part XI: Record Keeping and Access	
Section 1: Record Keeping	
Date 03/01/2023	New ☐ Revised ☒

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 the Risk Manager or Designee.
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 Risk Manager 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 personnel file for the duration of the Employee's employment.

Employee Injury Reports/Supervisor Accident Investigation Reports

1. The Risk Manager 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 personnel file.
3. Copies of Employee Injury Reports and Supervisor Accident Investigation Reports shall remain in the injured Employee's file for the duration of the injured Employee's employment.

Environmental/Employee Medical Monitoring

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

LENNOX SCHOOL DISTRICT

Injury and Illness Prevention Program

Part XI: Record Keeping and Access	
Section 2: Employee Access	
Date 03/01/2023	New [] Revised [X]

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.

Employees 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.

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).

LENNOX SCHOOL DISTRICT

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Lennox School District

Injury and Illness Prevention Program

ACCIDENT AND INCIDENT INVESTIGATION PROCEDURE

POLICY STATEMENT:

All accidents or incidents which result in personal injury or damage to property and equipment can cause suffering and financial loss to Employees and their families and result in significant costs to the District. It is the policy of the District to maintain strict standards of workplace health and safety to provide our Employees an effective workplace free from personal injury and/or property damage. It is our intention to eliminate or reduce the risk of incidents to Employees and the accompanying financial losses to the District by maintaining a Health and Safety Training Program.

INTRODUCTION:

The Risk Manager or Designee must investigate all accidents and incidents (near misses) involving Employees, including those of subcontractors, if applicable. An **Accident Investigation Report** form must be filled out for every accident or incident, signed by a Supervisor, and sent to the Risk Manager or Designee.

PURPOSE:

The purpose of an accident/incident investigation is to identify the unsafe condition(s) and, or behavior(s) which contributed to the injury or illness so that solutions may be developed in order to prevent further injury and/or illness.

An accident/incident investigation provides the District and its Employees the opportunity to identify hazards in the workplace and shortcomings in safety and health programs as well as implement the corrective actions necessary to prevent further incidents.

Investigations that focus on identifying and correcting root causes, not on finding fault or blame, improve workplace morale and increase productivity, by demonstrating the District's commitment to a safe and healthful workplace.

A thorough investigation of each accident or incident (near miss), with reporting and documentation requirements and corrective follow-up can be time consuming. Investing the necessary time and effort to prevent a reoccurrence of each accident or incident is a valuable investment that will pay compounded benefits to Employees and Management of the District as the number of accidents and/or incidents decrease.

EMPLOYEE ACCIDENTS AND INCIDENTS:

All accidents or incidents (near miss) should be thoroughly investigated by the Employee's immediate Supervisor and reported to the Risk Manager within 8 hours regardless of whether

they result in injury. This should include "near miss" incidents. The investigation should be extensive enough to allow for the development of practical corrective actions. To be most effective, the investigation should include managers and employees working together, each bringing different knowledge, understanding and perspectives to the investigation.

The Risk Manager or Designee should decide 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 a Supervisor immediately.

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

Reporting Employee Injuries

1. Regardless of the degree of injury, the Employee must report to their 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 document the accident on the appropriate District form within 8 hours. Once the Supervisor is notified by the Employee or is made aware of the work-related injury, it must be reported to the Risk Manager or Designee within 8 hours even if the injury is thought to be: minor; not work related; caused by an unsafe act; or an aggravated old injury. If the Supervisor thinks any these are applicable, it should be stated in the report.

At no time should a Supervisor withhold or hinder the filing of an Employee injury report to the District office.

3. The Employee may not return to work after an occupational injury or occupational illness until they have received 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, they may 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 at the District office.

Serious Emergency Reporting

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

In case of a serious emergency **dial 911** to request emergency medical services. Tell them that you have a serious accident. Describe the nature of the accident, i.e., burn, fall, electrical shock, cut, etc.

Provide the accident location. Provide detailed directions to the accident location. If the accident location is difficult to find, send an Employee to meet and direct emergency medical personnel.

Insist on an immediate response. Note the time you called and with whom you spoke. 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. If safe to do so, protect Employee from risk of further injury and provide first aid as necessary until emergency medical services arrive. Using first aid techniques, treat the injured Employee for the likelihood of shock.

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

After the injured Employee has been removed from the area, restrict access until completion of all investigations, and authorization to proceed has been provided by the Risk Manager.

Report to the District 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 Risk Manager by telephone as soon as possible. The Risk Manager should then notify the emergency contact of the injured Employee.

Cal/OSHA Notification: Serious injuries must be reported to Cal/OSHA within 8 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. Serious exposures, such as, but not limited to, heat exposure and chemical exposure, should also be reported.

Non-serious accidents: If necessary, provide first aid to the injured Employee. First aid supplies should be made available at each site and maintained and monitored by a Supervisor, or designee. A Physician must approve supplies in the first aid kits.

Arrange for the Employee to be evaluated by a physician if there is uncertainty about the effectiveness of the first aid treatment.

If the Employee receives medical treatment, they may not return to work until they have written permission to return to work from a Physician.

All non-serious accidents and injuries are warning signs that a serious accident could occur. Report all non-serious accidents as soon as possible to the Risk Manager and immediate Supervisor, but don't delay in taking corrective action at the site, if safe to do so.

First Aid Treatment: The 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.

If there could be a delay in getting an injured employee to a medical facility or one is not 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 competent person on site who is trained in First Aid. First Aid training should be **American Red Cross** or **MSHA** certified or equivalent. All Employees are encouraged to be trained in CPR. CCR, Title 8, Section 3400 will be adhered to regarding all first aid situations to any Employee.

Property/Equipment Damage: When District property or equipment, including vehicles, are damaged or stolen, it must be reported on the appropriate forms provided by the District's 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 request law enforcement to the scene for an investigation. The District 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, Supervisors and the Risk Manager must follow the District Motor Vehicle Safety policy.

Visitor Accidents: All accidents that occur to visitors or members of the public (non-employee) must be reported on the Accident/Incident Report and forwarded to the Risk Manager within 24 hours of the time the incident occurred. When there is a serious injury, it must be reported by telephone immediately to the Risk Manager 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 Risk Manager will use this form when filing an Employee injury report under Worker's Compensation.
- b. The information supplied by the Supervisor on the Accident/Incident Report will be placed onto the "State" form. 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 Risk Manager will decide whether 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 or illness.

Record Keeping

All accidents or injuries regardless of type must be recorded, logged, and filed in the appropriate District file as well as Employee personnel files when applicable. All documentation shall be retained by the District for a minimum of 5 years.

1. Employee Injuries

- a. **OSHA Log of Recordable Injuries** An injury which requires more than first aid would be classified as a "recordable injury" by OSHA definition. The Risk Manager will maintain this log of injuries on OSHA Form 300.

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 "Employer's Report of Occupational Illness or Injury" (Form 5020) 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 5 years.

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

All other accidents and injuries reported to the Risk Manager will be kept in separate accident files to maintain and monitor the accident history for each accident 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.

Lennox School District

Injury and Illness Prevention Program

ASBESTOS MANAGEMENT PLAN

INTRODUCTION

The School District has worked diligently to identify, assess and remove asbestos-containing materials in all district buildings. In 1987, the Environmental Protection Agency (EPA) published the Asbestos Hazard Emergency Response Act (AHERA). Because the Districts are committed to maintaining a safe school environment, we have complied strictly with the law. The District also developed a response plan for any asbestos-containing material identified. A synopsis of our action follows:

RESPONSIBILITIES

The Director of Facilities or Designee will serve as the Asbestos Program Coordinator for the District. Each Site Administrator or Principal will serve as the site-specific Program Coordinator.

The Site Administrators or Principals will consult and collaborate with the Director of Facilities or Designee to establish a uniform Asbestos Management Program throughout the District.

Asbestos Program Coordinators are responsible for compliance to the Asbestos Standards at their sites.

INSPECTIONS

Asbestos is classed as friable or non-friable. Friable simply means that the material may release asbestos fibers into the air if it is disturbed. Crumbling insulation or old, sprayed ceilings that contain asbestos are examples of friable asbestos. Asbestos-containing floor tile is an example of non-friable asbestos. There are four options provided by law for dealing with asbestos: removal, encapsulation (sealing), enclosure, or maintain in satisfactory condition until removal is scheduled.

For low hazard, non-friable asbestos, our response is to maintain the material in a non-friable state until it can be removed during a scheduled renovation or demolition project. Our primary guideline for selection of a proper response is the protection of human health and safety.

TRAINING

All maintenance and custodial staff who work in a building containing asbestos must receive two hours of specialized training in the recognition of and techniques of performing maintenance and custodial duties without disturbing asbestos-containing materials. California Code of Regulations Title 8 Section 1529; training for employees performing Class IV operations are consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(1).

