

INTRODUCTION

This binder was designed to comply with SB198 – OSHA Injury and Illness Prevention Program. Included you will find the Districts safety and loss prevention policies as well as General and Job Specific Safe Work Practices.

Should you have any questions concerning these policies and procedures you should contact your immediate supervisor.

Mt. Diablo Unified School District

GENERAL INDUSTRY SAFETY

RISK MANAGEMENT AND EMPLOYEE

SAFETY POLICIES

WRITTEN INJURY AND ILLNESS

PREVENTION PROGRAM

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STATE STANDARD
TITLE 8, CHAPTER 4

3203. Injury and Illness Prevention Program

- (a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:
- (1) Identify the person or persons with authority and responsibility for implementing the Program.
 - (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
 - (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with Section (a)(3).

- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:
 - (A) When the Program is first established:

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing Section 3203.

- (B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
 - (C) Whenever the employer is made aware of a new or previously unrecognized hazard.
- (5) Include a procedure to investigate occupational injury or occupational illness.
- (6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices, and work procedures in a timely manner based on the severity of the hazard.
- (A) When observed or discovered; and,
 - (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.
- (7) Provide training and instruction:
- (A) When the program is first established;
- Exception:** Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing accident prevention program in Section 3203.
- (B) To all new employees;
 - (C) To all employees given new job assignments for which training has not previously been received;
 - (D) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
 - (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and
 - (F) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
 - (b) Records of the steps taken to implement and maintain the Program shall include:

- (1) Records of scheduled and periodic inspections required by subsection(a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three (3) years; and

Exception :Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

- (2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for three (3) years.

Exception No. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees job assignment when first hired or assigned new duties.

Exception No. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retrained beyond the term of employment if they are provided to the employee upon termination of employment.

- (c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:
 - (1) Meets regularly, but not less than quarterly;
 - (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request;
 - (3) Reviews results of the periodic, scheduled worksite inspections;

- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

BOARD OF EDUCATION POLICY
ON RISK MANAGEMENT

The personal safety and health of students, staff and the public, and the protection of district property and assets from accidental losses, are primary concerns of the Mt. Diablo Unified School District Board of Education. The Board is dedicated to providing leadership and financial support necessary to develop and maintain adequate insurance programs and successful safety and loss control practices.

Prudent trusteeship of the resources of the district requires careful review of exposure arising from employing of staff, supervising of students, holding of real property, engaging in contractual arrangements, providing public services, and the possessing of liquid and other assets. The board recognizes the need to protect the district from these exposures through the fundamental risk management activities of risk identification, measurement, mitigation and assumption or transfer of risks through purchase of insurance, pooling with other districts or other risk financing practices.

Administrative procedures should detail, by position, the employee responsibilities, and the responsibilities should be included in job descriptions.

The superintendent and administrative staff are accountable for providing leadership and a continual evaluation of the district's risk management program.

BOARD OF EDUCATION POLICY
ON EMPLOYEE SAFETY

The Governing Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local law and regulations.

There shall be established an effective Injury Prevention Program. This written program shall include the identification of the position responsible for implementing the program, the method of identifying and evaluation of hazards, and the methods for correcting unhealthy conditions and work practices in a timely manner. A training program complying with Labor Code Section 6401.7 and General Industrial Safety Order 3203 will be implemented.

Procedures for communicating the Injury Prevention Program to employees and the enforcement of conditions shall be a part of the program. Appropriate records shall be maintained to insure there is documentation of district compliance with the applicable code sections.

WRITTEN INJURY AND ILLNESS PREVENTION
PROGRAM FOR MT. DIABLO UNIFIED SCHOOL DISTRICT

The following written Injury and Illness Prevention Program, combined with the basic safety policies of the Mt. Diablo Unified School District, document that it is the district's policy to fully comply with Labor Code Section 6401.7 and General Industry Order Section 3203, Injury and Illness Prevention Program.

I
Employer Information

The Mt. Diablo Unified School District is a public educational agency providing educational services to students grades K through 12.

Official Name of District: Mt. Diablo Unified School District

Address: 1936 Carlotta Dr.

City Concord State: CA Zip 94519-1397

Telephone No. 925-682-8000

II

AUTHORITY AND RESPONSIBILITY
8 CCR 3203(A)(1)

The person(s) with authority and responsibility for implementing the Mt. Diablo Unified school district's Injury and Illness Prevention Program is (are) listed below.

Name and Title: Jeff McDaniel

Director, Facilities, Operations and Resource Conservation

Description of authority and responsibilities related to the Injury and Illness Prevention Program that are assigned to this person.

District Safety Officer

Phone Number : 925-825-7440 ex. 3821

2. Name and Title:

Description of authority and responsibilities related to the Injury and Illness Prevention Program that are assigned to this person.

Phone Number:

(Add more as needed)

III

IDENTIFICATION, EVALUATION AND PREVENTION
8 CCR 3203(A)(2)

The Mt. Diablo Unified School District will use the following system for identifying, evaluating, and preventing occupational safety and health hazards.

