



Mt. Diablo Unified School District

INJURY AND ILLNESS

PREVENTION PROGRAM

SPECIFIC SAFE WORK PRACTICES

Administration/Support Staff

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: ADMINISTRATION/SUPPORT STAFF

Type of Facility: Office and School Site

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.
- This employee classification experiences a high rate of injuries due to slips and falls. To minimize exposure, always watch where you are walking, watch for cords or other tripping hazards, be particularly cautious during rainy or icy weather, and watch for gravel, rocks or other debris on walkways.
- Always follow ergonomic guidelines to prevent repetitive motion injuries such as carpal tunnel syndrome. Alternate tasks throughout the day, adjust your workstation and do simple stretching exercises.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips and Falls on Same Level

- Keep all passageways clear.
 - Do not run, particularly carrying files, papers, etc. on stairs, in halls and corridors.
 - Report worn or warped chair mats, floor mats and runners to supervisor.
 - Do not lean or tilt back in chair.
 - Use tread guards across walkways where it is not possible to re-route cords.
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Falls From High Places

- Use a ladder or step stool to reach high items. Never stand on chairs or desks.
- Never use a broken ladder or step stool.

JOB CATEGORY: ADMINISTRATION/SUPPORT STAFF

Type of Facility: Office and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries

- Do not place stacks of boxes, papers or other heavy objects on top of file cabinets, desks or window ledges.
 - Call custodian or maintenance staff to assist in rearranging furniture, moving desks, file cabinets or other heavy items.
 - Safe lifting is strongly recommended for this job classification.
 - Always use proper lifting techniques and good body mechanics.
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**Being Hit By Falling
Objects/Caught In or
Between Objects**

- Open only one file drawer at a time.
 - Do not place office equipment near edge of desk or table.
 - Use non-slip pads with machines that tend to “creep” during operation
 - Do not pull file/desk drawer past safety stop.
 - Use care when removing/returning typewriter or a spring-loaded folding or rolling stand.
 - When storing materials, the heaviest items should be stored closest to the floor and the lightweight items stored in the higher locations.
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**Cuts, Abrasions, Burns
and Other Bodily Injuries**

- Paper cutter should be provided with finger guard.
- Retaining spring should be adjusted to hold blade in the up position.
- Lock paper cutter blade in down position when not in use.
- Do not leave knives or scissors on desk with point toward you.
- Thumbtacks, razor blades and other sharp objects should not be stored loose in drawers.
- Do not place glass objects (flowerpots, vases, bottles, etc.) near edge of desk, tables or file cabinets.
- Use caution when cleaning up broken glass. Do not place loose glass in trashcan, wrap in heavy paper and mark “Broken Glass.”
- Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.

JOB CATEGORY: ADMINISTRATION/SUPPORT STAFF

Type of Facility: Office and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Fire Injury

- Rags used for cleaning ditto equipment (not photocopiers) should be properly disposed of by placing in a U. L. approved waste can with a self-closing lid.
 - Do not run electric cords under rugs.
 - Individual heaters at workstations should be kept clear of combustible materials such as drapes, paper or trash from wastebaskets. Heaters must be equipped with tip-over switches and should be unplugged at the end of each workday.
 - Cleaning solvents and flammable liquids should be stored in appropriate, clearly labeled containers.
 - Unless stored in approved flammable cabinets, ditto fluid should be limited to two cans in storage and one can in use at a single location.
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Electrical Shock Injuries

- Use only U.L. approved appliances (coffee makers, radios, lamps, etc.) If office equipment gives a shock, appears defective, sparks, smokes, turn off, unplug and report to supervisor.
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Misc. Injuries

- Do not use a spindle (spike) note holder.
 - Warn others working in area when file drawer is open so they do not turn into it.
 - Close file drawers securely when not in use.
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**Repetitive Motion Injuries
(Cumulative Trauma)**

- Attend ergonomic safety training.
- Keyboard should be positioned so wrists and hands are straight.
- Keyboard slope should be between 0 degrees and 25 degrees.
- Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel can be used).
- Adjust chair height so weight is shifted forward off spine.
- Keep feet flat on the floor or use footrest to help maintain good posture and leg circulation.
- Shift position frequently.

JOB CATEGORY: ADMINISTRATION/SUPPORT STAFF
Type of Facility: Office and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Repetitive Motion Injuries *cont.*

- Periodically perform exercises designed to relax muscle tension/stiffness, stress, and general fatigue.
 - If possible, alternate different tasks throughout the day.
 - Be aware of the early warning symptoms of carpal tunnel syndrome:
 1. Undue fatigue in hands.
 2. Tingling in fingers especially in thumb and first two fingers.
 3. Aching in wrist and hands.
 4. Hands falling asleep at night.
 5. Difficulty in handling small objects.
 6. Loss of feeling in finger tips.
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Eye Strain (VDT)

- Adjust VDT screen to avoid glare. Light sources and light colored documents should not be seen as reflections on the screen. Use contrast brightness/control, reposition angle of screen, adjust blinds or drapes or use anti-glare filter.
- Adjust screen height of chair to allow eyes and hands to be in proper position in relation to screen and keyboard.
- Clean screen regularly.
- Adjust VDT screen to 18 to 28 inches away from eyes.
- Eye to keyboard distance when seated should be between 17 to 20 inches.
- Eye to copy reading distance should be consistent with the distance to the VTD screen.
- Adjust VDT so that top of screen is slightly below eye level.
- Learn and practice tips that relieve eyestrain and fatigue, for example:
 1. Blink slowly and frequently to keep eyes moist.
 2. Rest eyes from light - shape hands into shallow cups and place lightly over closed eyes, hold for one minute.
 3. Periodically look away from screen and focus on another object at least 20 feet away.
 4. Roll eyes clockwise, then counter clockwise three times.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Bus Driver

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: BUS DRIVER
Type of Facility: Bus Garage or School Bus

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips and Falls on Same Level

- Keep bus steps and floor clean and dry.
 - Pay attention to height and condition of bus steps when getting on or off the bus and to the condition of the asphalt surface.
 - Watch for spilled fuels around fueling island.
 - When washing bus and windows, pay special attention to slippery conditions caused by water and soap.
 - Wear appropriate non-slip footwear.
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Back Injuries

- Adjust seat to proper position and height prior to starting bus.
 - Pay particular attention to amount of air in an air-ride seat to prevent "bottoming out."
 - Use lumbar support pillow to reduce strain on back.
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Fire Injury

- Know fire extinguisher location and operation.
 - No open flames or smoking should be allowed in fueling area.
 - Use proper procedures to operate fueling equipment.
 - Report any malfunction of fueling equipment.
 - Do not top off tanks.
 - Clean up any spills and properly dispose of cleaning material prior to starting the bus.
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Vehicle Accidents

- Follow all rules and regulations required by CHP for safe operation of bus.

JOB CATEGORY: BUS DRIVER
Type of Facility: Bus Garage or School Bus

SAFE WORK PRACTICE

POTENTIAL HAZARD

Vehicle Accidents *cont.*

- Do not operate bus that does not meet CHP requirements.
 - Conduct red light crossings only at approved CHP stops and follow proper procedures.
 - Be particularly attentive and cautious in inclement weather or changed road conditions.
 - Alcohol, drugs, and/or medications should never be consumed at any time that it may affect ability to operate the bus.
 - Pay particular attention to hazardous locations on the route.
 - Alert other drivers to hazardous road conditions.
 - Do not eat, drink, or smoke when operating a bus.
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Stress

- Establish and consistently enforce bus rules for student behavior.
 - Discuss disciplinary action and other problems with supervisor to identify possible solutions for student misbehavior, etc.
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**Infectious Diseases or
Health Conditions**

- Provide waste container for students to place used tissues etc.
 - Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, urine, feces, etc.)
 - Blood and other bodily fluids should be cleaned up with soap and water. Refer to, Appendix F in the General Safe Work Practices, for information on universal precautions against exposure to blood borne pathogens.
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**Repetitive Motion Injuries
(Cumulative Trauma)**

- Attend ergonomic safety training to reduce risk of repetitive motion injuries.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Custodian

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: CUSTODIAN
Type of Facility: Classroom and School Site

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is also highly recommended to attend back safety classes.
- Never operate any piece of equipment without receiving training in proper use.
- Never use any chemical without knowing its proper use and hazards. Always review the MSDS prior to using any new chemical.

SAFE WORK PRACTICES

POTENTIAL HAZARD

Slips and Falls On Same Level

- When cleaning floors, clean only a small area at a time.
 - Keep area isolated by barriers.
 - Cover oil/grease spills with an oil-absorbing compound and clean up at once.
 - Wear appropriate footwear.
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Falls from High Places

- Never use a broken ladder.
 - See Appendix M for additional information on ladders.
 - Always use appropriate ladder or step stool.
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Back Injuries

- Safe lifting in-service is strongly recommended for this job classification.
- Warm up and do stretching exercises before doing any lifting.
- Push, do not pull custodial cart, hand truck, etc.
- Do not twist or over-reach while mopping or lifting.

JOB CATEGORY: CUSTODIAN
Type of Facility: Classroom and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries *cont.*

- Use caution when approaching corners and doorways with cart.
 - Do not overload custodial cart, hand truck, etc.
 - Check weight of trash can before lifting, get help necessary.
 - Break heavy loads down into smaller, lighter units whenever possible.
 - Always use dollies hand trucks or carts for heavy loads.
 - Be careful of odd shaped loads, even when they are not heavy. Get help when needed.
 - Use proper body mechanics when emptying trash into dumpsters.
- Built in Bleachers
- Always have at least two people to pull out or put back rolling bleachers.
 - Recommend use of powered “mule” to assist in pulling out or rolling bleachers.
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Being Hit By Falling Objects Caught in Or Between

Built in Lunch Tables

- Make sure that both pins are engaged into wall channels before rising into position of tables so equipped.
 - Make sure spacers at the top are in proper position before raising tables.
 - Report any broken or worn parts to supervisor.
 - Always use a latch puller to release lower latches on tables so equipped.
 - If tables are equipped with security latches, make sure they are engaged when tables are in their raised positions.
 - Do not turn your back on tables or benches, that have had security latches released.
 - Unlatch one table or bench at a time.
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Cuts, Abrasions, Burns and Other Bodily Injuries

- Do not operate any equipment or machinery without proper training.
- Knives and other sharp instruments/tools should be sheathed when carried.
- Do not use broken tools.
- Use leather gloves when cleaning up broken glass.
- Do not wear jewelry, loose or baggy clothing that might catch/snag on objects.
- Remove protruding staples, nails, straps or wires before handling loads.

JOB CATEGORY: CUSTODIAN
Type of Facility: Classroom and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Cuts, Abrasions, Burns and Other Bodily Injuries *cont.*

- Watch position of hands when carrying loads through doorways or past fixed objects.
 - Do not dig out waste by hand.
 - Watch for jagged/torn metal trashcans.
 - Wear eye protection when changing florescent tubes or incandescent lamps.
 - Secure lid open on dumpster before emptying trash into it.
 - Wear hard-toed shoes/boots vs. tennis shoes to protect feet.
 - Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation.)
 - Reduce hazards.
 - Specify proper eye protection in accordance with ANSI Z87.1.
 - Require that proper eye protection be worn at all times in hazardous areas.
 - Use in conjunction with other appropriate safeguards: machine guards, engineering controls, etc.
 - Always read labels on all products and follow directions.
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Fire Injury

- Do not use gasoline for cleaning.
- No open flames or smoking should be permitted in areas where flammable liquids and gases are stored, transferred or used.
- Flammable liquids such as gasoline, cleaning solvents or acetone should be labeled and stored in approved safety cans.
- Carbon dioxide or dry chemical-type extinguishers should be available in all areas for the storage, transfer and use of flammable liquids.
- All extinguishers should be mounted and visible.
- Know fire extinguisher location and operation.
- Passageways and work areas around fire extinguishers/equipment should be kept unobstructed.
- Oily or solvent-soaked rags should be placed in U.L Approved oily waste can with a self-closing lid and should be emptied at least once a day.
- Do not pile storage within 18" of any fires sprinkler heads or overhead light fixture.
- Treated mops, brooms, dust cloths should be stored in well-ventilated areas.

