Aromas - San Juan Unified School District

PROGRAM for MANAGING EMPLOYEE INJURY RISKS (PMEIR)
(pronounced premier)
(Complies with Cal/OSHA CCR Title 8 Section 3203 IIPP)

TABLE OF CONTENTS

Scope 3

District Commitment 3

Risk Evaluation and Control 6

Safety and Health Training 8

Communication with Employees on Safety and Health Issues:: 9

Incident Investigation. 10

Documentation/Recordkeeping 10

Appendix A District Safety and Health Policy 11

Appendix B District Safety Committee Guidelines: 16

Appendix C Site/Department Safety Committee Guidelines. 17

Appendix D JPA Safety Training Matrix. 18

Appendix E Cal-OSHA Serious Injury/Death Reporting Requirements 19

Appendix F Company Nurse (Employee Injury Procedure). 20

Appendix G Guidelines for Utilizing JPA Safety Dollars: 21

Appendix H Return-to-Work Program (Transitional Job Assignments). 25

Appendix I Effectively Investigating Work-Related Injuries:. 34

Appendix J RESPONDING TO AN ONSITE INSPECTION BY CAL-OSHA. 35

Appendix K District Safety Rules. 38

Appendix L Safe Work Practices 32

Appendix M List of Risk Control Checklist Forms: 49

Appendix N Safety Orientation Guidelines Checklist:. 50

Appendix O Wildfire Smoke: Communication and Respiratory Protection 52

Appendix P Supervisor's Guide to Managing Employee Injury Risks. 55

Appendix Q Heat Illness Prevention Plan 66

Appendix R Bloodborne Pathogen Exposure Control Plan. 72

Appendix S Workplace Violence Protection 80

I. SCOPE

Aromas-San Juan Unified School District believes that all employees benefit from a safe and healthy work environment. We are committed to maintaining a workplace where all employees are expected to participate in achieving the common goal of minimizing and reducing risks to the lowest possible level. It is the intent of Aromas-San Juan Unified School District to ensure compliance with applicable local, State and Federal laws and regulations governing workplace safety. To help achieve this, the District has developed a program for managing employee risks. The goal is to work collectively with employees, employees' unions, and all other stakeholders to identify, control, reduce and prevent the risks associated with unsafe conditions and behaviors.

II. DISTRICT COMMITMENT

A. Location of the Injury and Illness Prevention Program:

A copy of the District's written Injury and Illness Prevention Program shall be kept in a location where all employees have access to it on the District Website and school offices.

B. Employer Information

Aromas-San Juan Unified School District is a public educational agency providing educational services to students grades TK through 12. We have comprehensive Extended Learning and Preschool Programs.

Aromas-San Juan Unified School District
2300 San Juan Highway
San Juan Bautista, CA 95045
(831) 623-4500

C. Compliance

1. All employees, including managers and supervisors, are responsible for complying with the contents of this program. The District recognizes that compliance with this program not only meets the requirements of state law but is essential in meeting our goal of controlling work-related risks to the greatest extent possible. Successful compliance with this document will enhance our safe culture.

2. Maintaining a safe culture is paramount. Violation of safety rules, procedures and policies will not be tolerated. The District reserves the right to implement its disciplinary policy when an employee violates a safety rule, procedure or policy. The severity of the discipline should fit the severity of the violation.

D. Return-to Work or Transitional Job Assignments (TJA's)

If an employee is injured on the job and receives work restrictions from their medical provider, the District will attempt to find meaningful temporary and transitional work during the injury recovery phase. The TJA procedure is located in (Appendix H).

E. Responsibilities

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Superintendent

The superintendent is responsible for establishing, maintaining and communicating a safe culture, acceptable risk attitude, and risk appetite.

He/she is ultimately responsible for the Program for Employee Risk Management.

2. Risk Manager (Chief Business Official)

The Risk Manager or designee has the authority and responsibility for ensuring Aromas-San Juan Unified School District employees are provided a safe and healthful place to work. Specific responsibilities include but are not limited to:

a) Implementing the Employee Risk Control Program otherwise known as the Injury and Illness Prevention Plan (IIPP). Ensure this written program is posted in a location where all employees have access.
b) Ensuring workplace hazard risks are controlled and/or mitigated in a timely and effective manner.
c) Establishing a District Safety Committee and if applicable, designate a District Safety Committee Chair to carry out the responsibilities referenced in Appendix B);
d) Overseeing all District Safety Committee meetings, and ensuring all sites and major departments are represented (See Appendix B for a list of responsibilities).
e) Ensuring all new employees are trained on the District's IIPP and all applicable health and safety procedures during new hire orientation (See Appendix D for a list of required training and Appendix N for New Employees).
f) Ensuring new employees, who work in occupations that require use of specialized equipment, (i.e. groundskeeping equipment, boilers, HVAC units, electricity, ladders, equipment that lifts employees, forklifts, fall protection equipment, respirators, woodworking/metalworking equipment, tractors, any other equipment that requires special knowledge, etc.) have received proper documented training either via classroom training, online training, job shadowing or any combination thereof on the manufacturers safe operating procedures Documented training should occur prior to the new employee working with the specialized equipment.
g) All new hire employees receive information on the California workers compensation process and are provided with an opportunity to predesignate a physician in the instance of a work-related injury.
h) Ensuring employees are instructed on the procedures for reporting work-related incidents, injuries, and workers' compensation claims.
i) After an employee is injured, ensuring the injured employee receives proper medical care and workers compensation benefits by engaging with the injured employee and the employee's insurance examiner.
j) Ensuring serious workplace injuries and fatalities are reported to Cal/OSHA immediately upon knowledge (See Appendix E on how to report a serious injury or fatality).
k) Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules (Appendix K) and policies.
l) Ensuring every injured employee's doctor-driven restrictions are accommodated to the greatest extent possible. (See Appendix H for the procedure on injured employee accommodation)

The Risk Manager may assign all or some of these tasks to other individuals within the District but is ultimately responsible for implementation and maintenance of this program.

3. **Managers** (Superintendent/Associate Superintendent/Assistant Superintendents, Directors, managers, etc.)

   Management, at all levels, has the responsibility to provide employees with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, and liabilities. To meet this commitment, management will do their best to:

   a) Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety policies and procedures.
   b) Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
   c) Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
   d) Promote safety training and education.
   e) Hold each supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

4. **Supervisors** (Anyone supervising employees)

   Each Supervisor is responsible and accountable for compliance with the provisions of the program within his/her school site/department jurisdiction and must ensure the following:

   a) All personnel are briefed and fully understand work procedures and policies.
   b) Enforce employees' compliance with District, State and Federal laws and regulations.
   c) All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each specific job task is safely accomplished.
   d) All employees are instructed and understand the use and need for protective equipment relating to the job.
   e) Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
   f) 5-Minute Safety meetings are conducted regularly to ensure safety information is communicated to all employees under your jurisdiction.
   g) All accidents are thoroughly investigated with the intention of finding the root causes and applying adequate corrective recommendations.
   h) Ensure all employees under your jurisdiction are properly trained for the job tasks he/she will be performing.
   i) Employees must be properly trained on the safe operating procedures of all powered equipment.
   j) Employees are evaluated on their compliance with this document, District safety procedures/rules/policies, and verbal/written safety communication.
   k) Proper safety procedures are prepared and used for all hazardous operations.
   l) All periodic inspections within his/her jurisdiction are completed as scheduled.

4. **Employees**

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. To accomplish this goal, employees will:

a) Perform all tasks safely. Know the hazards and risks prior to beginning a task.
b) Adhere to all written and verbal safety policies and procedures.
c) Report unsafe conditions and potentially unsafe conditions to their immediate supervisor. If their supervisor does not respond in a timely manner, the employee should elevate it to the District Risk Manager.
d) Wear safety protective devices as required.
e) Ensure no drugs (prescription or non-prescription) are used that can cause physical or mental impairment.
f) Report injuries immediately and seek immediate medical attention when required.
g) Cooperate and take part in the District Risk Management Program, workshops, training, and safety meetings as appropriate.

III. RISK EVALUATION AND CONTROL

Aromas-San Juan Unified School District will use the following system for identifying, evaluating, and preventing occupational safety and health hazards and risks.

A. Risk Control Inspections

1) Risk Control Inspections will be conducted periodically to help minimize the risks associated with unsafe conditions. All work areas will be inspected with a Risk Control Inspection Checklist (Appendix M). Identified discrepancies will be mitigated in a timely manner. Corrective measures for each documented discrepancy will be tracked until the discrepancy has been corrected. The supervisor of each department/Site is responsible for ensuring each discrepancy is corrected in a timely manner.

2) In general, inspections will be conducted:
   a) When the program is first established.
   b) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.
   c) Whenever a new or previously unrecognized hazard(s) are evident.

3) All inspections must be documented on a District approved Risk Control Inspection Checklist form (Appendix M) and maintained on file for 1 year plus the current year.

4) Discrepancies noted on the Risk Control inspection forms will be mitigated in a timely and effective manner. Work orders, that are safety related, will be prioritized according to the risk severity and/or frequency. In other words, is the risk of a severe injury high/moderate/low and is the frequency of an injury very likely/likely/unlikely to occur?

B. Guidelines for Responding to an Onsite Inspection by Cal-OSHA

If a Cal – OSHA inspector arrives at a school site, utilize the Cal – OSHA inspection procedures in (Appendix J).

C. Employee Hazard Reporting Procedure

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. (This includes any employee perceptions of verbal threats, abuse by any co-worker, parent, student, etc.). If the hazardous condition is not corrected in a timely manner by the employee's department/site supervisor, the hazardous condition should be elevated to the District Risk Manager. Employees must report hazards via this hierarchy prior to contacting an outside government agency.

D. Safe Work Practices

Each supervisor shall ensure new employees, injured employees who need retraining and employees who need a refresher are properly trained in the Safe Work Practices (Appendix L) for their occupation.

E. Imminent Hazards

Whenever foreseeable, it is the District's intent to immediately abate any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be safely removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to safely reduce the risk of the hazard.

F. Hazard Control

1) When unsafe or unhealthy work conditions, practices or procedures are identified, observed or discovered, they shall be corrected in a timely manner based on the severity and frequency of the risk.
2) Work requests that are generated from Safety Inspection Reports or from employees reporting hazards shall be forwarded immediately to maintenance and operations. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

IV. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training will occur:

1. Supervisors are responsible for providing Safety Training for employees under their jurisdiction:

a) Initial IIPP training shall be provided for all current employees as soon as possible after the establishment of the school district's Injury and Illness Prevention Program.

b) New employees shall be provided initial training upon hiring and prior to assignment.

c) Employees shall be provided training when assigned to a new task or job for which training has not been received.

d) Supervisors shall be trained on the hazards and safe practices in their area of responsibility.

e) All employees shall be properly trained on the safe operation of all applicable equipment, machinery, etc. including general school/site safety.

f) All employees shall be properly trained on the safe work practices of their job by providing them with a copy of the job hazard analysis.

B. **Supervisor Training**

1. The District will provide safety training in accordance with the Safety Training Matrix (Appendix D).

   a) All training will be documented on the SafeSchools Online Training System..

C. **New Employee Orientation Training** (See Appendix N)

1. The District is responsible for training new employees. It shall consist of the following topics at a minimum:
   a) District Safety Rules (Appendix K)
   b) Injury and Illness Prevention Program highlights
   c) New Hire Orientation online training modules
   d) Back Injury Prevention online training module
   e) Slips, trips and falls online training module
   f) Occupation specific Safe Work Practices (Appendix L)
   g) Occupation specific powered equipment training
   h) General Bloodborne Pathogen online training module

V. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. The following methods shall be used to effectively communicate with the school district employees to meet the required standard.

B. Safety committees

1. District Safety Committee

a) The District Risk Manager or designee shall appoint members to the District Safety Committee. It should include representatives from each school site and department. The District safety committee will meet at least quarterly the school year and discuss the information contained in (Appendix B).
b) The District Safety Committee may assist the District Risk Manager in providing recommendations on how best to spend JPA Safety Dollars for reducing and preventing employee-related hazards (See Appendix G).

2. Site/Department Safety Committee

a) School Safety Committees shall be chaired by the principal or assistant principal of the school and should include representatives from each job classification (i.e. teachers, aides, custodians, food services). The committee shall convene at least every other month during the school year and discuss information contained in (Appendix C)

b) Department Safety Committees shall be chaired by the department director or supervisor and shall include at least three classified employees from that department. The committee shall convene at least every other month during the calendar year and discuss information contained in (Appendix C).

C. **5 - Minute Safety Meetings**

5-Minute Safety Meetings will be conducted at least monthly. During these meetings, each supervisor will discuss the monthly topic with all employees under his/her direct supervision.

D. **Anonymous Notification**

All unsafe conditions will be reported to supervision initially. The supervisor of each site and department will ensure all employees are notified of their responsibility to notify their supervisor of unsafe conditions. The supervisor is responsible for ensuring all identified hazardous conditions are resolved in a timely manner. If an employee so wishes, he/she may make such notification anonymously by sending an interoffice memo or email to the District Risk Manager.

VI. INCIDENT INVESTIGATION

A. **Purpose**

The Supervisor is responsible for the initial investigation of all employee work-related injuries under his/her jurisdiction. The purpose of an investigation is to find all the facts and causes. Then determine the best short- and long-term corrective action. Conducting a thorough investigation shows the injured employee as well as their co-workers that the safety of employees is important enough to determine the cause of the injury as soon as possible with subsequent corrective action.

B. **Responsibility for incident investigations**

The Supervisor shall be responsible for conducting the incident investigation within 24 hours of the injury or as soon as practically possible. If the injured employee's supervisor is not available, the supervisor's direct report should conduct the incident investigation. An accurate and thorough investigation includes observing the area where the incident occurred and having the employee reconstruct the incident.

C. **Procedure for investigation of Incidents**

1. Complete the Supervisor's section of the Incident Report form (Appendix F) as soon as possible and forward it to the Human Resources Department at the District Office within 24 hours. This is to ensure corrective action of the unsafe condition is completed in a timely manner. Also, the workers compensation system mandates short time frames for completing the workers compensation paperwork.
2. Ensure the immediate and long-term corrective action is assigned to the applicable department/person.
3. Follow-up to ensure the corrective action(s) have or are on schedule to be completed by the estimated completion date.

D. Procedure for reporting a serious injury or death

The District will notify Cal-OSHA when it has knowledge of a work-related serious injury or death. (See Appendix E)

VII. DOCUMENTATION/RECORDKEEPING

A. **Location**

All documented safety related training, investigations, inspections, and safety committee meeting minutes will be retained by each site/Department.

B. **Retention Period**

All safety event documentation, as listed in this document, shall be retained for at least one year plus the current year, except for specified job safety categories which have longer periods for certain activities under other code sections.

