INJURY AND ILLNESS PREVENTION PROGRAM FOR Santa Rosa City Schools

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Erik Oden, Director of Maintenance and Operations has the authority and responsibility for implementing the provisions of this program for Santa Rosa City Schools

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in M&O Department, District Office

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: Acknowledge employees at Safety Meetings ;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Verbal warning then formal written notification through the Human resources department.
- Other means that we use to ensure employee compliance with safe and healthful work practices include: Monthly Safety Meetings Online training platform Backsafee training Attend training though insurance pool (RESIG)

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least every Last day of every month – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.

- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated by We have a Safety Reporting Form
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include: Implementing Safety poster program with Safety reminders

YEs Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7)(c)(1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

No Our organization has less than ten employees and complies with the requirements of subsection (a)(3) of T8CCR 3203 by communicating and instructing employees orally in:

- general safe work practices with specifics with respect to hazards unique to the employees' job assignment.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Dave Harden HR Department RESIG according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- At least Daily on campuses, monthly in district prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and

Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by Supervisors Human Resources, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;

- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*.

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.

- Proper storage to prevent:
    - stacking goods in an unstable manner
    - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, **we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training**.

RECORDKEEPING

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.

[X], EXCEPTION – Our organization has fewer than ten employees and maintains inspection records only until the hazard is corrected.

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record*. This documentation is maintained for at least one (1) year.

[X], EXCEPTION 1 – Our organization has fewer than ten employees and maintains a log of instructions provided to employees with respect to hazards unique to their job assignments when first hired or they are assigned new duties.

[ ], EXCEPTION 2 – Our organization retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment.

*** Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.**

Santa Rosa City Schools

EMPLOYER'S NAME

The following designated person or persons (Program Administrator Safety Coordinator/ Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Alex Escobar- Maintenance Manager (707)612-8888
2. Mike Hanford- Lead Tech (707) 293-5913
3. Flavio Ramirez- Asst. Manager (707)327-6597
4. Kennia Khaleck- Lead Grounds (707) 975-1846
5.

Note: Any of the following items applicable for the provision of water, shade, high heat, acclimatization methods and emergency procedures must have additional language added to provide specifics on how your company intends on implementing these provisions at the job site.

Sample Procedures to Consider for the Provision of Water (include but are not limited to the following):

☐ Drinking water containers (of five to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers, whether working individually or in smaller crews, will have access to drinking water.

☐ Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.

☐ As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min.), and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g. five-gallon bottles) will be carried, to replace water as needed.

☐ Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

☐ Water containers will be located as close as practicable to the areas where employees are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.

☐ Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water should be placed in a safely accessible location on every floor where employees are working.

☐ All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be governmentally approved for potable drinking water systems, as shown on the manufactures label.

☐ Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.

☐ Audible devices (such as whistles or air horns) will be used to remind employees to drink water.

☐ When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-shift meetings before the commencement of work to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. Supervisors/foreman will lead by example and workers will be reminded throughout the work shift to drink water.

☐ Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Sample Procedures for Access to Shade (include but are not limited to the following):

☐ Shade structures will be opened and placed as close as practical to the workers when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

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

☐ Enough shade structures will be available at the site to accommodate all of the employees who are on such a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)

☐ Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated. (see also the section on Emergency Response for additional information)

☐ Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

☐ In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.

☐ In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

☐ For non-agricultural employers, in situations where it is not safe or feasible to provide shade (mobile equipment and vehicle hazards, high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

Sample Procedures for Monitoring the Weather (include but are not limited to):

☐ The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (http://www.nws.noaa.gov/), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610(#1)
- Sacramento 916-979-3051
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725(#1)

- ☐ Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

- ☐ Prior to each workday, the supervisor will monitor the weather (using http://www.nws.noaa.gov/ or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

- ☐ A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

Sample Procedures for Handling a Heat Wave:

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

- ☐ During a heat wave or heat spike, the work day will be cut short or rescheduled (example: conducted at night or during cooler hours).

- ☐ During a heat wave or heat spike, and before starting work, tailgate meetings will be held to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

- ☐ Each employee will be assigned a "buddy" to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

Sample High Heat Procedures (include but are not limited to):

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

- ☐ Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.

- ☐ Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.

- ☐ Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

- ☐ Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

In addition to the High Heat Procedures listed above, the following High Heat Procedures apply only to agricultural work sites.

- ☐ When the temperature equals or exceeds 95 degrees, employees will be provided one 10-minute "preventative cool-down rest period" every 2 hours. During the first 8 hours of a shift, the cool-down periods may be provided at the same time as the rest periods already required by Industrial Welfare Commission Order No. 14.

- ☐ Employees working longer than 8 hours will be provided an additional 10-minute cool-down rest period every 2 hours. For example, if the shift extends beyond 8 hours, an additional rest period is required at the end of the 8th hour of work. If the shift extends beyond 10 hours, another is required and the end of the 10th hour, and so on.

- ☐ All employees will be required to take the cool-down rest periods and merely offering the opportunity for a break is not enough.

- ☐ Once the temperature equals or exceeds 95 degrees, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

Sample Procedures for Acclimatization (include but are not limited to):

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 to which the employee's body hasn't yet adjusted.

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

- ☐ The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

- ☐ **During a heat wave or heat spike, the work day will be cut short (example: 12 p.m.), will be rescheduled (example: conducted at night or during cooler hours) or if at all possible, cease for the day.**
- ☐ New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (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 supervisor, or the designee, will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- ☐ New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- ☐ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
- ☐ Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Sample Procedures for Emergency Response (include but are not limited to:

- ☐ Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services.
- ☐ Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid, if necessary.
- ☐ Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English-speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
- ☐ All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- ☐ When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.

☐ At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible form the road or highway.

☐ During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

☐ Employees and supervisors training will include every detail of these written emergency procedures.

Sample Procedures for Handling a Sick Employee:

☐ **When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called.** A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

☐ When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

☐ **Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim).** Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

☐ If an employee does not look OK and displays signs or symptoms of severe heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

Sample Procedures for Employee and Supervisory Training (include but are not limited to):

To be effective, training must be understood by employees and given in a language the employees understand. All employers must maintain records of the training showing the date of training, who performed the training, who attended training and subject(s) covered.

☐ Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.

EMPLOYER SAMPLE PROCEDURES FOR HEAT ILLNESS PREVENTION

- ☐ Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
- ☐ Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.
- ☐ Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
- ☐ All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to: providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures and acclimatization contained in the company's written prevention procedures.
- ☐ Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- ☐ When the temperature is expected to exceed 80 degrees Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
- ☐ New employees will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow company procedures.