JOB CATEGORY: CUSTODIAN
Type of Facility: Classroom and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

Electrical Shock Injuries

- Follow manufacturer and district's operating procedures for specific equipment you are authorized to use.
 - Dry hands before handling electric cords, connections and switches.
 - Any outlets within 6 ft. of water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.
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Toxic Chemical Substance Injuries

- Know location of the district's written Hazard Communications Program Material Safety Data Sheets (MSDS) and be trained in their use.
 - Report any unknown hazardous chemicals or substance to your supervisor.
 - If a chemical is stored in other than its original container, it should be labeled with name and hazard warning.
 - When preparing and/or applying a chemical (cleaning solution, disinfectant, etc.) wear splash-proof safety goggles and gloves.
 - Do not use any chemical without proper training.
 - Check personal protective equipment before use; be sure it is in good repair, fits properly and is used when needed.
 - When working with substances, which require the use of a respirator, the respirator, should be selected based on the hazard exposure.
 - Users of respirators should be instructed and trained in the proper use of respirators and their limitations.
 - Respirators are only to be used as part of a respiratory protection program (See Appendix L).
 - Use maximum ventilation when preparing and/or applying hazardous chemicals/ substances.
 - Follow good personal hygiene. Do not eat, drink or smoke while handling chemicals.
 - If clothing becomes contaminated, remove and change immediately.
 - Wash hands thoroughly when finished working with chemicals.
 - Report all ill effects and skin disorders to your supervisor.
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Infectious Diseases Or Health Conditions

- Contact local health professionals for additional information on biological waste disposal.
- Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, urine, feces, etc.)

JOB CATEGORY:
Type of Facility:

CUSTODIAN
Classroom and School Site

SAFE WORK PRACTICE

POTENTIAL HAZARD

**Infectious Diseases or
Health Conditions *cont.***

- Blood and other bodily fluids should be cleaned up with soap and water.
 - Refer to Appendix F in the General Safe Work Practices for additional information on universal precautions against exposure to blood borne pathogens.
 - Follow your District's Exposure Control Plan for Bloodborne Pathogens.
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Toxic Substance Illnesses

- Check district's asbestos management plan for location of any asbestos you may disturb on the job.
- Wear disposable-type dust mask when working in dusty operations (not appropriate for asbestos).
- Insure good ventilation. Open doors and windows.
- When mixing solutions, do not exceed manufacturer's recommendation for concentration of materials.
- Wet mop art rooms, shops, etc. where excessive dust is prevalent.
- Never use or store ammonia and bleach together. (When mixed, chloramines gas is created and can cause permanent and severe lung damage or death!)
- Gloves are recommended throughout work shift to protect hands from toxic/caustic/corrosive chemicals.

APPENDIX L

OSHA'S REQUIREMENTS FOR A MINIMAL RESPIRATOR PROGRAM

1. "Written standard operating procedures (S.O.P.) governing the selection and use of respirators shall be established."
2. "Respirators shall be selected on the basis of the hazards to which the worker is exposed."
3. "The user shall be instructed and trained in the proper use of respirators and their limitations."
4. (Reserved) "where practical, the respirators should be assigned to individual workers for their exclusive use." (OSHA recommended only)
5. "Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use."
6. "Respirators shall be stored in a convenient, clean and sanitary location."
7. "Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use, such as self-contained breathing devices, shall be thoroughly inspected at least once a month and after each use."
8. "Appropriate surveillance of work area conditions and degrees of employee exposure or stress shall be maintained."
9. "There shall be regular inspections and evaluations to determine the continued effectiveness of the program."
10. "Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (for instance, annually)."
11. "Approved or accepted respirators shall be used when they are available."

APPENDIX M

RAMPS

1. Insure that ramps are firmly secured against displacement.
 2. Construct ramps in accordance with California Code (CA08 3233/CA24 2- 3306) which requires that an industrial ramp not exceed one vertical to eight horizontal. Ramp must be at least 2 feet wider than the largest vehicle or cart used on it. Ramps exceeding one vertical to 15 horizontal should have handrails and curbs (at least 8" high) to prevent cartwheels from running off path.
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STAIRS

1. Stairways with four or more risers should have handrails on each side.
 2. Temporary stairs must be at least 24" wide and equipped with treads and handrails. A landing 30" deep must be placed for every 12 feet of vertical rise.
 3. If stairs do not have headroom clearance of 6'6" or more, place warning signs on or near the obstruction.
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ELEVATED PLATFORMS

1. On elevated locations in excess of 30" above the floor, working area, or ground, guardrails or other means to protect people from falling should be provided on all sides.
 2. When working at elevations over 15' (i.e., walking in open beams, sliding down beams, or working on thrust outs), a safety belt is required. No exceptions.
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LADDERS

1. Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.
2. When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use".
3. Ladders should be maintained in good condition at all times: the joint between the steps and side rails should be tight, all hardware fittings should be securely attached and all moveable parts should operate freely without binding or undue play.
4. Keep ladders free of grease and oil.
5. Store ladders by lashing or securing them in position.
6. If using a ladder in a doorway, make sure the door cannot hit the ladder. Block the door open, lock it or guard it.
7. Tops of ordinary ladders should not be used as guides, braces, skids or for other than their intended purpose.
8. Ladders are not to be used as horizontal scaffolds.
9. Short ladders should not be spliced together to create longer sections.
10. Face the ladder when ascending or descending.
11. Climb ladder without heavy loads.

APPENDIX M**LADDERS cont.**

12. Use both hands when ascending or descending a ladder.
 13. Lift heavy tools and materials with ropes.
 14. An extension ladder should be set at a four (4) to one (1) ratio. (Four vertical feet to one foot at base of ladder.)
 15. Extension ladder overlap is a minimum of three (3) feet.
 16. All ladders must extend at least three feet above elevated surface.
 17. Make sure the extension ladder is facing the right direction.
 18. Adjust extension ladder only from below, not from top or while on ladder.
 19. Do not stand on the top step of any ladder.
 20. Never have more than one person at a time on the ladder.
 21. Do not work leaning off the side of a ladder.
 22. Prior to ascending or descending the ladder, make sure it is stable.
 23. Only use stepladders with legs fully extended and brackets securely locked.
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SCAFFOLDS

1. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks, should not be used to support scaffolds or planks.
2. Guardrails and toe boards should be installed on all open sides and ends of scaffold platforms more than 10 feet above the ground.
3. Inspect all scaffolds before initial use and after alteration or moving.
4. Scaffolds must not be loaded in excess on one-fourth of their rated capacity.
5. When freestanding mobile scaffold towers are used, the height should not exceed four times the minimum base dimension.
6. Use mobile scaffolds only on level floors, which are free of obstructions.
7. Caster brakes must be locked when the scaffold is not in motion.
8. Do not overload scaffolds. Bring up materials as needed.
9. Never ride a moving scaffold.
10. A Cal/Osha permit is required for the assembly of scaffolding more than 30' in height. Failure to acquire permit can be prosecuted as a misdemeanor.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Delivery Driver

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: DELIVERY DRIVER
Type of Facility: Delivery Trucks, Vans, and Motorized Carts

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Falls From High Places

Lift gates:

- When moving from truck bed onto lift gate, make sure that the lift is in the fully up position and flush with the bed.
 - If lift gate has an operating lever at the bed level, do not ride the lift and try to operate the lever at the same time. Have someone else do it.
 - When riding on the lift, be aware that they sometimes tip slightly and have yourself and your load prepared.
 - Climb, do not jump off the truck bed when lifting gate in the raised position.
-

Back Injuries

- Safe lifting in-service is strongly recommended for his job.
- Warm up and do stretching exercises before lifting.
- Use dollies, hand trucks or carts for heavy loads.
- Push, do not pull, hand truck, dolly or skidded loads.
- Do not overload hand truck or cart.
- Use caution when approaching corners and doorways with a hand truck.
- Check weight of boxes before, lifting; get help if necessary.
- Be careful of odd shaped loads - even when they are not heavy. Get help if needed.

JOB CATEGORY: DELIVERY DRIVER
Type of Facility: Delivery Trucks, Vans, and Motorized Carts

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries *cont.*

- Do not overload delivery vehicle. Make sure load is accessible and within your ability to load and unload.
- Do not twist or over-reach while lifting.

**Being Hit By Falling Objects
Caught In or Between**

- Do not stand behind the lift gate when lowering it from the stored position.
- The load should not be stacked too high.
- Do not put heavy or full boxes on top of partially full ones as the load may crush the partially full one and the stack could fall.
- Ensure the load is secured with shrink-wrap, ropes or tarp.

**Cuts, Lacerations and Eye Injuries
From Power Equipment**

- Allow enough room inside the van when turning or stopping an electric pallet-jack to avoid fingers being pinned or scraped knuckles.
- Make sure that your hands and feet are clear when raising or lowering the lift.
- Wear goggles and rubber gloves when servicing batteries.

Vehicle Accidents

- Drive slowly and be alert to pedestrians when driving on school grounds.
- Personal radios or headsets should not be used while driving on school grounds.
- Check rear of vehicle and use mirrors when backing. Use help when available.
- Equip vehicle with safety equipment such as flares, triangles, fire extinguisher, first aid kit, and Hazardous Materials spill kit, etc. Supplies should be refilled regularly.
- Store load properly to prevent load from being thrown toward driver should brakes need to be applied abruptly.

**Toxic Chemical
Substance Injuries**

- Know if you are hauling hazardous materials.
- Have MSDS available and know how to use them.
- In case of spill, know emergency cleanup protection procedures for the items you are carrying.
- Do not leave hazardous materials at a delivery site without someone to take control of it.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Food Service Worker

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: FOOD SERVICE WORKER
Job of Facility: Kitchens and Snack Bars

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is also highly recommended to attend back safety classes.
- Always follow ergonomic guidelines to prevent repetitive motion injuries such as carpal tunnel syndrome. Alternate tasks throughout the day, adjust your work area and do simple stretching exercises.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips Falls On Same Level

- Clean up all spills immediately.
 - Wear non-slip footwear.
 - Keep food preparation areas free of excessive debris.
 - Sweep floors regularly and do not allow food to accumulate.
-

Falls From High Places

- Always use appropriate ladder or footstool.
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Back Injuries

- Safe lifting in service is strongly recommended for this job classification.
- Use carts or hand trucks instead of carrying heavy loads by hand.
- Push, do not pull carts.
- Use caution when approaching corners and doorways with carts.
- Always use proper lifting techniques and good body mechanics.

JOB CATEGORY: FOOD SERVICE WORKER
Job of Facility: Kitchens and Snack Bars

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries *cont.*

- Use anti-fatigue mats in areas where you must stand for long periods.
 - Never bend over from the waist to lift.
 - Never twist your body while lifting.
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**Cuts, Abrasions, Burns
And Other Bodily Injuries**

- Always watch what you are doing. Do not look away from knife while cutting.
 - Keep fingers bent under while chopping vegetables or fruit.
 - Always make sure knife blade is moving away from you while cutting or trimming.
 - Keep knives sharp so that excessive pressure is not required to cut.
 - Never leave a knife under any other object.
 - Move with caution when taking knives to and from their storage area.
 - Knives should never be stored in a drawer or on a rack with any other utensil. Always store with the points away from user.
 - Knives should be washed separately, one at a time, and should never be released in the dishwasher.
 - When finished with a knife, put it away.
 - Use extreme care when working around stoves, ovens or kettles. Do not touch their surfaces without knowing if they are hot or cold.
 - Turn kettles and pots so their handles do not protrude beyond cooking surfaces or over a heating unit.
 - Use potholders when handling utensils, which may be hot.
 - Due to heat retention, do not wear wool clothing in kitchen and dish washing area.
 - Use long, heat-resistant gloves when taking racks or pans in or out of ovens to avoid burns to arms.
 - Use long gloves or other method to protect forearms from burns.
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**Cuts, Lacerations, and Eye Injuries
From Power Equipment**

- Do not operate or work with any piece of power equipment without proper training.
- Keep hands and utensils away from moving equipment parts.
- Always disable power source during cleaning or servicing equipment.