D. Each department/site supervisor shall ensure all safety communication, inspections, training, and all other forms of safety compliance/prevention efforts will be maintained on the District's IIPP Recordkeeping sheets.

APPENDIX A

Policy 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 07/14/2010 | **Last Revised Date:** 6/12/2024 | **Last Reviewed Date:** 6/12/2024

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Regulation 4157: Employee Safety

Status: ADOPTED

Original Adopted Date: 07/14/2010 | **Last Revised Date:** 10/09/2024 | **Last Reviewed Date: 10/09/2024**

The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

If the Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of an imminent hazard, including a machine, device, apparatus, or equipment that is in a dangerous condition or is dangerously placed, the Superintendent or designee shall post a notice of the hazard provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the workplace, operation, or process is made safe, and the required safeguards, safety appliances, or devices are provided. (Labor Code 6325)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program

2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but are not limited to:

    a. Recognition of employees who follow safe and healthful work practices

    b. Training and retraining programs

    c. Disciplinary actions

3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but is not limited to:
    a. Meetings

    b. Training programs

    c. Posting

    d. Written communications

    e. A system of anonymous notification by employees about hazards

    f. A labor/management safety and health committee

4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:

    a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace

    b. Whenever the district is made aware of a new or previously unrecognized hazard

5. A procedure for investigating occupational injury or illness

6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered

    When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided with the necessary safeguards.

7. Provision of training and instruction as follows:

    a. To all new employees

    b. To all employees given new job assignments for which training has not previously been received

    c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard

    d. Whenever the district is made aware of a new or previously unrecognized hazard

    e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

    The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

    The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee.

    When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic

copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or website that allows an employee to review, print, and email the current version of the district's injury and illness prevention program.

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.

2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.

3. Review results of the periodic, scheduled worksite inspections.

4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.

5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.

6. Submit recommendations to assist in the evaluation of employee safety suggestions.

7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified by law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are

not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.

2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate

Protection from Communicable Diseases and Infections

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

APPENDIX B

District Safety Committee Guidelines

Safety committee members should consist of a representative from each site and each classified department. Attempt to have an equal number of certificated and classified members. Ensure someone is recording the minutes.

- Meet at least quarterly. Try to keep the meetings to less than an hour.
- The committee members should help decide how to best spend JPA (Joint Powers Authority) Safety Dollar funds. Ensure the funds are distributed equitably among all departments and sites. There should be a full accounting of the funds at every District Safety Committee Meeting. There should be an opening balance, a list of purchased/encumbered items, and an ending balance.
- Participation from each site/department is paramount. Sending out the agenda one week before the meeting acts as a reminder. Every committee member should have a designated alternate.
- Initiate programs to stimulate and maintain employee interest in safety. For instance, recognize those sites and departments who are complying with the IIPP (Injury and Illness Prevention Program). Consider presenting any awards at the District Board of Trustees Meeting.
- Ensure there is two-way communication between the site/department safety committees and the district safety committee. In other words, each committee member should act as a safety communication liaison between the department/site and district safety committee. The member should also be responsible for communicating information covered in the District Safety Committee meeting to their respective site/department safety committee.
- Ensure Risk Control Checklists are utilized by each department and site on a semi-annual basis. Identified hazardous discrepancies should be addressed and tracked through a work order system or other means.
- Monitor injury statistics to determine trends and problem areas and address them accordingly.
- Review the root causes and corrective actions of injury reports and discuss lessons learned that may need to be shared with sites/departments.
- Review and evaluate safety recommendations from employees as well as any complaints that may affect sites/departments.
- Discuss ideas of how to increase safety awareness and improve the safety culture of the District.
- Discuss, review hazardous conditions identified by employees or parents.
- Review the status of recording safety events and online training on the District IIPP Recordkeeping Sheets.
- As soon as possible, following the meeting, email the draft minutes to all site/department supervision and committee members

APPENDIX C

Site/Department **Safety Committee Guidelines**

- Safety committee members should consist of the following as a minimum: Custodian, Food Services, Teacher(s), Principal or Assistant Principal and someone to record the minutes.
- SAFETY COMMITTEE MEETINGS DO NOT NEED TO BE STAND-ALONE MEETINGS. THEY CAN BE CARVED OUT OF AN EXISTING MEETING OR PIGGYBACK AN EXISTING MEETING.
- Meet at least quarterly. Try to keep the meetings no longer than an hour.
- Schedule the meetings for the entire school year.
- Try to email the agenda 1 week prior to the meeting.
- Encourage the District Safety Committee member to briefly communicate the actions of the last District Safety Committee meeting at a staff meeting and/or Site/Department Safety Committee.
- Initiate programs to stimulate and maintain employee interest in safety. For instance, recognize staff members during staff meetings who report unsafe conditions and those who are up-to-date with online training. Recognize staff members who have completed their semi-annual safety inspection. Recognize staff for doing their online training.
- Try to schedule a meeting after the District Safety Committee Meeting.
- Ensure safety inspections are being performed at the beginning of the school year and half way through the school year.
- Ensure all discrepancies, identified in the safety inspections, have been or are in the process of being completed.
- Monitor injury statistics to determine trends and problem areas and address them accordingly.
- Review and evaluate safety recommendations from employee suggestions as well as any complaints.
- Monitor the status of safety-related work orders. Ask office staff to report on the status of any outstanding safety-related work orders. Follow-up, in writing, with the maintenance department for each outstanding safety related work order that has not been addressed by the maintenance department in a timely manner.
- Provide feedback, via your District Safety Representative, on how best to spend the District Safety Dollar funds that are overseen by the District Safety Committee.
- Review the root causes and corrective actions of injury reports and discuss lessons learned that may need to be shared with sites/departments.
- Review the status of recording safety events and online training on the District IIPP Recordkeeping Sheets.
- As soon as possible, following the meeting, email the draft minutes to all staff members and post them in the staff break room.

APPENDIX D

JPA SAFETY TRAINING MATRIX
July 2026-2027

TRAINING FREQUENCY

Orange - Initial
Green - Every Year
Blue - Every 2 Years
Black - Every 3 Years
Purple - As Needed
CL = Classroom
OT = Online Training
EB = Either or Both

	Employee New Hire	Accident Investigation	Aerial Lift - Elevated Work Platform 1	Asbestos Awareness 1	Back Injury Prevention (Complete)	Back Injury/Lifting (Maint/Cust) 4	Back Injury/Lifting (Student Nutrition)	Back Injury/Lifting (Support Staff)	Back Injury/Lifting (Teachers/Aides)	Back Injury/Lifting (Transportation)	Back Injury Prev-Lifts/Trans (Spec. Ed)	Behavior Basics, Students w/ Autism	Bloodborne Pathogens (General) 3	Classroom Safety	Classroom Safety (Special Ed.)	Concussion Awareness	Crossing Guard Safety 2	De-escalation Strategies	Defensive Driving	Distracted Driving	Ergonomics (Office)	Electrical Safety 1	Emergency Operations Plan 5	Fire Extinguisher Usage	First Aid	Food Serv. Equip. Safe Use	Forklift 1	Hazard Communication (GHS)	Heat Illness Prevention (Outdoors)	Heat Illness Prevention (Indoors)	IPM (Integrated Pest Management)	IPM for Teachers and Office Staff	Ladder Safety 4	Lead Safety Awareness	Lock Out/Tagout 1	Mandated Reporter 7	Personal Protective Equip. 4	Playground Supervision	Safety (Manager's Role)	Security Staff (School Violence)	Security Staff (Safety Basics)	1626 School Security Guard Training 6	Safety Data Sheets	Science Lab Chemical Spills	Science Lab Safety	Sexual Harassment (Non-mgmt)	Sexual Harassment Policy and Prev.	Slips, Trips & Falls (Complete)	SPED (Support Staff)	SPED (Lifts and Transfers)	SPED (Safety in the Classroom)	SPED (Behavior Basics for Autistic)	Transportation Safety 1	Transportation (Bus Behavior)	Transportation (Securing Wheelchairs)	Utility Cart (Golf Cart) Safety 2	Welding, Cutting, Brazing Safety 2	Workplace Violence (Supervision)	Workplace Violence (Employee)
Length of Module →	28	28	25	2H	21	16	25	20	19	25	25	31	24	25	25	32	18	22	21	15	20	29	21	1H	34	32	53	25	23	29	60	22	26	17	26	36	17	19	40	25	24	24H	21	31	27	1H	2H	17	34	26	30	31	30	24	16	19	24	31	23
Administrator K-6	OT	OT							OT				OT	OT							OT		EB	OT				OT		OT		OT				OT		OT	OT	OT	OT					OT	OT									OT		
Administrator 7-12	OT	OT							OT				OT	OT		OT					OT		EB	OT				OT		OT		OT				OT			OT	OT	OT				OT	OT									OT		
Administrator Classified	OT	OT							OT				OT						OT	OT	OT		EB	OT					OT	OT	OT			OT		OT			OT						OT	OT									OT		
Administrator DO	OT	OT			OT								OT						OT	OT	OT		EB	OT								OT				OT			OT						OT	OT									OT		
Administrator Spec. Ed.	OT	OT									CL	OT			OT			OT	OT	OT	OT		EB	OT						OT		OT				OT			OT						OT	OT	OT	OT	OT	OT				OT		OT	
Bus Driver	OT									CL			OT				OT		OT	OT			EB	OT	CL			OT				OT				OT						OT			OT		OT							OT	OT	OT			OT	
Campus Supervisor	OT				OT																		EB	OT	CL											OT				OT	OT				OT		OT								OT			OT	
Clerical Non-School Office	OT							OT					OT								OT		EB	OT												OT									OT													OT	
Clerical School Office 7-12	OT							OT					OT								OT		EB	OT	CL							OT				OT									OT													OT	
Clerical School Office K-6	OT							OT					OT								OT		EB	OT	CL							OT				OT									OT													OT	
Coach/PE Teacher	OT								OT							OT					OT		EB	OT	CL					OT		OT				OT									OT													OT	
Crossing Guard	OT												OT				OT						EB	OT												OT									OT													OT	
Custodian	OT			OT		CL							OT										EB	OT				OT			OT		OT	OT		OT	OT								OT													OT	
Delivery Driver	OT									CL			OT						OT	OT			EB	OT		OT	CL						OT			OT									OT													OT	
Food Service Worker	OT						CL						OT										EB	OT		OT		OT		OT	OT					OT									OT													OT	
Groundskeeper	OT		CL			CL							OT						OT	OT			EB	OT				OT	OT		OT		OT	OT		OT	OT								OT													OT	
Health Clerk/Nurse	OT															OT					OT		EB	OT	CL						OT					OT									OT													OT	
Instr. Aide - Spec. Ed.	OT										CL		OT	OT	OT			OT			OT		EB	OT	CL						OT					OT		OT							OT			OT	OT	OT	OT	OT						OT	
Instructional Aide	OT								OT				OT	OT									EB	OT							OT					OT		OT							OT													OT	
Itinerant Worker	OT				OT														OT	OT	OT		EB	OT												OT									OT													OT	
Maintenance	OT		CL	OT		CL							OT						OT	OT		OT	EB	OT			CL	OT	OT		OT		OT	OT	OT	OT								OT												OT	OT	OT	
Mechanic	OT			OT	OT								OT						OT	OT			EB	OT			CL	OT		OT			OT		OT	OT								OT												OT		OT	
Occupational Therapist	OT										CL		OT		OT			OT	OT	OT	OT		EB	OT								OT				OT		OT							OT		OT	OT	OT	OT	OT						OT	
Security	OT				OT								OT										EB	OT												OT				OT	OT	OT			OT		OT												OT	
Teacher Elementary	OT								OT				OT	OT							OT		EB	OT								OT				OT		OT							OT													OT	
Teacher Science	OT								OT				OT	OT							OT		EB	OT				OT				OT				OT									OT	OT	OT	OT								OT	
Teacher Secondary	OT								OT				OT	OT							OT		EB	OT								OT				OT									OT													OT	
Teacher Special Ed.	OT										CL				OT			OT					EB	OT	CL							OT				OT									OT		OT	OT	OT	OT							OT	
Technology	OT				OT								OT						OT	OT	OT	OT	EB	OT								OT				OT									OT		OT									OT	
Warehouse	OT				OT								OT										EB	OT			CL	OT					OT			OT	OT								OT		OT											OT	

YELLOW BACKGROUND MEANS TRAINING FREQUENCY IS REQUIRED BY A GOVERNMENT ENTITY SUCH AS CAL-OSHA, ED CODE, OR EPA
WHITE BACKGROUND MEANS TRAINING IS REQUIRED BUT THE FREQUENCY IS NOT SPECIFIED BY A GOVERNMENT ENTITY, BUT HIGHLY RECOMMENDED BY THE JPA RISK MANAGER BASED ON LOSS CONTROL INJURY DATA
BLUE BACKGROUND IS FOR MANDATORY LIABILITY TRAINING WHICH WAS ADDED TO SIMPLIFY THE TRAINING REQUIREMENTS.

1 MAY NOT BE APPLICABLE TO THE OCCUPATION LISTED ON THE MATRIX
2 MAY BE APPLICABLE TO OTHER OCCUPATIONS NOT LISTED ON THE MATRIX
3 BLOODBORNE PATHOGENS HIGH RISK JOBS (CUSTODIANS, SPECIAL ED, PE TEACHERS, PRIMARY 1ST AID OFFICE, HEALTH CLERKS, ETC.) MUST HAVE A QUALIFIED PERSON (NURSE, PROFESSIONAL TRAINER), TO ANSWER QUESTIONS AND DISCUSS THE CONTENT OF THE DISTRICT'S EXPOSURE CONTROL PLAN IN ADDITION TO THE ONLINE TRAINING MODULE.
4 CLASSIFIED STAFF WHO ATTEND ANNUAL IN-PERSON TRAINING ARE NOT REQUIRED TO TAKE THE FOLLOWING ONLINE TRAINING CLASSES: BACK INJURY PREVENTION, LADDER SAFETY, PPE, SLIP/FALL PREVENTION.
5 EMERGENCY PREPAREDNESS IS A BROAD CATEGORY. EACH DISTRICT SHOULD SELECT THE TRAINING MODULES THAT ARE MOST APPROPRIATE FOR DISTRICT PERSONNEL AS WELL AS SITE/DEPARTMENT SPECIFIC TRAINING.
6 THERE IS NO ONLINE TRAINING THROUGH KEENAN SAFE SCHOOLS. CONTACT IMREADY AT KEENAN FOR MORE INFORMATION ON SB1626 TRAINING. ONLINE TRAINING IS ALSO AVAILABLE ON THE INTERNET.
7 INCLUDES EMPLOYEES OF CONTRACTORS WHO WORK WITH STUDENTS. ALSO INCLUDES BOARD MEMBERS AND VOLUNTEERS WHO INTERACT WITH STUDENTS OUTSIDE DIRECT SUPERVISION.