Resource (included but are not limited to):

Heat Illness Prevention Enforcement Q&A	https://www.dir.ca.gov/dosh/heatIllnessQA.html
Cal/OSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
Cal/OSHA Heat Illness Prevention Website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
Cal/OSHA Consultation Program	https://www.dir.ca.gov/dosh/consultation.html Toll-free Number: 1-800-963-9424.

Hazard Recognition and Assessment

WHAT ARE HAZARDS?

A hazard is a practice, behavior, condition or situation, or a combination of these, that can cause injury or illness in people, or damage to property. Uncontrolled hazards may cause problems that range from minor nuisances to very serious consequences and even death.

Owners and managers must pay attention to hazards because they can seriously harm workers. Recognizing, assessing and controlling hazards is an integral part of an effective safety program. Hazards can be divided into two types: **Health** and **Safety**.

Health Hazards

- Chemical: includes any form of chemical such as compressed gases, solvents, lead and others.
- Physical: includes noise, vibration, heat, cold and radiation
- Ergonomic: includes design of the workplace and jobs that involve repetition, force and posture.
- Biological: includes organisms or toxic substances produced by living things that can cause illnesses or disease in humans (e.g., bacteria, viruses, fungi, parasites and insects). Safety Hazards
- Machine: includes hazards from moving parts like rotating shafts, belts, pulleys, blades and saws.
- Energy: includes pneumatic or hydraulic pressure, steam, heat and electricity.
- Material Handling: includes manual and mechanical handling (e.g., lifting, lift trucks, conveyors)
- Work Practices: includes failure to have or follow safe work practices.

WHAT ARE THE CONTRIBUTING FACTORS THAT CAUSE HAZARDS?

The following factors contribute to creating hazards

People: The actions people take, or do not take, can create hazards in the workplace. Knowledge of and training in appropriate procedures is critical to avoid unsafe behaviors. Appropriate administration, leadership and supervision help ensure procedures and safe practices are followed.

Equipment: The tools and machines people use and work near can be hazardous. Look for unsafe or unhealthy conditions.

- inadequate guarding or barriers
- defective tools and equipment
- incorrect tools and equipment for the job

• inadequate warning systems

Materials: The improper handling or wrong type of raw materials, products, and hazardous chemicals can result in explosions, fires and exposure to toxic chemicals and physical agents (e.g., heat).

Environment: Some hazards are created by the work environment. Look for:

• condition of all surfaces where people walk or where things are placed

• overcrowding and poor ventilation

• poor lighting, extreme temperatures and noise

• poor housekeeping.

Process: The combination of the other four factors in production is process. It involves the flow of work and includes design, organization, pace and type of work. By-products such as heat, noise, dust, vapors, fumes and scrap materials may be created by the process.

WHAT IS "RAC"?

"RAC" stands for recognizing, assessing and controlling hazards.

Recognizing hazards: Hazards may be brought to your attention by:

1. personal observation and concern, or

2. identification by a knowledgeable and skilled individual.

There are 5 tools for or ways of recognizing hazards. Once recognized, hazards must be brought to the attention of people who can act on them.

Assessing hazards: Assessment is the process of comparing what you suspect is a hazard against standards and expectations. Where the law sets out a standard, it must be followed (e.g., the ANSI, OSHA, etc). Other standards should be considered including policies and procedures, safety manual/handbook and manufacturers' recommendations.

Controlling hazards: Controls are used to maintain standards and expectations. They act to minimize, substitute or eliminate workers' exposure to the hazard's harmful effects.

Recognizing Hazards

-Observations and Worker Concerns

-Inspections

-Investigations

-Examining Records

-Task and Process Analysis

Assessing Hazards

Collect data using methods from prior "Recognizing Hazards" steps and compare findings to:

- Acts and regulations
- Standards
- Guidelines
- Manufacturers' recommendations
- Workplace standards as outlined in the safety manual/handbook.

Control Activities

- Prevention;
- Immediate Response
- Return to Work.

WHAT ARE THE 5 TOOLS TO RECOGNIZE HAZARDS?

1. Observation and Worker Concerns

The most common method of recognizing hazards is by observation and through worker concern. Individuals in the workplace may notice hazards or have concerns about potential hazards at any time. They should report these to a supervisor or manager.

You should encourage reporting of suspected hazards by all employees. In fact, if workers know there is a hazard, they are obligated to report it to the supervisor/manager. A casual remark by a visitor or a new employee having the advantage of "fresh eyes" can also identify previously unnoticed hazards. The existence of hazards may indicate inadequate, substandard or deteriorated controls, practices or working conditions.

Workers often see problems or raise concerns when they believe something in the workplace is hazardous. They may have pain or discomfort, notice unusual odors or strain to complete certain tasks. Supervisors are required to be competent and to take every reasonable precaution to protect the worker. Therefore, supervisors should investigate worker concerns to determine if there is a hazard or if controls could be improved.

2. Inspections

The workplace inspection is a regular and common method of recognizing hazards. Workplace inspections identify hazards that could endanger the health or safety of anyone in your workplace. In general, inspections of the workplace are intended to:

- identify and record potential and actual hazards
- identify any hazards that require immediate attention
- ensure that existing health and safety standards and procedures are met
- ensure that existing controls are working
- collect information to make recommendations for corrective actions

Types of inspections include:

- **Regular Planned Inspections**: done on a regular basis by the designated staff member or safety liaison.
- **Spot Inspections:** usually conducted by managers or supervisors as part of their safety responsibilities
- **Maintenance Inspections**: usually the responsibility of supervisors as part of their regular duties and daily operations
- **Pre-operation checks of equipment**: completed before starting a work activity that uses potentially hazardous equipment.

To complete an effective inspection, the inspector needs to understand work procedures, know the standards and laws that apply, be aware of potential hazards created by the contributing factors (people, equipment, materials, environment and process), and note any previous injuries, illnesses and problem areas.

Five Steps to Effective Inspections

1. Establish inspection procedures
2. Prepare for the inspection
3. Conduct the inspection
4. Report the findings and make recommendations
5. Follow-up

3. Investigations

Using information collected from an investigation is an important method of recognizing hazards. Investigations are conducted to gather information on the root causes of an incident or situation that may have caused an illness, injury, or damage to property.

Investigations help:

- identify the immediate and root causes of the incident, injury or illness
- analyze the information gathered to determine ways to prevent future incidents, injuries and illnesses
- improve or update policies, procedures and training programs

It is good practice to investigate any injury, illness or incident (near miss) to help prevent more serious events the next time. Completing effective investigations can also have a positive effect on the organization's bottom line by improving worker–employer relations. Interviews are an important part of the investigation process.