JOB CATEGORY: FOOD SERVICE WORKER
Job of Facility: Kitchens and Snack Bars

SAFE WORK PRACTICE

POTENTIAL HAZARD

Cuts, Lacerations and Eye Injuries
From Power Equipment *cont.*

- Use extreme caution when handling sharp parts of power equipment.
 - Make sure apron strings are securely tied and there are no loose ends.
 - Immediately report all safety hazards and broken equipment to your supervisor.
 - Keep fingers away from moving parts of graters or slicers. Never reach into grater or slicer when it is in motion.
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Fire Injury

- Know fire extinguisher location and operation.
 - Before lighting a gas stove after the pilot light has gone out, turn the gas off and ventilate the stove and room thoroughly.
 - Clean hoods and vents regularly to prevent build-up of grease.
 - Be trained and know procedures for activating fire extinguishing systems and emergency shut-offs.
 - Do not leave combustible materials, such as hot pads, on top of stove, even when the stove is off.
 - Make sure all ovens and other equipment are turned off at the end of each workday.
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Electrical Shock Injuries

- Any outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.
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Toxic Chemical
Substance Injuries

- Read the container label and follow directions. Consult MSDS if necessary.
 - Wear protective clothing and equipment when required.
 - Never store cleansers and chemicals in unmarked containers or in food storage areas.
 - Never use or store ammonia and bleach together. (When mixed, chloramine gas is created and could cause permanent and severe lung damage or death!)
-

JOB CATEGORY: **FOOD SERVICE WORKER**
Job of Facility: **Kitchens and Snack Bars**

SAFE WORK PRACTICE

POTENTIAL HAZARD

Misc. Injuries/Illnesses

- Ensure that student volunteers/workers follow all established procedures.
 - Never stack carts higher than eye level so you can always see where you are going.
 - Always wash hands after handling money and before handling food.
 - Never wear loose clothing or jewelry that can become entangled in equipment.
 - Keep long hair secured back.
-

**Repetitive Motions Injuries
(Cumulative Trauma)**

- Attend an ergonomic safety in-service to learn how to minimize risk of repetitive motion injuries.
- Alternate tasks whenever possible.
- Wear special braces and other equipment to minimize injuries.
- Do not use excessive force when performing repetitious tasks.
- Switch positions often.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Graphics Worker

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: GRAPHICS WORKER
Type of Facility: Print Shop

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries

- Do not overload delivery vehicle. Make sure load is accessible and within your ability to carry and unload.
 - If delivery site is far away from parking site, use a hand truck to carry load.
 - Do not overload hand trucks or carts.
 - Do not twist while lifting.
 - Always use proper lifting techniques and good body mechanics.
 - Use anti-fatigue mats in areas where you must stand for long periods.
 - Safe lifting in service is strongly recommended for this job classification.
-

Cuts, Lacerations, and Eye Injuries From Power Equipment

- Employees should not operate any equipment without proper training.
 - Supply and maintain safety shut-offs on presses and other equipment capable of cutting/crushing.
 - Allow only persons specially trained and authorized to use dangerous equipment such as the power cutter.
-

Power Equipment

- Pay attention when using dangerous equipment (cutter). If distracted by others turn off machine and address their concerns.
- Limit general access to areas where equipment is in use.
- Make sure that safety guards and interlocks are operational at all times.
- Never operate equipment when you are alone or at least have someone check on you.

JOB CATEGORY: GRAPHICS WORKER
Type of Facility: Print Shop

SAFE WORK PRACTICE

POTENTIAL HAZARD

Fire Injury

- Do not smoke in any graphics/printing area.
 - Store flammable liquids in approved flammable cabinet and maintain proper labeling.
 - Oily or solvent-soaked rags should be placed in a U.L. approved oily waste can with a self-closing lid and should be emptied at least once daily.
 - Laundry service or other appropriate means should be used to manage waste rag cleaning or disposal.
 - Establish and follow fire safety procedures.
 - Know fire extinguisher location and operation.
-

Electrical Shock Injuries

- Any outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI type outlets).
 - Report any unprotected outlets.
-

**Toxic Chemical
Substance Injuries**

- All employees should wash hands after every work session.
 - To avoid ingestion of printing chemicals, there should no food storage, eating or drinking in pressroom.
 - Eye protection and solvent resistant gloves should be worn when wiping down blankets, cleaning presses or pouring chemicals.
 - Maintain adequate ventilation.
 - All employees should receive training in the proper handling of hazardous substances with which they come in contact.
 - MSDS sheets should be reviewed.
 - Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation.)
 - Reduce hazards.
 - Specify proper eye protection in accordance with ANSI Z87.1.
 - Specify proper eye protection be worn at all times in hazardous areas.
 - Use eye protection in conjunction with other appropriate safeguards: machine guards, engineering controls, etc.
 - Always read labels on all products and follow directions.
-

JOB CATEGORY: GRAPHICS WORKER
Type of Facility: Print Shop

SAFE WORK PRACTICE

POTENTIAL HAZARD

Misc. Illnesses

- Wear appropriate hearing protection when running a press, folding machine, cutter, collator or any machine that you cannot talk over in a normal voice.
- Maintain hearing protectors in a sanitary condition. If disposable earplugs are used, discard and replace as they become dirty.
- Do not stand in one position for long periods.
- When performing repetitive tasks, take short breaks often to minimize risk of repetitive motion injuries.
- Realize noise is a stressor and take scheduled breaks to avoid over exposure.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Grounds Worker

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: **GROUNDS WORKER**
Type of Facility: **District Grounds**

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- Never operate any piece of equipment without receiving training in proper use.
- Never use any chemical without knowing its proper use and hazards. Always review the MSDS prior to using any new chemical.
- To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.

SAFE WORK PRACTICES

POTENTIAL HAZARD

Falls From High Places

- A front-end loader must not be used to carry or lift people.
 - If outriggers are provided on equipment, use them.
 - Never use a broken ladder.
 - See Appendix M for additional information on ladders.
-

Back Injuries

- When working at ground level, squat. Do not bend from the waist with legs straight. Always use proper lifting techniques and good body mechanics. Safe lifting in-service is strongly recommended for this job classification.
 - Warm up and do stretching exercises before doing any lifting.
 - Do not twist or over-reach while lifting.
-

Being Hit By Falling Objects/ Caught in Or Between

- While pruning tree, stand clear of falling limbs.
- Wear eye protection when pruning overhead.
- With front-end loader, keep the bucket level while raising it so that the load does not fall over the back of the bucket.

JOB CATEGORY: GROUNDS WORKER
Type of Facility: District Grounds

SAFE WORK PRACTICE

POTENTIAL HAZARD

**Cuts, Abrasions, Burns and
Other Bodily Injuries**

- Make sure hoes, saws and all cutting equipment are sharp so that they will cut easily.
 - Use extreme care when sharpening or using a sickle, saw or pruning shears. Watch where your own hands are and look out for other people.
 - Wear gloves while picking up broken glass, pruning etc.
 - Beware of cooling fans, mufflers, spark arresters and exhaust ports.
 - Wear appropriate footwear.
-

**Cuts, Lacerations And
Eye Injuries From
Power Equipment**

- Always wear eye and ear protection while operating power equipment.
- Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation.)
- Reduce hazards.
- Specify proper eye protection in accordance with ANSI Z87.1.
- Require that proper eye protection be worn at all times in hazardous areas.
- Use eye protection in conjunction with other appropriate safeguards: machine guards, engineering controls, etc.
- Always read labels on all products and follow directions.

Chain Saws

- Employees should not use chain saws without proper safety training from a qualified trainer.
- Always use two hands. Never cut while holding a saw with one hand.
- Never touch chain to ground.
- Make sure chain is always sharp and tight.
- Before cutting, inspect for nails or other hard objects.
- Make sure chain has stopped before lowering saw by your side.
- Properly undercut limbs to help keep saw from kicking back.

Push Type and Small/Large Riding Power Lawn Mowers and Tractors

- Never override emergency shut off switch.
- Keep feet from under mower decks.
- Do not work on mower with engine running.
- Make sure all belt and blade guards are in place.
- Make sure all deflector shields are in good repair and in place.

JOB CATEGORY: **GROUNDS WORKER**
Type of Facility: **District Grounds**

SAFE WORK PRACTICE

POTENTIAL HAZARD

**Cuts, Lacerations And
Eye Injuries From Power
Equipment *cont.***

- Do not mow over foreign objects (bottles, rocks, etc.) Watch for raised sprinkler heads. Inspect grounds before mowing.
 - Shut off engine before trying to clear fouled blades, flails or reels.
 - Stones and other items can be thrown from under the mower deck. Cone off area to keep others at a safe distance.
-

Fire Injury

- Know fire extinguisher location and operation.
 - Know the location of underground gas lines before digging or trenching.
 - When fueling equipment with hot engines, use an approved safety can with a flexible dispensing hose.
 - Do not smoke while fueling.
 - Avoid filling gas tanks in enclosed areas.
 - Store and transport fuel only in approved safety cans.
 - Oily or solvent-soaked rags should be placed in an U.L. approved oily waste can with a self closing lid and should be emptied at least once daily.
-

**Electrical Shock
Injuries**

- Know the location of overhead and underground electrical power lines before starting any job you or your equipment may come into contact with.
- Use a ground fault circuit interrupter outlet when using electric shears or mowers.
- Keep electrical cords out of water puddles or other wet areas.
- Any outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets.
- Report any unprotected outlets.

Misc. Injuries

Riding Power Equipment

- Wear seat belts when provided.
- Make sure roll bars are in good condition.
- Do not drive any equipment with a load you cannot see over.
- Never leave the operator's seat while equipment is moving or in operation.

JOB CATEGORY: **GROUNDS WORKER**
Type of Facility: **District Grounds**

SAFE WORK PRACTICE

POTENTIAL HAZARD

Infectious Diseases Or Health Conditions

- Properly remove dog feces, disposable diapers, sanitary products, etc. from lawns, planters and play areas before mowing and working.
 - Beware of used hypodermic needles when picking up raked leaves and debris.
 - Use a pitchfork, shovel or two rakes, not your hands to pick up debris.
 - Use a disposable type dust mask while working in high pollen or dusty areas to minimize allergic reactions.
-

Toxic Substance Illnesses

- Know location of the written hazard communication program and Material Safety Data Substances Sheets (MSDS) and be trained in their uses.
- Always read and follow the directions on pesticide containers.
- If a chemical is stored in other than its original container, it should be labeled with its name and hazard warning.
- Do not pour any chemicals into a secondary container without proper labeling.
- Insure that protective clothing and equipment are in good repair, fit correctly and are used properly when needed.
- When working with substances, which require the use of a respirator, the respirator, should be selected based on the hazard exposure.
- Users of respirators should be instructed and trained in the proper use of respirators and their limitations.
- Respirators are only to be used as part of a respiratory protection program (See Appendix L).
- When spraying, do not wear cloth or leather shoes. Wear rubber shoes or boots only.
- If clothing is contaminated, remove and change immediately.
- Immediately wash skin with soap and water then flush-contaminated area thoroughly.
- Use maximum ventilation when mixing pesticides.
- Use lowest concentration of pesticides possible to get the job done.
- Stop work and seek medical care if you become dizzy or nauseous.
- Make sure pressure is off spray can before opening it up.
- Report any unknown chemicals or substances to your supervisor.

APPENDIX L

OSHA'S REQUIREMENTS FOR A MINIMAL RESPIRATOR PROGRAM

1. "Written standard operating procedures (S.O.P.) governing the selection and use of respirators shall be established."
2. "Respirators shall be selected on the basis of the hazards to which the worker is exposed."
3. "The user shall be instructed and trained in the proper use of respirators and their limitations."
4. (Reserved) "where practicable, the respirators would be assigned to individual workers for their exclusive use." (OSHA recommended only)
5. "Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use."
6. "Respirators shall be stored in a convenient, clean, and sanitary location."
7. "Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use, such as self-contained breathing devices, shall be thoroughly inspected at least once a month and after each use."
8. "Appropriate surveillance of work area conditions and degrees of employee exposure or stress shall be maintained."
9. "There shall be regular inspections and evaluations to determine the continued effectiveness of the program."
10. "Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. " The local physician shall determine what health and physical conditions are pertinent." The respirator user's medical status should be reviewed periodically.
11. "Approved or accepted respirators shall be used when they are available."