DISTRICT PLAN

Tasks and Objectives

- Protect human health by preventing exposure to air-borne asbestos fibers.
- Maintain, encapsulate or remove all asbestos-containing material.
- Inspect asbestos-containing materials and make repairs as needed.
- Clearly identify the location and condition of all asbestos-containing materials that remain in the District.
- Provide specialized training to maintenance and custodial staffs.
- Designate a District Asbestos Control Program Manager.
- Provide notification to Employees, students and their legal guardians regarding the District's response to AHERA at the beginning of the school year, and when any inspections, re-inspections, response actions or periodic surveillance occur.
- Make the District's asbestos management plans and test results available to the public.
- Post warning labels where disturbance of asbestos-containing material may occur.
- Notify outside contractors of the location of asbestos-containing materials prior to any work.

The District is required by law to perform periodic surveillance of asbestos-containing material every 6 months. The inspection is carried out in *February and October* of each year. Necessary repairs will be undertaken as identified.

Lennox School District

Injury and Illness Prevention Program

BLOODBORNE PATHOGENS

PURPOSE

It is the District's commitment to provide the latest information and means to protect Employees and Students of the District from exposure to bloodborne pathogens by implementing an Exposure Control Plan. The District is required by law to make immediate confidential medical evaluation and follow-up available for Employees who have an exposure incident. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), that results from the performance of an Employee's duties.

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

The Risk Manager or designee (hereafter referred to as Coordinator) will serve as the District wide Bloodborne Pathogens Program Coordinator for the School District. Each Site Administrator will serve as the site-specific Program Coordinator.

This program includes implementing engineering controls, establishing safe work practices, providing personal protective equipment, and other methods of compliance that when utilized by Employees, will reduce the risk to Employees with a reasonably anticipated exposure to potentially infectious materials.

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

Developmentally disabled children can exhibit behaviors, such as biting, scratching, self-mutilation, drooling, and kissing, that could facilitate transmission of potentially infectious diseases.

Additionally, schools are also encountering a growing number of children with certain diseases or medical conditions that require special medical devices such as urinary catheters, feeding tubes or tracheotomy tubes that could pose a risk for transmission of blood borne pathogens.

PART I: SCOPE AND OVERVIEW

Section 1: 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, including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures or any bodily fluids in situations where it is difficult or impossible to differentiate between body fluids.

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

- Direct first aid
- Diapering/toileting
- Changing menstrual pad
- Feeding (oral or gastrostomy)
- Catheterization secretion
- Cleaning mouth/noise
- Suctioning
- Emesis clean up (vomit)
- Changing ostomy bags
- Blood glucose monitoring
- Injections
- Tooth brushing
- Combative student (biting)
- Dressing change/wound care
- Swallowing therapy
- Cleaning body fluid spills
- Regulated waste

Section 2: Overview

Most District Employees can reasonably anticipate potential exposure to blood or other potentially infectious materials during their day-to-day work duties.

In general, the risk of exposure to blood or other potentially infectious materials by Employees in the school environment is very low, however there may be occasions when Employees could be at risk.

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 District 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 workplace.

This Safety Program outlines Universal Precautions designed to reduce those risks.

PART II-EXPOSURE CONTROL AND IMPLEMENTATION SCHEDULE

Section 1: Exposure Control Plan

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and the Cal/OSHA Bloodborne 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.

The District shall insure that a copy of the Exposure Control Plan is accessible to Employees in accordance with CCR, Title 8, Section 3204(e). 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 shall be reviewed and updated at least annually and whenever necessary as follows:

- To reflect new or modified tasks and procedures which affect occupational exposure;
- To reflect changes in technology that reduce or eliminate exposure to bloodborne pathogens such as the implementation of commercially available needleless systems and needle devices 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; and
- To review and respond to information indicating that our Exposure Control Plan is deficient in any area.

The District Safety Committee shall implement an effective procedure for obtaining active involvement of Employees in reviewing and updating the District's BBP Exposure Control Plan.

Section 2: Exposure Determination

The District has identified a list of all job classifications in which Employees in those job classifications have the potential for occupational exposure, and a list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of CCR Title 8, Section 5193, subsection (c)(3)(A)2.

The exposure determination has been made without regard to use of personal protective equipment (i.e. Employees are considered 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 could have the potential for occupational exposure to blood borne pathogens:

Job Classification	Task/Procedures
School Health Nurses/Health Aides	See Part 1 - Section 1 – Scope
Designated CPR/First Aid Responders	See Part 1 - Section 1 – Scope
Special Education Teachers	See Part 1 - Section 1 - Scope
Teacher Aide/Bus Driver for Developmentally Disabled Students	See Part 1 - Section 1 – Scope
Custodians	See Part 1 - Section 1 – 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
Playground Supervisors	See Part 1 - Section 1 - Scope
Classroom Teachers/Aides	See Part 1 - Section 1 - Scope
Physical Education Teachers and Coaches	See Part 1 - Section 1 - Scope
Management/Administrative Staff	See Part 1 - Section 1 - Scope

3. Any Employee who experiences a specific exposure incident at work unrelated to the normal

performance of their job duties, should still comply with the Post Exposure Evaluation and follow-up provisions of this plan.

Please note that employees who are not designated by the District “first aid responders” but go to the aid of an injured person 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 when an Employee's eye, mouth, other mucous membrane, or non-intact skin is exposed to blood or other potentially infectious materials as a result of the performance of the Employee's duties.

When an exposure incident occurs, the Employee shall report the exposure immediately to the District Coordinator. This is imperative because post-exposure prophylaxis (PEP) for HIV is most effective when implemented as soon after the exposure as possible. All Employees who experience an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. Following the report of an exposure incident, the District shall make immediately available to the exposed Employee a confidential medical evaluation and follow-up, including at least the following elements:

1. The District's Coordinator shall document the route(s) of exposure, and the circumstances under which the incident occurred. Detailed information such as date and time of the incident, job being performed, exposure source or any other relevant details related to the incident should be included.
2. The exposed Employee must sign a consent form for permission to release and exchange information with the exposed Employee's medical provider.
3. The District shall identify and document the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;
 - a. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When 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.
 - b. 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.
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 testing for HBV and HCV infections should also be conducted. The District's Coordinator shall provide the healthcare professional with a copy of the blood borne pathogens standard, a description

of the Employee's job duties as they relate 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. 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 Coordinator.
6. The District shall provide for post-exposure prophylaxis, when medically indicated.
7. The District's Coordinator 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. That the Employee has been informed of the results of the evaluation; and
 - c. That 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.
8. 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.

PART III: DEFINITIONS AND METHODS OF COMPLIANCE

Section 1: Definitions (for purposes of this policy and procedure)

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in or on an item.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, needleless systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials (OPIM): Human body fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response.

Parenteral Contact: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Sharp: Any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes and exposed ends of dental wires.

Sharps Injury: Any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks.

Sharps Injury Log: A written or electronic record satisfying Cal/OSHA reporting requirements.

Work Practice Controls: Help reduce the likelihood of exposure by defining the way a task is performed (e.g., prohibiting recapping of needles by a two-handed technique and use of patient-handling techniques).

Section 2: Universal Precautions

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens. Universal Precautions shall be observed to prevent contact with blood or other potentially infectious materials. When differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

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

Section 3: Engineering and Work Practice Controls

General Information

Engineering controls and work practice controls will be utilized to eliminate or minimize

Employee exposure. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Work Practice Controls shall be evaluated and updated on a regular schedule to ensure their effectiveness.

Where occupational exposure remains after implementation of engineering controls, personal protective equipment shall be utilized.

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

Subsection 1: Control of Sharps

Needleless System

District Nurses and/or other Licensed Healthcare Practitioners employed by or contracted with the District will make every effort to utilize a needleless system, when possible, during the administration of medications or fluids, or other medical procedures.

If a needleless 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.

If sharps other than needle devices are used, these items shall include engineered sharps injury protection.

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. If discarded sharps are not to be reused, the sharps container shall also be closeable and sealable so that when sealed, the container is leak resistant and incapable of being reopened without great difficulty. Sharps containers and appropriate containers for infectious waste shall be available 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 Sharps Injury Log shall include the following information, if known or reasonably available:

1. Date and time of the exposure incident;
2. Type and brand of sharp involved in the exposure incident;
3. Description of the exposure incident which shall include:
 - a. Job classification of the exposed employee;
 - b. Department or work area where the exposure incident occurred;
 - c. The procedure that the exposed employee was performing at the time of the incident;
 - d. How the incident occurred;
 - e. The body part involved in the exposure incident;
 - f. 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;
 - g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury; and
 - h. The Employee's opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

Each exposure incident shall be recorded on the Sharps Injury Log within 14 working days of the date the incident is reported.

The information in the Sharps Injury Log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee.

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.

Requirements for Handling Contaminated Sharps

All procedures involving the use of sharps in connection with patient care, such as withdrawing body fluids, accessing a vein or artery, or administering vaccines, medications or fluids, shall be performed using effective patient-handling techniques and other methods designed to minimize the risk of a sharp's injury.

Immediately or as soon as possible after use, contaminated sharps shall be placed in sharps containers meeting the requirements in the above subsection.

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 sharp's container. Personal protective equipment (e.g. latex gloves) should always be utilized when handling sharps.