Four Steps to Effective Investigations

1. Secure and manage the scene
2. Notify the appropriate people
3. Investigate
4. Report.

4. Examining Records

Examining records is a good method to assist in recognizing patterns and frequencies of injuries or illnesses. By looking for trends, you will be able to decide where to focus prevention efforts. The type of workplace records that may be examined include:

- First aid reports
- Worker's comp. /liability claims
- Incident reports
- Inspection reports
- Investigation reports
- Material Safety Data Sheets (MSDSs)

The information gained from examining records can be used to:

o identify injuries and illnesses and trends
o measure the effectiveness of your health and safety program
o raise awareness of health and safety
o help to make recommendations and priorities
o support decisions affecting health and safety.

5. Task or Process Analysis

Task and process analysis is an excellent method of recognizing potential hazards. Task or process analysis involves breaking a job or process down into individual steps and carefully looking for hazards at each one by examining it and its relationship to the other steps. Task and process analysis should involve the people doing the jobs because they can provide valuable information about how jobs are done and where problems exist.

Task analysis looks at the individual tasks of a single job. Process analysis looks at the sequence of jobs or the relationship between jobs that make up the complete process of providing the service or making the product from beginning to end. The impact and involvement of the contributing factors (i.e., people, equipment, materials, environment, and process) at each step is included in the analysis.

Three Steps to Task and Process Analysis

1. Identify tasks, steps and/or the relationship between these
2. Identify the contributing factors at each step
3. Identify the hazards associated with each task and contributing factor combination.

HOW IS HAZARD RECOGNITION MANAGED?

There are five steps for making sure hazards are recognized in your workplace:

1. Set Standards

Develop standards and procedures for:

- responding to observations and worker concerns
- inspections
- investigations (that will allow you to find the root causes of injuries and illnesses and solutions to hazards)
- examining records (what records should be kept, what information should be tracked)
- task and process analysis (documentation of methods and best work practices).

2. Communicate

- make sure workers know the standards and know how and why to report hazards
- make sure results of inspections and investigations are communicated to the appropriate persons.

3. Train

Make sure the appropriate people are trained to:

- identify hazards
- report and respond to all observations and worker concerns
- do inspections
- do investigations
- examine records
- do task and process analysis (review how the work is done).

4. Evaluate

- review procedures to see if hazards are being recognized and action taken

5. Acknowledge Success and Make Improvements

- acknowledge those who reported hazards and contributed to the recognition of hazards
- revise procedures as needed.

Santa Rosa City Schools

LOCKOUT/TAGOUT PROCEDURE

A good Lockout/Tagout Procedure, at a minimum, should contain the following elements:

1. All maintenance personnel shall be provided with a good lock. The lock shall have the individual workers' name and other identification on it. Each worker shall have the only key to the lock.

2. The worker shall check to be sure that no one is operating the machinery BEFORE turning -off the power. The machine operator shall be informed before the power is turned off. Sudden loss of power could cause an accident.

3. Steam, air and hydraulic lines shall be bled, drained, and cleaned out. There shall be no pressure in these lines or in reservoir tanks.

4. Any mechanism under tension or pressure, such as springs, shall be released and blocked.

5. Each person who will be working on the machinery shall put a lock on the machine's lockout device(s). Each lock shall remain on the machine until that worker's work is complete.

6. All energy sources that could activate the machine shall be locked out (blocked/tagged).

7. The main valve or main electrical disconnect shall be tested to be sure that the power to the machine is off.

8. Electrical circuits shall be checked with proper and calibrated electrical testing equipment. An electrical failure could energize the equipment even if the switch is in the off position. Stored energy in electrical capacitors shall be safely discharged.

9. When working on machinery such as power presses and welding presses that have a ram that could fall, the ram shall be supported with safety blocks or pins. Fully interlocked safety blocks are the safest.

Hazardous Energy Control Procedures

Lockout

I. Purpose and Scope

Effective hazardous energy control procedures will protect employees during machine and equipment servicing and maintenance where the unexpected energization, start up or release of stored energy could occur and cause injury, as well as while working on or near exposed deenergized electrical conductors and parts of electrical equipment. Hazards being guard against include being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits/parts.

The procedure herein established (III - VIII) will insure that machines and equipment are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance and properly protect against reenergization as required by 29 CFR 1910.147.

While any employee is exposed to contact with parts of fixed electrical equipment or circuits that have been deenergized, the circuits energizing the parts shall be locked out and tagged in accordance with the requirements of 29 CFR 1910.333 (b) (2). SEE THIS OSHA STANDARD.

Only when disconnecting means or other devices are incapable of being locked out, and until lockout capability is provided, will a tagout procedure (without lockout), be utilized. SEE APPENDIX A.

II. Enforcement

Any employee who fails to follow these procedures will face disciplinary action in accordance with those listed in the company handbook.

III. Definitions

Authorized employee - a person who locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance that exposes him/her to potentially hazardous energy.

Affected employee - an employee whose job requires him/her to operate /use a machine or equipment or work in an area in which servicing or maintenance is being performed under lockout.

Energy isolating device - a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selectors switches, and other control circuit type devices are not energy isolating devices.

Other employee - an employee whose work operations are or may be in an area where energy control procedures may be utilized.

For additional definitions see 29 CFR 1910.147 (b).

IV. Authorization / Responsibility

Appropriate employees will be instructed in the safety significance of the lockout procedures. Appendix B is a list of employees authorized to lockout. Appendices C and D are a list of job titles for affected and other employees.

V. Rules

A. Locks, chains, wedges, or other hardware which meet the requirements defined in 1910.147 (c) (5) (ii) shall be provided by the company.

B. Lockout devices shall be singularly identified. They shall be the only devices used for controlling energy and shall not be used for other purposes.

C. The lockout devices shall indicate the identity of the employee applying the devices.

D. All machines/equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Lockout will also apply when working on or near exposed deenergized electrical circuits / parts.

E. No employee shall attempt to operate any switch, valve, or other energy -isolating device which is locked out.

F. Each lockout device shall only be removed by the employee who applied the device. (Exception: see VII. B. 2.)

VI. Lockout Procedures and Techniques

A. Preparation for Shutdown.

1. In preparation for lockout, an initial survey must be made to locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine / equipment to be locked out. (See Appendix E for Energy Source Evaluation) More than one energy source (electrical, hydraulic, pneumatic, chemical, thermal, or others) may be involved.

2. Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee must have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy (see Appendix F for Specific Energy Control Procedures).

Note: If work to be performed involves employees working on or near exposed deenergized electrical parts. (See 29 CFR 1910.333).

B. Machine or Equipment Shutdown.

1. All affected employees shall be notified that a lockout system is to be utilized and the reason for it, before the controls are applied.

2. If the machine or equipment is operating, shut it down by normal stopping procedure. (Depress stop button, open toggle switch, etc.)

C. Machine or Equipment Isolation.

Physically locate and operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources and apply adequate hardware.

D. Lockout Device Application.

1. Authorized employees shall lockout the energy isolating devices with assigned individual locks.

2. Lockout devices shall be applied so that they will hold the energy isolating devices in a "Neutral" or "Off" position.

E. Stored Energy.

All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated. If there is a possibility of reaccumulation of stored energy, verification of isolation must be continued until servicing or maintenance is completed.

F. Verification of Isolation.

Prior to starting work on machines or equipment that have been locked and after ensuring that no personnel are exposed, the authorized employee shall operate the push button or normal operating controls to verify that the appropriate equipment or machine has been deenergized and make certain it will not operate.

CAUTION: Return Operating Controls to the "Neutral" or "Off" Position after the Test.

The machine / equipment is now locked out. Servicing or maintenance may now occur.

VII. Removal of Lockout Devices

A. After the servicing and / or maintenance is completed and before the lockout devices are removed and energy is restored, the sequence of activities in Appendix F shall be completed by the authorized employee(s).

B. If the authorized employee who applied the lock is not available, the supervisor shall take the following steps:

* Clear the machine or equipment of tools and materials.

* Remove employees from the machine or equipment.

* Remove the lockout device.

* Energize and proceed with testing or positioning.

• Deenergize all systems and reapply energy control measures in accordance with procedures set forth under SECTION VI.

VIII. Additional Requirements

A. In the proceeding steps, if more than one individual is required to lockout machines / equipment (group lockout), the following procedures shall be implemented to provide protection to all employees.

1. A primary authorized employee will be designated and responsible for the number of people working under the protection of the group lockout device. The primary authorized employee will ascertain the exposure status of the individual member participating in the group lockout to ensure continuity of protection for each individual. In addition, this primary authorized employee will be responsible for notifying affected employees before and after lockout procedures are performed.

2. Each authorized employee will place his/her own personal lockout device on the energy isolating device(s).

3. When an energy- isolating device cannot accept multiple locks, a multiple lockout system must be used.

B. Shift or Personnel Changes - If a lockout procedure will extend into the following shift, the authorized employee who originally placed the lock will remove it and it will immediately be replaced with the lock of the authorized employee who is to continue the repair or maintenance on that equipment or machine for the following shift.

C. Cord and Plug Connected Equipment - If servicing or maintenance is performed on cord and plug connected equipment the following procedure shall be performed to protect employees.

1. Unplug equipment from its electrical socket.

2. Place a lockable cover over the plug and a lock on the plug cover during machine / equipment servicing or maintenance.

D. Outside Contractors - If outside contractors perform servicing or maintenance that requires lockout, the Safety Director shall take the following steps.

1. Inform the outside contractor about company's lockout procedures and supply them with a copy.

2. Obtain and review a copy of the outside contractor's lockout procedures.

3. Ensure that our employees understand and comply with the responsibilities and prohibitions of the outside contractor's lockout procedure.

E. Training

1. Authorized employees shall receive training covering:

* Recognition of hazardous energy sources.

* Types and magnitude of hazardous energy in the workplace.

* Methods, devices, and procedures used to lockout, verify lockout, and otherwise control hazardous energy on all pieces or types of equipment (including cord and plug connected equipment).

* Procedures for removing locks and returning a machine or piece of equipment to operation.

* Transfer of lockout responsibilities.

* Group lockout procedures.

2. Affected and all "other" employees shall receive training so that they are able to:

* Recognize when energy control procedures are being implemented, and

* Understanding the purpose of the procedures and the importance of not attempting to start up or use the machine / equipment that has been locked out.

F. Retraining - Authorized and affected employees shall receive retraining in proper application of lockout procedures when there is a change in:

* Job assignment(s) that expose an authorized employee to new hazards or lockout procedures.

* Machines, equipment, or processes that present a new hazard or require modified lockout procedures.

* Energy control procedures for a piece or type of equipment.

* Or when it becomes known that an employee incorrectly performs lockout procedures.

Retraining will re-establish employee proficiency in lockout, and ensure that employees are knowledgeable of new or revised procedures. All retraining will be certified.

G. Periodic Inspections

1. An inspection of the energy control procedures will be conducted annually and will be certified (see Appendix H).

2. Energy control procedures for each machine or type of machine must be inspected.

3. The inspection shall include a review of lockout responsibilities with each individual authorized to lockout the machine / equipment.

4. The person who performs the inspection must be authorized to perform the lockout procedures being inspected. The inspector cannot, however, review his/her own use of lockout procedures.

5. Any deviations or inadequacies identified shall be immediately addressed.

TAGOUT PROCEDURES

A. When a disconnecting means or other energy isolating device is incapable of being locked out, a tagout system shall be utilized. A tag used without a lock, shall be supplemented by at least on additional safety measure that provides a level of safety equivalent to that obtained by use of a lock such as opening an additional disconnecting device, removal of an isolating circuit element, blocking of a controlling switch or the removal of a valve handle to reduce the likelihood of inadvertent energization.

B. Only tags furnished by the company which meet the requirements of 1910.147 (c) (5) (ii) and (iii) shall be used.

C. All employees shall be trained in the use and limitations of tags as described in 1910.147 (c) (7) (ii) and (d) (4) (iii).

D. All employees must be able to understand the hazard warning written on the tags such as: **DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE.**

E. On machines and equipment where tagout is used in lieu of lockout, the Periodic Inspection required by 1910.147 (c) (6) shall include the affected as well as the authorized employee(s). The periodic inspection shall be certified.

F. If tagout is used all other lockout rules and procedures apply.

NOTE: Should the machine / equipment required upgrade or modification, it will have lockable switches, fittings, valves, etc. added so that it becomes possible to lockout.

