

1 **ARTICLE 16 - SAFETY CONDITIONS**

2 **16.1** Bargaining unit members shall not be required to work in unsafe conditions or to
3 perform tasks that endanger their health.

4 **16.2** Unit members who are attacked, physically assaulted, or menaced by any person
5 in the course of their employment shall report the incident to their immediate supervisor,
6 the local police, and the District Human Resources Office. The District and the unit
7 member(s) involved shall share any information relating to the incident.

8 **16.3** Unit members may, when necessary, use reasonable physical control in
9 performance of duties in the interest of self-defense or to protect others.

10 **16.4** Unit members will be responsible for wearing or utilizing all appropriate safety
11 apparel or devices that are provided by the District and following all District safety directives
12 and safety and health codes that apply to public schools. Failure to comply may result in
13 filing of a District Safety Violation form and may result in disciplinary action.

14 **16.5** Unit members may refuse to perform a duty considered to be placing the unit
15 member in imminent danger of serious injury until there is a determination by the District.
16 If not satisfied with the determination by the District, the unit member may notify CAL-
17 OSHA. If it is determined that no justification for concern of imminent danger was present,
18 the unit member may be subject to disciplinary action in accordance with Article 17.

19 **16.6** The District shall follow the smog (ozone) chart set forth by the Southcoast Air
20 Quality Management District with the episode levels and recommended protective actions.
21 The current chart shall be available from the district office.

22 **16.7** The District shall comply with the provisions of the California Occupational Safety
23 and Health Act, as amended (California Labor Code 6300, et seq.) and regulations relating
24 thereto. (California Administrative Code Section 330, et seq.)

25 **16.8** The Association shall appoint one (1) representative to attend the District Safety
26 Committee established to implement the provisions of Labor Code 6401.7; i.e., SB 198
27 Injury and Illness prevention program. The District Safety Committee shall provide each
28 work site with a general procedures booklet. The District Safety Committee shall review
29 and answer all inquiries and/or recommendations of the Site Safety Committee.

30 **16.8.1** - All unit members are expected to comply with the Injury and Illness
31 Prevention Program Policy. Each unit member shall be provided a copy of said
32 policy.

33 **16.8.2** - Upon notification of an unsafe condition or hazard on a District form, the
34 site supervisor will investigate and report the findings and describe the measures

1 taken to correct the condition, when appropriate, to the District Risk/Safety
2 Supervisor. The District shall correct unsafe and unhealthy conditions and work
3 practices in a timely manner based on the severity of the hazard.

4 **16.8.3** - A unit member's failure to comply with safety rules, procedures and policies
5 may be cause for disciplinary action by the District.

6 **16.8.4** - With unit member participation, each site shall have a site safety committee,
7 which shall meet monthly and review "reports of unsafe condition or hazard",
8 employee injuries reported and incidents of student accident. The Site Safety
9 Committee shall review and enforce the site inspection program and report unique
10 or unaddressed site issues to the District Safety Committee.

11 a. Site Inspection Program - The site/department personnel will perform
12 periodic self-inspections of their classroom shop, office or other workplace.
13 Forms for this purpose will be provided by the Risk/Safety Department. Upon
14 completion of the inspection, a copy of the completed checklist will be submitted
15 to the Risk/Safety Department for review and presentation to the District Safety
16 Committee;

17 b. The recommended schedule of inspections for each facility is as follows:

18	Buildings	Once a semester
19	Classrooms	Once a semester
20	Grounds	Monthly
21	Playgrounds	Daily (forms completed monthly)
22	Laboratories	Quarterly
23	School Shops	Quarterly
24	Home Economics	Quarterly
25	Gymnasiums	Quarterly
26	Bleachers	Quarterly and prior to each use
27	Athletic Fields	Daily (forms completed monthly)
28	Swimming Pool	Daily (forms completed monthly)
29	Auditoriums	Once a semester and prior to each use
30	Cafeterias	Monthly
31	M&O Shop	Monthly
32	Transportation	Daily (yearly by CHP)
33	Boiler Rooms	Annual by Insurance Carrier Quarterly by
34		M&O personnel
35	Motor Vehicles	Daily by operator