The following practices are **prohibited** by the District:

1. Shearing or breaking of contaminated needles and other contaminated sharps
2. Contaminated sharps shall not be bent, recapped or removed from devices.
3. Sharps that are contaminated with blood or OPIM shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
4. Disposable sharps shall not be reused.
5. Broken Glassware. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
6. The contents of sharps containers shall not be accessed unless properly reprocessed or decontaminated.
7. Sharps containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of sharps injury.
8. Mouth pipetting/suctioning of blood or OPIM is prohibited.
9. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
10. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or OPIM are present.

Disposal of Sharps

When any container of contaminated sharps is moved from the area of use for the purpose of disposal, the container shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Place in a secondary container if leakage is possible. The second container shall be closable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. Warning labels (see below) shall be affixed to containers used to store, transport or ship blood or OPIM.

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.

Subsection 2: 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 possible with soap and water.

Hands should be washed:

- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- Before during and after preparing food
- Before eating
- After changing diapers or cleaning up a child who has used the toilet
- After any direct exposure to blood or other potentially infectious materials
- After handling garbage and/or soiled or contaminated items and equipment
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste

The method for correct handwashing is:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (Hum "Happy Birthday" song twice).
- Rinse your hands well under clean water.
- Dry your hands using a clean towel or air dry them.

Where Employees have had 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 possible following the contact. An Exposure Incident Report must be generated for any unprotected contact.

Hand washing facilities are available to employees who experience exposure to blood or other potentially infectious materials. The Coordinator is required to evaluate these facilities to ensure that these facilities are readily accessible to employees after experiencing 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 experiencing 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 will wash their hands with soap and running water, as soon as possible. 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 Coordinator is responsible for obtaining and maintaining appropriate levels of equipment and supplies for Employee's use.

Subsection 3: Personal Protective Equipment

Where occupational exposure remains after institution of engineering and work practice controls, the District shall provide, at no cost to the Employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or OPIM to pass through to or reach the Employee's work clothes, street clothes, undergarments, 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 shall ensure that the Employee uses appropriate personal protective equipment unless the District shows that the Employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the Employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an 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. The District shall encourage Employees to report all such instances without fear of reprisal.

The District shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to Employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those Employees who are allergic to the gloves normally provided.

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 shall clean, launder, and dispose of personal protective equipment at no cost to the employee.

The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the Employee.

The District provides the following personal protective equipment:

Gloves: Gloves shall be worn when it can be reasonably anticipated that the Employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin and when handling or touching contaminated items or surfaces. Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as possible if they are torn, punctured, or when their ability to function as a barrier is compromised. Disposable (single use) gloves shall not be washed or decontaminated for re-use. These requirements are in addition to the provisions in the District's Personal Protective Equipment Policy.

Utility Gloves: Utility Gloves shall be worn when cleaning, disinfecting or sanitizing work areas, when removing trash, or when performing any other activity that may place the individual at risk for exposure. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks, Eye Protection, Face Shields: Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. These requirements are in addition to the provisions in the District's Personal Protective Equipment Policy.

Gowns, Aprons, and Other Protective Body Clothing: Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

Disposable Resuscitation Equipment: These include mouthpieces, resuscitation bags, pocket masks, and other ventilation devices. These devices should be used when performing mouth-to-

mouth resuscitation (CPR). Although saliva has not been found to transmit HIV or HBV, this extra precaution is advised.

Removal of Personal Protective Equipment

If a garment(s) is penetrated by blood or OPIM, the garment(s) shall be removed immediately or as soon as possible. All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Contaminated Laundry

Contaminated laundry (including clothing, PPE, diapers, and linens) shall be handled as little as possible with a minimum of agitation. Contaminated laundry shall be bagged at the location where it was contaminated. Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded to identify the contents (see Part 5, Section 1). Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or leaking from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior. All Employees who have contact with contaminated laundry shall wear protective gloves and other appropriate personal protective equipment.

Biohazard Bags: Specially made to contain medical or biohazardous waste. Use these bags to dispose of solid or liquid items contaminated with blood or other potentially infectious materials. These bags are red in color and OSHA approved.

Biohazard Waste Container: An OSHA approved Biohazard Waste Container shall be available in the Nurse/Health office. All bandages, Band-Aids, tape, gauze and other blood or other potentially infectious materials will be disposed of in Biohazard Waste Container.

Minimizing Blood Splashing

All procedures involving blood or other potentially infectious materials shall 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.

Housekeeping & Decontamination

The District shall ensure that the worksite is maintained in a clean and sanitary condition. The District shall determine and implement appropriate written methods and schedules for cleaning and decontamination of the worksite. The method of cleaning or decontamination used shall be effective and shall be appropriate for the location within the 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.

All equipment and work surfaces that have regular exposure to blood and other potentially infectious materials shall be cleaned and decontaminated after contact with blood or OPIM no later than at the end of the shift. Cleaning and decontamination of equipment and work surfaces is required more often if surfaces become overtly contaminated, there is a spill of blood or OPIM, or at the end of the work shift if the surface may have become contaminated since the last cleaning. Contaminated work surfaces shall be cleaned and decontaminated with an appropriate EPA approved and registered germicidal solution or disinfectant.

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 or drinking
- No applying cosmetics or 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 glass with bare hands.

Guidelines for Maintaining a Clean District Environment

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: Carpets contaminated with body fluid spills must be sprinkled with a sanitary absorbent. After the soil is 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: 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: Restrooms are to be cleaned and disinfected daily. 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: Drinking fountains should be cleaned and decontaminated daily.

Health/Nurse's Office: The health/nurse's office must be cleaned and disinfected daily.

Medical Devices: Contaminated medical devices must be washed with soap and water and disinfected with a germicidal tuberculocidal agent.

Locker Rooms: Locker rooms should be cleaned and disinfected daily.

Other Contaminated Work Surfaces: 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.

Broken Glass: 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 materials. A hospital grade chemical germicide registered as a "tuberculocidal" should be used to disinfect for micro-bacteria, most viruses, and bacteria. The product must be registered with the Environmental Protection Agency (EPA) for use as a hospital disinfectant.

Routine cleaning and disinfection should include, but are not limited to, the following areas in the work site:

1. Faucet handles, toilet handles, towel dispensers, hand driers
2. Doorknobs, elevator buttons, light switches, door push bars, handrails
3. Toilet seats and bowls 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 waste receptacles
9. 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
- ✓ Dustpan
- ✓ Eye protection/goggles
- ✓ Measuring cup
- ✓ Mop bucket
- ✓ Quick absorbent products
- ✓ Registered EPA germicidal "tuberculocidal" disinfectant
- ✓ Sponges
- ✓ Spray bottle properly labeled
- ✓ Tongs
- ✓ Vacuum clean (tank type)

Section 3: Regulated Waste

The District will ensure that the handling, storage, treatment and disposal of all regulated waste shall 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 (described in this policy) and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If outside contamination

of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during collection, handling, processing, storage, transport, or shipping and is labeled or color-coded to the requirements of this standard.

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/Follow-Up

Section 1: Hepatitis B Vaccination

The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up for bloodborne pathogens exposure to all employees 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 later 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 Coordinators 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 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 Coordinators Office. The Coordinators 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 District Coordinator 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 Coordinators 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 District Coordinator 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. If 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 in the Coordinators 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 Coordinators 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, they 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

If 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 preferred. 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 tuberculocidal 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 soap 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 allows 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.

FIRST AID CLEANING PROCEDURES

1. If possible, help the injured student or staff member care for them.
2. Create a barrier between yourself and blood and body fluids that may contain blood.
3. Clean all surfaces and soiled items with an EPA registered tuberculocidal disinfectant
4. Dispose of soiled gloves and other barrier materials in a sealed plastic bag
5. Wash hands with soap and warm 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

Pre-Exposure Hepatitis B Immunization Consent or Declination

and Voluntary Assumption of Risk

Dear Employee:

Date: _____

Per Cal/OSHA guidelines, employees working in the following programs are considered eligible for pre-exposure Hepatitis B immunization:

Nurses, CHDP Clerk, Special Education Instructors and Instructional Assistants, SDC Special Needs Class Instructors and Instructional Assistants, SELPA SDC Class Instructors and Instructional Assistants, Custodians. District Office Managers and Office Assistants

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons.

Immunization for Hepatitis B consists of a series of three shots over a one-year period. Those Employees who are covered by one of our health insurance carriers may receive this series of shots from their physician. Employees who have no medical benefit plan may receive the shots through the District. There is no cost to the Employee for these immunizations.]

It is your choice to receive the immunization or not, but we must have a record of your decision.

Please check one of the boxes below, sign and return this entire form to the Coordinator ,
Attn:

ACCEPTANCE

____ I have health insurance with _____ and will go to them for Hepatitis B (HBV) immunization.

Please bring proof of your immunizations to the Coordinator after you receive them.

____ I have no medical benefit plan and would like to receive the Hepatitis B (HBV) immunization through the District.

If you check this option, the Coordinator will send you an authorization form for your immunizations.