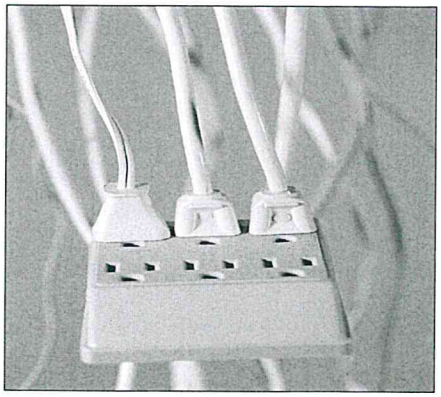
Fire Prevention Plan

Santa Rosa City Schools
District Wide
July 2018

SANTA ROSA CITY SCHOOLS
Excellence is our Common Ground









Fire Prevention Plan
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INTRODUCTION

Cal/OSHA (California Code of Regulations, Title 8, Section 3221) requires every employer with 10 or more employees to have a written Fire Prevention Plan that includes, at a minimum, the following elements:

- Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires;
- Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

This program will apply to all employees of The Santa City Schools District. Outside contractors will also be expected to comply with sound fire prevention techniques and methods in the completion of their contracted tasks.

RESPONSIBILITIES

The Supervisor of Building M&O is the plan administrator and manages the plan through the designated Fire Prevention Coordinator. The Fire Prevention Coordinator and/or designee(s), is responsible for all aspects of the Fire Prevention Plan including: the maintenance of good housekeeping practices, ensuring the proper storage, handling, and use of any materials or substances utilized within the facility which may contribute to or cause a fire, ensuring regular fire prevention inspections of the facilities are conducted, and ensuring employees receive adequate training regarding fire prevention and response. If the Coordinator observes any unsafe housekeeping practices or hazards they will report to the site administrator at once.

HOUSEKEEPING

Good housekeeping reduces the possibility that a fire will start, and in the event that there is a fire, reduce the materials available to fuel the blaze. Because good housekeeping is such a critical element in the Fire Prevention Program, regular inspections will be conducted to ensure the proper handling and storage of substances, which may contribute to or cause a fire.
The following are examples of safe handling practices, good housekeeping, and maintenance with which employees are expected to comply:

- All flammable or combustible liquids, involving solvents, lubricants, fuels, and chemicals shall be kept and stored in approved containers.

- All flammable or combustible liquid containers shall be clearly labeled and carry appropriate warnings.
- All spills of flammable or combustible liquids shall be cleaned up immediately.
- Flammable and combustible waste materials shall be stored temporarily in fire resistant containers and disposed of regularly.
- Flammable or combustible materials must be kept away from potential spark or ignition sources.
- Work areas shall be kept neat, clean and clear of trash, cartons, or other material that might help fuel a fire. Fire Prevention Plan 2
- Electrical wiring shall be kept in good condition.
- Fire exits will be kept unobstructed and clearly identified.
- All fire extinguishers will be maintained in a fully charged condition and kept accessible at all times.
- Fire hydrants will be kept accessible at all times.
- Fire alarms and detection systems will be inspected periodically to ensure proper working order

FIRE ALARM AND PROTECTION SYSTEMS

Alarms

Fire alarms directly alert personnel of a fire in any building at the facility. A follow-up call will always be placed to the fire department to make sure that the fire signal was relayed by the alarm. The fire alarm system includes an announcing system, which gives an audible and a visual display of the alarm. Smoke detectors are located throughout facilities and they will activate alarm systems that can be heard by everyone in the building. Automatic detectors will be maintained in reliable operating condition. Proper tests, and documentation, will be made at specific intervals. Smoke detectors will receive periodic cleaning to remove dust or dirt, which has accumulated.
The only exception to this, will be the District Office which has no fire alarm system.

Sprinklers

Fire sprinkler systems automatically distribute water upon a fire in sufficient quantity to prevent its spread. Sprinkler systems will be maintained and checked regularly to ensure that all valves are open. Sprinkler valves will be locked open so they cannot be shut off by an unauthorized person. Materials will be kept at least 18 inches below and 36 inches away from all sprinkler heads to ensure the proper functioning of the sprinkler.

Fire and Smoke Barrier Doors

Fire and/or smoke barrier doors divide the facility into sections to prevent the spread of fire and/or smoke. All doors shall be regularly maintained and kept in an operative condition. Doors will remain unobstructed at all times.

MAINTENANCE OF FIRE ALARM AND PROTECTION EQUIPMENT

The maintenance of fire alarms and protection equipment is essential to an effective Fire Prevention Plan. All critical valves and operable devices shall be locked into proper position. Identification of the device and warning tags to caution users about unauthorized operations shall be attached to critical components.
When any test or inspection takes place, a record shall be kept on file and made available upon request by authorized personnel. The record shall include:

- The identity of the equipment tested.
- The type of test conducted.
- The date the test was conducted.
- The results of the test. Fire Prevention Plan 3
- Any repairs made due to the equipment failing the test.
- The name of the person performing the test.

Inspections shall be conducted of the sprinkler systems periodically to ensure they are working properly. The sprinkler tests shall include a pressure test and a check of the tamper switch at annunciation panel.
Anytime a fire protection system is taken out of service for maintenance and/or repairs, the Fire Department and the Alarm Company will be notified prior to taking the system out of service. A fire watch will be implemented until the system has been restored. The Fire Department and the Alarm Company will be notified when the system is placed back in service.
Documentation will be maintained which:

- Identifies the time the system was taken out of service;
- The reason the system was taken out of service;
- Who at the Fire Department and Alarm Company received notification of the removal from and restoration to service;
- The name of the person taking the system out of service, and
- The date and times (both the removal time and time of restoration will be recorded) the events occurred. The Fire Prevention Coordinator will maintain this information for at least one year from the date of occurrence.

FIRE EXTINGUISHERS

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain conditions:

- The operator must know how to use them.
- Extinguishers must be within easy reach and in working order, fully charged.
- Extinguishers need to be kept near the exit.
- Extinguishers must match the type of fire being fought.
- Extinguishers must be large enough to put out the fire.

Types of Extinguishers

o Extinguishers are classified as: A, B, C, to match the Classes of Fires:

* **Class A** - Fires involving ordinary combustibles such as wood, cloth, paper, rubber, textiles, plastics, and trash.
* **Class B** - Fires involving flammable liquids such as gasoline, oil, grease, oilbased paints, lacquers, and flammable gases.
* **Class C** - Fires involving electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, and appliances.
* Water possesses the greatest cooling effect of any known substance and is, therefore, used as the principle content of Class A extinguishers.
* A wide variety of dense, heavier-than-air gases and ordinary dry chemicals are used in Class B extinguishers. All of these smother Class B fires by excluding the air. These extinguishers can also be used on Class C fires.
* Class C Extinguishers use a non-conductive extinguishing agent, (heavier-than-air gases Fire Prevention Plan 4 and ordinary dry chemicals.)
* ABC or multi-purpose extinguishers contain ordinary dry chemicals and can be used on all three classifications of fire.
* The type of fire extinguisher located at a specific location will be determined by the primary type of fire anticipated to possibly occur at or near that location. Fire extinguishers will be kept fully charged and accessible at all times. Employees will be trained in the proper use of the type of fire extinguisher they may need to use.