IMPORTANT NOTE: ALL APPLICABLE TRAINING IS REQUIRED INITIALLY FOR ALL NEW EMPLOYEES. AFTER THE INITIAL TRAINING, FOLLOW THE FREQUENCIES IDENTIFIED FOR EACH APPLICABLE OCCUPATION.
IMPORTANT NOTE: ENSURE ALL EMPLOYEES ARE ADEQUATELY TRAINED ON THE RISKS ASSOCIATED WITH THEIR JOB OCCUPATION. THEY MAY BE EXPOSED TO RISKS NOT IDENTIFIED ON THIS MATRIX.
IMPORTANT NOTE: IF AN EXISTING EMPLOYEE IS ASSIGNED TO A NEW JOB TASK/EQUIPMENT/SUBSTANCE THAT REPRESENTS A NEW RISK TO THEM, ENSURE THAT EMPLOYEE IS PROPERLY TRAINED FOR THE APPLICABLE RISK(S).
IMPORTANT NOTE: EMPLOYEES MUST COMPLETE THE MANDATED REPORTER TRAINING WITHIN SIX WEEKS OF HIRE. EXISTING EMPLOYEES MUST COMPLETE THE MANDATED REPORTER TRAINING WITHIN SIX WEEKS OF THE BEGINNING OF EACH SCHOOL YEAR.

APPENDIX E

CAL-OSHA Serious Injury/Death Reporting Requirements

California Law requires the employer of a seriously injured employee or an employee who has died to accurately report the work related death and/or serious injury immediately.

MANDATORY REPORTING REQUIREMENTS FOR A *WORK-RELATED* DEATH OR SERIOUS INJURY

- **Serious Injury** - any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization 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. This does not include any injury or illness or death caused by an accident on a public street or highway.

- All serious injuries and deaths must be reported immediately (as soon as you have knowledge that it is a work-related injury and meets the definition of a Serious Injury), to the Fremont Cal-OSHA office, by fax, telephone or email (see below).

- Each report shall include:

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

- The requirement for reporting serious injuries and deaths are based on employer knowledge of the time the serious injury occurred, not the date of injury. For example, if a person has a work-related heart attack and dies two months later from complications of the heart attack, you must report the fatality immediately to Cal-OSHA.

- **Cal-OSHA phone number** **(510) 794-2521**
  Cal-OSHA fax number **(510) 794-3889**
  Cal-OSHA email caloshaaccidentreport@tel-us.com

APPENDIX F

GUIDELINES FOR UTILIZING COMPANY NURSE

OVERVIEW -- Company Nurse is a confidential program provided by our insurance provider PIPS (Protected Insurance Program for Schools) to assist employees reporting an injury sustained while working. After reporting the injury to their supervisor or designee, the injured worker is required to call Company Nurse. The injured employee will be asked questions, from a Company Nurse Injury Care Coordinator, that are applicable to the employee's injury. They will then speak to a Registered Nurse who will triage the injury and advise the injured employee to either seek medical care from a preferred medical provider or self-treat. If the injured employee self-treats, the Registered Nurse will provide information to the injured employee on how to self-treat their injury.

Employees who are injured on the job, must notify their supervisor or designee immediately after the injury occurs.

Once the injured employee has notified their supervisor or designee, they are required to call Company Nurse and provide answers to all questions during a confidential discussion.

Injured employees are not required to speak to a nurse when they call Company Nurse. Injured employees are also not required to seek medical attention unless their supervisor or designee deems it necessary for precautionary measures.

The phone number to call Company Nurse, is posted in conspicuous locations frequented by all employees.

APPENDIX G

SANTA CRUZ - SAN BENITO
County Schools Insurance Group

Guidelines for Utilizing JPA Safety Dollars

JPA Safety Dollars are designed to be used to purchase or rent equipment that will minimize or eliminate work-related risks for employees and volunteers (a person who freely offers to take part in a work related task or activity – students are not volunteers) based on Risk Identification, JPA and District employee injury statistics, and Cal-OSHA Compliance. The highest priority for utilizing JPA Safety Dollars should be to reduce/eliminate hazards associated with falls and back injuries. The goal is to reduce risks to the lowest possible level, based on District resources, which in turn reduces injuries and subsequently lowers insurance premiums.

RISK IDENTIFICATION:

- Semi-annual Risk Identification Checklists should be used to identify unacceptable risks or discrepancies.
- Employees should be encouraged to report unsafe conditions or potentially unsafe conditions. JPA Safety Dollars should be used to eliminate or reduce these risks.

EMPLOYEE INJURY STATISTICS:

- The District and Site Safety Committees should review and analyze District and JPA employee injury statistics at every meeting to ensure all risks associated with employee injuries have been identified and corrective measures implemented.

Cal-OSHA COMPLIANCE:

- Complying with Cal OSHA regulations is another effective risk control tool where JPA Safety Dollars should be utilized. Supervisors should be familiar with the Cal OSHA regulations associated with their sites or departments.
- Outside consultant reports should contain prioritized risks associated with Cal-OSHA compliance as well as risks associated with school employees/volunteers.

<u>Further Clarification</u>

- JPA Safety Dollars should be used to eliminate or reduce moderate to high priority risks. Emergency equipment is not a moderate or high priority risk. Security risks such as radio communication is an acceptable use of JPA Safety Dollars.
- JPA Safety Dollars are designed to be used during the fiscal year they are assigned. Minimal carryovers are acceptable.
- JPA Safety Dollars should be overseen and managed by the District Safety Committee.
- JPA Safety Dollars are not designed to be the only means for reducing or eliminating risks. Districts may need to supplement allocated JPA Safety Dollars.
- JPA Safety Dollars can be used for paying an instructor to provide safety training if the JPA does not provide that type of training (i.e. Special Education Training).
- JPA Safety Dollars should not be used to pay for employee salaries or stipends.
- JPA Safety Dollars should not be used for purchasing maintenance agreements for the purposes of maintaining safety equipment (i.e. fire extinguishers).

We hope this helps clarify how JPA Safety Dollars should be spent. If you have any questions or need further clarification, please contact the JPA Risk Manager at dougevers@ymail.com or 831-818-8080.

- Cord covers: Use Velcro cord covers for carpeted surfaces.
- Floor stripping machines that reduce or eliminate falls
- High Visibility Safety Vests for employees who are working around moving vehicles.
- Guards for powered equipment.
- Powered tailgates for lifting heavy items into the back of a truck.
- Powered lifting equipment for special ed. students
- Renting power equipment to remove or reduce a hazard such as a concrete grinder
- Book carts for transporting teaching materials
- Assistive devices for transferring special needs students
- Table and chair dollies
- Desk movers
- Hooks for backpacks
- Office Ergonomic Equipment
- Maintenance/Custodial Ergonomic Equipment
- 3-step or 4-step stepladders (Must have a 300 lb. rating)
- Full size ladders (Must have a 300 lb. rating)
- Floor mats: they should always have cleats on the bottom of the mat.
- Custodial/Maintenance Protective Equipment (hearing protection, hand protection, dollies, handcarts, garbage carts, cordless drill (if using a hand-held screwdriver a lot) cleaning equipment that is uncomfortable or heavy i.e. backpack vacuum, backpack blower, etc.
- Two-way radios for security purposes.
- Protective equipment for science teachers (emergency eyewash station, goggles, gloves, chemical splash apron)
- Surge protectors (power strips)
- Protective equipment for food services personnel (Cut-resistant gloves, rubber gloves, oven mitts etc.)
- Safety Box cutters
- Cones/barricades/non-slip signs
- Cost for repairing/removing uneven walking surfaces (i.e. renting a concrete grinder)
- Outdoor lighting
- Housekeeping/Organization (shelving/hooks/bins or items that will allow materials to be stored off walking surfaces.
- Approved Safety gasoline containers
- Paper cutters with safety features (Preferably Rotary Paper Cutters)

APPENDIX H

RETURN-TO-WORK
TRANSITIONAL JOB ASSIGNMENTS (TJA's)

STEPS FOR TEMPORARILY ACCOMMODATING AN INJURED EMPLOYEE

1. While an employee is recovering from an injury, the District should make every effort to offer work while the injured employee is recovering. Doing so will aid the employee's recovery and reduce or eliminate unnecessary temporary disability (TD) benefits. The first step to accommodating an injured employee is to obtain the temporary work restrictions from the injured employee's medical provider. The medical provider is required to provide temporary work restrictions for every injured employee. Depending on the severity of the injury, the medical provider may not release the injured employee back to work with temporary work restrictions. If this is the case, and depending on the extent of the injury, the Keenan examiner and JPA Risk Manager will coordinate with the medical provider to release the injured employee back to work with temporary work restrictions. (Some medical providers may not be aware of the District's commitment for accommodating medical provider-driven temporary work restrictions.)
2. Once the temporary work restrictions are obtained from the injured employee's medical provider, the District should decide how they plan to accommodate the temporary work restrictions. Two choices are available:
    a. Provide temporary changes to the employee's regular job.
    b. Provide a temporary assignment to a different job or tasks. Both types of accommodations must comply with the employee's medical provider's temporary work restrictions. The employee's supervisor, in conjunction with the HR department, should decide if the work restrictions can be accommodated within the employee's regular job. If so, proceed to step 4.
3. If it is determined by the employee's supervisor and HR that the medical provider's temporary work restrictions cannot be accommodated within the employee's regular job, HR should then utilize the next option of assigning the injured employee a Transitional Job Assignment (TJA) or tasks from multiple TJA's. (A list of TJA's and associated tasks can be viewed following this document). When accommodating temporary work restrictions, consider making every effort to keep the employee at their usual and customary site/department as well as their usual and customary shift. (Depending on the employee's shift and work site, it may not be possible to keep the injured employee at their site and/or shift while recovering from an injury). If using tasks from one or more TJA, document the tasks on the District's Interactive Process form.
4. Begin the interactive process by reviewing and documenting the TJA tasks, the District would like to assign to the injured employee, on the Interactive Process form. Conduct an in-person meeting with the injured employee and HR representative. (Note: The injured employee's new or existing supervisor can be invited to attend the interactive process). During the meeting, the medical provider's temporary work restrictions must be communicated and discussed in a way the injured employee understands. In conjunction with the temporary work restrictions, the TJA and/or tasks associated with a TJA(s) should be reviewed and communicated in a way understood by the injured employee (Communicate openly and encourage a genuine meaningful dialogue). Once the injured employee has signed the completed interactive process form, he/she should sign the form along with the HR representative. The completed form should be shared with the injured employee's supervisor who will be overseeing the injured employee's temporary work restrictions. HR should also verbally reiterate to the supervisor the need for ensuring the injured employee always complies with the medical provider's temporary work restrictions.
5. Follow-up. The HR representative should follow-up with the injured employee periodically to determine if the TJA or TJA tasks continue to be appropriate. If the medical provider temporary

work restrictions change, a new interactive process form should be completed and signed. If the injured employee's medical provider temporary work restrictions do not improve after 3 visits, contact the Keenan Examiner and JPA Risk Manager to discuss the next step. The whole idea behind accommodating an injured employee's temporary work restrictions is to transition them back to their normal and customary job.

6. Be sure to track the number of days the employee is restricted while using the temporary assignment agreed upon by the District and employee during the interactive process. If the injured employee begins to approach 60 days with the same TJA or TJA tasks, the District should consider engaging in the interactive process to change the TJA or TJA tasks. This will help protect the District from the risk of having to permanently accommodate the TJA and/or TJA tasks.

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Campus Monitor (Job can be performed in a wheelchair)

RESPONSIBILITIES (circle all that apply)

- Conduct daily visual inspections of the perimeter of the school. (Walk on approved walking surfaces only. Do not walk on natural turf).
- Ensure perimeter fences are in good condition. Report all anomalies to your supervisor.
- Ensure walkways are in good condition. Report all unsafe conditions such as but not limited to mud/dirt/leaves on walking surfaces.
- Conduct daily visual inspections of the interior of the school campus. (Walk on approved walking surfaces only. Do not walk on natural turf).
- Lock perimeter access gates after school are in session in accordance with school policy.
- Monitor perimeter campus for suspicious activity that may jeopardize student safety such as but not limited to homeless encampment, suspicious/abandoned vehicles, suspicious person(s), etc. Report all anomalies to supervisor or designated staff.
- Watch online training videos.
- Report broken glass, syringes, trash accumulation, etc. as soon as possible to your supervisor or other designated staff.
- Visually inspect play areas for unsafe conditions. Report any unsafe conditions to your supervisor or designated staff.
- Greet and assist visitors with directions on where to check in at the office.
- Assist visitors with finding classrooms or other buildings on campus.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- You may be required to wear high visibility clothing.
- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Perform the following Online Training modules prior to Transitional Job Assignment:

Slip/Fall Prevention
Playground Supervision

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Elementary Student Helper (Job can be performed in a wheelchair)

RESPONSIBILITIES (circle all that apply)

- Assist students with arriving and leaving school**.**
- Assist students with safely crossing intersections. (This task can be accomplished in a wheelchair).
- Watch online training videos.
- Monitor play structure activities. Report problems and concerns.
- Assist with recess activities by monitoring students.
- Assist with lunch time activities. Report unsafe activities such as bullying (verbal and physical).
- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Encourage students to throw their garbage in the trash receptacle.
- Help staff pick up remaining trash on the ground and tables. (Use a grabber)
- Monitor hallways in between recesses.
- Assist injured or sick students to the health/First Aid office.
- Assist staff with wiping down outside tables.
- Assist staff with wiping down cafeteria tables.
- Monitor student behavior by being a silent rider. Report unsafe activity to the bus driver.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- You may be required to wear high visibility clothing.
- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Do not walk on natural turf areas.
- When picking up trash, use a grabber.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete the following Safety Training modules, if applicable, and any other assigned modules prior to performing job tasks.

- Slip/Fall Prevention
- Playground Supervision

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Library Advocate

RESPONSIBILITIES (circle all that apply)

- Help monitor the library.
- Catalog new materials, including labeling/covering/stamping as needed.
- Provide clerical assistance as needed.
- Assist with coding new books
- Shelve returned books
- Assist students with finding books.
- Listen to students read.
- Process new materials including books, audiovisual materials, and computer software.
- Clean tables, desks and work surfaces.
- Read to students.
- Assist Librarian with student activities as needed
- Contact guest speakers.
- Repair damaged books.
- Assist in making/arranging book displays/bulletin board displays
- Help maintain an organized, clean, attractive and inviting Library Media Center
- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- Always watch the walking surface while walking.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete the following Safety Training modules, if applicable, and any other assigned modules prior to performing job tasks.