DECLINATION

____ I have been immunized against Hepatitis B prior to starting work in the District.

Dates of the immunizations are: #1____ #2____ #3____

____ I have been tested for Hepatitis B (HBV) and have been shown to be immune.

____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print name here: _____

Employee's Signature: _____

Worksite: _____

REF: Business Services/BBP/Hepatitis B Immune. Consent-Declination (Appendix)

APPENDIX H

District Blood Borne Pathogens Exposure Control Plan

HEPATITIS B VACCINATION RECORD

Employee Name: _____

Social Security #: _____

Hepatitis B Vaccinations:

	Dose #1	Dose #2	Dose #3

APPENDIX J

District Blood Borne Pathogens Exposure Control Plan

EXPOSURE INCIDENT REPORT

Employee Name _____

Employee SSN _____

Job Title _____

Work Site _____

Date of Incident _____ Date Incident Reported _____ Time of Incident _____ am/pm

Incident Reported To _____

Title of Person Reported To _____

Exposure Control Officer Notified on Date _____ Time _____ am/pm

Initials of Exposure Control Officer _____ Date _____

Description of Exposure Incident (Include time, route of exposure and circumstances. Use back of form if more space is needed):

Identification of Source:

Individual(s) _____

First Aid Given:

Referral to HealthCare Provider: Yes No

Signature of Employee

Date: _____ Time: _____

Signature of Immediate Supervisor

Date: _____ Time: _____

Signature of Exposure Control Officer

Date: _____ Time: _____

APPENDIX K

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 Date _____ Time _____

Exposure Incident Reported by _____

Title _____ Date _____ Time _____

Exposure Incident Reported to _____

Title _____ Date _____ Time _____

Description of Exposure Incident (Include route and circumstances):

Who cleaned and disinfected exposure: _____

Explain method used to clean and disinfect exposure incident:

Was consultation with District Exposure Control Officer sought?

Yes No

If yes, what was recommendation of Exposure Control Officer:

APPENDIX L

District Blood Borne Pathogens Exposure Control Plan

SOURCE INDIVIDUAL CONSENT FOR BLOOD TESTING

I hereby authorize an exchange of information to occur between the three agencies/persons listed below and the exposed individual. I realize that my child or I have been identified as a source individual where an Employee may have been exposed to blood or other potentially infectious body fluids.

1. School District Name and Address:

2. Exposed Employees' Health Care Provider:

Name _____

Phone _____

Address _____

City _____ State _____

3. Source Individual's Health Care Provider:

Name _____

Phone _____

Address _____

City _____ State _____

I am aware of the risks to the exposed Employee; and I have agreed to blood testing to be performed for HBV, HCV, and HIV. I have been informed that by consenting to this testing, the test results will only be released to the exposed employee's medical provider and implications with the Employee.

Student Name _____ Birthdate _____

Printed name of Parent or Guardian _____

Signature of Parent or Guardian _____ Date _____

APPENDIX M

District Blood Borne Pathogens Exposure Control Plan

SOURCE INDIVIDUAL REFUSAL FOR BLOOD TESTING

School District Name, Address, Phone Number:

Student Name _____ Birthdate _____

Parent or Guardian Name _____

Address _____

Date District Employee Exposed _____

Date Parent/Student Notified _____

Signature of District Exposure Control Officer _____

(Please read, sign below, and return to District Exposure Control Officer at above address)

I have been informed by the District Coordinator, that I/my child have/has been identified as being a source individual in an Employee exposure incident to blood or other potentially infectious body fluids.

I am aware of the risks to the Employee; and I have declined blood testing to be performed for HBV, HCV and HIV. I have been informed that if I had consented to this testing, this information would only be released to the exposed Employee and to the exposed Employee's medical provider.

Signature of Parent or Guardian _____ Date _____

APPENDIX N

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 Coordinator 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 _____

APPENDIX O

District Blood Borne Pathogens Exposure Control Plan

(Attached is the California Code of Regulation, Title 8, Section 5193, Blood Borne Pathogens –
20 pages)

Lennox School District

Injury and Illness Prevention Program

Cal/OSHA CITATION APPEAL PROCESS

The District may appeal a citation and notification of penalty, notification of failure to abate, special order, or order to take special action. The District has 15 working days from receipt of one of these documents with which to appeal.

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 generally means circumstances beyond one's control which could not have been reasonably anticipated.

The District may contest the existence of the violation alleged in a citation, the reasonableness of the abatement date, the reasonableness of the changes required by DOSH, and the amount of any proposed civil penalty.

Employees have the right to participate as third parties in an appeal filed by the District.

An appeal may be started by calling the appeals board in Sacramento or mailing an appeal form stating the statutory grounds upon which the appeal is based, the reasons for the appeal, and the issues to be raised. If the appeal is initiated by phone or fax, a completed appeal form must be sent within 10 days in order to perfect the appeal.

When the appeals board receives a 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

The District must notify employees of an appeal and of the employees' right to participate in the appeal. The participation notice and a copy of the docketed appeal form must be posted at or near the site of the alleged violation or other conspicuous place where it will be readily observed and easily read by employees. Following posting, The District must file with DOSH proof of certification of posting of the participation notice and docketed appeal. The District must 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.

Communication with the Appeals Board

After an appeal is docketed, communications with the appeals board by a party is prohibited unless all other parties to the appeal (e.g., DOSH, the District, and any third parties) are notified of the communication. Service of a document on another party to an appeal may be made by personal delivery, by first class mail, or by overnight delivery. Proof of service on the other party

may be made by a declaration, by a written statement, or by a letter of transmittal. A proof of service must accompany all documents or writings filed with the appeals board.

Withdrawal and Settlement

An employer may withdraw its appeal and terminate the proceedings. DOSH may also withdraw its enforcement actions. An employer may agree to settle the case with DOSH. Settlement agreements must be submitted to the appeals board for its approval.

Discovery

A party to a proceeding has the right to obtain the names and addresses of witnesses known to an opposing party, including the names of those intended to be called to testify at a hearing. A party to a proceeding also has the right to review and copy records including photographs held by an opposing party. DOSH will cooperate and make records and documents available. DOSH also has the same right to discover names and addresses of witnesses and records and documents held by an employer or other party.

Subpoenas

A subpoena is used to ensure the attendance of necessary witnesses, and a subpoena duces tecum is used to secure the documents and evidence that a party needs from other persons or entities. Subpoenas are available from the appeals board. An application must be filed to obtain a subpoena duces tecum. A witness appearing pursuant to a subpoena is entitled to witness fees to be paid by the party calling the witness. Witnesses are entitled to reasonable advance notice that their attendance at the hearing is required.

Introducing Evidence by Declaration

Any witness who cannot attend a hearing may have his or her testimony submitted in the form of a written declaration, if the opposing party agrees at least 10 days before the hearing.

Notice of Hearing

At least 30 days prior to a hearing, the appeals board will send the parties a notice of hearing, advising them of the location, date, and time of the hearing before an administrative law judge. The District has the responsibility of notifying employees of the pending hearing by posting 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.

Pre-Hearing Conference

The rules of the appeals board allow for a pre-hearing conference, which may be conducted at any time before a hearing. A pre-hearing conference may be scheduled upon motion of a party; or, upon its own motion, the appeals board may send a notice to the parties and order that a pre-hearing conference be held. The purpose of a pre-hearing conference is to simplify the issues and afford parties an opportunity to participate in the disposition of the appeal. The pre-hearing conference may be conducted by a telephone conference call and all parties must be prepared to discuss the issues and other such things that may aid the disposition of the appeal proceeding.

Continuance of a Hearing

Continuances are disfavored. A hearing will only be postponed if an emergency arises or a party, its representative, or a witness has a preexisting scheduling conflict. Failure to notify the appeals board of the need for a continuance at the earliest possible time will result in its denial.

Failure to Appear

If a party fails to appear for a regularly scheduled hearing, the appeals board will notice an intent to dismiss. Then, to reinstate the matter, the absent party must within 10 days establish good cause for the failure to appear. If good cause is established, the matter will be reinstated and reset for hearing.

Important Affirmative Defenses

The following defenses may apply to the facts of an appeal under certain limited circumstances. The District must raise them, or they are considered waived.

I. Independent Employee Action Defense

This affirmative defense applies when an employee acts against the best safety efforts of the District in causing a violation. The District must prove each of the following elements by a preponderance of the evidence:

1. The employee was experienced in the job being performed;
2. The District has a well-devised safety program which includes training employees in matters of safety respective to their particular job assignments;
3. The District effectively enforces the safety program;
4. The District has a policy of sanctions against employees who violate the safety program;

5. The employee caused a safety infraction which he or she knew was contra to the District's safety requirements.

II. "Logical Time" Defense

The District does not have to comply with a safety order until the logical time for compliance has arrived. Worker safety is the focus of the defense, not what is most convenient for the District from an engineering or cost point of view. For example, the District need not place guardrails around the perimeter of a building until the flooring is in place, because it would be dangerous for the worker installing the guardrails. The District has the burden of proof to establish the defense.

III. The Statute of Limitations

"No citation or notice shall be issued by the Division for a given violation or violations after six months have elapsed since the occurrence of the violation." (Labor Code § 6317.) This affirmative defense must be pleaded by the District. The six months normally will begin to run at the time of the inspection of the worksite by the division.