Fire Extinguisher Inspections

The Fire Prevention Coordinator will ensure portable fire extinguishers are visually inspected regularly. If an extinguisher is found missing, discharged, its tag is missing, its seal is missing or any other problems are found, the individual finding the situation should notify the Fire Prevention Coordinator or Administrator immediately. The defective extinguisher will be replaced immediately with a fully charged and functional fire extinguisher of the same type. During inspection consider:

- Fire extinguishers are in their assigned place.
- Fire extinguishers are not blocked or hidden.
- Pressure gauges show adequate pressure; are in the "Charged" zone.
- Pin and seals are in place.
- Fire extinguishers show no visible signs of damage or abuse.
- Nozzles are free of blockage.
- Inspection tag is completely filled out.
- Hoses on the Class B/CO2 extinguishers are attached.

A checklist will be utilized to ensure all fire extinguishers are inspected and maintained by the Fire Prevention Coordinator.

Annual Fire Extinguisher Inspection and Service

All fire extinguishers will be serviced at least annually by a California State Licensed contractor to conduct the service. The extinguishers will be inspected for physical damage, completely discharged, and recharged. A new inspection tag will be placed on each extinguisher. Hole punches will be utilized to identify the month, day and year the annual inspection was conducted.

TRAINING

As part of the Fire Prevention Plan, the Supervisor of M&O will provide employee training related to fire prevention and fire safety. The training will include:

- An explanation of the fire hazards of the materials and processes to which the employees are exposed.
- The proper handling and storage procedures for those materials and processes.
- Proper housekeeping requirements to prevent fire hazards. • The importance of maintaining access to all fire alarms and fire fighting equipment/systems.
- The proper use and control of potential ignition sources in the workplace such as welding, electrical heaters, smoking, and others.
- Hot Work Permit procedures.
- How to report a fire. Fire Prevention Plan 5
- The proper use of fire fighting equipment.
- Locations of fire alarms and fire fighting equipment.
- Evacuation routes and assembly areas.
- Means of evacuating
- Supervisors will receive additional training in head count responsibilities, and re-entry authorization.

Employee training will be documented and the documentation maintained for at least one year. The documentation will include:

- The date of the training.
- The name of the employees trained.
- The type of fire fighting equipment involved in the training.
- The name of the trainer

Fire Extinguisher Training

Fire extinguisher training shall be hands-on training. All employees involved will know where the extinguishers are and how to use them safely and effectively. The person operating the fire extinguisher should stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, the person

will leave the area at once. The Fire Prevention Coordinator or their designee will ensure the fire department inspects the fire site.

• **P**ull the pin: This unlocks the operating lever and allows the extinguisher to discharge. Some extinguishers have other devices that prevent inadvertent operation.
• **A**im low: Point the extinguisher nozzle (or hose) at the base of the fire.
• **S**queeze the lever below the handle: This discharges the extinguishing agent. Easing the lever will stop the discharge. Some extinguishers have a button which must be depressed.
• **S**weep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. The operation of fire extinguishers should be thoroughly addressed in fire prevention training.

Smoke Effects Training

The average person is not familiar with the effect of smoke upon the human body; therefore, employees will be informed of its potential danger during the annual fire prevention and fire extinguisher training. Employees will be advised of the following information:
• Fire emits smoke, heat, and toxic gases. Smoke encountered in a fire may be charged with toxic gases, which can prove fatal upon short exposure. Ninety seven percent of fire fatalities are normally caused by smoke inhalation and suffocation, rather than by burns.
• When a fire breaks out, the smoke rises. A quick response whenever smoke is present in the facility is of vital importance. If rescue of a person is necessary, the employee should keep themselves and the individual being rescued, as low as possible at all times.

FIRE DRILLS

Employees shall be kept up-to-date and aware of general fire safety. Employees shall be made aware of all evacuation procedures including escape routes, fire extinguisher locations, fire alarm box locations, and designated assembly areas outside of the facility.

Fire drills are necessary to:
• Ensure that employees and visitors can quickly evacuate in the event of a fire or other emergency.
• Give employees with specific fire fighting duties an opportunity to practice those duties.
• Point out bottlenecks in emergency evacuation plans.
• Keep employees aware of the importance of fire prevention and fire safety.

An overall evaluation shall be conducted following the fire drill to appraise and discuss the performance during the drill. It will include a complete evaluation of the drill and the signatures of participating personnel. The report should be given to the Fire Prevention

Coordinator for documentation. All fire drills will be documented. The documentation will include:

- The date and time of the drill;
- The simulated location of the fire;
- The evacuation response time;
- The evaluation report.

FIRE PROCEDURES

When any fire occurs, the Fire Department shall be notified immediately. Employees shall not hesitate to call because the fire seems too small. It's better to be safe than sorry. The fire may amount to nothing, but a fire extinguisher will not always do the job.

Employee Evacuation

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency. Occupants, in a calm and orderly manner, should evacuate the building to be removed from unsafe areas to a designated area of safety. Occupants will exit the structure when there is any activation of the Fire Alarm System.
ALWAYS EXIT BY STAIRS IF ON UPPER LEVEL, NEVER USE ELEVATORS.
Route maps will indicate a predetermined assembly area safe from the building and out of the way of incoming emergency response. Additionally, fire extinguisher locations, fire alarm boxes, assembly areas, water and gas shutoff valves shall be included on the map.
A copy of the evacuation map for each facility is located in Appendix D.

Accounting for Personnel

During fire evacuation, accounting for all personnel can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. The Fire Prevention Coordinator for each site will designate one person to account for personnel and to inform the fire department or other response team members of those who is believed to be missing.

Recovery Operations

Care for the injured is the first and most important step after a fire. Employees will be particularly careful when transporting or moving victims in case the victims have other injuries. Trained medical personnel will be called to help immediately.
After a fire, the site will be left site intact except for movement necessary to remove the injured. Fire Personnel will ensure all fires, regardless of size and damage, will be thoroughly investigated to determine the cause and the actions necessary to prevent recurrence. The investigation will be documented

As soon as practical, the condition of the fire fighting equipment in the area will be checked. Repairs and replacements of any equipment that has been damaged or utilized will be made as soon as practical.

1. Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

Fire Control Measures	Inspection Frequency	Service Firm
Sprinkler System	Annually	Fire Safety Supply
Fire Alarm System	Annual	SMC
Fire Extinguishers	Monthly and annual	facility safety committee member, Fire Safety Supply

2. Alarm Systems

The following fire alarm systems have been installed and tested at the frequency indicated, and should trigger the response listed:

Alarm System	Test Frequency	Response
Notifier	Annually	See Emergency Action Plan

3. Employee Response to Fire Emergencies

Employees' response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

4. Training

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to.

Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located at the maintenance and operations office and is available for review upon request from **Alex Escobar** Supervisor of Building and Maintenance.

Hazard Reporting System

Policy

Santa Rosa City Schools is committed to identifying and removing or controlling hazards. The hazard reporting system is a worker-oriented process. Workers are in the best position to identify the hazards in the workplace because they are the ones who perform the work. Workers act as a second set of eyes for supervisors.

Procedure

Worker Responsibilities

1. Report any perceived hazard verbally to the maintenance supervisor.
2. Provide recommendations to the supervisor on how to eliminate or control the hazard.
3. If the supervisor does not respond to your concern you are to inform the Director of Maintenance.

Supervisor Responsibilities

1. Discuss the hazard and controls with the worker and complete the Hazard Identification Form.
2. Respond to the worker's concern by the next shift.
3. Ensure that the form details the action or non-action which will be taken.
4. Provide a copy of the completed Hazard Identification Form to the Director.

Directors Responsibilities

1. Ensure action is taken to address the hazard identified.
2. Initialize and date the Hazard Identification Form.

Appendix

Hazard Identification Form

EMPLOYEE SAFETY REPORTING FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:_____

_____

_____

Cause or other contributing factors:_____

_____

_____

Employees suggestion for improving safety:_____

_____

_____

Had this matter been reported prior to filling out this form? Yes____ No___

If Yes, person notified & date:_____

Employees Name (Optional):_____

Contact Info/E-Mail_____

School Site & room number/Department:_____

Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising their rights to participate in communications involving safety.

The employer will investigate any hazard reported or safety question from employees as required by the Injury and Illness Prevention Program Standards (GISO 3203). The employer's response will be communicated to the employee (s) involved.

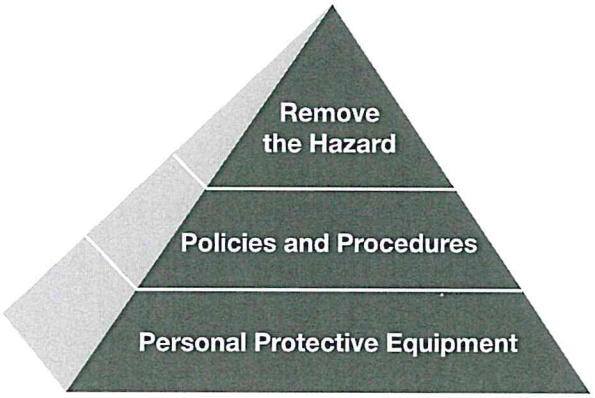
Employees who wish to remain anonymous may place this form, unsigned, in the District Mail addressed to the Compliance Coordinator/Safety Officer, Maintenance Department.

Revised 3/13/13

CONTROLLING HAZARDS



Once hazards are identified, there are various methods that can be used to protect employees. These are called hazard controls. Not all controls are equally effective. There is a "hierarchy" of possible solutions. The most effective solutions, at the top of the pyramid, are those that actually remove the hazard. Below are those solutions that only reduce or limit the employee's exposure. Often a combination of methods is needed to get the best protection.



Remove the Hazard

The best way to protect employees from hazards is to remove the hazards from the work environment altogether, or at least keep them away from employees. These methods are often called **engineering controls**. They directly address the hazard and do not depend on employees' actions to be effective. Employees don't have to wear special protective gear or take special precautions, because the hazard is gone.

Engineering controls include these methods:

- **Redesign the process.** For example:
  - Replace gasoline motors with electric motors to eliminate exhaust fumes
  - Store supplies near where they are needed, and use hand trucks to reduce lifting and carrying
  - Use wet methods when grinding, sanding or using other tools to reduce dust levels
- **Substitute safer products for hazardous ones.** For example, use chemicals that are less toxic or dangerous



CONTROLLING HAZARDS

(continued from previous page)

- **Keep the hazard away from employees.** For example:
  - Move noisy equipment away from employees
  - Use glove boxes when handling toxic chemicals
  - Install guards on machines
  - Use floor mats in wet or slippery areas
- **Use good ventilation.** This removes dust, fumes, etc., from the air that workers breathe.
- **Redesign equipment.** For example:
  - Use smaller and lighter carts that are easier to move for transporting boxes, supplies and other items
  - Use adjustable computer workstations that fit workers' bodies comfortably
  - Replace old equipment with newer equipment that has better safety features.

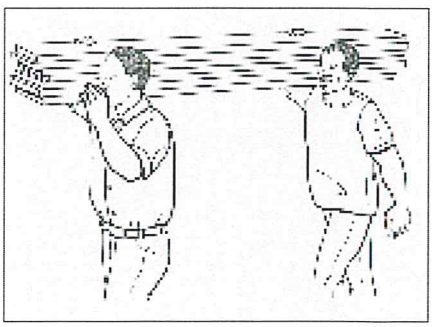


Improve Work Policies and Procedures

When the hazard cannot be eliminated altogether, another option is to set rules that will limit employees' exposure to the danger. These measures are often called **administrative controls**.

Administrative controls include:

- **Rotate employees** between a hazardous task and a non-hazardous task so that the length of exposure is reduced
- **Increase the number of breaks** to reduce the time of exposure to hazards like working in the hot sun
- **Keep work areas free of clutter and debris**
- **Require good housekeeping** to reduce the chance of trips and falls, etc.
- **Improve personal hygiene facilities and practices.** Provide a way for employees to wash their hands and face before eating and drinking. Prohibit eating in work areas. Set up facilities for showering after the shift, and leaving contaminated clothes at the workplace.