- Slip/Fall Prevention
- Back Injury Prevention

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Office Support

RESPONSIBILITIES (circle all that apply)

- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Provide clerical assistance as needed.
- Complete Office Risk Identification checklist.
- Greets office visitors, including students, parents and the general public; ensures all visitors/students sign in and out as required.
- Monitors inventory of goods and equipment.
- Types, copies, and files forms, correspondence, memos, reports, spreadsheets, and notices.
- Distributes mail to teacher mailboxes.
- Run errands for secretaries/counselors.
- Performs filing/shredding.
- May assist with playground supervision.
- Clean and sanitize counters.
- Provide clerical assistance as needed.
- Watch applicable online training videos.
- Translate Risk Identification forms.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Only walk on designated and approved walking surfaces. Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete the following Safety Training modules, if applicable, and any other assigned modules prior to performing job tasks.

- Slip/Fall Prevention
- Office Ergonomics
- Playground Supervision

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Restoration Specialist

RESPONSIBILITIES (circle all that apply)

- Walk the entire campus and pick up trash with a grabber/picker.
- Observe or inspect the bathrooms when students are in class.
- Sanitize countertops in multi-use buildings.
- Sanitize the bathroom sinks when students are in class.
- Clean and sanitize the Staff Lounge/break room.
- Clean the inside and outside of the refrigerator in the staff lounge/break room.
- Paint the top of parking blocks to increase visibility.
- Redistribute playground surface material with a rake when students are in class.
- Clean windows that are within your reach from ground level. Do not use a ladder.
- Clean and sanitize all handrails, outside door knobs, bathroom doors, bathroom stall partitions, inside door knobs (when students are not in classrooms).
- Inspect all light fixtures and document which light bulbs need replacing.
- Dust areas that are accessible from ground level. Do not use a ladder.
- Clean and sanitize cafeteria tables/benches, picnic tables/benches, library tables and chairs, etc.
- Clean and sanitize outside of lockers and benches. (Obtain permission from PE Teacher prior to entering opposite sex locker rooms).
- Watch applicable online training videos.
- Translate Risk Identification Inspection Forms.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Wear personal protective equipment when using chemicals. Check the SDS (Safety Data Sheet) of each chemical to ensure you are wearing proper protective equipment.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Only walk on designated and approved walking surfaces. Do not walk on natural turf areas.
- Always watch the walking surface while walking.
- Do not ask students for help.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete the following Safety Training modules, if applicable, and any other assigned modules prior to performing job tasks.

- Safety Data Sheets (SDS)
- Hazard Communication
- Slip/fall Prevention
- Personal Protective Equipment

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Risk Control Specialist

RESPONSIBILITIES (circle all that apply)

- Visually check fire extinguishers monthly for the following:
  - Mounted on the wall.
  - Gauge needle points to the green area on the round indicator.
  - Nozzle is clear of any obstruction.
  - Extinguisher is easily accessible (no obstacles – no reaching required).
  - Record the inspection on the site's recordkeeping Doc.
- Visually check the illuminated exit signs monthly
  - Use a long pole to depress the "Test" button. If the light stays on, the battery is good. If the light goes off, the battery is not good. Record the inspection on the site's recordkeeping Doc.
- Visually check the emergency lighting monthly
  - Use a long pole to depress the "Test" button. Do not stand on a ladder. If the light stays on, the battery is good. If the light goes off, the battery is not good. Record the inspection on the site's recordkeeping Doc.
- Visually check the Automatic External Defibrillators monthly per manufacturer's instructions. Record the inspection on the site's recordkeeping Doc.
- Visually inspect all outside walking surfaces for the following:
  - Bark, mud, sand, fallen tree pods, excessive leaf accumulation, uneven surfaces, curbing that is difficult to see, etc.
- Visually inspect all walking surfaces inside buildings for the following:
  - Cords that cross the walking surface, curled or frayed floor mats, curled or frayed rugs, missing floor mats at entrances to buildings with smooth floors, wet floors in bathrooms or adjacent to sinks, uneven surfaces, etc.
- Complete risk identification checklists. These are the same forms completed twice per year. For a list of forms, go to Appendix M.
- Visually check all stairs and handrails for the following and document any discrepancies:
  - Nose of each step is painted a contrasting color or has non-slip grooves embossed on the top of the concrete.
  - Handrail(s) are secure.
  - No debris is present on the stairs or at the bottom of the stairs.
- Visually check the play area structures for the following and document any discrepancies:
  - Ball wall is intact, sturdy, and no deterioration.
  - Climbing play structures have no loose or missing bolts/fasteners, all plastic components are in good condition (no burrs, cuts or damage).
  - All volleyball and basketball posts are in good condition and secure.
  - Soccer goals are anchored or if not in use, secured or locked to a fence or other suitable structure.
- Visually check all bookshelves and storage cabinets, over 5 feet tall, for wall anchoring (enter classrooms during recess/lunch periods only).
- Visually check for material stored on top of cabinets/shelving. No materials should be stored on top of cabinets.

- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Do not walk while performing visual checks. Stop, Observe, Record, Continue walking. Always watch the walking surface while walking.
- Do not ask students to help you find risks.
- Do not record discrepancies while walking.
- Do not inspect areas where students are playing.
- Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete all assigned training modules prior to performing job tasks.

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Room Assistant (may work in multiple rooms)

RESPONSIBILITIES (circle all that apply)

- Assist teachers with project preparation which may include but not limited to:
  - Cutting out shapes from butcher/construction paper
  - Stapling
  - Collating
  - Laminate
  - Make photocopies, handouts or worksheets
- Help monitor the classrooms, Computer Labs, recess, and lunch time.
- Provide clerical assistance as needed.
- Assist with experiment preparation.
- Provide homework assistance.
- Listen to students read.
- Simple grading (multiple choice tests).
- Pencil sharpener.
- Help organize classroom books/materials.
- Help plan parties or special classroom days.
- Contact parent volunteers.
- Clean tables, desks and work surfaces.
- Read to students.
- Help students catch up on missed work.
- Chaperone field trips.
- Contact guest speakers.
- Conduct research for upcoming lessons.
- Repair damaged books.
- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Always watch the walking surface while walking.
- Always observe students during recess and lunchtime from the perimeter of the play area.
- Do not actively play sports with students.
- Be cautious of hidden uneven natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other district sites.

OTHER JOB REQUIREMENTS

Complete all assigned training modules prior to performing job tasks.

APPENDIX I

EFFECTIVELY INVESTIGATING INJURIES

Aromas-San Juan Unified School District attempts to prevent as many injuries as possible. However, sometimes it is not possible to prevent or foresee certain types of injuries. All injuries are preventable except those caused by students or unforeseeable conditions. If an injury does occur to an employee, it is presumed the incident was not purposely caused by the employee. That being said, there have been cases where an employee has injured themselves away from work and claimed it as a work-related injury. Therefore, it is imperative that all injuries, no matter how minor, must be investigated in order to determine the root cause of the incident and/or whether the root cause is suspicious.

If we presume that a very high percentage of injured employees are legitimate injuries, then we must do our best to try to determine what happened and how it can be prevented to the injured employee and every other employee who may be exposed to the root cause(s). Listed below are the guidelines for completing a successful incident investigation.

- Investigate the injury as soon as possible or within 24 hours of knowledge. The sooner an incident is investigated, the better the memory of those involved. If a supervisor takes their time in investigating an injury, this may indicate a lack of caring. We should do everything in our power to show empathy towards the injured employee. Investigating in a timely manner shows we care.
- Have the injured employee show you what happened if possible. Visualizing what happened based on a verbal conversation is often misconstrued. Visual acuity is paramount when investigating an injury.
- Talk face to face with witnesses. Talking to a witness via phone or reading their statement only may not have the same impact as talking to the witness in person.
- Find the root cause(s). This is one of the most important aspects of an investigation. Performing a superficial investigation is a waste of your time, the injured employees and everyone else involved. To find the root cause(s), ask all parties involved, especially the injured employee, “why” questions. For example, an employee is injured after slipping on the floor. Here’s a typical scenario for asking “why” questions from the supervisor to the injured employee.
    - Q: Why did you slip? A: The floor surface was wet.
    - Q: Why was the floor surface wet? A: I’m not sure, but the entire bathroom floor was wet.
    - Q: Why do you think the entire floor was wet? A: It looked like it was freshly mopped, but I’m not 100% sure.
    - Q: Why do you feel the floor was mopped? A: It usually gets mopped sometime after school.

  Follow up questions:
    - Were there any cones or wet floor signs indicating the floor was just mopped? A: No, I did not see any.
    - Did it look like the toilets/sinks flooded? A: No
    - What can we do, in your opinion, to make sure this doesn’t happen again? A: Place wet floor signs and/or use a blower to dry the floor quicker.
- Determine the “immediate” corrective action(s). What can be done right now to prevent the same injury occurring to another employee.
- Determine the “long term” corrective action(s). What can be permanently done to ensure the injury doesn’t happen to anyone else. This is usually a work order.
- Document and report any inconsistencies in stories or suspicious information to the COE Risk Manager.

APPENDIX J

GUIDELINES for RESPONDING TO AN ONSITE INSPECTION FROM CAL-OSHA

INITIAL CONTACT

- Compliance personnel shall conduct inspections during normal business hours unless special circumstances necessitate otherwise.
- Compliance personnel shall identify themselves to the employer as State of California Division of Occupational Safety and Health.
- Compliance personnel shall obtain the employer's permission (from a management level representative), to enter the worksite and shall obtain the employer's permission to conduct an inspection of the worksite prior to beginning an inspection. When a management level or other acceptable employer representative is not present at the worksite, compliance personnel shall contact the employer by telephone and request permission to conduct the inspection. The employer has the right to deny access, but it is not recommended—you only delay the inevitable. CAL-OSHA may expand the scope of their inspection if they are denied access.
- The employer has the right to request an additional employer representative. The employer typically has 30-60 minutes for the additional employer representative to show up. Consider contacting the JPA Loss Control Coordinator at **831-818-8080**. The JPA Loss Control Coordinator is familiar with CAL-OSHA inspections and the CAL-OSHA regulations.

OPENING CONFERENCE

Compliance personnel shall hold a joint opening conference with the employer, or his or her representative, and bargaining unit representative of the employee(s). When it is not possible to hold a joint opening conference, compliance personnel shall hold separate opening conferences when appropriate. The following format contains the essential items compliance personnel need to include in an opening conference.

- Show their State of California Identification and exchange business cards with the employer;
- Explain the purpose and scope of the inspection;
- Inform the employer about the inspection walk-around procedures;
- Inform the employer about the employee complaint process;
- Explain to the employer the elements of the Cal/OSHA program in general terms;
- Review the employer's Injury and Illness Prevention (IIP) Program
- Ask the employer for consent to proceed with the walk-around part of the inspection.
- Explain the Title 8 injury and illness recordkeeping requirements and verify that the employer maintains the Log (OSHA Form 300), (Schools are not required to maintain the OSHA Form 300) and has a file of employer reports of employee injuries or illnesses (Form 5020 or equivalent)
- Ensure the employer has workers' compensation insurance

WALK-AROUND

- After the opening conference and while conducting the walk-around, compliance personnel may expand the scope of an inspection from partial to comprehensive if workplace conditions or employee comments suggest the need for a comprehensive inspection.
- An authorized employee representative shall be offered the opportunity by the employer to accompany compliance personnel during the walk-around.
- Where there is no authorized employee bargaining unit representative at the inspected worksite, compliance personnel shall consult with a representative number of the employer's employees concerning matters of workplace safety and health.

EXIT CONFERENCE

If there were no violations observed

- If compliance personnel are certain that no violations were observed during the walk-around and that no Citations or Notices will be issued, compliance personnel shall inform the employer that no violations were observed.

If violations were observed

- Field-Issued Violations
  If violations are observed during the walk-around and citation(s) are issued in the "field" without District Manager review and approval, a Closing Conference with the employer or the employer's representative shall be conducted.
- Office-Issued Violations
  If violations are observed during the walk-around, and citations are going to be issued at a Closing Conference to be scheduled at a date following the walk-around, compliance personnel shall conduct an Exit Conference with the employer prior to leaving the worksite. During the exit conference, compliance personnel shall provide the employer, or the employer's representative with:
  (a) A preliminary report about any violations observed during the walk-around;
  (b) An anticipated date of when a closing conference will be held and citations will be issued; and
  (c) Information about any recommended interim corrective action(s).

CLOSING CONFERENCE

Prior to conducting a closing conference, compliance personnel shall:

- Notify the employer, or the employer's representative, of the date and time of the Closing Conference and the employee's representative. The employer may choose to exclude the employee's representative at the closing conference. It is not recommended you exclude the employee representative unless there are extenuating circumstances such as safety and security.

During the closing conference, compliance personnel will:

- Discuss all conditions affecting occupational safety and health which were noted during the initial walk-around, and during any subsequent visits to the worksite.
- Issue, and explain, any Citations, Notices, etc.
- Discuss the methods to abate the alleged violation conditions referenced in the citation.
- Explain the proposed penalties for each Citation Item, how the penalties were calculated, the adjustment factors which affect calculation of the proposed penalties, the revocation of the 50% abatement credit (or doubling of the penalty) if abatement is not completed by the agreed upon abatement date, the penalty for failure to abate the violation condition, and the penalty for a repeated violation in the future;
- Explain the requirement that the employer must post a copy of the Citation at the required location in the worksite and the penalties for failure to post;
- Inform the employer that he or she may request an informal conference with the District Manager to discuss the inspection and the enforcement action within ten (10) working days of issuance of the enforcement document;
- Explain to the employer that he or she has the right to contest the enforcement action by filing an appeal with the Occupational Safety and Health Appeals Board in Sacramento within 15 (fifteen) working days of the issuance of the Citation, Special Order or Order to Take Special Action;
- Inform the employer that a follow-up inspection of their worksite may be conducted.
- Remind the employer that he or she is prohibited from discriminating against an employee for making a complaint, or having their labor union representative make a complaint, to the Division about workplace safety and health hazards, for participating in the walk-around part of the inspection, for being interviewed by compliance personnel during the inspection, for participating in the closing conference or for exercising any other right given to employees by the California Labor Code.

APPENDIX K

DISTRICT SAFETY RULES

- If you can, correct any unsafe condition(s) immediately. We all need to do our part to keep our campus safe. For unsafe conditions that cannot be resolved by you, report those to your supervisor immediately.

- Cal-OSHA requires all employees to be properly trained on the hazards associated with their job. Strive to attend and complete all safety training classes and online safety training modules assigned to you. It is not a good idea to use machines or powered equipment until you have been trained on the safe operating rules.

- Only lift an object if you can safely do so. If the object is too heavy or you need to carry it a long distance, ask for help or use a mechanical device such as a dolly or book cart.