APPENDIX M

RAMPS

1. Insure that ramps are firmly secured against displacement.
 2. Construct ramps in accordance with California Code (CA08 3233/CA24 2-3306) which requires that an industrial ramp not exceed 1 vertical to 8 horizontal. Ramp must be 2 feet wider than the largest vehicle or cart used on it. Ramps exceeding 1 vertical to 15 horizontal should have handrails and curbs (at least 8" high) to prevent cartwheels from running off path.
-

STAIRS

1. Stairways with four or more risers should have handrails on each side.
 2. Temporary stairs must be at least 24" wide and equipped with treads and handrails. A landing 30" deep must be placed for every 12 feet of vertical rise.
 3. If stairs do not have headroom clearance of 6'6" or more, place warning signs on or near the obstruction.
-

ELEVATED PLATFORMS

1. On elevated locations in excess of 30" above the floor, working area, or ground, guardrails or other means to protect people from falling should be provided on all open sides.
 2. When working at elevations over 15' (i.e., walking on open beams, sliding beams or working on thrust outs), a safety belt is required. There are no exceptions.
-

LADDERS

1. Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.
2. When defective ladders are discovered they should immediately be withdrawn from service and tagged, "Dangerous, Do Not Use."
3. Ladders should be maintained in good condition at all times: the joint between the steps and side rails should be tight, all hardware fittings should be securely attached, and all moveable parts should operate freely without binding or undue play.
4. Keep ladder steps free of grease or oil.
5. Store ladders by lashing or securing them in position.
6. If using a ladder in a doorway, make sure the door cannot hit the ladder. Block the door open, lock it or guard it.
7. Tops of ordinary ladders should not be used as guides, braces, skids, or for other than their intended purpose.
8. Ladders are not to be used as horizontal scaffolds.
9. Short ladders should not be spliced together to create longer sections.
10. Face the ladder when ascending or descending.
11. Climb ladder without heavy loads.
12. Use both hands when ascending or descending a ladder.
13. Lift heavy tools and materials with ropes.

APPENDIX M (continued)**LADDERS *Cont.***

14. An extension ladder should be set at a four (4) to one (1) ratio. (Four vertical feet to one foot at base of ladder.)
 15. Extension ladder overlap is a minimum of three (3) feet.
 16. All ladders must extend at least three feet above elevated surface.
 17. Make sure the extension ladder is facing the right direction.
 18. Adjust extension ladder only from below, not from top or while on ladder.
 19. Do not stand on the top step of any ladder.
 20. Never have more than one person at a time on the ladder.
 21. Do not work leaning off the side of a ladder.
 22. Prior to ascending or descending the ladder, make sure it is stable.
 23. Only use step- ladders with legs fully extended and brackets securely locked.
-

SCAFFOLDS

1. Unstable objects, such as barrels, boxes, loose bricks, or concrete blocks should not be used to support scaffolds or planks.
2. Guardrails and toe boards should be installed on all open sides and ends of scaffold platforms more than to feet above the ground or floor.
3. Inspect all scaffolds before initial use and after alteration or moving.
4. Do not over load scaffolds. Bring up materials as needed.
5. Scaffolds must not be loaded in excess of one-fourth of their rated capacity.
6. When free standing mobile scaffold towers are used, the height should not exceed four times the minimum base dimension.
7. Use mobile scaffolds only on level floors, which are free of obstructions.
8. Caster brakes must be locked when the scaffold is not in motion.
9. Never ride a moving scaffold.
10. A Cal-Osha permit is required for the assembly of scaffolding more than 30' in height. Failure to acquire permit can be prosecuted as a misdemeanor.

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Maintenance Worker

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY:
Job of Facility:

MAINTENANCE WORKER
Shops and School Sites

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is also highly recommended to attend back safety classes.

Never operate any piece of equipment or machinery without receiving training in proper use.

Never use any chemical without knowing its hazards. Always review the MSDS prior to using any new chemical.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Falls from High Places

Never use a broken ladder.

Report any elevated work area that is hazardous to a supervisor.

Ladder Safety

Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.

When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use."

Ladders should be maintained in good condition at all times: the joint between the steps and side moveable parts should operate freely without binding or undue play.

Keep ladder steps free of grease and oil.

Store ladders by lashing or securing them in position.

If using a ladder in a doorway, make sure the door cannot hit the ladder. The door should be blocked open, locked or guarded.

Tops of ordinary ladders should not be used as guys, braces, skids, or for other than their intended purpose.

Ladders are not to be used as horizontal scaffolds.

Short ladders should not be spliced together to create longer sections.

Face the ladder when ascending or descending.

JOB CATEGORY:
Job of Facility:

MAINTENANCE WORKER
Shops and School Sites

SAFE WORK PRACTICE

POTENTIAL HAZARD

Ladder Safety *cont.*

Climb ladder without heavy loads.

Use both hands when ascending or descending a ladder.

Lift heavy tools and materials with ropes.

An extension ladder should be set at a four (4) to one (1) ratio. (Four (4) vertical feet to every one (1) foot at base of ladder.)

Extension ladder overlap is a minimum of three (3) feet.

All ladders must extend at least three feet above elevated surface.

Make sure the extension ladder is facing the right direction.

Adjust extension ladder only from below, not from top or on ladder.

Do not stand on the top step of any ladder.

Never have more than one person at a time on the ladder.

Do not work leaning off the side of the ladder.

Prior to ascending or descending the ladder, make sure it is stable.

Only use step ladders with legs fully extended and brackets securely locked.

Roofs

Use caution and be aware of potential problems when working on roofs.

Watch out for slippery conditions from moisture, moss and dirt.

Wear appropriate footwear at all times. Do not wear tennis shoes.

If necessary, when working on a steep roof or close to the edge, use safety belt and safety line.

Ground area should be clear of equipment.

When working in bad weather, take special precautions such as using lifelines.

For additional information on scaffolds, ramps and elevated surfaces refer to Appendix M.

Back Injuries

Safe lifting in-service is strongly recommended for this job classification.

Warm up and do stretching exercises before doing any lifting.

Push, don't pull carts or hand trucks.

Do not twist or over-reach while lifting.

Use caution when approaching corners and doorways with carts or hand trucks.

Do not overload cart or hand truck.

Check weight of trash can prior to lifting. Get help when necessary.

Break heavy loads down into smaller, lighter loads.

Be careful of odd shaped loads, even when they are not heavy.

Get help if needed.

Always use proper lifting techniques and good body mechanics.

JOB CATEGORY: MAINTENANCE WORKER
Type of Facility: Shops and School Sites

SAFE WORK PRACTICE

POTENTIAL HAZARD

**Cuts, Abrasions, Burns
And Other Bodily Injuries**

Knives and other sharp instruments should be sheathed when carried.
Wedges, hammers and chisels should be kept clean, sharp and dressed.
Wear gloves, safety glasses and other protective devices.
Wooden handles on axes, hammers, hatchets and other tools should be replaced when needed.
Do not use broken tools.
Sharp tools should be put away properly after use.
Wear leather gloves when removing florescent tubes and bulbs. The power should be turned off, tubes and bulbs cool and eyes protected. Dispose of fluorescent tubes in accordance with local and state regulations.

**Cuts, Lacerations And
Eye Injuries from Power Equipment**

Never operate any equipment or machinery without proper training.
Inspect equipment for damage and other hazards before starting.
Follow manufacturer's safe operation procedure for each piece of equipment.
Stationary power equipment should be bolted to the floor.
Start-up switches should be guarded to prevent inadvertent start-ups.
Use lock-out and tag-out procedures when machine is turned off and tagged-out prior to repair.
Hydraulic and pneumatic power sources should be locked-out tagged-out prior to repair.
Long hair should be tied back, loose jewelry removed and loose clothing secured during machine operation.
Safety zones should be clearly marked around power equipment (3 ft. minimum with 4 ft. preferred.)
Display signs reminding of proper equipment use and safety practices.
Wear personal protective equipment.
Be sure guards are in place.
Clean up debris and cuttings when machine is at dead stop.

Fire Injury

Know fire extinguisher location and operation.
Flammable liquids, such as gasoline, cleaning solvents, or acetone should be properly labeled and stored in approved safety cans.
Dispense flammable liquids away from open flames and sources of ignition.

JOB CATEGORY: MAINTENANCE WORKER
Type of Facility: Shops and School Sites

SAFE WORK PRACTICE

POTENTIAL HAZARD

Fire Injury *cont.*

Carbon dioxide or dry chemical fire extinguishers should be provided in all areas for dispensing, mixing or handling of flammable liquids. All extinguishers must be mounted and visible. Passageways and work areas around fire fighting equipment must be kept unobstructed. Oily or solvent-soaked rags should be placed in an U.L. approved waste can with a self-closing lid, and should be emptied at least once daily. Use a spark lighter rather than matches for lighting welding torch. Immediately clean up all flammable spills. Properly dispose of flammable clean up materials.

Electrical Shock Injuries

Bulbs broken off in socket should be removed with insulated pliers. When repairing air conditioners, heaters and other electrical equipment, the power should be off and the switch secured from being accidentally turned on through lock-out/tag-out procedures. Any outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.

Misc. Injuries

When jacking vehicles, be sure jack is large enough to lift vehicle and work under vehicle only when jack stands are in place. Use proper air pressure and wear eye and ear protection when using air or electrical impact tools. When arc welding, use proper eye shields, screens, proper clothing and equipment and be sure the area is dry and free of flammable and combustible materials. When using cutting torch, be sure the area is dry and free of flammable or combustible materials. When storing wood or metal in high, vertical storage, secure material in place. All equipment must have guards in place during operation except as authorized in general industry safety orders. Use appropriate methods to secure furniture, shelving, computers, etc. to prevent injury or property damage from earthquakes.

Eye Injuries

Be sure appropriate guards are in place on all power equipment. Wear eye protection when grinding, chipping, sawing, sanding, etc.

JOB CATEGORY:

MAINTENANCE WORKER

Type of Facility:

Shops and School Sites

SAFE WORK PRACTICE

POTENTIAL HAZARD

Eye Injuries *cont.*

Make sure face plates are used in welding operations.
Use proper eye protection when spray painting.
Use eye protection when charging batteries or jump starting vehicles. See Appendix N.
Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation).
Reduce hazards.
Specify proper eye protection in accordance with ANSI Z87.1.
Require proper eye protection be worn at all times in hazardous areas.
Use eye protection in conjunction with other appropriate safeguards: machine guards, engineering controls, etc.
Always read labels on all products and follow directions.

Toxic Chemical

Substance Injuries

Know location of the written hazard communication program and Material Safety Data Sheets and be trained in the hazard communication standards.
Check safety recommendations on the Material Safety Data Sheets (MSDS) for any materials being used by you or stored in your area.
Insure that protective clothing and equipment are in good repair, fit properly and are used when needed.
If clothing is contaminated, remove and change clothes immediately.
Report any unknown source of hazardous chemicals or substance to your supervisor.
Use maximum ventilation when mixing or using hazardous chemicals or material.
Read and follow all label directions.

Toxic Substance Illnesses

Respiratory

Wear disposable dust masks when sanding, scraping or working in dusty areas.
Prior to using a respirator, receive proper training and approval. Use in accordance with CalOSHA's Respirator Program requirements.
Use appropriate respirator and proper filter when spray painting or applying toxic materials.
Check school asbestos management plan for location of any asbestos you may disturb on the job.
Use less toxic paints and chemicals where possible.
Do not attempt work on asbestos materials unless properly certified and use proper equipment.
When working near asbestos, do not damage the material.
Use maximum ventilation.
Do not exceed manufacturer's recommendation for concentration of materials.
See Appendix L for additional information or respiratory protection.