(continued from previous page)

- **Provide worker training programs.** Increase employees' ability to recognize and evaluate hazards, and to take action to protect themselves.
- **Assign enough people to do the job safely.**

Provide Personal Protective Equipment

A third method of reducing hazards is to use **personal protective equipment (PPE)**. PPE is worn on the body and protects employees from exposure to a hazard. It includes respirators, gloves, eye protection, earplugs, hard hats, coveralls, and safety shoes. Wear PPE when other methods of hazard control aren't possible or don't give enough protection. Try to remove the hazard or change work procedures first.

PPE is usually considered less protective than the other methods because:

- It doesn't get rid of the hazard itself. It simply reduces the amount of exposure by placing a barrier between the hazard and the worker.
- Workers may not want to wear it because it can be uncomfortable and hot and may make it hard to communicate.
- It has to fit properly to work properly.
- It has to be the right type for the particular hazard, such as the right glove for the chemical being used.
- Workers must be shown how to use it properly.



Use a Combination of Methods

Sometimes you may need a combination of methods to control a hazard. While engineering controls may be the most effective method, you also need to have training programs and good workplace policies to supplement them. There may also be situations where PPE is essential.

EMPLOYEE SAFETY REPORTING FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:_____

_____

_____

Cause or other contributing factors:_____

_____

_____

Employees suggestion for improving safety:_____

_____

_____

Had this matter been reported prior to filling out this form? Yes____ No____

If Yes, person notified & date:_____

Employees Name (Optional):_____

Contact Info/E-Mail_____

School Site & room number/Department:_____

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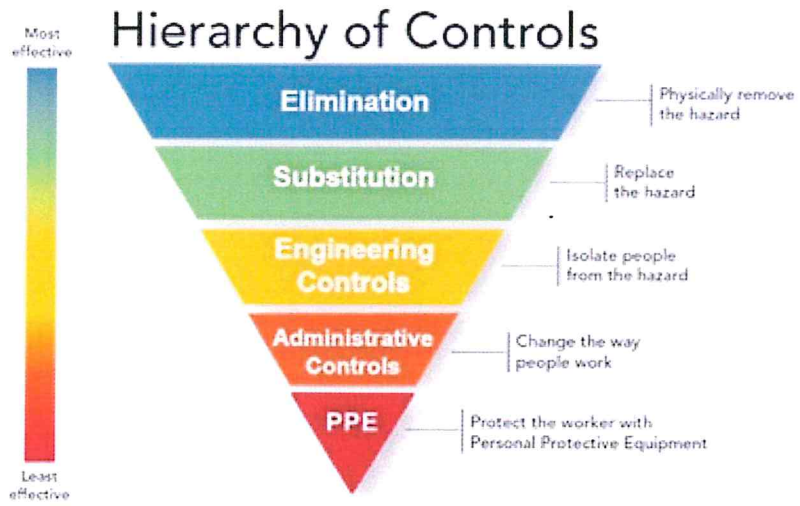
Revised 3/13/13

ADDENDUM TO THE INJURY AND ILLNESS PREVENTION PROGRAM OF SANTA ROSA CITY SCHOOLS
COVID-19

Santa Rosa City Schools (SRCS) is adopting the following measures in order to protect SRCS staff and visitors from potential exposure to SARS-CoV-2 the virus that causes COVID-19.

COVID-19 is a new disease caused by a novel coronavirus known as SARS-CoV-2. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, speaks, or sneezes. It is believed an individual becomes infectious anywhere from 2-14 days after exposure.

Maintaining a safe workplace requires a combination of controls as demonstrated through NIOSH'S hierarchy of controls.



Source: CDC NIOSH Hierarchy of Controls,
https://www.cdc.gov/niosh/topics/hierarchy/default.html

INFECTION PREVENTION MEASURES

- Sneeze or cough into a cloth or tissue. Wash your hands immediately after.

- Do not gather in groups.
- Sick employees shall stay home.
- Limit non-essential visitors in the office.
- SRCS will implement "contact-free deliveries" by establishing a location to receive packages away from high-traffic areas.
- Signage will be posted throughout the office regarding hand washing, social distancing, cleaning, and disinfecting.
- All essential meetings will be conducted by phone or digital technology (Zoom, Webex).
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- SRCS will ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
    - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
    - At least ten days pass since the symptoms first appeared.
- Provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.
- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- Employees shall telework from home as directed by their manager.
- Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least **6 feet between persons** at the workplace when possible. Practice social distancing outdoors also.
- Provide employees with cloth face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment).

- If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Employees should routinely clean and disinfect commonly touched objects and surfaces they contact such as copy machine touch pads, intrusion alarms, water dispenser controls, Keurig handle and controls, faucet handles, refrigerator handles, and door handles. These procedures include:
    - Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
    - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces after use.
    - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
    - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an SRCS employee is confirmed to have COVID-19 infection:
    - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
    - Temporarily close the general area where the infected employee worked until cleaning and disinfecting is completed.
    - Utilize a professional cleaning/remediation service for conducting deep cleaning of the entire general area where the infected employee worked and may have been, including the kitchen, restrooms, offices, cubicles, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
        - Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (Tyvek coveralls, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- Employees shall avoid non-essential travel and check CDC's Traveler's Health Notices prior to travel.

EMPLOYEE TRAINING

SRCS will provide employee training on the following topics using interactive methods that are easy to understand including lecture, PPT, and handouts.

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.

- How to prevent the spread of COVID-19 by using cloth face covers, including:
    - CDC guidelines that everyone should use cloth face covers when around other persons.
    - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
    - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
    - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
    - The hazards of the cleaners and disinfectants used at the worksite.
    - Wearing PPE (such as gloves).
    - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

ADMINISTRATIVE CONTROLS

SRCS supplies staff with three cloth face coverings/masks. Disposable masks are available for essential visitors/vendors if necessary. Impermeable disposable gloves, disinfectant wipes, and hand sanitizers are also readily available to SRCS staff. SRCS will replace face coverings and disposable gloves, as necessary.

POST-EXPOSURE PROCEDURES

SRCS staff are required to report the following information immediately to their manager:

- Positive COVID-19 test.
- Close contact within the past 14 days with an individual who tested positive for COVID-19 or who is exhibiting symptoms associated with COVID-19.

INDIVIDUAL TRAINING DOCUMENTATION

Name of Trainer:_____

Training Subject: COVID-19 Addendum to SRCS Injury and Illness Prevention Program

Date of Training:_____

I hereby certify that I received training as described above. I understand this training and agree to comply with the safety procedures for my work area.

Employees: Print name and sign below.

PRINT NAME	SIGNATURE