- Many injuries occur when demonstrating techniques in a sport or playing competitively with students. Reminiscing your glory days should be done on your own time. Consider using a video, demonstrating in slow motion, or using a proficient student. Do not demonstrate or interact with students with a high degree of effort or competitiveness. Always wear athletic shoes in addition to proper warm-up and stretching techniques.

- Be responsible for your own safety. Injuries cost the District and taxpayers a lot of money. Know all the hazards associated with your job and how to prevent them.

- Keep your work area free of clutter. Do not place any material on top of cabinets except for empty boxes. Never place any boxes/materials in an area where employees walk. If you must place deliveries adjacent to a walking surface, cordon off the area with tall cones or caution tape.

- Distracted walking is a substantial risk of injury. Distracted walking consists of doing anything that prevents you from watching the walking surface. This includes using a cell phone, reading, carrying an item(s) that block your view of the walking surface, etc.

- Never use anything but an approved stepladder to access high surfaces. If you do not have access (your room or an adjacent room) to a stepladder, ask your supervisor to purchase one with Safety Dollars. Contact your custodian if you need assistance.

- When you are required to drive during work, always drive defensively and without distraction.

- If you sustain any type of injury at work, you must report it to your supervisor immediately. Your injury must be documented on the District's Incident Report form. If it is a minor injury and you prefer not to seek medical care, notify your Human Resources Department If you do not document the injury immediately and report it after the fact, the workers comp insurance company will perform a full investigation which wastes everyone's time and money. The primary goal of reporting an injury is to correct the unsafe condition, without blame, so the same incident does not happen to you or someone else.

- Safety Dollars are available to your district to help mitigate hazardous conditions that cause injuries to employees. Your District Safety Committee may oversee how Safety Dollars are spent. You should receive the minutes of all Safety Committee meetings.

- Always use the handrails when descending stairs.

- The District and the public are paying you to work safely; your students depend on it.

APPENDIX L
SAFE WORK PRACTICES
BUS DRIVER

TASK	BODY PART	HAZARD	PREVENTION
Sitting	• Elbow • Lower Back • Shoulder	• Prolonged driving • Driving with a poor posture • Vibration of uneven road surfaces through seat • No lumbar support	• Supply a lumbar support • Supply an air seat • Conduct stretches while waiting for students to exit or enter. • Ensure the seat is properly adjusted. • Stretch between routes
Shifting	• Lower Back • Shoulder • Hand/Wrist • Foot	• Direct pressure on the palm of the hand • Clutch pedal pressure against the foot	• Wear driving glove(s) • Remove hand after shifting.
Opening the door for students	• Hand/Wrist • Shoulder	• Direct pressure on the palm of the hand • Reaching from an extended position	• Get as close to the lever as possible. • Properly maintain the lever mechanism. • Wear driving gloves
Positioning and strapping wheelchairs	• Upper back • Lower back • Shoulders • Hands/Wrists	• Awkward back position • Overextended reaching	• Use proper body mechanics. • Receive back injury prevention training. • Use straps that are easy to connect and disconnect
Positioning handicapped students in the bus seat.	• Shoulder • Elbow • Lower Back	• Awkward back position	• Have the parent trap the child in during the morning route. • Obtain assistance from the parent or teacher.
Driving (Holding on to the steering wheel)	• Wrist/Hand • Shoulder	• Gripping	• Use driving gloves. • Grip should be loose but holding on to the steering wheel.
Crossing Guard	• All body parts	• Slip/Fall	• Hold on to the railing while ascending and descending • Be aware of uneven surfaces when stepping down from the bus.
Cleaning the inside of the bus	• Arms • Back	• Bending over • Picking up trash • Closing windows	• Receive Back Injury Prevention training • Encourage students to close windows prior to leaving the bus • Pick up trash with a grabber • Use a broom to clean the floors
Driving a vehicle	• All body parts	• Vehicle collision	• Use defensive driving tactics • Follow all State driving rules and regulations

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

SAFE WORK PRACTICES
GROUNDSKEEPING

TASK	BODY PART	HAZARD	PREVENTION
Lifting power machinery (e.g. mowers, edgers)	• Lower Back • Shoulder	• Equipment is too heavy. • No mechanism for moving the machinery onto the back of a truck.	• Use a ramp or TommyLift. • Obtain assistance if necessary. • Receive training on Back Injury Prevention
Using a compactor	• Lower Back • Shoulder • Hand/Wrist • Ears, eyes	• Direct pressure on the palm of the hand • Vibration • Noise • Improper use	• Alternate tasks. • Use anti-vibration gloves. • Contract out the work. • Use personal protective equipment • Receive training on the safe operating procedures
Using a jackhammer	• Hand/Wrist • Shoulder • Back • Ears, eyes	• Direct pressure on the palm of the hand • Vibration • Noise	• Alternate tasks. • Use anti-vibration gloves. • Contract out the work. • Use personal protective equipment • Receive training on the safe operating procedures
Weed Trimming	• Upper back • Lower back • Shoulders • Hands/Wrists • Ears, eyes, face	• Vibration • Gripping • Improper use • Noise	• Alternate tasks. • Alternate hands. • Use anti-vibration gloves. • Use personal protective equipment • Receive training on the safe operating procedures
Blower	• Shoulder • Elbow • Ears, eyes	• Gripping • Improper use • Noise	• Alternate tasks. • Control the source if possible. (e.g. replace sand with wood chips). • Use Personal Protective Equipment • Receive training on the safe operating procedures
Using a hedge trimmer	• Shoulder • Elbow • Back • Ears, eyes	• Gripping • Excessive weight • Vibration • Improper use • Noise	• Keep work below shoulder level. Use a ladder if necessary. • Alternate tasks. • Alternate hands. • Use anti-vibration gloves. • Receive training on the safe operating procedures
Riding a mower	• Lower back • Ears, eyes	• Vibration • Impact • Improper use • Noise	• Use an air seat or additional cushion or anti-vibration cushion. • Control the gopher population. Fill in holes with soil. • Renovate the fields. • Use personal protective equipment.

Lifting green waste material	• Lower back	• Bags full of green waste are too heavy	• Keep bags at a manageable weight. Use more bags if necessary. • Obtain assistance if necessary. • Move the vehicle closer to where your waste is located. • Use a mechanical device for assistance such as a wheelbarrow.
Using a chainsaw	• Back • Hands/wrists • Shoulders • Ears, eyes • Legs	• Vibration • Gripping • Excessive weight • Improper use • Noise	• Contract out the big jobs. • Alternate hands. • Alternate tasks. • Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Using a shovel	• Lower back • Shoulders	• Gripping • Excessive weight	• Alternate tasks. • Use a backhoe or other mechanical device • Alternate hands. • Use proper lifting technique. Obtain training. • Shovel smaller loads.
Heavy Equipment	• All Body Parts	• Falls • Improper use	• Contract out the big jobs. • Alternate hands. • Alternate tasks. • Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Driving a vehicle	• All body parts	• Vehicle collision	• Use defensive driving tactics • Follow all State driving rules and regulations
Ladder	• All body parts	• Fall • Carrying a ladder • Broken ladder	• Always use 3 points of contact when ascending or descending a ladder. • Inspect the ladder prior to each use. • Receive training on ladder safety • Use an extension ladder dolly
Chemicals	• Eye • Skin • Lungs	• Improper use • No protection • No SDS • No Label	• Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

SAFE WORK PRACTICES
MAINTENANCE/FACILITIES

TASK	BODY PART	HAZARD	PREVENTION
Remove and replace toilets, sinks, etc.	• Elbow • Lower Back • Shoulder	• Awkward positions of the lower back because of confined space	• Get assistance. • Use a Johnny Lift if space permits. • Receive proper training on back injury prevention. • Use proper lifting technique.
Removing wall plates and switch plates by hand	• Hand/Wrist	• Gripping • Direct pressure on the palm of the hand	• Use a portable power tool. • Alternate hands. • Keep work below shoulder level by utilizing a ladder or scaffolding. • Perform stretches and exercises throughout the day.
Use of a hand held portable snake	• Upper back • Lower back • Shoulders • Hands/Wrists	• Vibration • Gripping	• Utilize a support (blocks of wood) to rest the tool on. • Alternate tasks. • Alternate hands. • Use a portable snake that rests on the floor.
Remove and replace heavy appliances/equipment	• Lower back • Shoulder	• Gripping • Improper lifting	• Use proper material handling equipment. • Get assistance. • Receive proper training on back injury prevention. • Use proper lifting technique.
Blower	• Hand/wrist • Shoulder • Ears, eyes	• Vibration • Gripping	• Use leather gloves • Alternate tasks • Use anti-vibration gloves • Use personal protective equipment
Repair, remove and replace flooring	• Knees • Lower back • Shoulder	• Direct pressure on knee • Prolonged flexed knee position	• Use knee pads • Get assistance
Portable hand tools	• Hand/wrist • Elbow • Shoulder • Ears, eyes	• Excessive vibration • Direct pressure on palm of hand	• Alternate hands. • Keep work below shoulder level by utilizing a ladder or scaffolding. • Perform stretches and exercises throughout the day. • Limit tool use above shoulder level by alternating tasks. • Limit tool use above shoulder level by alternating personnel. • Use personal protective equipment.
Driving a vehicle	• All body parts	• Vehicle collision	• Use defensive driving tactics • Follow all State driving rules and regulations
Ladder	• All body parts	• Fall • Carrying a ladder • Broken ladder	• Always use 3 points of contact when ascending or descending a ladder. • Inspect the ladder prior to each use. • Receive training on ladder safety • Use an extension ladder dolly
Heavy Equipment	• All Body Parts	• Falls • Improper use	• Contract out the big jobs. • Alternate hands. • Alternate tasks.

			• Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Material Handling (boxes)	• Lower back • Shoulder	• Boxes are too heavy • Boxes are in a confined area • No mechanical device available	• Obtain assistance if necessary. • Use a dolly or cart. • Location of boxes should not subject the employee to lifting incorrectly. Boxes should be easily accessible. Rearrange storage area or obtain an additional storage area.
Using a shovel	• Lower back • Shoulders	• Gripping • Excessive weight	• Alternate tasks. • Use a backhoe or other mechanical device • Alternate hands. • Use proper lifting technique. Obtain training. • Shovel smaller loads.
Lifting power machinery	• Lower Back • Shoulder	• Equipment is too heavy. • No mechanism for moving the machinery onto the back of a truck.	• Use a ramp or TommyLift. • Obtain assistance if necessary. • Receive training on Back Injury Prevention
Chemicals	• Eye • Skin • Lungs	• Improper use • No protection • No SDS • No Label	• Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS
Electricity	• All body parts	• Improper use of electrical conductors	• Receive training in electrical hazards • Use Lockout/Tagout techniques

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

SAFE WORK PRACTICES
OFFICE

TASK	BODY PART	HAZARD	PREVENTION
Lifting material	• Upper back • Lower back • Shoulders	• Material is too heavy • Material is too high • Material is too low • Material is in a confined space requiring an awkward lifting position	• Request assistance from the custodian. • Receive training in proper lifting techniques. • Use dollies or carts. • Get help from a co-worker. • Use the correct lifting technique.
Working at a computer	• Lower back • Shoulder • Neck	• Keyboard is too high or too low. • Chair is not adjusted • Excessive mouse use	• Ensure the workstation is properly adjusted. • Do not work at the computer longer than 45 minutes without taking a short break. • Alternate hands when using the mouse.
Falls	• All body parts	• Uneven surface • Using a non-approved surface. • Slip on food • Standing on an inappropriate surface. • Trip on cord	• Always watch the surface you are walking on. • Do not take shortcuts • Be extra cautious of food on the walking surface on the playground and cafeteria. • Always use an appropriate ladder • Install cord covers or re-route cords that may cause someone to trip
Chemicals	• Eye • Skin • Lungs	• Improper use • No protection • No SDS • No Label	• Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS
Stepladder	• All body parts	• Fall • Carrying a ladder • Broken ladder	• Always use 3 points of contact when ascending or descending a ladder.
Cuts	• Hands	• Cut from guillotine style paper cutter	• Use paper cutters as intended. • Always use the provided finger guard.
Providing first aid to students	• Face, hands, arms	• Blood from student	• Assume every student has a blood disease. • Always protect yourself with gloves—no exceptions • Receive proper training in Bloodborne pathogen prevention and first aid.

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

SAFE WORK PRACTICES
STUDENT NUTRITION

TASK	BODY PART	HAZARD	PREVENTION
Standing on concrete floor or hard surface	• Back • Feet • Legs	• Hard surface • Prolonged standing	• Install anti-fatigue mats • Install a foot rest (a device for raising one foot off of the ground and resting it on an elevated surface) • Supply or recommend shoes with a firm soft sole • Rotate tasks
Assembly line (working at a counter or prep surface)	• Lower back • Shoulders • Neck	• Counter is too high or too low	• If the person is too short, supply a stool or platform. • Lower or raise the counter or table accordingly. • If the person is too tall, build a platform to be placed on top of the counter. • Alternate tasks.
Lifting heavy items	• Upper back • Lower back • Shoulders	• Material is too heavy • Material is too high • Material is too low • Material is in a confined space requiring an awkward lifting position	• All heavy items should be stored on the middle shelves. Build additional shelves if necessary. • Train employees in proper lifting techniques. • Dollies or carts should be available. • Ladders should be available for lifting items off of the top shelves. No lifting should be done above the shoulders. • Employees should be counseled to obtain help when lifting heavy or bulky items.
Using a manual meat slicer	• Shoulder • Elbow • Hand	• Slicer is too high • Slicer is at an awkward angle	• Alternate tasks • Purchase an automatic slicer • Use cut resistant gloves
Stirring in a large vat cooker	• Shoulder • Elbow	• Too much food—too heavy to stir	• Cook in smaller portions • Alternate tasks
Working at a computer	• Lower back • Shoulder • Neck	• Scanner is too far away • Keyboard is too high or too low	• Ensure the workstation is properly adjusted.
Manual cutting with knives	• Lower back • Wrist • Shoulder • Hand	• Dull knife • Counter is too high or too low	• Purchase items pre-cut. • Ensure knives are maintained in a sharp condition. • Ensure the counter is at proper height. • Use a platform on the floor if the person is too short or a raised platform on the counter if the person is too tall.
Washing pots, pans and utensils	• Lower back	• Sink is too deep	• Put a milk crate or similar in the bottom of the sink to rest heavy pans on.
Chemicals	• Eye • Skin • Lungs	• Improper use • No protection • No MSDS • No Label	• Ensure you read the MSDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the MSDS
Ladder	• All body parts	• Fall • Carrying a ladder • Broken ladder	• Always use 3 points of contact when ascending or descending a ladder. • Inspect the ladder prior to each use. • Receive training on ladder safety

			• Use an extension ladder dolly
Burns	• Hand • Forearm	• Removing pans from oven	• Use long oven mitts that protect the forearm • Minimize haste • Be aware of your surroundings when working in the vicinity of an oven or deep fryer.
By signing below, you understand the Safe Work Practices for your job occupation.			
Print Employee's Name		Signature of employee	Date

SAFE WORK PRACTICES
TEACHER/AIDE

TASK	BODY PART	HAZARD	PREVENTION
Lifting material	• Upper back • Lower back • Shoulders	• Material is too heavy • Material is too high • Material is too low • Material is in a confined space requiring an awkward lifting position	• Request assistance from the custodian. • Receive training in proper lifting techniques. • Use dollies or carts. • Get help from a co-worker. • Use the correct lifting technique
Working at a computer	• Lower back • Shoulder • Neck	• Keyboard is too high or too low. • Chair is not adjusted	• Ensure the workstation is properly adjusted. • Do not work at the computer longer than 45 minutes without taking a short break.
Falls	• All body parts	• Uneven surface • Using a non-approved surface. • Slip on food • Standing on an inappropriate surface. • Trip on cord	• Always watch the surface you are walking on. • Do not take shortcuts • Be extra cautious of food on the walking surface on the playground and cafeteria. • Always use an appropriate ladder • Install cord covers or re-route cords that may cause someone to trip
Chemicals	• Eye • Skin • Lungs	• Improper use • No protection • No SDS • No Label	• Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS
Stepladder	• All body parts	• Fall • Carrying a ladder • Broken ladder	• Always use 3 points of contact when ascending or descending a ladder.
Cuts	• Hands	• Cut from guillotine style paper cutter	• Use paper cutters as intended. • Always use the provided finger guard.
Lecturing	• Vocal cords	• Increased volume (lecturing over students' voices)	• Ensure students are quiet when lecturing.
Driving a vehicle	• All body parts	• Vehicle collision	• Use defensive driving tactics • Follow all State driving rules and regulations
Providing first aid to students	• Face, hands, arms	• Blood from student	• Assume every student has a blood disease. • Always protect yourself with gloves—no exceptions • Receive proper training in Bloodborne pathogen prevention and first aid.