IV. Absence of District Knowledge of Serious Violation

To establish a serious violation, the division must show that there is a substantial probability that death or serious physical harm could result from the violation. A serious violation will not be found if the District can prove that it did not, and could not with the exercise of reasonable diligence, know of the presence of the violation. (Labor Code Section 6432.). The District, therefore, has the burden of proving that it did not know and could not have known of the presence of the violation.

The Hearing

The appeals board recognizes that few employers or employees have ever attended or participated in an administrative law proceeding. Therefore, the appeals board attempts to keep the proceedings as simple and informal as possible. The administrative law judge will explain the rules of the procedures. The hearing will not be conducted according to technical rules relating to evidence and witnesses. Hearsay evidence is admissible but is not sufficient to support a finding of fact unless it falls within a recognized exception. A party should have available at the hearing all witnesses, documentary evidence or other proof needed to support its position. Each party should produce witnesses with first-hand knowledge of the key events. If documents, photographs, or business records are to be introduced, there must be a witness who can authenticate and explain them and their relevance to the proceedings.

Because DOSH is the party with the burden of proof, it will proceed first by calling witnesses and presenting evidence to substantiate its actions. Any document issued by DOSH is viewed at the hearing merely as an allegation. DOSH must provide solid, credible evidence to substantiate its allegations. Each party has the right to cross-examine witnesses called by an opposing party. After DOSH has completed its case, then the District has the right to present its case.

If a party or witness does not speak or understand English, arrangements should be made with the appeals board to obtain an interpreter.

A hearing will be recorded by a tape recorder. Because the appeals board uses this type of equipment, anyone appearing at a hearing must speak loudly, enunciate clearly, and avoid any overlapping conversation.

The Decision

The administrative law judge will file a written decision usually within 35 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. A petition for reconsideration must be filed with the appeals board within 35 days of the date on the proof of service attached to the order or decision. A petition for reconsideration must be based upon one or more of these grounds: (1) that by the order or decision the appeals board 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 finding of fact; (4) that the petition has just discovered new material evidence that could not with reasonable diligence have been produced at the hearing; and/or (5) that the findings of fact do not support the decision.

A petition for reconsideration must set forth at least one of these grounds and every issue to be considered by the appeals board on reconsideration. Any objection not set forth in the petition is waived and will not be considered. A petition for reconsideration must be supported by specific references to the record and to the principles of law involved. A petition for reconsideration must be signed by the party requesting reconsideration and verified. A petition for reconsideration must be served on all parties to an 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 30 days of service of a petition for reconsideration. An answer must be signed and verified and served on all parties to an appeal.

The appeals board may agree to grant the petition and reconsider the decision of an administrative law judge, or it may deny the petition and let the decision of the administrative law judge 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 appeals board's decision after reconsideration or denial of a petition for reconsideration.

District's Cost Recovery

The District may petition the appeals board to recover its costs for an appeal, up to \$5,000 per citation, if: (1) the District's appeal is upheld or DOSH withdraws the citation, and (2) issuance of the citation was the result of arbitrary or capricious action or conduct by DOSH. The District 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 for the order granting DOSH's motion to withdraw.

The appeals board will review the petition for costs and may: (1) summarily dismiss it if insufficient grounds or facts are alleged or (2) set the proceeding for hearing. If a hearing is held, the board may deny the petition or order that costs be awarded.

Appeals Board Website

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

Information available includes the most recent 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, and the Appeal Form.

Source: California Department of Industrial Relations

Lennox School District

Injury and Illness Prevention Program

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 "Cal/OSHA Forms for Recording Work-Related Injuries and Illnesses" published by the California State Occupational Safety & Health Administration. **Lennox School District** is classified as one of California's Employers' who is exempt from this requirement. However, all employers must report to the Division of Occupational Safety and Health any workplace incident that results in a serious injury or illness, or death.

Recording Work-Related Injuries and Illnesses

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 preexisting 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.

The District **must** record those work-related injuries and illnesses that result in:

- Death;
- Loss of consciousness;
- Days away from work; restricted work activity or job transfer; or
- Medical treatment beyond first aid.

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

- Any needlestick 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;
- Tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- An employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

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; and
- Any procedure that can be labeled first aid. (See below for more information about first aid).

The District recognizes if the incident requires only the following types of treatment, it is considered first aid. We will NOT record any case if it involves only:

- 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, etc.;

- 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 recognizes restricted work as:

- 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 their 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:

- Count 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. Do not count the day on which the injury or illness occurred in this number. 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, enter the total number of days for each. You may 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,
- A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material, and
- 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 Employee 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 there is reasonable basis to believe that information describing the privacy concern case 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 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. The most serious outcome for each case must be recorded.

Classifying Injuries

An **injury** is any wound or damage to the body resulting from an event in the work environment.

- **Examples:** 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 sensitizers or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.

Respiratory conditions are 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:** Noise-induced hearing loss, 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. **This is not a requirement of the District.**

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 Districts 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 (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 are involved, these rates can help to identify problems in our workplace and/or progress made in preventing work-related injuries and illnesses.

Calculating the Incidence Rate

We compute an occupational injury and illness incidence rate 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 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).

POSTING REQUIREMENTS

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. The following posting requirements apply to the District. Additional Posting requirements may apply.

Industrial Welfare Commission (IWC) Wage Orders: IWC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group.

State Minimum Wage: Sets forth California's minimum wage.

Paid Sick Leave: Provides information about paid sick leave entitlement and usage.

Payday Notice: Must specify the regular paydays and the time and place of payment.

Cal/OSHA Poster "Safety and Health Protection on the Job": Contains pertinent information regarding safety rules and regulations.

Emergency Telephone Numbers: Lists emergency responders' phone numbers.

Access to Medical and Exposure Records: Provides Information about rights of Employees working with hazardous/toxic substances.

Operating Rules for Industrial Trucks: Employers using industrial trucks shall post and enforce a set of operating rules.

Notice to Employees-Injuries Caused by Work: Advises Employees of workers' compensation benefits.

Notice of Workers' Compensation Carrier and Coverage: States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured.

Whistleblower Protections: List of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General.

No Smoking Signage: Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.

Log and Summary of Occupational Injuries and Illnesses: This is not a requirement of the District.

California Law Prohibits Workplace Discrimination and Harassment Posting: The latest information can be obtained from the Department of Fair Employment and Housing (DFEH).

Transgender Rights in the Workplace Posting: The latest information can be obtained from the Department of Fair Employment and Housing (DFEH).

Family Care and Medical Leave (CFRA leave) and Pregnancy Disability Leave Posting: The latest information can be obtained from the Department of Fair Employment and Housing (DFEH).

Notice to Employees: Unemployment/Disability/Paid Family Leave Insurance: The latest information can be obtained from the Employment Development Department.

Notice to Employees: Unemployment Insurance Benefits: The latest information can be obtained from the Employment Development Department.

Notice to Employees: Time Off to Vote: Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work.

Equal Employment Opportunity is the Law: Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity Commission.

Minimum Wage (Federal Fair Labor Standards Act): The latest information can be obtained from the U.S. Department of Labor.

Notice: Employee Polygraph Protection Act: The latest information can be obtained from the U.S. Department of Labor.

Family and Medical Leave Act (Federal FMLA): The latest information can be obtained from the U.S. Department of Labor.

Lennox School District

Injury and Illness Prevention Program

CHEMICAL HYGIENE PLAN

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 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 and Review

The Chemical Hygiene Plan must be readily available to all Employees and Employee representatives. Copies will be maintained by the Director of Facilities or Designee and the Principal of each school having a laboratory.

The Chemical Hygiene Plan will be reviewed annually on its effective date by the Director of Facilities.

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.

Director of Facilities

Director of Facilities 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; safety data sheets (SDS) 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 "Director of Facilities" 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 are 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 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 Director of Facilities 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 Safety data sheet (SDS) 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 Director of Facilities 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, 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 pour 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 SDS 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 Director of Facilities or Designee.
- b. Know how to use all protective equipment – eyewash, shower, fire extinguisher and fire blanket. If you are uncertain, ask the Director of Facilities for assistance. **DO NOT PERFORM LABORATORY WORK UNTIL YOU CAN USE PROTECTIVE EQUIPMENT TO RESPOND TO AN EMERGENCY.**
- 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 SDS 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. Electrical current as low as fifty milliamperes can kill a person.
- 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 follow 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 crisscross 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 contaminants 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. Cryogenics

- 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 cryogenics 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 cryogenics 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 Director of Facilities 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 Director of Facilities or Designee.

Requests to Use Chemicals not on Standard District Inventory

- a. Employees wishing to obtain and use chemicals not on the standard district inventory must submit a request, through the School Director of Facilities. The request will include the following information:
- b. Name of the person submitting the request;
- c. Chemical name(s) (if any) and Chemical Abstract Service (CAS) Registry Number of the desired chemical;
- d. Name and address of the supplier and quantity of the chemical desired;
- e. Name of the course and copy of the specific laboratory activity for which the chemical is needed, together with rationale for performing the activity;

- f. 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;
- g. Description of specific handling guidelines (such as NIOSH);
- h. Documentation that the Employee has appropriate certification, as well as sufficient knowledge and skills to handle the chemical in the prescribed manner;
- i. 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;
- j. Plan for proper disposal of used chemical products and excess reagents;
- k. 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 Director of Facilities to contact the district office for an inspection or repair.
8. 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.