APPENDIX L

OSHA'S REQUIREMENTS FOR A MINIMAL RESPIRATOR PROGRAM

- 1 "Written standard operating procedures (S.O.P.) governing the selection use of respirators shall be established."
- 2 "Respirators shall be selected on the basis of the hazards to which the worker is exposed."
- 3 "The user shall be instructed and trained in the proper use of respirators and their limitations."
- 4 "(Reserved) "where practicable, the respirators should be assigned to individual workers for their exclusive use." (OSHA recommended only)
- 5 "Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use."
- 6 "Respirators shall be stored in a convenient, clean, and sanitary location."
- 7 "Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use, such as self-contained breathing devices, shall be thoroughly inspected at least once a month and after each use."
- 8 "Appropriate surveillance of work area conditions and degrees of employee exposure or stress shall be maintained."
- 9 "There shall be regular inspections and evaluations to determine the continued effectiveness of the program."
10. "Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (for instance, annually)."
11. "Approved or accepted respirators shall be used when they are available."

APPENDIX M

RAMPS

1. Insure that ramps are firmly secured against displacement.
 2. Construct ramps in accordance with California Code (CA08 3233/CA24 2-3306) which requires that an industrial ramp not exceed 1 vertical to 8 horizontal. Ramp must be at least 2 feet wider
 3. than the largest vehicle or cart used on it. Ramps exceeding 1 vertical to 15 horizontal should have handrails and curbs (at least 8" high) to prevent cart wheels from running off path.
-

STAIRS

1. Stairways with four or more risers should have handrails on each side.
 2. Temporary stairs must be at least 24" wide and equipped with treads and handrails. A landing 30" deep must be placed for every 12 feet of vertical rise.
 3. If stairs do not have headroom clearance of 6'6" or more, place warning signs on or near the obstruction.
-

ELEVATED PLATFORMS

1. On elevated locations in excess of 30" above the floor, working area, or ground, guardrails or other means to protect people from falling should be provided on all open sides.
 2. When working at elevations over 15' (i.e., walking on open beams sliding down beams, or working on thrust outs), a safety belt is required. No exceptions.
-

LADDERS

1. Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.
2. When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use."
3. Ladders should be maintained in good condition at all times: the joint between the steps and side rails should be tight, all hardware fittings should be securely attached, and all movable parts should operate freely without binding or undue play.
4. Keep ladder steps free of grease or oil.
5. Store ladders by lashing or securing them in position.
6. If using a ladder in a doorway, make sure the door cannot hit the ladder. Block the door open, lock it or guard it.
7. Tops of ordinary ladders should not be used as guys, braces, skids, or for other than their intended purpose.
8. Ladders are not to be used as horizontal scaffolds.
9. Short ladders should not be spliced together to create longer sections.
10. Face the ladder when ascending or descending.
11. Climb ladder without heavy loads.
12. Use both hands when ascending or descending a ladder.

APPENDIX M (continued)
LADDERS cont.

13. Lift heavy tools and materials with ropes.
 14. An extension ladder should be set at a four (4) to one (1) ratio. (Four vertical feet to every one foot at base of ladder.)
-

SCAFFOLDS

1. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks, should not be used to support scaffolds or planks.
2. Guardrails and toe boards should be installed on all open sides and ends of scaffold platforms more than 10 feet above the ground or floor.
3. Inspect all scaffolds before initial use and after alteration or moving.
4. Do not overload scaffolds. Bring up materials as needed.
5. Scaffolds must not be loaded in excess of one-fourth of their rated capacity.
6. When freestanding mobile scaffold towers are used, the height should not exceed four times the minimum base dimension.
7. Use mobile scaffolds only on level floors that are free of obstructions.
8. Caster brakes must be locked when the scaffold is not in motion.
9. Never ride a moving scaffold.
10. A Cal-Osha permit is required for the assembly of scaffolding more than 30' in height. Failure to acquire permit can be prosecuted as a misdemeanor.

APPENDIX N

WARNING - BATTERIES PRODUCE EXPLOSIVE GASES

Keep sparks and flames and cigarettes away from batteries at all times. Wear eye protection. DO NOT lean over batteries during jump-starting. See owner's manual for instructions.

JUMP-START INSTRUCTIONS

Be sure: Vent caps are tight and level, a damp cloth should be placed over the vent caps. Vehicles should not be touching. Both electrical systems must be the same voltage. **DO NOT JUMP START IF FLUID IS FROZEN!**

ATTACHING THE CABLES (Do in order listed)

Clamp one jumper cable to positive (+) terminal of dead battery wired to starter or solenoid. Do not allow positive cable clamps to touch any metal other than battery terminals.

Connect other end of positive (+) cable to positive (+) terminal of the good battery.

Connect one end of the second cable (- negative) to other terminal (-negative) of good battery.

Make connection on engine block of stalled engine (**not** to negative post) away from battery, carburetor, fuel line, any tubing or moving parts.

Stand back from both vehicles. **START CAR THAT CONTAINS THE GOOD BATTERY - THEN START THE DISABLED CAR.**

Remove cables in reverse order of connections beginning by first removing cable from the engine block or metallic ground.

**ALWAYS USE CAUTION AND USE EYE PROTECTION
WHEN JUMP-STARTING A VEHICLE.**

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Mechanic

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: MECHANIC
Type of Facility Garage

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips and Falls On Same Level

- Maintain good housekeeping.
- Wipe up all spills immediately.

Being Hit By Falling Objects Caught In /Or Between

- Make sure jacks and lifts are in good working condition.
- Make sure the jack or lift has enough capacity to lift and hold the vehicle safely.
- Properly position the vehicle on the lift. Double check that the lift arms and/ or pads are in contact with the vehicle frame and that the vehicle is properly balanced.
- On jack and lifts with safety locks, make sure that the lock is secured and completely against the stop.
- When jacking a vehicle by the frame, jack only from the front or rear, never from the side.
- Lift a vehicle no higher than necessary.
- Wear eye protection while working beneath a vehicle.
- Prior to lowering a vehicle, check under it to make sure everyone is clear.
- When operating a manual roll up door, hold onto the chain in both the up and down directions.

Cuts, Abrasions, Burns And Other Bodily Injuries

- When using a Steam Cleaner or Dip Tank, always wear the proper personal protective equipment, such as; rubber apron, rubber gloves, face shield and safety goggles, for protection from the solution.
- Keep the Steam Cleaner nozzle pointed away from you and other people. Be very careful when cleaning inside corners as the steam has a tendency to spray back.
- Lower all objects into the Dip Tank slowly. Use a crane or chain hoist for heavy objects.

JOB CATEGORY: MECHANIC
Type of Facility: Garage

SAFE WORK PRACTICES

POTENTIAL HAZARDS

Cuts, Lacerations, and Eye Injuries From Power Equipment

- Use the proper tool to do the job you are attempting.
- Use the proper technique when working with wrenches to keep hands from being cut or scraped.
- Wear proper eye protection when servicing batteries.
- Wear proper personal protective equipment when welding or flame cutting such as: welding hood or goggles, leather gloves, apron, jacket or pants.
- Use flash curtains when arc welding.
- Wear eye protection while drilling or grinding, even if the grinder has shields.
- Use only impact sockets and extensions on impact wrenches.
- Wear eye and ear protection when using any air tool.
- Wear safety goggles while operating the brake lathe.
- Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation.)
- Reduce hazards.
- Specify proper eye protection in accordance with ANSI Z87.1.
- Require that proper eye protection be worn at all times in hazardous areas.
- Use eye protection in conjunction with other appropriate safeguards: machine guards, engineering controls, etc.
- Always read labels on all products and follow directions.

Fire Injury

- Know fire extinguisher location and operation.
- Do not smoke in the garage.
- Limit the use of solvents to the solvent tank.
- Make sure the solvent tank lid is closed when not in use.
- Assure solvent tank's fusible link is closed when not in use.
- Do not use gasoline for cleaning.
- Oily or solvent-soaked rags should be placed in a U. L. approved oily waste can with a self-closing lid and should be emptied at least once daily.

Electrical Shock Injuries

- Check electrical system of vehicle for damaged wires.
- Do not touch the coil wire or spark plug wires with bare hands.
- Use the proper tools or insulated gloves.

JOB CATEGORY: MECHANIC
Type of Facility: Garage

SAFE WORK PRACTICE

POTENTIAL HAZARD

Vehicle Accidents

- Drive the vehicle and safety check the brakes before returning it to the user.
 - Perform safety check of each vehicle on a daily basis.
-

Misc. Injuries

- Keep hands clear of belts.
 - Tools should not be left in the engine compartment unless in immediate use.
 - Dispose of all hazardous waste (batteries, motor oil and filters, radiator fluid, brake shoes, etc.) in the proper legal manner.
 - When using jumper cables on batteries, follow proper procedures. (See Appendix N.)
-

Toxic Substance Illness

- Never siphon gas by mouth.
 - Wash hands before eating.
 - Know location of the written hazard communication program and Material Safety Data Sheets (MSDS) and be trained in the hazard communication standards.
 - Check safety recommendations on the MSDS for any materials being used by you or stored in your area.
- Respiratory**
- Do not work on the brakes of a vehicle with asbestos brake linings unless proper equipment (HEPA) is available.
 - When using equipment (HEPA) designed for removing brake linings, follow directions to prevent the release of asbestos fibers.
 - Compressed air is not to be used to clean brakes.
 - Insure there is adequate ventilation while engine is running or when welding, flame cutting or soldering.
 - When working with substances, which require the use of a respirator, the respirator should be selected based on the hazard exposure.
 - Users of respirators should be instructed and trained in the proper use of respirators and their limitations.
 - Respirators are only to be used as part of a respiratory protection program as required by OSHA.

APPENDIX N

WARNING - BATTERIES PRODUCE EXPLOSIVE GASES

Keep sparks and flames and cigarettes away from batteries at all times. Wear eye protection. Do not lean over batteries during jump-starting. See owner's manual for instructions.

JUMP-START INSTRUCTIONS

BE SURE: Vent caps are tight and level. A damp cloth should be placed over the vent caps. Vehicles should not be touching. Both electrical systems must be the same voltage. **DO NOT JUMP START IF FLUID IS FROZEN!!**

ATTACHING THE CABLES

(Do in order listed)

1. Clamp one jumper cable to positive (+) terminal of dead battery wired to starter or solenoid. Do not allow positive cable clamps to touch any metal other than battery terminals.
2. Connect other end of positive (+) cable to positive (+) terminal of the good battery.
3. Connect one end of the second negative (-) cable to the other negative (-) cable of the good battery.
4. Make connection on engine block of stalled engine (**not** to negative post) away from battery, carburetor, fuel line, any tubing or moving parts.
5. Stand back from both vehicles. **START CAR WITH GOOD BATTERY, AND THEN START THE DISABLED CAR.**
6. Remove cables in reverse order of connections beginning by first removing cable from engine block or metallic ground.

**ALWAYS USE CAUTION AND USE EYE PROTECTION
WHEN JUMP STARTING A VEHICLE.**

INJURY AND ILLNESS
PREVENTION PROGRAM
SPECIFIC SAFE WORK PRACTICES

Warehouse Worker

SPECIFIC SAFE WORK PRACTICES

JOB CATEGORY: WAREHOUSE WORKER
Type of Facility: Warehouses and Loading Docks

General and specific safe work practices are integrated. Review the general safe work practices in conjunction with these specific safe work practices.

Special Caution

- This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.
- Never operate any equipment or machinery without receiving training in proper use.
- Never use any chemical without knowing its proper use and hazards. Always review the MSDS prior to using any new chemical.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips and Falls On Same Level

- Watch for ice on floors of walk-in freezers.
 - Observe proper housekeeping techniques and keep warehouse free of clutter and debris.
-

Falls From High Places

- Do not stand, climb or sit on racks or shelves.
 - Check dock plates and loading ramps to insure they can handle the load and not collapse.
 - Use only a safety platform, securely attached, to raise and lower people with a forklift.
 - Never *travel* with people on a safety platform on a forklift.
 - Make sure safety rails are in place on all mezzanines and lofts.
 - When working from a ladder, do not reach above shoulder height to lift up or down.
 - See Appendix M for additional information on ladders.
-

Back Injuries

- Warm up and so stretching exercises before lifting.
- Determine the approximate weight of the object(s) to be lifted and insure that this weight is within the reasonable limits of your lifting ability.
- Multiple cases should be palletized and moved with a forklift or pallet jack whenever possible.