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

APPENDIX M

Risk Control Checklists

The forms are updated every year and distributed to all Districts via email twice per year (September and February). To obtain a copy of the Risk Control Checklists in between distribution, please contact the JPA Risk Manager at dougevers@ymail.com and request the applicable forms from the list below. To help determine which forms are applicable, please refer to your District's Recordkeeping Sheet(s).

1. Auto Shop Risk Control Checklist
2. Bicycle Repair Shop Risk Control Checklist
3. Ceramics Risk Control Checklist
4. Child Development Risk Control Checklist
5. Classroom Risk Control Checklist
6. Custodian Site Risk Control Checklist
7. Elementary School Play Structure Risk Control Checklist
8. Elementary School Playground Area Risk Control Checklist
9. High School Exterior Athletic Risk Control Checklist
10. Home Economics Risk Control Checklist
11. Maintenance/Facilities Risk Control Checklist
12. Mechanic Shop Risk Control Checklist
13. Metal Shop Risk Control Checklist
14. Middle/Junior High Play Area Risk Control Checklist
15. Office Risk Control Checklist
16. Performing Arts Risk Control Checklist
17. Science Area Classroom Risk Control Checklist
18. Student Nutrition Risk Control Checklist
19. Transportation Risk Control Checklist
20. Visual Arts Risk Control Checklist
21. Warehouse Risk Control Checklist
22. Wood Shop Risk Control Checklist

APPENDIX N

SAFETY ORIENTATION GUIDELINES FOR ALL NEW EMPLOYEES (GENERAL OVERVIEW OF DISTRICT RISK CONTROL PROGRAM)

Name of New Employee	Name of HR Representative	Date

Areas to be Covered	Description	Completed	
		Yes	No
Occupational Health and Safety Rights	Employees have the right to work in a safe environment. Employees have the right to suggest or recommend ways to improve the District's Safety Program without the fear of reprisal. Employees have the right to refuse work if it is unsafe (Violates Cal-OSHA Regulations and is dangerous to life or health) without the fear of reprisal.		
District Safety Rules	Provide the District Safety Rules. Have the employee read and sign they understand.		
District Policy	Explain the District health, safety and wellness policy.		
Training prior to beginning orientation	Assign the following online training modules to be completed prior to beginning work: ● New Hire Orientation ● Slips/Trips Fall Prevention ● Back Injury Prevention ● Bloodborne Pathogen Prevention ● PPE Training (If applicable) ● Ladder Training (If applicable) ● Any other applicable general training		
Emergency Evacuation	Review the company's emergency evacuation plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		
Safety Committee	Supply a copy of the facility telephone list with names of the Health and Safety Committee members or representatives highlighted. Identify the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
Reporting unsafe acts and conditions	Explain the procedure for reporting acts or conditions that may be unsafe.		
Recordkeeping	Maintain this record in the new employee's file.		

SAFETY ORIENTATION GUIDELINES FOR EXISTING EMPLOYEES WITH A NEW JOB (JOB SPECIFIC RISK CONTROL FOR SITE/DEPARTMENT LEVEL)

Name of employee (print)	Name of New Employee's Supervisor	Date

Areas to be Covered	Description	Completed	
		Yes	No
In Case of Injury or Illness	Ensure employees know to report all injuries, as soon as they happen, to their supervisor.		
Potential hazards	Tour the work areas and facility and discuss associated work area hazards and safe work practices. Be sure to include all sources of hazards, including biological, chemical, ergonomic, physical, and safety, etc.		
Job Shadow	Depending on the new employee's experience, instruct the employee to shadow an experienced employee. Duration of the shadowing should be evaluated on a case-by-case basis.		
Emergency Procedures	Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		
Hazardous Products	Identify workspaces where hazardous products are used, stored or disposed of. Provide training as necessary.		
Hygiene	Explain the importance of washing hands before eating, drinking, or using the washroom as well as bacteria/virus prevention.		
Emergency Notification Form	Have employees complete an emergency notification form. Keep a copy for your files and send a copy to human resources and/or emergency coordinator.		
Safety Data Sheets (SDS)	Identify the location of the Safety Data Sheets (SDS's). Review the SDSs for all hazardous products to be used by the employee. Explain hazardous product labeling requirements. Conduct job specific training.		
Personal Protective Equipment (PPE)	Review the PPE program and provide education and training if the employee will be required to wear protective equipment. Discuss appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in the workplace in case of emergency.		
Powered Equipment Training	Powered Equipment training such as but not limited to: Forklift, Aerial Boom Lift, Scissor Lift, Ride-on Mower, Backhoe, golf cart, food service powered equipment, powered equipment used by a mechanic, etc.		
Safe Work Practices	Provide and discuss the applicable Safe Work Practices (see appendix L) and have the new employee sign indicating they understand.		
Applicable Online Training	Ensure the employee is assigned applicable online training modules commensurate with the type of work they will be performing. Allow the employee time to complete the modules prior to performing work.		
Recordkeeping	Maintain this record in the new employee's file.		

APPENDIX O

Wildfire Smoke: Communication and Respiratory Protection

The following information will be communicated to all affected employees when the AQI (Air Quality Index) is over 150 and what protective measures are available to employees.

(a) The health effects of wildfire smoke.
Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.
People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

PM 2.5 is the smallest and usually the most harmful particulate matter because it has a diameter of 2.5 micrometers or smaller. A human hair is about 70 micrometers in diameter. A 2.5 micrometer particle is about 30 times smaller than a human hair.

(b) The right to obtain medical treatment without fear of reprisal.

We allow employees, who show signs of injury or illness due to wildfire smoke exposure, to seek medical treatment, and will not punish affected employees for seeking such treatment. We will also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

(c) How employees can obtain the current Air Quality Index (AQI) for PM2.5.

MBARD (Monterey Bay Air Resources District) monitors the air at locations throughout the Monterey Bay Area. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several pollutants, Title 8, section 5141.1 concerns wildfire smoke only and uses the AQI for PM2.5. The easiest way to find the current and forecasted AQI for PM2.5 is to go to Fire.AirNow.gov and enter the zip code of the location where you will be working or allow the website to detect your location. The current AQI is also available from the U.S. Forest Service at https://tools.airfire.org/ or a local air district, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact their District for the current AQI. The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

(d) The requirements in Title 8, section 5141.1 about wildfire smoke.

If employees are exposed to wildfire smoke, the District will determine the current AQI Applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the District will:

(1) Check the current AQI before and periodically during each shift.

(2) Provide training to employees.

(3) Lower employee exposures.

(4) Provide respirators and encourage their use.

(e) Two-way communication system.

The COE will alert employees when the air quality is harmful and what protective measures are available to employees.
The District will encourage employees to inform their District if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

The COE will take action to protect employees from wildfire smoke when the AQI is 151 or greater. Examples of protective methods include:

(1) Locating work in enclosed structures or vehicles where the air is filtered.

(2) Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.

(3) Reducing work time in areas with unfiltered air.

(4) Increasing rest time, frequency, and providing a rest area with filtered air.

(5) Reducing the physical intensity of the work to help lower the breathing and heart rates.

(f) The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke.

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, the COE will provide our workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. The COE may elect to keep employees indoors when the AQI is greater than 500 due to the difficulty of complying with the Cal-OSHA respiratory program. (Note: compliance with the Cal-OSHA respiratory program consists of the following: written respiratory program, evaluation by a doctor for each affected employee, formal training, and formal respirator fit check).
A respirator should be used properly and kept clean.

The following precautions shall be taken:

(1) The COE will select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 or KN95 (Chinese version is a slightly more difficult to breathe through) filtering facepiece respirator is the minimum level of protection for wildfire smoke.

(2) Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. (Note: The manufacturer’s instructions are not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.

(3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gasses or vapors, and it will not supply oxygen.

(4) Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator. An example would be a “Ziploc” type baggie with the employee’s name on it.

(5) Employees who have heart or lung health issues should ask their doctor before using a respirator voluntarily.



(g) How to properly put on, use, and maintain the respirators provided by the COE.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator.
For those who use an N95/KN95 or other filtering facepiece respirator mask that is made of filter material:

(1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.

(2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face (rubber or silicone), check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.
Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.
If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

APPENDIX P

SUPERVISOR'S GUIDE TO MANAGING EMPLOYEE INJURY RISKS

The following documents are designed to assist supervisors with managing employee injury risks under their jurisdiction. There is a crib sheet for each major occupation.

Guide for Managing Employee Injury Risks
(Risk Manager)

- You have the authority and responsibility for ensuring all Aromas-San Juan Unified School District employees are provided a safe and healthful place to work in accordance with all applicable Cal-OSHA regulations and the COE IIPP (Injury and Illness Prevention Program) known as the "Program for Managing Employee Injury Risks". See section II paragraph F2, of the Program for Managing Employee Injury Risks, for more information regarding responsibilities.
- You should familiarize yourself with all crib sheets.

Guide for Managing Employee Injury Risks
(District Office Supervisor)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Training Matrix Spreadsheet found in Appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of District Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - A representative should attend the COE Safety Committee meetings.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your district is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused

by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident.

- **TEMPORARILY ACCOMMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, district, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **ONSITE INSPECTION FROM CAL-OSHA** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O..
- **SAFETY DOLLARS** – Money is provided to each District at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each District distributes Safety Dollars differently. Please contact your District Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.
- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly in accordance with your District's IIPP Recordkeeping Sheets. Share your district's plan with all employees and communicate what their role is during an emergency.
- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your district. See your District Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify discomfort early. Be attentive to office employees who may be experiencing discomfort at their workspace. Ensure employees have received online training in office ergonomics. Request an ergonomic evaluation from your district risk manager if discomfort persists.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.

Guide for Managing Employee Injury Risks
(Principal)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of District Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - There are two types of meetings; one at the District level and one at the department level. Safety committee meetings at the department level should be conducted every other month. See Appendix C for guidelines.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your district is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident.
- **TEMPORARILY ACCOMMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, district, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **ONSITE INSPECTION FROM CAL-OSHA** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.
- **SAFETY DOLLARS** – Money is provided to each District at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each District distributes Safety Dollars differently. Please contact your District Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.

- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly in accordance with your District's IIPP Recordkeeping Sheets. Share your district's plan with all employees and communicate what their role is during an emergency.
- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your district. See your District Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify discomfort early. Be attentive to office employees who may be experiencing discomfort at their workspace. Ensure employees have received online training in office ergonomics. Request an ergonomic evaluation from your district risk manager if discomfort persists.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Ensure custodians have been supplied with PPE to protect their hearing, sight, hands, and lungs.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.

Guide for Managing Employee Injury Risks
(Maintenance/Operations/Facilities Supervisor)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of District Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **TRAINING** – All employees who use powered equipment, such as but not limited to, portable handheld power tools, metalworking/woodworking power tools, and heavy equipment, must be properly trained and documented on the manufacturer's safe operating procedures.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - There are two types of meetings; one at the District level and one at the department level. Safety committee meetings at the department level should be conducted every other month. See Appendix C for guidelines.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your district is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident.
- **TEMPORARILY ACCOMMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, district, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **ONSITE INSPECTION FROM CAL-OSHA** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.

- **SAFETY DOLLARS** – Money is provided to each District at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each District distributes Safety Dollars differently. Please contact your District Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.
- **EMERGENCY PREPAREDNESS** – Share your district's plan with all employees and communicate/train each employee on their role during an emergency.
- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your district. See your District Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify symptoms early. Be attentive to office employees who may be experiencing discomfort at their workspace.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Ensure all employees have been supplied with PPE to protect their hearing, sight, hands, and lungs. Employees who use chemicals or welding stock must use personal protective equipment specified in the SDS (Safety Data Sheet)
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.
- **LOCKOUT/TAGOUT (LOTO)** – A lockout/Tagout written program is required when employees are required to work on equipment that could inadvertently or unexpectedly start or release hazardous energy and cause an injury. Exception: The equipment has a single energy supply that can be identified and isolated with no stored or residual hazardous energy.
- **CONFINED SPACES** – A Confined Space program must be implemented when a confined space meets all three of the following conditions:
    - There are limited openings for entry and exit.
    - The space is not intended for continuous human occupancy.
    - The space is large enough for an employee to enter and conduct work.
- **ASBESTOS CONTAINING MATERIAL (ACM)** –
    - Employees should be trained at least every 3 years on how to prevent disturbance and exposure to asbestos containing materials.
    - Tri-annual inspections are required for school district buildings that contain asbestos containing materials (ACM).
- **HEAT ILLNESS PREVENTION PLAN** -- Ensure all employees are trained on how to prevent heat illness prior to exposure to excessive heat. Ensure employees are acclimatized to temperatures of 80 degrees and up. Employees must be notified the morning of a day that is expected to exceed a temperature of 95 degrees. See Appendix R for more information.
- **FALLS FROM ELEVATED HEIGHTS** – Ensure employees are protected from falls under the following conditions:
    - Employees must be properly trained on how to safely use the types of ladders provided by the District.
    - Employees must be protected when exposed to a fall greater than 7.5 feet from the perimeter of a structure, unprotected sides and edges, leading edges, through openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees.
    - When employees use powered platforms that elevate employees, they must be trained, provided and use fall protection equipment such as a harness and lanyard.