Lennox School District

Injury and Illness Prevention Program

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.

The Director of Facilities or Designee (hereafter referred to as Coordinator) is the Coordinator for the District's Confined Space Program and is responsible for the coordination of all confined space work.

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 Coordinator.

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 permit-required and non-permit required confined spaces at District sites 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 Coordinator.

DEFINITIONS

The definitions of key words used in this document are provided below:

Acceptable Entry Conditions: Environmental conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

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 all of the following characteristics:

- It is large enough and so configured that a person can bodily enter; and
- It has limited or restricted means for entry or exit; and
- 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 occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be inhaled to cause death by filling or plugging of the respiratory system or that 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 latest edition of the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards.

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: 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 non-permit-required

confined space may become a high-hazard permit-required 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.

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 Coordinator 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 Coordinator 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 Coordinator, post danger signs or label (by equally effective means) all of the permit-required confined spaces;
- Assist the Coordinator 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 Coordinator;
- Thorough training and signage assure that no untrained District Employees enter any permit-required confined spaces on-site; and
- Provide pre-entry postings (Page 10) 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 Coordinator 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 Coordinator if space modifications through construction or reconfiguration require a hazard analysis.

Administration Services or Designee

- With the assistance of the Coordinator, create and maintain a comprehensive list of all non-permit and permit-required confined spaces;
- With the assistance of the Coordinator, 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 Coordinator 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 Coordinator.
- Contractors must coordinate entry operations with the Coordinator, when both District Employees and contractor personnel will be working in or near permit spaces; and
- Contractors must inform the Coordinator 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 Coordinator.
- Maintain appropriate and functional monitoring equipment for PRCS entries.

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 Confined Space Program Coordinator 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 Confined Space Program Coordinator 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 Confined 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 ____% (>19.5 <23.5%) H ₂ S ____ PPM (<10 PPM) Combustible Gas ____% L.E.L. (<10% L.E.L.) CO ____ PPM (<35 PPM) Enter readings: After ventilation (if required) [Time: ____] O ₂ ____% (>19.5 <23.5%) H ₂ S ____ PPM (<10 PPM) Combustible Gas ____% L.E.L. (<10% L.E.L.) CO ____ PPM (<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 & lifeline?			
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?			
16. Have entry attendant, and standby persons been instructed on the safe and efficient method of doing this job?			

	Yes	No	Does Not Apply
17. Is their training current?			

PROTECTIVE EQUIPMENT NEEDED:

- ☐ Hard Hat
- ☐ Tripod
- ☐ Respirator
- ☐ Gloves
- ☐ Fire Extinguisher
- ☐ Protective Clothing
- ☐ Safety Line
- ☐ Gas Meter
- ☐ Hearing Protection
- ☐ Safety Harness
- ☐ Winch
- ☐ Goggles
- ☐ Blower
- ☐ Other (Specify)

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 District.

Supervisor's Signature

Date

Entrant(s)

Entrant(s) Initials

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 Coordinator. 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 Coordinator 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 Lennox School District

[illegible]

Lennox 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. 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 use paper towels (or single use cloth towels) to 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. Note: frequent handwashing is more effective than the use of hand sanitizers.

- Ethyl alcohol-based hand sanitizers are preferred and should 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 will consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations 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 space 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 encouraging the use of 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 (paracetic) 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's 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 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 1)

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 N95 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 in 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 in classrooms or outdoors instead of cafeterias or group dining rooms where 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 o 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 in Section 9 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 required 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 off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

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 in lower transmission areas and vice versa.

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. Additional guidance can be found at <https://studentprivacy.ed.gov/>.

The District will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.

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 disinfection.
- 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.

COVID-19 INFECTION PREVENTION PLAN

ADDENDUM: May 7, 2021

Returning to Work

Cal/OSHA recommends that employees who are not fully vaccinated who had a COVID-19 exposure take a 14-day quarantine. However, an exposed employee who is not fully vaccinated and who does not develop symptoms of COVID-19 may return to work after 10 days have passed since the date of the last known exposure. CDPH provides additional guidance permitting health care workers, emergency response and social service workers to return to work after 7 days with a negative PCR test collected on day 5 after exposure when there is a critical staffing shortage.

Quarantine Requirements for Fully Vaccinated Employees Exposed to COVID-19

An exposed employee who does not develop symptoms of COVID-19 does not need to quarantine.

COVID-19 INFECTION PREVENTION PLAN

ADDENDUM: June 17, 2021

- Fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
- Fully vaccinated employees do not need to wear face coverings except for certain situations during outbreaks and in settings where CDPH requires all persons to wear them. Employers must document the vaccination status of fully vaccinated employees if they do not wear face coverings indoors.
- Employees are not required to wear face coverings when outdoors regardless of vaccination status except for certain employees during outbreaks.
- Employees are explicitly allowed to wear a face covering without fear of retaliation from employers.
- Physical distancing requirements have been eliminated except where an employer determines there is a hazard and for certain employees during major outbreaks.
- Employees who are not fully vaccinated may request respirators for voluntary use from their employers at no cost and without fear of retaliation from their employers.
- Employees who are not fully vaccinated and exhibit COVID-19 symptoms must be offered testing by their employer.
- Employer-provided housing and transportation are exempt from the regulations where all employees are fully vaccinated.
- Employers must review the [Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).
- Employers must evaluate ventilation systems to maximize outdoor air and increase filtration efficiency, and evaluate the use of additional air cleaning systems.

Lennox School District

Injury and Illness Prevention Program

DISCIPLINARY POLICY

INTRODUCTION

This policy is intended to provide rules and guidelines for administering disciplinary action to employees, who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

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.

SUMMARY

Depending on the circumstances or the severity of the violation or incident, any level of discipline, which is most appropriate for the time and action up to, and including termination, may be implemented.

Approved by _____ **SUPERINTENDENT**

EMPLOYEE RECOGNITION

ENCOURAGE POSITIVE PERFORMANCE

Monitoring performance is a constant reminder that safety should always be practiced. 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 trying 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.

SAFETY RECOGNITION INCENTIVE PROGRAM

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.

Lennox School District

Injury and Illness Prevention Program

DISTRICT CODE OF SAFE PRACTICES

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions to be the first consideration in operating the District. The personal safety and health of each Employee of the District is of primary importance. It is the intent of the District to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No Employee is required to work at a job they know is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your Supervisor immediately of any situation beyond your ability or authority to correct. To the greatest degree possible, the District will provide all mechanical and physical safeguards required for personal safety and health, in keeping with the highest standards. Failure by any Employee to comply with the safety rules will be grounds for corrective discipline up to and including termination.

All Employees are responsible for complying with the elements in the District's Health and Safety Program which include the following Code of Safe Practices:

1. All Employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their Supervisor.
2. The District shall insist on Employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
3. Anyone known to be under the influence of drugs or intoxicating substances that impair the Employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the Employees shall be prohibited.
5. No one shall knowingly be permitted or required to work while the Employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the Employee or others to injury.
6. All injuries shall be reported promptly to a Supervisor so that arrangements can be made for medical or first aid treatment.
7. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

8. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
9. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
10. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
11. Cleaning supplies should be stored away from edible items on kitchen shelves.
12. Cleaning solvents and flammable liquids should be stored in appropriate containers.
13. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
14. Always keep flammable or toxic chemicals in closed containers when not in use.
15. Do not eat in areas where hazardous chemicals are present.
16. 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.
17. Means of egress shall be kept un-locked and well lighted during normal work hours.
18. 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.
19. Guard all floor openings with a cover, guardrail, or equivalent.
20. All spills shall be wiped up immediately.
21. All exit doors must comply with the fire safety regulations during normal business hours.
22. In the event of fire, sound the alarm, follow the District emergency action plan.
23. 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.
24. Only trained and designated Employees shall attempt to respond to a fire or other emergency.
25. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
26. Never stack material precariously on top of lockers, file cabinets or other elevated locations.
27. Do not stack material in an unstable manner.

28. 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.
29. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
30. Files and supplies should be stored in such a manner as to preclude damage to supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
31. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
32. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
33. Inspect motorized vehicles and other mechanized equipment daily or prior use.
34. Shut off engine, set brakes and block wheels prior to leaving vehicle unattended.
35. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
36. Inspect pallets and their loads for integrity and stability before loading or moving.
37. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
38. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
39. Under no circumstances should employees use compressed air to clean off clothing or any part of their body.
40. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.
41. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
42. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.

43. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers. Misuse can cause damage to the equipment and possible injury to the user.
44. All tools and equipment shall be maintained in good condition.
45. Do not use any faulty or worn hand tools
46. Portable electric tools shall not be lifted or lowered by means of the power cord.
47. Only appropriate tools shall be used for a specific task.
48. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the Supervisor.
49. 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.
50. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
51. 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.
52. Maintain enough access and working space around all electrical equipment to permit ready and safe operations and maintenance.
53. Never use a metal ladder where it could encounter energized parts of equipment, fixtures or circuit conductors.
54. Only authorized persons shall operate machinery or equipment.
55. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
56. 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.
57. Goggles or face shields must be worn when grinding.
58. Wear hearing protection in all areas identified as having high noise exposure.

59. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter and unless authorized to do so.

60. Do not enter a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.

61. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

I have read, understand, and agree to comply with all the elements in the District's Health and Safety Program.

Print Name _____ Signature _____

SSN (Last 4 digits) _____ Date _____

Lennox School District

Injury and Illness Prevention Program

ELECTRICAL HAZARD SAFETY and LOCKOUT/TAGOUT

INTRODUCTION

The District has adopted the lockout-tagout (LOTO) safety procedure to prevent injury and/or death to Employees by requiring that certain precautions are taken before servicing or repairing equipment.

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 procedure is intended to serve as a general guide for the lockout-tagout of electrical equipment, during the installation, cleaning and/or repair of electrical circuitry and for construction and renovation projects affecting electrical systems.

RESPONSIBILITIES

The responsibility for seeing that this procedure is followed is binding upon all Employees. All Employees shall be instructed in the safety significance of the lockout-tagout procedure by their Supervisor. Each new or transferred affected Employee shall be instructed by their Supervisor in the purpose and use of the lockout-tagout procedure. The District shall 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.

Principals/Department Directors

- Ensure that no electrical installations or modifications will be made by anyone 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 Employee training and compliance with policies and procedures.

Director of Facilities

- Assist Principals and Department Directors with their electrical safety program.
- Develop and conduct electrical safety training.
- Review procedures to ensure compliance.

Employees

- Follow safe work practices while working on or around electrical equipment.
- Immediately report any electrical hazards to Supervisor.
- Ask Supervisors for assistance or clarification of work procedures as necessary.

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.

ELECTRICAL HAZARDS

Electrical Fires

Electricity is the biggest single cause of industrial and construction fires. Electricity is taken for granted. Many electrical hazards cannot be seen. Common causes of electrical fires are:

1. Faulty electrical outlets, appliance cords, receptacles and switches.
2. Light fixtures
3. Extension cords
4. Space heaters
5. Outdated wiring
6. Improper installation of electrical equipment and poor electrical maintenance.

Electrical Shock

The severity of the shock a person receives depends on the amount of current flowing through the victim, the path of the current through the body and the length of time the body is in the circuit. Other factors that may affect the severity of the shock are the voltage of the current, the presence of moisture in the environment, the general health of the person prior to the shock and how quickly the person is treated. Effects can range from a barely perceptible tingle to severe burns and immediate cardiac arrest.

In the event of electrical shock:

- **Call 911 or local emergency number immediately.**
- Do not touch the person if they are still in contact with the electrical current. Turn off the source of electricity if possible.
- Don't move a person with an electrical injury unless they are in immediate danger.
- If safe to do so, begin CPR if the person shows no signs of circulation, such as breathing, coughing or movement.

SPOTTING ELECTRICAL HAZARDS

Knowing what constitutes an electrical hazard and where in the work area these hazards are most likely to exist can help reduce the risk of electrical shock and death. Conditions that could expose Employees to electrical injury include:

1. Damaged tools and equipment.
2. Inadequate wiring, overloaded circuits, electrical plugs and extension cords.
3. Exposed electrical parts.
4. Improper grounding of equipment.
5. Damaged insulation.
6. Wet conditions.
7. Static electricity.

PREVENTING ELECTRICAL HAZARDS

The following practices help mitigate electrical injuries:

1. Check electrical tools and equipment thoroughly for cracks, cuts, or abrasions on cables, wires and cords. Remove equipment from service until repaired or replaced.
2. Use only power tools and equipment that are properly grounded or double insulated
3. Do not overload electrical outlets and use proper circuit breakers.
4. Multi-outlet power strips should have overload protection and have a maximum cord length of 6 feet.
5. Multi-outlet power strips should never be connected in series.
6. Only use equipment for the purpose it was approved.

7. Minimize the use of extension cords. Do not plug two extension cord together.
8. Use the correct extension cord for the operation and electrical load.
9. Extension cords should not be used as a substitute for permanent fixed wiring.
10. Extension cord should never run under rugs or mats, through holes in walls or ceilings or be attached to building surfaces or hung from nails, wires or staples.
11. Cover or guard exposed electrical components or wires.
12. Do not use electrical equipment or appliances near water or wet surfaces.
13. Never use electrical equipment when your hands or the equipment is wet.
14. Electrical/breaker panels should always be unobstructed and have clearly marked individual switches identifying the equipment they operate.
15. All electrical junction, outlet and switch boxes must have covers.
16. The electrical circuit to permanent fixed power machinery shall be capable of being locked out.
17. Ground-fault circuit interrupters (GFCI) must be used with all electrically powered tools and equipment. GFCI, is a fast-acting circuit breaker designed to shut off electric power in the event of a ground-fault.
18. Flammable or combustible liquids that must be transferred from a drum to an approved container by gravity through an approved self-closing valve or approved pump must have the containers electrically grounded to each other.
19. 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.

DEFINITIONS

Lockout means the use of devices, positive methods and procedures to effectively isolate or secure prime movers (the source of mechanical power), machinery and equipment from hazardous energy sources. Examples of hazardous energy sources include mechanical, hydraulic, pneumatic, chemical, electrical, thermal, and other sources. Any energy 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.

Note: 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 compressed springs.

Activities Included in Lockout/Tagout

Cleaning, repairing, servicing, setting-up, adjusting, and unjamming prime movers, machines, and equipment.

Employees at Risk

Employees risk of injury from equipment and machines varies depending on what they are doing. There are two categories of Employee:

- **Authorized Employees** or Persons - A qualified person who locks out or tags out specific machines or equipment in order to perform cleaning, repairing, servicing, setting-up, and adjusting operations on that machine or equipment. An Affected Employee becomes an Authorized Employee when that Employee's duties including performing cleaning, repairing, servicing, setting-up, and adjusting operations covered under this section.
- **Affected Employees** - An Employee whose job requires them to operate or use a machine or equipment on which cleaning, repairing, servicing, setting-up or adjusting operations are being performed under lockout or tagout, or whose job requires the Employee to work in an area in which such activities are being performed under lockout or tagout.

Lockout/Tagout Requirements

Lockout/Tagout is required when the unexpected energization or start up (or release of stored energy) of machines, equipment or prime movers could injure Employees during cleaning, repairing, servicing, setting-up, adjusting and un-jamming.

During Cleaning, Servicing, Adjusting Operations:

1. Machinery or equipment capable of movement must be stopped and power source(s) de-energized or disengaged.
2. Accident prevention signs or tags or both must be placed on the controls of the power source of the machinery or equipment.
3. If necessary, the moveable parts must be mechanically blocked or locked out to prevent inadvertent movement, or release of stored energy.

During Repair Work and Setting-Up Operations, Machines, Equipment /Prime Movers:

1. Must be locked out or positively sealed in the "off" position if they have lockable controls (or are readily adaptable to lockable controls).
2. Must be de-energized or disconnected from their power source (or other actions taken to effectively prevent inadvertent movement or release of stored energy) if they do not have lockable controls
3. On pneumatic and hydraulic systems, the pressure must be released and lines either disconnected or double blocked (with bleed) or blinded and locked out.
4. Accident prevention signs and tags (or both) must be placed on the controls.

Accident prevention signs, tags, padlocks, seals or other similarly effective means which may be required for cleaning, servicing, adjusting, repair work or setting-up operations will be provided.

Signs, tags, padlocks, and seals must have means by which they can be readily secured to the controls. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds.

Training Requirements

1. **Authorized Employees** must be trained on lockout-tagout procedures and on the hazards related to performing activities required for cleaning, repairing, servicing, setting-up, adjusting, and unjamming prime movers, machinery, and equipment. An Authorized Employee is a qualified person(s) who locks out or tags out specific machines or equipment so that cleaning, repairing, servicing, setting-up, adjusting or unjamming operations can be conducted.
2. **Affected Employees** (examples include maintenance and repair personnel, machine operators and janitors) must be instructed in the purpose and use of the lockout-tagout procedure. These are Employees whose jobs are either to:
 - Clean, repair, service, set-up, adjust or unjamming machines and equipment under lockout or tagout, or
 - Work in an area in which such activities are being performed under lockout or tagout.

Training shall include at minimum a formal lecture regarding this procedure including its purpose, scope, and application and a means to establish the proficiency of the Employee.

Training shall include:

- The purpose of the lockout-tagout procedures and what they are used for
 - The prohibition against restarting or reenergizing machines or equipment which are locked out or tagged out.
 - The hazards of their work when performed under lock/out and tag/out conditions
 - Instruction to hazards unique to specific job assignments.
3. All **Other Employees** whose work operations may be in an area where lockout-tagout procedures may be utilized, must be instructed about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Employees must be trained before they are assigned to work under lockout and tagout conditions. Following initial training each Employee will receive an annual follow-up training session. Employees will also be trained on lockout and tagout whenever:

- Near misses or accidents occur.
- Periodic inspections reveal that lockout-tag-out procedures are not effective or being used properly.
- Whenever there are changes in equipment or procedures where lockout or tag out applies.