JOB CATEGORY: **WAREHOUSE WORKER**
Type of Facility: **Warehouses and Loading Docks**

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries *cont.*

- Be careful of odd shaped loads even when they are not heavy. Get help when needed.
 - Use dollies, hand trucks or carts for heavy loads.
 - Push, do not pull hand truck, dolly or skidded loads.
 - Do not overload hand trucks.
 - Use caution when approaching corners and doorways with a hand truck.
 - Always use proper lifting techniques and good body mechanics.
-

**Being Hit By Falling Objects
Caught In or Between**

- Wear personal protective equipment: hard-toe shoes, hard hats and, if necessary, goggles.
 - Look out for materials that have not been stored properly and may fall, reposition when necessary.
 - Lower pallets to floor level to pick single cases.
 - Stay clear of moving forklifts.
 - Shrink-wrap loads whenever practical.
 - Make sure toe boards are in place on all mezzanines and lofts.
-

**Cuts, Abrasions, Burns
And Other Bodily Injuries**

- Watch for nails, jagged metal and splinters.
 - Shield sharp blades and tool points when not in use.
 - Shoes should be hard toed. Tennis shoes and sandals are not allowed.
 - Loose clothing or jewelry should not be worn in the warehouse.
 - Completely remove carton staples with pliers and discard before unpacking boxes.
 - Allow enough room when turning or stopping an electric pallet jack in order not to be pinned or to scrape your knuckles.
-

Fire Injury

- Know fire extinguisher location and operation.
- Smoking should not be permitted in the warehouse.
- Warehouse employees should be knowledgeable in the proper handling, storage and disposal of flammable materials. Read the labels.

JOB CATEGORY: WAREHOUSE WORKER
Type of Facility: Warehouses and Loading Docks

SAFE WORK PRACTICE

POTENTIAL HAZARD

Fire Injury *cont.*

- Warehouse floor areas should be cleared of extra pallets, empty containers and miscellaneous debris.
 - Packing materials such as shredded paper, plastic bits, etc. should not be allowed to accumulate.
 - Locate dumpster outside and away from building.
 - Oily or solvent-soaked rags should be placed in a U. L. approved oily waste can with a self-closing lid and should be emptied at least once daily.
 - Maintain proper clearance for overhead sprinklers. Provide a minimum of 36 inches of clearance when stack is over 15 feet, and 18 inches of minimum clearance if stack is less than 15 feet high.
 - Materials should not be stored within 36 inches to the side of a fire door opening.
 - Maintain a clear aisle to all fire doors and exits.
 - When charging electric equipment, make sure the area is well ventilated and no sparks or fires are within 25 feet.
 - Gasoline, diesel and propane powered equipment should not be refueled inside the warehouse.
 - Make sure vehicle is grounded to the dispensing pump or barrel.
-

Vehicle Accidents

- Make sure that all transport vehicles have the brakes set and the wheels chocked before loading and unloading.
- Check rear of vehicle and use mirrors when backing. Use help when available.
- Equip vehicle with safety equipment such as, flares, triangles, fire extinguisher, first aid kit, hazardous materials spill kit etc, and refill supplies regularly.
- Store load properly to prevent load from being thrown toward driver should brakes need to be applied abruptly.
- Report all accidents.

Forklifts

- All forklift drivers must be trained and certified.
- Know your forklift's special features and know how to use them safely.
- Drivers should check their forklifts at least once per shift. Check the brakes, lights, turn indicators, beeper, hydraulics, etc. If it is found to be unsafe, report immediately to the supervisor and do not operate.
- Drivers should not place any part of their bodies outside the running lines of the forklift.
- Employees are not allowed to stand, pass, or work under the elevated portion of any forklift unless it is blocked to prevent it from falling.
- Warehouse personnel should stay clear of moving forklifts and be especially alert at intersections.
- Never carry passengers.
- While moving, keep forks low with mast tilted back slightly.
- If load blocks forward vision, drive backwards.
- Always use your horn at intersections.

JOB CATEGORY: WAREHOUSE WORKER
Type of Facility: Warehouses and Loading Docks.

SAFE WORK PRACTICE

POTENTIAL HAZARD

Vehicle Accidents *cont.*

- Watch for poor driving surfaces: chuck holes, grease, oil slicks and uneven ground, which can cause you to tip over.
 - When parking on an incline, always set the parking brake, lower forks and block wheels.
 - Back down slopes with greater than a 10% incline.
 - Make sharp turns slowly.
-

Toxic Chemical Substance Injuries

- Participate in hazard communication training and learn which materials are hazardous.
 - Know the storage location and handling procedures of all hazardous materials.
 - Keep the quantities of any hazardous chemical (toxic, flammable or corrosive) to the minimum amount consistent with use.
 - Insure that shelves are strong enough to support the weight of the chemicals. Bolt shelves together and to a solid surface; earthquake proof.
 - Store chemical products on shelves low enough that they can be fork lifted safely.
 - Keep moisture away from chemicals and containers.
 - Segregate incompatible chemicals.
 - Never store flammable products next to paper products.
 - Chain all compressed gas cylinders to the wall and separate fuel and oxygen by at least 20 feet.
 - Always be prepared for a chemical spill.
-

Misc. Injuries

Freezer/Cold Storage

- Insure that the interior light is on and is guarded by a protective glass cover and metal guard.
- If freezer is equipped with audible warning system, test daily.
- Test and make sure the safety release latches are working properly.
- Wear appropriate jacket, gloves and head apparel during extended periods of exposure.
- Post instructions for shutting down the compressor in cases of emergency.



**APPENDIX C
CALIFORNIA MEDICAL (BIOLOGICAL) WASTE
MANAGEMENT ACT
HEALTH AND SAFETY CODE, CHAPTER 6.1
SMALL QUANTITY AND NO TREATMENT COMPLIANCE**

The following only covers compliance for medical waste generators that generate less than 200 lbs. per month of regulated medical waste, and do not use on-site treatment to dispose of the medical waste.

WHAT IS MEDICAL WASTE? Medical Waste (Biological Waste, Infectious Waste, and Biowaste) is regulated under Chapter 6.1 of the California Health and Safety Code, and is defined as being Biohazard Waste and Sharps Waste.

WHAT IS BIOHAZARD WASTE? Biohazard Waste typically generated at a school is comprised of the following:

1. Discard biological laboratory wastes:
 - a) Cultures, specimens, disposable lab ware, etc. If they contain or are suspected of containing infectious agents. "Infectious agent" means a type of microorganism, bacteria, mold, parasite or virus, which normally causes or significantly contributes to the cause of increased morbidity (disease) or mortality (death) of human beings.
 - b) Animal carcasses, body parts, fluids, and tissues that are stored in a preserving solution or that contain an infectious agent.
 - c) Material contaminated with human blood or other body fluids, whether or not they contain an infectious agent.
2. Discarded material from the nurse's office, or generated while providing first aid that is contaminated with human blood or other body fluids, whether or not they contain an infectious agent.

WHAT IS SHARPS WASTE? Sharps waste is any discarded item that has, contains, or may easily be broken or disassembled to yield acute rigid corners, edges, or protuberances capable of cutting or piercing. Sharps waste may be subcategorized into two classes:

1. Regulated Medical Sharps Waste. These items would typically be used in a setting of procedure that could expose that to infectious agents. Items a) b) and c) are considered medical waste whether or not they contain an infectious agent. **All four of these items must be disposed of as medical waste.**
 - a) Hypodermic needles (with or without the syringe).
 - b) Syringes (with or without the needles).
 - c) Scalpels and razorblades.
 - d) Glass that contains infectious agents, or is otherwise classified under the definition of biohazard waste.
2. Non-Medical Sharps Waste (NO Infectious Agents Present). The items that are not typically used in a setting or procedure that could expose them to infectious agents.



APPENDIX C (continued)
CALIFORNIA MEDICAL (BIOLOGICAL) WASTE
MANAGEMENT ACT

HEALTH AND SAFETY CODE, CHAPTER 6.1

SMALL QUANTITY AND NO TREATMENT COMPLIANCE

3. These items do not have to be disposed of as a medical waste, but there are special procedures that must be followed before throwing this type of waste into a garbage can.
 - a) Pins and non-hypodermic needles (e.g. sewing needles, pushpins).
 - b) Very sharp knives and blades (e.g. exacto, kitchen, steak, etc.)
 - c) Sharp blades from tools (e.g. band saw, scrapers, etc.).
 - d) Glass that may easily be broken while in a garbage can (e.g. Pasteur pipets, microscope slides, glass tubing, but not soda bottles or container jugs unless they are already broken).
 - e) Glass that may easily cut a custodian or another person once discarded into a garbage can. This would include all glass, pottery, etc. that is broken before being put into the garbage can.

Non-Medical sharps waste must be disposed of by containing the sharps in a rigid outer container. Once the container is full, it must be closed securely and then put into a garbage can. The usual container consists of a cardboard box lined with one or two plastic bags. The inner bags are tied shut, and the box is taped closed. Then the box is discarded into a dumpster.

These special procedures are very important when the non-medical sharps waste is being disposed of into an office wastebasket, or any other garbage can that custodians routinely empty.

DOES MY SCHOOL GENERATE MEDICAL WASTE? To answer this question, you must identify all generators according to the above definitions. If there is no medical waste being generated now, or in the future, then there is nothing to worry about. You are in compliance.

HOW MUCH MEDICAL WASTE DOES MY SCHOOL GENERATE? Once you have identified the generators of medical waste, you have to quantify the medical waste that is generated. This is a good point to ask if all medical waste generation can be stopped. If not, try to minimize the amount generated (e.g. do not mix non-medial wastes together with medical wastes, change a class to study non-infectious cultures, etc.). The rate of generation must be determined in pounds per month.

DOES THE SCHOOL GENERATE LESS THAN 200 LBS. OF MEDICAL WASTE PER MONTH? If the school generates less than 200 lbs. per month, then the school is a small quantity generator and must comply with Article 4 of the Medical Waste Management Act. If the school generates more than 200 lbs. per month, then the school is a large quantity generator and must comply with Article 5 of the Medical Waste Management Act. Article 5 is much harder to comply with. It is so important to reduce the quantity of medical waste that is generated to a bare minimum. If your school is a large quantity generator, seek immediate assistance from the County Public Health Department or the State Department of Health Services.



APPENDIX C (continued)
CALIFORNIA MEDICAL (BIOLOGICAL) WASTE
MANAGEMENT ACT
HEALTH AND SAFETY CODE, CHAPTER 6.1
SMALL QUANTITY AND NO TREATMENT COMPLIANCE

THE SCHOOL GENERATES LESS THAN 200 LBS OF MEDICAL WASTE PER MONTH. HOW MUCH OF ARTICLE 4 DOES THE SCHOOL NEED TO COMPLY WITH? If the medical waste that is generated is not treated (incinerated, autoclaved, etc.) at the school, then the school only needs to comply with Article 4, Section 25045.1 to Section 25047. If the waste is being treated on-site, the treatment must be stopped or the school must comply with Article 4 in its entirety.

HOW DOES THE SCHOOL DISPOSE OF MEDICAL WASTE IF THERE IS NO ON-SITE TREATMENT? Options include:

1. Contact a Biowaste Disposal Facility. They can provide approved boxes and red bags for collection of medical wastes. Their services also include the pick up of filled boxes and destruction of medical wastes. For very small quantity generators, small amounts of Biowaste can be shipped through the mail in approved containers to the disposal facility.
2. Contact a local hospital with approved Biowaste destruction facilities. They may be able to accept your wastes. Get prior approval from the County Health Department before making any transfers.

Read Sections 25045.1 to Section 25047 of Article 4. Contact your local County Health Department once you have selected a method to insure that your procedures meet their approval. The state agency that regulates medical wastes is the Department of Health Services, Medical Waste Management Program is 916-322-2042.

APPENDIX D PROTECTING YOURSELF WHEN HANDLING SHARPS

The best way to prevent cuts and sticks is to minimize contact with sharps. That means disposing of them immediately after use. Puncture-resistant containers must be available nearby to hold contaminated sharps – either for disposal or, for reusable sharps, later decontamination for re-use. When reprocessing contaminated reusable sharps, employees must not reach by hand into the holding container. Contaminated sharps must never be sheared or broken.