- **LEAD EXPOSURE PREVENTION** –
- **WELDING** – Employees who perform welding operations must be properly trained, provided with PPE and use the provided PPE.
- **HAZARD COMMUNICATION** – Employees should be protected from exposure to hazardous chemicals. Know the hazards associated with using a chemical by reading the SDS (Safety Data Sheet) for each chemical. The SDS will provide the safety information necessary for working with chemicals safely. SDS' can be obtained from the distributor where the chemical was purchased or can also be accessed on the chemical manufacturer's website.

Guide for Managing Employee Injury Risks
(Student Nutrition Supervisor)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of District Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your district is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally for the injured employee. Except for injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by completely investigating the incident.
- **TEMPORARILY ACCOMMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, district, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **ONSITE INSPECTION FROM CAL-OSHA** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.
- **SAFETY DOLLARS** – Money is provided to each District at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each District distributes Safety Dollars differently. Please contact your District Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.
- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly in accordance with your District's IIPP Recordkeeping Sheets. Share your district's plan with all employees and communicate what their role is during an emergency.

- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your district. See your District Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify discomfort early. Be attentive to employees who may be experiencing discomfort. Ensure employees have received online training in ergonomics. Ensure employees have been properly trained in back injury prevention.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.
- **PERSONAL PROTECTIVE EQUIPMENT** – Ensure employees have all the necessary protective equipment available for them to use including but not limited to oven mitts, cut resistant gloves, and Nitrile gloves to protect from dishwashing detergents.
- **HAZARD COMMUNICATION** – Employees should be protected from exposure to hazardous chemicals. Know the hazards associated with using a chemical by reading the SDS (Safety Data Sheet) for each chemical. The SDS will provide the safety information necessary for working with chemicals safely. SDS' can be obtained from the distributor where the chemical was purchased or can also be accessed on the chemical manufacturer's website. See Appendix Q for more information.

Guide for Managing Employee Injury Risks
(Director of MOT)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
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- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - There are two types of meetings; one at the District level and one at the department level. Safety committee meetings at the department level should be conducted quarterly. See Appendix C for guidelines.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your district is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident. You should receive an invitation to complete an online investigation form from the HR Department.
- **TEMPORARILY ACCOMMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, district, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **ONSITE INSPECTION FROM CAL-OSHA** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
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- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your district. See your District Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify symptoms early. Be attentive to office employees who may be experiencing discomfort at their workspace.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Ensure all employees have been supplied with PPE to protect their hearing, sight, hands, and lungs. Spot checks should be conducted periodically.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.
- **FALL PREVENTION TRAINING** – Ensure employees who access elevated surfaces over 6 feet high, such as roofs or other structures, have been properly trained and provided with PPE to protect themselves from elevated falls.
- **LOCKOUT/TAGOUT** – Ensure employees, who maintain or service equipment or machines that have the potential for releasing hazardous energy (Unexpected startup or release of stored energy), are protected via practices/procedures/lockout devices.

APPENDIX Q

HEAT ILLNESS PREVENTION PLAN

MEDICAL TERMS AND TREATMENT

Heat cramps: are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. The spasms may be more intense and more prolonged than are typical nighttime leg cramps. Inadequate fluid intake often contributes to heat cramps. Muscles most often affected include those of your calves, arms, abdominal wall and back, although heat cramps may involve any muscle group involved in exercise.

Heat Cramps Treatment

- **Rest in a cool place.** Getting into an air-conditioned building is best, but at the least, find a shady spot. Rest on your back with your legs elevated higher than your heart level.
- **Drink cool fluids.** Stick to water or sports drinks. Don't drink any beverages that have alcohol or caffeine, either of which can contribute to fluid loss.
- **Practice gentle, range-of-motion stretching.** Gently massage the affected muscle group
- **Don't resume strenuous activity**. Wait for several hours or longer after heat cramps go away before beginning strenuous activity.
- Call your doctor if your cramps don't go away within one hour.

Heat exhaustion: is a condition whose symptoms may include heavy sweating and a rapid pulse; a result of your body overheating. Causes of heat exhaustion include exposure to high temperatures, particularly when combined with high humidity, and strenuous physical activity. Without prompt treatment, heat exhaustion can progress to heatstroke, a life-threatening condition. Fortunately, heat exhaustion is preventable.

Heat Exhaustion Treatment

- **Move the person out of the sun and into a shady or air-conditioned space.**
- **Call 911**
- **Drink cool fluids.** Stick to water or sports drinks. Don't drink any beverages that have alcohol or caffeine, either of which can contribute to fluid loss.
- **Apply cool water to your skin.** If possible, take a cool shower or soak in a cool bath. Don't use alcohol on your skin.
- **Loosen clothing.** Remove any unnecessary clothing and make sure your clothes are lightweight and nonbinding.

Heatstroke: is the most severe of the heat-related problems, often resulting from exercise or heavy work in hot environments combined with inadequate fluid intake. What makes heatstroke severe and potentially life-threatening is that the body's normal mechanisms for dealing with heat stress, such as sweating and temperature control, are inadequate. The main sign of heatstroke is a markedly elevated body temperature — generally greater than 104 F (40 C) — with changes in mental status ranging from personality changes to confusion and coma. Nausea, headache and dizziness may also be apparent. Skin may be hot and dry — although if heatstroke is caused by exertion, the skin may be moist.

Heatstroke Treatment

- **Rest in a cool place.** Getting into an air-conditioned building is best, but at the least, find a shady spot. Rest on your back with your legs elevated higher than your heart level.
- **Call 911**
- **Cool the person**: by covering him or her with damp sheets or by spraying with cool water. Direct air onto the person with a fan or newspaper.
- **Drink cool fluids.** Stick to water or sports drinks. Don't drink any beverages that have alcohol or caffeine, either of which can contribute to fluid loss.

TRIGGERS FOR HEAT ILLNESS PREVENTION

- The Department Supervisor or designee will check the projected temperature high every morning before employees leave the building for the day. If the projected high is 80 degrees or higher, this will serve as the trigger temperature and the following procedures will be implemented except for the High Heat Provisions.
- The trigger for the High Heat Provisions is 90 degrees or higher.

PROVISIONS FOR WATER

- The Department Supervisor or designee will ensure all employees have access to 1 quart of cool potable water per employee per hour when the heat illness prevention trigger is reached.
- The frequent drinking of water shall be encouraged every day the heat illness prevention trigger is reached.

ACCESS TO SHADE

- The Department Supervisor or designee will ensure all employees have access to a shade structure (a school is considered a shade structure as well as trees that cast an ample shadow). A vehicle is not considered a shade structure.
- Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect them from overheating. Such access to shade shall be permitted at all times.

HIGH HEAT PROVISIONS

- The employer shall implement high-heat procedures when the temperature is expected to equal or exceed 90 degrees Fahrenheit.
- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Employees shall be observed for alertness and signs or symptoms of heat illness.
- Employees shall be reminded throughout the work shift to drink plenty of water.

- Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

- The Department Supervisor will consider assigning each employee a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

ACCLIMATIZATION

- Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat which the employee’s body hasn’t yet adjusted. Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress significantly more intense than what they are used to.

- During a heat wave or heat spike where employees are not yet acclimatized to the hotter temperatures, the Department Supervisor or designee will determine if the work day should be cut short.

- For new employees, the Department Supervisor or designee will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening)). Steps taken to lessen the intensity of the workload for new employees will be documented.

- The Department Supervisor or designee will consider assigning new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

- During a heat wave, the Department Supervisor or designee will observe all employees closely (or maintain frequent communication via phone or radio) and be on the look out for possible symptoms of heat illness.

PROCEDURES FOR EMERGENCY RESPONSE

- If employees are not close to a school, the employees shall be provided a means contacting a supervisor or contacting emergency medical services.

- When an employee is showing symptoms of possible heat illness, an employee shall contact their supervisor immediately and call 911. The Department Supervisor shall take immediate steps to keep the stricken employee cool and comfortable(place the employee in the shade, remove excess layers of clothing, place ice packs in the armpits and fan the victim) until emergency service responders have arrived.

TRAINING

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

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

- The employer's procedures for complying with the requirements of this standard.

- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.

- The importance of acclimatization.

- The different types of heat illness and the common signs and symptoms of heat illness.

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

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

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

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

Appendix Q-1

INDOOR HEAT ILLNESS PREVENTION PLAN

Complies with Title 8 CCR Section 3396, Heat Illness Prevention in Indoor Places of Employment (effective July 23, 2024). This addendum supplements the outdoor Heat Illness Prevention Plan in Appendix R and covers indoor work areas such as kitchens/student nutrition preparation areas, boiler and mechanical rooms, custodial/maintenance shops, and similar spaces where indoor temperature or heat index may reach or exceed 82°F.

I. Scope and Trigger Temperature

This addendum applies to all indoor work areas under the District's control where the temperature or heat index equals or exceeds 82°F when employees are present, except indoor locations where employees are exposed to such temperatures for less than 15 minutes in any 60-minute period, and except employees teleworking from a location not under the District's control.

II. Monitoring

- The site/department supervisor or designee will identify indoor work areas reasonably expected to reach 82°F or higher and will monitor temperature and heat index in those areas.
- Where a work area's temperature or heat index reaches or exceeds 87°F (or 82°F for employees wearing clothing that restricts heat removal or working in high radiant heat areas), the District will evaluate and implement feasible engineering controls.

III. Water

- Employees will have access to fresh, pure, and suitably cool drinking water, free of charge, located as close as practicable to the indoor work area and to any cool-down area.
- Where plumbed water is not available, at least one quart of water per employee per hour will be provided.

IV. Cool-Down Areas

- The District will maintain one or more cool-down areas, adequately sized for the number of employees present, with an air temperature below 82°F when feasible, or otherwise ventilated/cooled to the extent feasible.
- Employees are permitted and encouraged to take preventative cool-down rest breaks; the supervisor will monitor employees during such breaks and provide first aid or emergency response if symptoms of heat illness are observed.

V. Engineering and Administrative Controls

Where the trigger temperature is met, the District will implement feasible controls, which may include:

- Engineering controls: air conditioning, increased ventilation, fans, isolating heat sources, or shielding radiant heat sources.
- Administrative controls: acclimatization of new or returning employees, rotating job assignments, adjusting work/rest schedules, rescheduling tasks to cooler parts of the day, and reducing physical intensity of work.
- Where engineering and administrative controls are not sufficient, provision of personal heat-protective equipment (e.g., cooling vests) as feasible.

VI. Emergency Response Procedures

- Employees will be trained to recognize signs and symptoms of heat illness in themselves and co-workers and to report them immediately to a supervisor.

- Supervisors will follow the emergency response procedures in Appendix R (moving the employee to a cool area, calling 911 for signs of heat exhaustion or heatstroke, cooling the employee, and providing water) pending arrival of emergency responders.
- Effective communication (radio, phone, or other reliable means) will be maintained so an affected employee or co-worker can contact a supervisor or emergency services without delay.

VII. Training

In addition to the outdoor heat illness training required under Appendix R, employees and supervisors working in qualifying indoor areas will be trained on: the indoor trigger temperatures and heat index; the location and use of water and cool-down areas; the importance of acclimatization; the signs and symptoms of heat illness; and the District's indoor emergency response procedures. Training will be documented consistent with Section IV of the District's IIPP.

VIII. Recordkeeping

Temperature/heat index measurements taken under this addendum, and related training records, will be retained by the site/department supervisor consistent with the retention periods described in Section VII of the District's IIPP.

APPENDIX R

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The effective implementation of this Exposure Control Plan (ECP) will eliminate or minimize employee exposure to bloodborne pathogens when employees provide first aid and clean up related spills of blood or other potentially infectious materials (OPIM), as a collateral duty in our workplace. The ECP will be made available to employees and their designated representative via paper copy and/or digital copy (intranet, website, or other accessible digital media).

Authority and Responsibility

The District Risk Manager has overall authority and responsibility for:

- Implementing the provisions of this ECP in our workplace.
- Reviewing and updating this ECP annually, or sooner.
- Maintaining all necessary personal protective equipment (PPE) and ensuring it is readily available to first aid providers.
- Ensuring that first aid providers receive training equal to that of the American Red Cross or the American Heart Association.
- Ensuring employees are trained in bloodborne pathogen training.
- Ensuring that there is active involvement of employees in reviewing and updating the ECP with respect to the procedures performed by the first aid providers. This will be accomplished by asking for feedback periodically from the users of the ECP.

In addition, all managers and supervisors are responsible for implementing and maintaining the ECP in their assigned work areas and for ensuring employees receive answers to questions about the plan in a language they understand.

Employees responsible for providing first aid and cleaning up blood or OPIM must do so in accordance with their training and must follow the requirements of this ECP.

Exposure Determination

This ECP only addresses the occupational exposure of employees who provide first aid and cleanup related spills of blood or OPIM, as a collateral duty. The following tasks and procedures entail occupational exposure:

- Providing pressure to a wound to stop bleeding.
- Cleaning or bandaging a wound.
- Transporting or otherwise assisting an employee who has an open wound or is bleeding.
- Administering CPR.
- Handling broken glass or other sharp items that may be contaminated with blood or OPIM.
- Handling OPIM that may be contaminated with blood.

The following employees have been designated to provide first aid and clean up related spills of blood or OPIM:

Job Classification
Custodian
Office Personnel providing first aid
Teachers/Aides providing first aid
Special Ed Teachers/Aides providing first aid

Exposure determinations are made without regard to the use of PPE or other types of protection.

Exposure Control

Employees must observe universal precautions when they provide first aid or clean up blood, OPIM or any other body fluids that are difficult or impossible to identify.

Handwashing Facilities
Employees will wash hands and any other potentially contaminated skin immediately, or as soon as feasible, and after removal of PPE or other types of protection. Such facilities will always be readily accessible, where feasible, and meet T8CCR Article 9 Sanitation requirements.

When readily available handwashing facilities are not feasible, either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes will be provided. When antiseptic hand cleansers or towelettes are used, hands must be washed afterward with soap and running water as soon as feasible.

Work Practice Controls
All procedures will be done in a manner that minimizes splashing, spraying, splattering and generation of droplets of blood or OPIM. These control measures will be evaluated and updated on a regular basis.

Employees will not be using needles/needleless devices or systems, or non-needle sharps such as scalpels when rendering first aid.