Enforcement and Documentation

The primary responsibility lies with each Supervisor for monitoring the performance of his or her Employees. Those Employees found to be in violation of this procedure will be subject to disciplinary action.

All surveys of Employee performance shall be documented. 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.

Periodic Inspections

The District will conduct periodic inspections of the lockout-tagout procedure *at least once a year* to evaluate their continued effectiveness and determine the necessity for updating the written procedure(s).

1. The periodic inspection must be performed by an Authorized Employee or person other than the one(s) utilizing the hazardous energy control procedures being inspected.
2. Where lockout and/or tagout is used for hazardous energy control, the periodic inspection must include a review between the inspector and Authorized Employees of their responsibilities under the hazardous energy control procedure being inspected.
3. The District must certify that the periodic inspections have been performed. The certification shall:
 - Identify the machine or equipment on which the hazardous energy control procedure was being utilized,
 - The date of the inspection,
 - The Employees included in the inspection, and
 - The person performing the inspection.

The District will correct all unsafe conditions and work practices found as a result of periodic inspections.

SAFETY LOCKOUT/TAGOUT PROCEDURE

Preparation for Lockout-Tagout

Employees authorized to perform lockout-tagout 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. Any questionable identification of sources shall be cleared by the Employees 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 therefor.
2. Securely attach lock and tag on all controls to warn others that the equipment is not to be operated. Write the reason on the tag(s) to identify the equipment. Date and signs each tag.
3. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
4. Pull power switches and/or circuit breakers and place a lockout clip(s) and a lock(s) on the controls to make them inoperable.
5. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
6. Lockout energy isolating devices with an assigned individual lock.
7. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
8. After ensuring that no Employees 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.
9. 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.
3. No equipment should be started by anyone without permission from the Supervisor responsible for the equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place their own personal lock on the energy isolating device(s). One designated individual 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 Employees. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock. No piece of equipment or system should be operated when there is a tag or lock attached, regardless of circumstance. **Warning:** Any person who operates a switch or device to which accident prevention tags are attached or removes a tag without permission will be subject to disciplinary action.

Locks and Tags

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 Operations Director.
3. Accident prevention tags (Danger, Do Not Operate) are not to be considered a positive means of securing equipment, but are to be used in conjunction with locks.
4. When sub-contractors are required to work on the same equipment, they must place their own personal locks and tags on each piece of equipment.

5. All District locks and tags should be installed first and removed last, if possible.
6. Tags shall only be used 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.
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. Tags should be destroyed immediately upon removal except those that are designed to be re-used. However, no alterations to the tag are permitted.
9. No person should ever remove an Employee's tag or lock. Only the Employee who placed the lock and tag on the equipment should remove it.
10. Employees may place "multi-lock" devices on the equipment if other Employees or trades Employees are involved. All persons working on the equipment must have their own lock, and tag in place.

Shop 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 any person other than the authorized operator.

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.

Lennox School District

Injury and Illness Prevention Program

ELEVATING WORK PLATFORM SAFETY

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all elevating work platforms (aerial device, articulating boom, orchard man-lift, etc.) used on District premises shall comply with the following guidelines (*for Scissor Lifts also see section for Scaffolds*):

1. All Employees shall be instructed in the proper use of elevating work platforms prior to operation in accordance with the manufacture's operating instructions.
2. Each unit shall have a manual containing instructions for maintenance and operations. If a unit can be operated in different configurations, then these shall be clearly described, including the rated capacity in each configuration.
3. Only trained personnel shall operate the elevating work platform.
4. Each day, prior to use, conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition.
5. The surface upon which the elevating work platform is being operated must be level with no hazardous irregularities or accumulation of debris, which may cause a moving platform to overturn. The route and/or area in which the unit is to be used must be surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in pavement, ground or shoulder, ditches, slopes, etc.
6. Full body harnesses and shock absorbing lanyards must be worn on all elevating work platforms.
7. Do not belt off to an adjacent pole, structure, or equipment while working from an elevating work platform.
8. Do not use elevating work platforms within 10 feet of electrical lines or equipment. Most equipment is not insulated for electrocution hazards.
9. Ladders, planks or other devices shall not be used to gain greater working height or reach.
10. Employees shall not sit, stand or climb on basket or guardrails.
11. Do not exceed the load-capacity limits. Take the combined weight of the worker(s), tools and materials into account when calculating the load.
12. Climbers shall not be worn while performing work from an elevated work platform.

13. Never attempt to leave the platform while it is in the elevated position.
14. Elevating work platforms may never be used for crane purposes.
15. Do not operate an elevating work platform unless the access gate is closed.
16. Do not allow overhanging loads on the elevating work platform.
17. Do not operate an elevating work platform that is malfunctioning.
18. Do not make any modifications to an elevating work platform.
19. Do not use an elevating work platform for any other purpose than to position personnel and their tools or equipment.
20. Do not operate an outdoor-rated elevating work platform when the wind velocity exceeds 25 miles per hour, or when exposed to storms, ice or snow.
21. Employees, tools, materials or equipment are prohibited from traveling on an elevated platform.
22. Use common sense when operating an elevating work platform.

Lennox School District

Injury and Illness Prevention Program

EMERGENCY ACTION & FIRE PREVENTION PLAN

PURPOSE

The purpose of this Plan is to establish procedures for safely and effectively managing an emergency event for the District. All Employees, Supervisors, and Managers are expected to follow the procedures outlined in this plan to ensure that Employees are protected from any further harm during an emergency.

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 ensure 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 feedback on safety concerns for them.
6. An enforcement and disciplinary system to ensure 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 react 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 Principal 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 contact 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 Principal 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 Principal or Designee will determine an appropriate "all clear time period". If a bomb is found, searchers should immediately leave the area and notify the Principal 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 Principal or Designee will alert all Employees.
2. Contact the local law enforcement officials.
3. Encouraging all Employees to alert the Principal 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 Principal 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 Principal or Designee to ensure 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 firefighting 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.

Lennox School District

Injury and Illness Prevention Program

EMPLOYEE SAFETY TRAINING

GENERAL

Personal training in job responsibilities and job operations, and the hazards associated, are the most important elements in achieving safe operations.

Supervisors will be responsible to ensure all newly assigned Employees 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 for reporting fires, emergencies and 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 Risk Manager 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 Risk Manager 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 Risk Manager 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 Risk Manager 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.

DAILY SAFETY MEETINGS

A major element of our safety program is personal communication with our Employees. The daily safety meeting is an excellent way to personally communicate with our Employees about health, safety and loss control.

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.

Daily safety meetings will be conducted before beginning work each day.

The job Supervisor should review the topic before the meeting. This will allow time to think of personal examples relating to the topic.

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.

Supervisors will document the safety topic covered. The daily safety-meeting document must be signed and dated by the Supervisor and by Employees.

Supervisors are responsible for turning in the daily safety meeting documents at the end of each day.

The daily safety meetings will aid the District in determining if additional Employee training is needed and identify areas where corrective actions are necessary.

Lennox School District

Injury and Illness Prevention Program

ERGONOMICS

ERGONOMICS and CUMULATIVE TRAUMA DISORDERS

In recent years, there has been a significant increase in cumulative trauma disorders and other repetitive motion injuries due to ergonomic hazards. It has been estimated that currently approximately 30% of all workers' compensation claim can be attributed to cumulative trauma disorders. These cumulative trauma disorders include disorders to musculoskeletal and nervous systems in the upper and lower extremities and back. These are caused and/or aggravated by repetitive motions, forceful exertions, working in sustained or awkward postures, mechanical compression of parts of the upper and lower extremities, vibration and other ergonomic stressors.

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. One-Time Records Review: 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 diagnosed 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 districts are not required to maintain or post OSHA logs but may do so for their own usage.
- c. Reporting: 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 PROGRAMS 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. Armrests, 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.

Lennox School District

Injury and Illness Prevention Program

FALL PROTECTION PROGRAM

To enhance our employees' health and safety, the District has developed, implemented and maintains a comprehensive Fall Protection Program. The program covers Title 8, California Code of Regulations, General Industry Safety Orders for fall protection, personal fall protection equipment, ladder safety and powered platforms.

The objective of the District's Fall Protection Program is to identify and evaluate fall hazards to which employees will be exposed, to provide proper and effective control of these fall hazards and provide required training.

The District will also determine if the surfaces on which it's Employees are to work have the strength and structural integrity to support Employees safely. Employees will only be allowed to work on surfaces that 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 falls 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 overhang 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.

Lennox School District

Injury and Illness Prevention Program

FIRE PREVENTION

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.

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 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 of 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 ensure 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 firefighting personnel are authorized to use fire 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 and 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.
- Artwork should not be placed on walls near exit access doors.
- Artwork/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.

Lennox School District

Injury and Illness Prevention Program

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 may go unattended or cause unsafe practices. There are numerous types of accidents from fires, slips, falls, burns, cuts and less common problems like food poisoning. Exposures are present for both Employees and Students 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 TOO 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 POTHOLDERS 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 storerooms 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 SERVICE 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 an 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 floorboards?
- ___ ___ 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?