Recapping, bending, or removing needles is permissible only if there is no feasible alternative or if required for a specific medical procedure such as blood gas analysis. If recapping, bending, or removal is necessary, workers must use either a mechanical device or a one-handed technique. If recapping is essential – for example, between multiple injections for the same patient – employees must avoid using both hands to recap. Employees might recap with a one-handed “scoop” technique, using the needle itself to pick up the cap, pushing the cap and sharp together against a hard surface to ensure a tight fit. Or they might hold the cap with tongs or forceps to place it on the needle.

Containers for used sharps must be puncture resistant. The sides and the bottom must be leak-proof. The containers must be labeled or color-coded red to ensure that everyone knows the contents are hazardous. Containers for disposable sharps must have a lid, and they must be maintained upright to keep liquids and the sharps inside.

Employees must never reach by hand into the containers of contaminated sharps. Containers for reusable sharps could be equipped with wire basket liners for easy removal during reprocessing, or employees could use tongs or forceps to withdraw the contents. Reusable sharps disposal containers may not be opened, emptied or cleaned manually.

Containers need to be located as near to area of use as feasible. In some cases, they may be placed on carts to prevent access to mentally disturbed or pediatric patients. Containers also should be available wherever sharps may be found, such as in laundries. The containers must be replaced routinely and not be overfilled, which can increase the risk of needle sticks or cuts.

When employees are ready to discard containers, they should first close the lids. If there is a chance of leakage from the primary container, the employees should use a secondary container that is closable, labeled, or color coded and leak resistant.

Careful handling of sharps can prevent injury and reduce the risk of infection. By following these work practices, employees can decrease their chances of contracting bloodborne illness.

This publication was developed by the U.S. Department of Labor – Occupational Safety and Health Administration.

APPENDIX E

PERSONAL PROTECTIVE EQUIPMENT CUTS RISK OF EXPOSURE TO BLOODBORNE DISEASES

Wearing gloves, gowns, masks, and eye protection can significantly reduce health risks for workers exposed to blood and other potentially infectious materials. The new OSHA standard covering bloodborne disease required employers to provide appropriate personal protective equipment (PPE) and clothing free of charge to employees.

Workers who have direct exposure to blood and other potentially infectious materials on their jobs run the risk of contracting bloodborne infections from hepatitis B virus (HBV), hepatitis C (HCV), human immunodeficiency virus (HIV) which causes AIDS, and other pathogens. About 8,700 health care workers each year are infected with HBV, and 200 die from the infection. Although the risk of contracting AIDS through occupational exposure is much lower, wearing proper personal protective equipment can greatly reduce potential exposure to all blood borne infections.

SELECTING PPE

Personal protective clothing and equipment must be suitable. This means the level of protection must fit the expected exposure. For example, gloves would be sufficient for a laboratory technician who is drawing blood, where as a pathologist conducting an autopsy would need considerably more protective clothing.

PPE may include gloves, gowns, laboratory coats, face shields or masks, eye protection, pocket masks, and other protective gear. The gear must be readily accessible to employees and available in appropriate sizes.

If an employee is expected to have hand contact with blood or other potentially infectious materials or contaminated surfaces, he or she must wear gloves. Single use gloves cannot be washed or decontaminated for reuse. Utility gloves may be decontaminated if they are not compromised. They should be replaced when they show signs of cracking, peeling, tearing, puncturing, or deteriorating. If employees are allergic to standard gloves, the employer must provide hypoallergenic gloves or similar alternatives.

Routine gloving is not required for phlebotomy in voluntary blood donation centers though it is necessary for all other phlebotomies. In any case, gloves must be available in voluntary blood donation centers for employees who want them. Workers in voluntary blood donation centers must use gloves (1) when they have cuts, scratches or other breaks in their skin; (2) while they are in training, and (3) when they believe contamination might occur.

Employees should wear eye and mouth protection such as goggles and masks, glasses with solid side shields, and masks with chin-length face shields when splashes, sprays, splatters or droplets of potentially infectious materials pose a hazard through the eyes, nose or mouth. Extensive coverings such as gowns, aprons, surgical caps, hoods, and shoe covers or boots are needed when gross contamination is expected. This often occurs, for example during orthopedic surgery or autopsies.

AVOIDING CONTAMINATION

The key is that blood or other infectious materials must not reach an employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions for the duration of exposure.

Employers must provide the PPE and ensure that their workers wear it. This means that if a lab coat is considered PPE, it must be supplied by the employer rather than the employee. The employer also must clean or launder clothing and equipment and repair or replace it as necessary.

Additional protective measures such as using PPE in animal rooms and decontaminating PPE before laundering are essential in facilities that conduct research on HIV or HBV.

EXCEPTION

There is one exception to the requirement for protective gear. An employee may choose, temporarily and briefly, under rare and extraordinary circumstances, to forego the equipment. It must be the employee's professional judgment that using the protective equipment would prevent the delivery of health care or public safety services or would pose an increased hazard to the safety of the worker or co-worker. When one of these excepted situations occurs, employers are to investigate and document the circumstances to determine if there are ways to avoid it in the future. For example, if a firefighter's resuscitation device is damaged, perhaps another type of device should be used or the device should be carried in a different manner. Exceptions must be limited – this is not a blanket exception.

DECONTAMINATING AND DISPOSING OF PPE

Employees must remove personal protective clothing and equipment before leaving the work area or when the PPE becomes contaminated. If a garment is penetrated, workers must remove it immediately or as soon as feasible. Used protective clothing and equipment must be placed in designated containers for storage, decontamination, or disposal.

OTHER PROTECTIVE PRACTICES

If an employee's skin or mucous membranes come into contact with blood, he or she is to wash with soap and water and flush eyes with water as soon as feasible. In addition, workers must wash their hands immediately or as soon as feasible after removing protective equipment. If soap and water are not immediately available, employers may provide other hand washing measures such as moist towelettes. Employees still must wash with soap and water as soon as possible.

Employees must refrain from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in areas where they may be exposed to blood or other potentially infectious materials.

This document was produced by the U.S. Department of Labor – Occupational Safety and Health Administration.

APPENDIX F

PRECAUTIONS TO PREVENT THE SPREAD OF INFECTIOUS DISEASES IN THE SCHOOL SETTING

The California State Department of Education and the National Center for Disease Control (CDC) recommend that schools implement procedures regarding the handling of body fluids. **THE BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS.** The term “body fluids” includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit us, respiratory secretions (such as nasal drainage*) and saliva.

UNIVERSAL PRECAUTIONS

UNIVERSAL PRECAUTIONS are precautions used in all situations and not limited to use with individuals know to be carrying a specific virus such as HIV or the virus causing Hepatitis B or Hepatitis C. In the school setting, those precautions should include; hand washing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

HANDWASHING

Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene practice.

1. All staff should wash their hands in the following circumstances:
 - Before handling food, drinking, eating or smoking.
 - After toileting.
 - After contact with body fluids or items soiled with body fluids.
 - After touching or caring for students, especially those with nose, mouth, or other discharge.
2. Scheduling time for students to wash hands before eating is suggested to encourage the practice.
3. How to wash hands: Wet hands with running water and apply soap from dispenser. Lather well and wash vigorously for fifteen to twenty seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard towel. Antibacterial gel can be used as a temporary method to sanitize hands until thorough hand washing can be done.
4. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

FIRST AID INVOLVING BODY FLUIDS AND CPR

1. Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended. To the extent practicable, using running water, liquid soap and disposable gauze, towels or tissues.

2. Disposable single use gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering, etc.). Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and other athletic training rooms.
3. Any soiled clothing should be placed in a separate plastic bag, sealed and placed in a plastic bag labeled with the student's name. Send home with the student.

TRASH DISPOSAL

1. Place soiled tissues, pad, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and leave sealed.
2. If needles, syringes or lancets are used in the school setting, arrange for a puncture-proof container. Place intact needles and syringes in the designated container. Do not bend or break needles Do not recap needles. Contact your local Health Department for directions about disposal of contaminated materials.

USING DISENFECTANTS

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic-lined wastebasket. Mop solution used to clean up bodily fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution 30 minutes and rinsed thoroughly before re-using.
2. After clean up, remove gloves and wash hands.
3. If carpet is soiled, clean up immediately and disinfect with District approved disinfectant.

RISK OF EXPOSURE WITH HIV AND HEPATITIS B VIRUS WITH EXPOSURE TO VARIOUS VOLUMES OF INFECTED BLOOD

Type of Exposure	Volume of Blood	Human Immuno-Def. Virus (HIV)	Hepatitis B Virus (HBV)
Receipt of infected blood transfusion.	500 cc (1 Unit or 1 Pint)	95.0%	100.0%
Accidental needle stick contaminated with infected blood in clinical setting.	Minute (Less than 1 cc)	0-0.3%	12-35.0
Infected blood on broken skin in a clinical setting.	Minute to Small Volume	Some Risk (6 rep. cases in USA)	Some Risk
Infected blood on healthy unbroken skin in clinical setting.	Minute to Small Volume	No Reported Cases	No Rep. Cases
Care for infected persons within household.	Minute to Small Volume	No reported cases among family members of thousands of persons with AIDS	Some Risk

** Some health care workers have been infected with HBV in absence of needle stick. Presumably, those infections were acquired by blood transfers to oral or nasal mucous membranes via the hands.

- ** No family members have contracted HIV infection unless they were themselves at risk because of sexual activity, inoculation with blood products and perinatal events.
- ** Hepatitis B Virus (HBV) transmission has occurred between babies and their family contacts, infected developmentally delayed children and their classmates and caregivers, and in other situations when chronic carriers are present for prolonged periods.
- ** The spread of Hepatitis B may occasionally occur in special education settings and classrooms attended by developmentally delayed students who became Hepatitis B carriers while in hospital or residential facilities. The risk of Hepatitis transmission in these special education classroom settings can be almost eliminated by good environmental and personal hygiene (Universal Precautions). Hepatitis B vaccination of susceptible personnel and students can reduce the risk to virtually zero.

WHAT IS AIDS/HIV INFECTION?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died.

HOW IS HIV INFECTION SPREAD?

The possibility that AIDS/HIV will be transmitted in schools, the workplace and other public gatherings is remote. AIDS/HIV infection is not transmitted from one person to another through everyday activities. You will not get AIDS by being around or working with a person who is infected or by having ordinary daily contact with an HIV infected person.

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

1. Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
3. Penetrating the skin with needles that have been used to inject an infected person.
4. Direct contact on broken skin with infected blood.
5. Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS Update, Dec. 1988).
6. Being born to an infected mother.

WHAT IS HEPATITIS B?

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of persons who become infected show symptoms of illness. The symptoms are like those of Hepatitis A and include fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients, the urine turns dark and the skin becomes yellow. The onset of symptoms may appear 6 weeks to 6 months after becoming infected with the virus. Death is uncommon in Hepatitis B but 5 to 10 percent of those infected become long-term virus carriers. Up to 25 percent of carriers may develop serious chronic liver disease.

HOW IS HEPATITIS B SPREAD?

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

1. Sexual activity involving semen, blood or vaginal secretions.
2. Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
4. Direct contact of infected blood with mucous membranes of the eye or mouth.
5. Direct contact with infected blood with broken skin (e.g., cuts).
6. Accidental needle sticks with needles containing blood from a virus carrier.
7. Being born to an infected mother.

WHAT IS HEPATITIS C?

Hepatitis C is an inflammation of the liver caused by the Hepatitis C virus (HCV). It is the most common chronic bloodborne infection in the United States. According to the U.S. Centers for Disease Control and Prevention, approximately 1.8% of the U.S. population, or 3.9 million Americans have been infected with the virus. About 35,000 new cases of Hepatitis C are estimated to occur in the United States each year. Currently, no vaccine is available to prevent people from getting Hepatitis C, but some treatments are available that may help clear the virus from the blood.

HOW IS HEPATITIS C SPREAD?

The Hepatitis C virus is bloodborne, which means that it is spread through blood or blood products. Common routes of infection include needlestick accidents; blood transfusions before mid-1992 (after 1992, blood banks began rigorous screening for the Hepatitis C virus with effective new testing methods); and the use of recreational drugs (i.e., sharing needles). There are also other modes of transmission and factors that many also put people at risk for contracting Hepatitis C.