There will be no eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses while providing first aid and cleaning up blood or OPIM, and only after employees have removed all PPE and properly washed their hands and potentially contaminated skin.

Personal Protective Equipment (PPE)
All PPE used at this District, such as gloves, gowns, face shields or masks, and eye protection, are provided at no cost to employees and will be chosen based on the anticipated exposure to blood or OPIM. PPE will be provided in appropriate sizes and will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration the protective equipment will be used.

The following tasks require the use of the listed PPE and other protective equipment and are located in the main office:

Task	Required Protection
First Aid	**Nitrile Disposable Gloves**
Cleanup of broken glass contaminated with blood	**Use cut-proof gloves when shovel/scoop is not feasible**

CPR	Nitrile disposable gloves and one-way CPR valve
Changing Student's soiled diaper/clothing	Nitrile disposable gloves

Employee bloodborne pathogen training will include information on what PPE is appropriate for providing first aid and cleaning up blood and OPIM.

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this district are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will 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.

Cleaning and Decontamination of the Workplace
Decontamination of areas and equipment that have been contaminated with blood or other potentially infectious materials will be done immediately, or as soon as feasible:

- EPA-registered disinfectants or other disinfecting solutions that are premixed will be used to clean OPIM contaminated with blood and blood.
- If contamination is extensive, an outside service with additional equipment and training may be used.

Sharp Objects ('Sharps') and Regulated Waste
The following exposure controls will be implemented:

- Broken glass and other sharp objects ('sharps') that may be contaminated will not be picked up directly with unprotected hands. Mechanical devices will be used to the greatest extent possible such as but not limited to: a brush and dustpan, tongs, forceps or grabbers. Cut resistant Kevlar or Stainless-steel gloves may be used if the mechanical devices are not effective.
- This material will be immediately, or as soon as possible, placed in a sharps container meeting the requirements of T8CCR 5193 subsection (d)(3)(D).
- Suitable sharps containers will be readily accessible by including them as a component of the first aid kits employees use to provide first aid. A spare sharps container, in addition to the one currently in use, will be available at all times.
- The contents of sharps containers will not be accessed. Sharps containers will not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of sharps injury.
- Non-sharps waste will be placed in non-sharps containers meeting the requirements of T8CCR 5193 subsection (d)(3)(E)(3).

Handling, storage, treatment, and disposal of all regulated waste will be in accordance with Health and Safety Code Chapter 6.1, Sections 117600 through 118360, and other applicable regulations of the United States, the State, and political subdivisions of the State. Disposal of sharps and non-sharps containers will follow T8CCR 5193 subsection (d)(3)(E) requirements.

Disposal of Other Regulated Waste
Regulated waste not consisting of sharps shall be disposed of in containers which are:
a. Closable.
b. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.

c. Labeled and color-coded in accordance with T8CCR 5193; and
d. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Outside Contamination
If outside contamination of a container of regulated waste occurs, it shall be placed in a second container. The second container shall be:
a. Closable.
b. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
c. Labeled and color-coded in accordance with T8CCR 5193 subsection (g)(1)(A) of this section; and
d. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Sharps and regulated waste will be taken to a local medical facility or picked up by a paid medical disposal service such as, but not limited to, Stericycle.

Vaccination and Post Exposure Evaluation and Follow-up

All medical evaluations, procedures, hepatitis B vaccinations, and prophylaxis are:

- 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 other licensed healthcare professional.
- Provided according to current recommendations of the U.S. Public Health Service.

Hepatitis B Vaccination

The District has elected to offer first aid providers the hepatitis B vaccination within 10 days of their initial assignment. This will be done after the first aid provider has received the required training addressing the safety, benefits, efficacy, method of administration and availability of the vaccine, unless one of the following applies:

1. The employee has previously received the complete hepatitis B vaccination series.
2. Antibody testing shows the employee to be immune.
3. The vaccine cannot be given for medical reasons.

Employees are not expected to participate in a pre screening program as a prerequisite for receiving hepatitis B vaccinations.

Employees who decline the hepatitis B vaccine will sign a Hepatitis B Vaccine Declination (Appendum B). The form is in the HR department.

Employees who initially decline the vaccine, but who later wish to be vaccinated, will be provided the vaccine at that time.

Hepatitis B vaccinations will be provided by a local licensed health care provider. Employees covered by this ECP can request to receive the Hepatitis B vaccination at any time by first notifying their supervisor.

Post-Exposure Evaluation and Follow-up
An employee that has an exposure incident must complete the First Aid Incident Report form (Addendum A) and provide it to the HR Department before the end of the shift**.** The route of exposure and the circumstances related to the incident will be documented.

The completed First Aid Incident Report form will be kept in the HR Department in a confidential file.

Follow-up will include the following elements:

- The identification of the source individual and, if possible, the person's HIV/HBV/HCV status.
- As soon as feasible, and after consent is obtained, the source individual will be tested for HIV/HBV/HCV infectivity, if not already established.
- Results of testing of the source individual will be made available to the exposed employee, along with information about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

The employee will be offered, as soon as possible, the option of having their blood collected for testing to determine HIV/HBV/HCV serological status. If the employee initially declines HIV testing, the blood sample will be preserved for at least **90 days** to allow the employee to have the blood tested at a later date.

The information required by T8CCR 5193 subsection (f)(4) will be provided to the healthcare professional. The healthcare professional's written opinion will be obtained and provided to the exposed employee within 15 days of completion of the evaluation, according to T8CCR 5193 subsection (f)(5) requirements.

The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. Counseling and evaluation of reported illnesses will be provided to the employee.

Employee Training

All employees assigned to provide first aid and clean up blood or OPIM will participate in a training program, at no cost to the employees and during working hours. The trainings will be provided as follows:

- At the time of initial assignment to provide first aid.
- At least annually.
- As needed when there are changes in procedures, or when new exposure hazards are identified.
- By trainers who are knowledgeable in the subject matter covered by the training as it relates to the workplace.
- This training will be conducted via in-person, video conference or teleconference.

The training material used will be appropriate in content and vocabulary to the educational level, literacy, and language of the employees and contain, at a minimum, the following elements:

1. An accessible copy of the regulatory text of this standard and an explanation of its contents.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. An explanation of the ECP and how the employee can obtain a copy of the written plan.

5. An explanation of how to recognize tasks and other activities that may involve exposure to blood and OPIM.

6. 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.

7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

8. An explanation of the basis for the selection of personal protective equipment.

9. Information on the hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine and vaccination is provided free of charge**.**

10. Information on the appropriate actions to take, and persons to contact, in an emergency involving blood or OPIM.

11. 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 procedure for recording the incident on the Sharps Injury Log.

12. **I**nformation on the post-exposure evaluation and follow-up required to be provided for the employee following an exposure incident.

13. An explanation of the signs and labels and/or color coding required by subsection T8CCR 5193 subsection (g)(1).

14. An opportunity for interactive questions and answers with the person conducting the training session.

Recordkeeping

Medical, Training, and Sharps Injury Log information will be maintained by the HR Department in accordance with T8CCR 5193 subsection (h) requirements.

Records of occupational exposure will be kept in the following manner:

1. The name and social security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by T8CCR 5193 subsection (f)(2).
3. A copy of all results of examinations, medical testing, and follow-up procedures as required by T8CCR 5193 subsection (f)(3).
4. The employer's copy of the healthcare professional's written opinion as required by T8CCR 5193 subsection (f)(5).
5. A copy of the information provided to the healthcare professional as required by T8CCR 5193 subsection (f)(4)(B)2., 3. and 4.

Confidentiality. The District will ensure that employee medical records required by T8CCR 5193 are:

1. Kept confidential; and
2. Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.
3. The employer shall maintain the records required by subsection (h)(1) for at least the duration of employment plus 30 years in accordance with Section 3204.

Addendum A – First Aid Incident Report

To be prepared and submitted prior to the end of the shift during which the first aid incident occurred, regardless of whether it was an exposure incident.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's first aid duties.

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.

The District will ensure all medical information related to exposed employees will be kept confidential in accordance with the District's confidentiality policies.

Name(s) and job title(s) of first aid provider(s)	
Location of Incident (i.e., department, unit, floor, etc.)	
Supervisor	
Incident date and time	
Name(s) and job title(s) of injured employee(s)	
Injury description	
Describe details of the first aid provided	
PPE used	
Exposure incident (Yes/No) If yes: describe detailed circumstances, including if a sharp was involved	

Additional Information for the Sharps Injury Log:

Type and brand of sharp (i.e., broken glass, type of object or device, etc.)	
Task or procedure employee was performing at the time of the incident	
Description of how the injury occurred	
Body part involved	
The employee's opinion about whether any engineering, administrative or work practice control could have prevented the injury	

Preparer's Name (Print) _____ Signature _____ Date _____

Addendum B - Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or OPIM I may be at risk of acquiring hepatitis B virus (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 OPIM and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____	_____	_____
Full Name (Print)	Signature	Date

Appendix S

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

Complies with Labor Code section 6401.9 (SB 553). This section may be inserted as a new appendix in the District's Program for Managing Employee Injury Risks (PMEIR/IIPP) and referenced from Section II, District Commitment.

I. Purpose

Aromas-San Juan Unified School District is committed to providing a workplace free from violence and the threat of violence for all employees, students, parents, volunteers, and visitors. This Workplace Violence Prevention Plan (WVPP) establishes procedures to identify, evaluate, and correct workplace violence hazards; to respond to actual or potential workplace violence; and to train employees accordingly, in compliance with Labor Code section 6401.9.

II. Definitions

"Workplace violence" means any act of violence or threat of violence that occurs at the worksite, and includes the following four types:

- Type 1: Violence committed by a person who has no legitimate business relationship to the District (e.g., an intruder on campus).
- Type 2: Violence directed at employees by a student, parent/guardian, or member of the public receiving services from the District.
- Type 3: Violence against an employee by a present or former employee, supervisor, or manager.
- Type 4: Violence committed by a person who has a personal relationship with an employee (e.g., domestic or intimate partner violence that follows the employee to the worksite).

Workplace violence includes threats, verbal or written statements, physical assault, use of a firearm or other weapon, stalking, and any other act that causes physical or emotional harm, regardless of whether an injury occurs.

III. Persons Responsible for Implementation

The District Risk Manager (Chief Business Official) has overall authority and responsibility for establishing, implementing, and maintaining this WVPP. Site Principals, Directors, and Supervisors are responsible for implementing the plan within their site/department and for ensuring employees under their direction receive required training.

IV. Employee Involvement

The District will involve employees and their representatives, where applicable, in developing, implementing, and reviewing the WVPP, including through the District and Site/Department Safety Committees described in Appendices B and C. Employees are encouraged to participate in identifying workplace violence hazards and in developing corrective measures.

V. Compliance

All employees, including supervisors and managers, are responsible for complying with this WVPP. Supervisors will monitor compliance within their jurisdiction and address violations through the District's disciplinary policy.

VI. Reporting Procedures and Non-Retaliation

Employees who experience or witness an incident of workplace violence, or who identify a workplace violence hazard, shall report it to their supervisor immediately, or to the District Risk Manager if the supervisor is unavailable or is the subject of the report. Reports may be made verbally or in writing.

- Employees may report anonymously by email or interoffice memo to the District Risk Manager (see Appendix III, Section V.D, Anonymous Notification).

- No employee shall be retaliated against for reporting a workplace violence concern, seeking assistance, or exercising any right under this WVPP.
- Employees have the right to seek a restraining order or other protective order on behalf of themselves or, with consent, on behalf of an employee who has suffered violence or a credible threat of violence at the worksite (Labor Code 527.8).
- If there is an immediate threat to safety, employees should contact 911 first, then notify their supervisor and the District Risk Manager as soon as safely possible.

VII. Hazard Identification, Evaluation, and Correction

The District will identify and evaluate workplace violence hazards using the following methods, conducted periodically and whenever a new or previously unrecognized hazard is identified:

- Site walk-throughs assessing lighting, access control (gates, locks, visitor check-in), lines of sight, and isolated work areas.
- Review of any history of workplace violence incidents at each site, including patterns involving students, parents/guardians, or members of the public.
- Solicitation of employee feedback on jobs or tasks that involve higher exposure (e.g., front office/visitor reception, transportation, campus supervision, one-on-one work with students, evening/weekend events, cash handling, home visits).
- Evaluation of staffing levels, communication/alert systems (e.g., radios, emergency notification apps), and emergency lockdown procedures.

Identified hazards will be corrected in a timely manner based on severity, using engineering controls (e.g., locks, barriers, visibility improvements), administrative controls (e.g., staffing, scheduling, escort procedures), and training, consistent with Section III.F of the District's IIPP (Hazard Control).

VIII. Post-Incident Response and Investigation

Following any workplace violence incident, the employee's supervisor, in coordination with the District Risk Manager, will:

- Ensure the immediate safety of employees and, if needed, arrange for medical attention or trauma support.
- Investigate the incident consistent with the procedures in Appendix I (Effectively Investigating Injuries), determine root cause(s), and identify corrective action.
- Document the incident on the Violent Incident Log (Addendum T-1) within 24 hours or as soon as practicable.
- Report any serious injury or death resulting from workplace violence to Cal/OSHA immediately, per Appendix E.
- Offer post-incident support resources (e.g., Employee Assistance Program, if available) to affected employees.

IX. Training

The District will provide training on this WVPP:

- When the plan is first established.
- Annually thereafter.
- When an employee is newly hired or reassigned to a job with new workplace violence hazards.
- Whenever a new or previously unrecognized workplace violence hazard is identified.

Training will cover: how to obtain a copy of the WVPP; the definitions and types of workplace violence; how to report incidents and hazards without fear of reprisal; the District's procedures for responding to workplace violence emergencies; how to seek help during an incident; and an opportunity for interactive questions and answers with the person conducting the training. Training will be documented on the SafeSchools Online Training System or an equivalent sign-in roster, consistent with Section IV of the District's IIPP.

X. Violent Incident Log and Recordkeeping

The District will maintain a Violent Incident Log documenting every workplace violence incident, using the format in Addendum T-1. The log (and underlying investigation records) will be:

- Maintained for a minimum of five (5) years.
- Made available to Cal/OSHA upon request.
- Kept confidential as to personally identifying information of employees involved, to the extent permitted by law.

Records of WVPP training, hazard identification/correction efforts, and this written plan will be retained by the District Risk Manager and made available to employees, their representatives, and Cal/OSHA consistent with Section VII of the District's IIPP.

Addendum T-1: Violent Incident Log

Date/Time/Location	Type (1-4)	Description of Incident	Perpetrator Classification	Injury (Y/N) & Description	Corrective Action Taken

Note: Do not include personally identifying information of employees involved beyond what is necessary; consult HR before disclosing log contents outside the District.