- 1 **16.9** The District is responsible for coordinating contact with outside agencies,
2 maintenance of Emergency Procedures manuals, policy development and review, periodic
3 training, equipment maintenance, coordination of emergency evaluation drills,
4 maintenance of District and work site safety supplies and maintenance of work site safety
5 devices.
- 6 **16.9.1** - The District shall provide each site with First Aid kits containing first aid book
7 and basic first aid supplies.
- 8 **16.9.2** - With unit member participation, each site shall annually review, update and in-
9 service all staff on the site emergency preparedness plan. A copy of the District and
10 site emergency preparedness plan shall be available upon request of any unit member
11 from the site principal or principal designee.
- 12 **16.9.3** - Unit members shall remain on campus and participate fully as a “Disaster
13 service worker” under Government Code, Chapter 8, Division IV, Title I in the event of
14 an emergency or natural disaster until released pursuant to the District Disaster
15 Preparedness Plan.
- 16 **16.10** For unit members of designated positions whose health plan does not cover the
17 cost of Hepatitis B injection, the District shall provide the injection at no cost. Any
18 designated unit member beginning the injection series provided by the District and not
19 completing it for other than medical reasons, will be charged for the medical cost incurred
20 by the District. The following are designated positions as defined by the District’s exposure
21 control plan:
- 22 Campus Security
 - 23 District Safety Officers
 - 24 Health Assistants
 - 25 Licensed Vocational Nurses
 - 26 Custodians
 - 27 District Maintenance staff assigned plumbing duties
 - 28 SH/SDC Aides
 - 29 All school site office staff members required to take care of minor first aid type
 - 30 injuries
 - 31 Infant Center staff
 - 32 Children’s Center staff
 - 33 Bus Drivers
- 34 **16.11** The District shall attempt to keep all school grounds and facilities free of rodents,

1 pests and unwanted insects. If insecticides or poisons are used for this purpose, the
2 District shall make every attempt to apply them at times when unit members and students
3 are not present.

4 **16.12 Dress Code (Employee Dress Code Procedure)** - Unit members shall be
5 responsible for their own attire that is reasonable and appropriate for the type of work that
6 they are assigned. Their grooming and cleanliness shall set a positive image for fellow
7 staff members, students and the general public. The attire of unit members during times
8 when they are performing their assigned duties must be viewed in light of the following:

- 9 a. Dress should reflect the professional position of the unit member and must be
10 appropriate to the assignment of the unit member.
- 11 b. Unit members are role models for students. Their appearance and dress must set
12 a good example for students.
- 13 c. Clothing and/or accessories must not constitute safety hazards.
- 14 d. Appropriate and safe footwear must be worn.
- 15 e. Clothing must be neat, clean, and in a good state of repair.

16 **16.12.1** - It is understood that on days when special events or activities are taking place
17 at the work site, unit members may wear clothing befitting the special event or activity.
18 This includes wearing informal clothing for a unique assignment and wearing shorts
19 during hot weather that are no higher than three (3) inches above the knee.

20 **16.12.2** - Where a unit member needs a reasonable accommodation based upon
21 medical needs, physical disability, religion or ethnic/cultural requirements, such request
22 will be made to the immediate supervisor.

23 **16.12.3** - The District shall supply District designed clothing to Campus Security, District
24 Safety Officers, Maintenance & Operations staff (Grounds, Maintenance and Custodial
25 job families), and Transportation employees. District employees shall be required to
26 wear such clothing at all times when performing their assigned duties. Campus
27 Security and District Safety Officers, who will be provided with appropriate seasonal
28 clothing, shall be required to wear such clothing as the outer garment to be visible at
29 all time when performing their assigned duties.

30 **16.12.4** - The District will continue its practice of providing and maintaining shirts to unit
31 member classifications presently provided with District clothing.

32 **16.12.5** - The issuance of District supplied clothing for campus supervisors and
33 transportation employees shall not set a precedent for any other future requests for
34 District issued clothing.