HOW DOES HEPATITIS C DEVELOP?

Hepatitis C progresses slowly over many years. Some people who have become infected may not be aware of the virus for as long as one to two decades. By the time symptoms appear, the virus has most likely already begun to damage the liver. Liver failure due to Hepatitis C is one of the most common causes of liver transplants in the United States. Once the virus infects a person's blood, it enters the cells in the liver and begins to reproduce itself rapidly.

WHAT ARE THE SYMPTOMS OF HEPATITIS C?

The initial stage of Hepatitis C infection is called acute Hepatitis C. During this stage, which can last for up to 6 months, 60%-70% of patients have no symptoms. However, some people in the acute stage may experience extreme tiredness, weakness, loss of appetite, and jaundice. They may also complain of abdominal discomfort, which may be a sign that the liver is inflamed and tender. With or without symptoms, initial damage to the liver cells can take place soon after infection, within an average 2-8 weeks.

Most people are able to rid their bodies of the virus on their own. In more than 80% of individuals with acute infection, the disease progresses to a chronic condition. Hepatitis C is considered a chronic condition when the virus remains in the blood for longer than 6 months, although tests may not detect it at all times. Chronic Hepatitis C usually progresses at a very slow rate, often over a period of 10 to 30 years. However, the longer the virus is in the body, the more damage is done to the liver. Individual factors, such as increased alcohol intake, age and gender can also influence the progression of Hepatitis C. If the disease remains untreated, serious consequences – such as cirrhosis, liver failure, liver cancer, or even death – may occur.

APPENDIX K

Material Safety Data Sheets

SECTION ONE- CHEMICAL IDENTIFICATION

This first section of the MSDS helps you identify the chemical. It lists the name of the chemical, any trade names, and the chemical manufacturer's name and address. This section may also list an emergency phone number.

SECTION TWO – HAZARDOUS INGREDIENTS

This section lists what is in the chemical that can harm you. It also lists the concentration of the chemical to which you can safely be exposed, often listed as the permissible exposure limit (PEL) or the threshold limit value (TLV). These safe exposure limits are usually figured for average exposure over a typical work shift.

SECTION THREE – HEALTH HAZARDS

This section lists any medical conditions that can be aggravated by exposure to the chemical. Symptoms of overexposure such as skin rash, burn, headache, or dizziness. It also tells you first aid and emergency procedures in case of overexposure, such as flushing your exposed skin with running water for 15 minutes.

SECTION FOUR – FIRE AND EXPLOSION DATA

Here you can find at what temperature the chemical ignites, called the flash point. If a chemical is flammable, it can ignite below 100 degrees Fahrenheit. This section also lists extinguishing media – what will put out the fire safely, such as water spray, foam or other type of fire extinguisher.

SECTION FIVE – SPILL OR LEAK PROCEDURES

This section tells you what to use to clean up an accidental spill or leak. No matter what the chemical is, always notify your supervisor right away. Before cleaning up a chemical spill, you may need to wear respiratory protection, gloves, safety goggles, or protective clothing. This section may also include notes on how to dispose of the chemical safely.

SECTION SIX – SPECIAL PRECAUTIONS

This section lists any other special precautions to follow when handling the chemical. This may include what to have nearby to clean up a spill or put out a fire, and what safety signs to post near the chemical. This section also lists any other health and safety information not covered in other parts of the MSDS.

SECTION SEVEN – SPECIAL PROTECTION

Here you will find a listing of any personal protective equipment (PPE), respiratory protection, gloves, eye protection; you need to work safely with the chemical. If protective equipment is needed, this section may list the specific types that are recommended, such as full-face mask respirator, rubber gloves, and chemical safety goggles.

SECTION EIGHT – REACTIVITY DATA

Here you will find whether the chemical “reacts” with materials or conditions. Incompatibility lists the materials, such as water or other chemicals that causes the chemical to; burn, explode, or release dangerous gases. Instability lists the environmental conditions, such as heat or direct sunlight that can cause a dangerous reaction.

APPENDIX L

OSHA'S REQUIREMENTS FOR A MINIMAL RESPIRATOR PROGRAM

1. "Written standard operating procedures (S.O.P.) governing the selection use of respirators shall be established."
2. "Respirators shall be selected on the basis of the hazards to which the worker is exposed."
3. "The user shall be instructed and trained in the proper use of respirators and their limitations."
4. "(Reserved) "where practicable, the respirators should be assigned to individual workers for their exclusive use." (OSHA recommended only)
5. "Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use."
6. "Respirators shall be stored in a convenient, clean, and sanitary location."
7. "Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use, such as self-contained breathing devices, shall be thoroughly inspected at least once a month and after each use."
8. "Appropriate surveillance of work area conditions and degrees of employee exposure or stress shall be maintained."
9. "There shall be regular inspections and evaluations to determine the continued effectiveness of the program."
10. "Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed annually."
11. "Approved or accepted respirators shall be used when they are available."

APPENDIX M

RAMPS

1. Insure that ramps are firmly secured against displacement.
 2. Construct ramps in accordance with California Code (CA08 3233/CA24 2-3306) which requires that an industrial ramp not exceed 1 vertical to 8 horizontal. Ramp must be at least 2 feet wider than the largest vehicle or cart used on it. Ramps exceeding 1 vertical to 15 horizontal should have handrails and curbs (at least 8" high) to prevent cart wheels from running off path.
-

STAIRS

1. Stairways with four or more risers should have handrails on each side.
 2. Temporary stairs must be at least 24" wide and equipped with treads and handrails. A landing 30" deep must be placed for every 12 feet of vertical rise.
 3. If stairs do not have headroom clearance of 6'6" or more, place warning signs on or near the obstruction.
-

ELEVATED PLATFORMS

1. On elevated locations in excess of 30" above the floor, working area, or ground, guardrails or other means to protect people from falling should be provided on all open sides.
 2. When working at elevations over 15' (i.e., walking on open beams sliding down beams, or working on thrust outs), a safety belt is required. No exceptions.
-

LADDERS

1. Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction.
2. When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use."
3. Ladders should be maintained in good condition at all times: the joint between the steps and side rails should be tight, all hardware fittings should be securely attached, and all movable parts should operate freely without binding or undue play.
4. Keep ladder steps free of grease or oil.
5. Store ladders by lashing or securing them in position.
6. If using a ladder in a doorway, make sure the door cannot hit the ladder. Block the door open, lock it or guard it.
7. Tops of ordinary ladders should not be used as guys, braces, skids, or for other than their intended purpose.
8. Ladders are not to be used as horizontal scaffolds.
9. Short ladders should not be spliced together to create longer sections.
10. Face the ladder when ascending or descending.

LADDERS *cont.*

11. Climb ladder without heavy loads.
 12. Use both hands when ascending or descending a ladder.
 13. Lift heavy tools and materials with ropes.
 14. An extension ladder should be set at a four (4) to one (1) ratio. (Four vertical feet to every one foot at base of ladder.)
 15. Extension ladder overlap is a minimum of three (3) feet.
 16. All ladders must extend at least three feet above elevated surface.
 17. Make sure the extension ladder is facing the right direction.
 18. Adjust extension ladder only from below, not from top or while on ladder.
 19. Do not stand on the top step of any ladder.
 20. Never have more than one person at a time on the ladder.
 21. Do not work leaning off the side of a ladder.
 22. Prior to ascending or descending the ladder, make sure it is stable.
 23. Only use stepladders with legs fully extended and brackets securely locked.
-

SCAFFOLDS

1. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks, should not be used to support scaffolds or planks.
2. Guardrails and toe boards should be installed on all open sides and ends of scaffold platforms more than 10 feet above the ground or floor.
3. Inspect all scaffolds before initial use and after alteration or moving.
4. Do not overload scaffolds. Bring up materials as needed.
5. Scaffolds must not be loaded in excess of one-fourth of their rated capacity.
6. When freestanding mobile scaffold towers are used, the height should not exceed four times the minimum base dimension.
7. Use mobile scaffolds only on level floors that are free of obstructions.
8. Caster brakes must be locked when the scaffold is not in motion.
9. Never ride a moving scaffold.
10. A Cal-Osha permit is required for the assembly of scaffolding more than 30' in height. Failure to acquire permit can be prosecuted as a misdemeanor.

APPENDIX N

WARNING - BATTERIES PRODUCE EXPLOSIVE GASES

Keep sparks and flames and cigarettes away from batteries at all times. Wear eye protection. Do not lean over batteries during jump-starting. See owner's manual for instructions.

JUMP-START INSTRUCTIONS

BE SURE: vent caps are tight and level, a damp cloth should be placed over the vent caps. Vehicles should not be touching. Both electrical systems must be the same voltage. **DO NOT JUMP START IF FLUID IS FROZEN!!**

ATTACHING THE CABLES

(Do in order listed)

1. Clamp one jumper cable to positive (+) terminal of dead battery wired to starter or or solenoid. Do not allow positive cable clamps to touch any metal other than battery terminals.
2. Connect other end of positive (+) cable to positive (+) terminal of the good battery.
3. Connect one end of the second negative (-) cable to the other negative (-) cable of the good battery.
4. Make final connection on engine block of stalled engine (**not** to negative post) away from battery, carburetor, fuel line, any tubing or moving parts.
5. Stand back from both vehicles. **START CAR WITH GOOD BATTERY – THEN START THE DISABLED CAR.**
6. Remove cables in reverse order of connections beginning by first removing cable from engine block or metallic ground.

**ALWAYS USE CAUTION AND USE EYE PROTECTION
WHEN JUMP-STARTING A VEHICLE.**

**APPENDIX - O – REFERENCES
FOR GENERAL SAFETY INFORMATION:**

CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523
(866) 922-2744

NATIONAL SAFETY COUNCIL
San Francisco Chapter
303 Twin Dolphine Drive, Suite 520
Redwood City, CA 94065-1409
(800) 544-1030
sanfrancisco@nsc.org

US Department of Labor
OSHA PUBLICATIONS
PO Box 37535
395 Oyster Point Blvd.
Washington, D.C. 20013-7535
(202) 693-1888
www.osha.gov/pls/publications/pubindex.list

CAL OSHA CONSULTATION SERVICES
Department of Industrial Relations
2424 Arden Way, Suite 485
Sacramento, CA 95825
(916) 263-5765
www.dir.ca.gov/dosh/consultation.htm

Contra Costa County
Environmental and Health Services Department
2120 Diamond Blvd.
Concord, CA 94520
(925) 646-5225

FOR ADDITIONAL INFORMATION ON ARTS AND CRAFTS SAFETY:

Center for Safety in the Arts
5 Beekman Street
New York, New York 10038
(212) 227-6220
www.truart.info/health-books.htm

State of California
Dept. of Health Services
1501 Capitol Ave., Suite 2101
Sacramento, CA 95814
(916) 445-4171
www.dhs.cahwnet.gov

FOR ADDITIONAL INFORMATION ON EARTHQUAKE SAFETY:

Bay Area Regional Earthquake Preparedness Project
Metro Center
101 Eighth Street Suite 152
Oakland, CA 94607
(415) 883-8300
www.eresonant

Fischer Scientific Education
4500 Turnberry Drive
Hanover Park, IL 60133
(800) 955-1177

Laboratory Safety Institute
192 Worcester Rd.
Natick, MA 01760
<http://www.labsafety.org>

Flinn Scientific, Inc.
PO Box 219
Batavia, IL
(800) 452-1261
www.flinnsci.com

**FOR ADDITIONAL INFORMATION ON BLOODBORNE PATHOGENS AND UNIVERSAL
PRECAUTIONS:**

CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523
(866) 922-2744

Contra Costa County
Health Services Department
2120 Diamond Blvd.
Concord, CA 94520
(925) 646-6220

Mount Diablo Unified School District

**INJURY AND ILLNESS PREVENTION PLAN
Employee Acknowledgement Form**

This is to acknowledge that I received a copy of the Mount Diablo Unified School District General and Job Specific Safe Work Practices and that I had an opportunity to go over the IIPP requirements, processes and procedures with my supervisor.

Name: _____

Date: _____

Mount Diablo Unified School District

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