1. There shall be periodic and scheduled inspections of classrooms and other district and school facilities and work stations. Frequency of inspections shall be based on need, but all areas will be inspected at least yearly.
2. There shall be investigations of all occupational accidents, injuries, illnesses and other potentially hazardous events that occur inside or on the premises of any school facility or in any other specific school operated area.
3. There shall be a review of applicable General Industrial Safety Orders and other Safety Orders that apply to the district operations.
4. There shall be a review of industry and general safety information related to occupational safety and health hazards found in school environments.
5. There shall be evaluations made of other information or hazards reported by certificated or classified employees.

IV

COMMUNICATION
8 CCR 3203(A)(3)

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

1. The school district has established a labor-management safety committee which will comply with the General Industrial Safety Order 3203.

OR

1. Communication of safe working conditions, safe work practices and required personal protection equipment is included in initial and all subsequent training.
2. Other forms of employer-to-employee communications on safety topics include Meetings
(Specify which posters, letters, meetings, etc. are provided.)
3. Employees have been advised by the following method: Verbal
that safe work conditions, safe work practices, and required personal protective equipment are mandatory and will be enforced by the following:
 - a. Recognition for compliance/good safety record.
 - b. Discipline for non-compliance:
4. The school district's method to solicit safety reports and safety related information from employees includes:

and anonymously by:
5. A written form is available _____.
6. Employees shall be advised that there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion or complaint about a safety-related matter.

V

EVALUATION AND DOCUMENTATION OF HAZARDS
8 CCR 3203(A)(4)

Inspections to identify hazards shall be conducted when the program is first established; whenever new substances, processes, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and whenever the district is made aware of a new or previously unrecognized hazard. These hazards shall be evaluated and placed in groupings based on the job safety categories that operate in those classrooms or facilities.

The Occupational Safety and Health Hazards identified are documented in the following manner:

A hazard evaluation form shall be developed for general classroom or other work areas having the same job safety categories. These forms will be maintained at the following location(s):

VI

ACCIDENT INVESTIGATION
8 CCR 3203(A)(5)

Occupational Accident and Injury/Illness Investigation:

1. Investigations are conducted as soon as possible after an accident, occupational injury or illness, or hazardous occurrence is reported.
2. The investigations are documented in writing. The investigation procedures are part of the Occupational Accident, Injury and Illness Investigation form.
3. The forms are maintained at the following location(s): Maintenance & Operations .

VII

METHODS AND PROCEDURES FOR CORRECTING UNSAFE AND UNHEALTHY CONDITIONS AND WORK PRACTICES 8 CCR 3203(A)(6)

The following methods and/or procedures will be used to correct unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

1. Imminent hazard.

Personnel not needed for corrective action will be removed from the area.

2. Less severe hazards.

Problems will be dealt with in a timely manner.

3. Activities such as training, retraining of employees on safe work practices and hazard problems will be practiced to reduce unsafe or hazardous conditions.

4. Procedures such as safety work order system, inspection reviews, and monitoring of employees and conditions will be standard operating procedures.

VIII

INSPECTIONS

Inspections will be conducted to verify compliance with safe work practices and other safety requirements, to identify any new or additional hazards, and to monitor basic safety operations. Inspections shall also be part of investigation procedures related the occupational accident, injury and illness occurrences.

Frequency and responsibility for inspections:

1. School Site/Job Safety Categories

Frequency of Scheduled Inspection

Person(s) Responsible

2. School Site/Job Safety Categories

Frequency of Scheduled Inspection

Person(s) Responsible

3. School Site/Job Safety Categories

Frequency of Scheduled Inspection

Person(s) Responsible

IX

INSPECTION DOCUMENTATION
8 CCR 3203(A)(1)

Documentation of Inspections:

1. Periodic scheduled inspections are documented in writing and includes methods of correction of hazards identified.
2. Documentation is maintained at the following location(s):

X

SAFE WORK PRACTICES

General and specific safe work practices including safe working conditions and protective equipment requirements are documented and communicated in the following manner:

Safe work practices have been developed for all job safety categories. The safe work practices are available at the following location(s). Every employee shall receive training as required (see training section).

XI

EMPLOYEE SAFETY TRAINING 8 CCR 3203(A)(7)

Employee Safety Training shall be provided under the following guidelines:

1. Initial training shall be provided for all current employees as soon after the establishment of the school district's program as possible.
2. New employees shall be provided initial training upon hiring and prior to assignment.
3. Employees shall be provided training when assigned to a new tasks or job for which training has not been received.
4. Supervisors shall be trained on hazards and safe practices in their area of responsibility.
5. Training shall include general school/site safety and specific job safety category training.
6. Documentation of training shall be maintained in writing by individual and/or group training sessions. Documentation is maintained at the following location(s):
7. Refresher training is provided at the following frequency: Yearly

XII

DOCUMENTATION
8 CCR 3203(A)(2)

Record keeping requirements of General Industry Safety Order 3203 shall be documented in writing and maintained for at least three years, except for specified job safety categories which have longer periods for certain activities under other code sections.

XIII

APPROVAL

On _____, the board of the Mt Diablo Unified school district approved this written Injury and Illness Prevention Program.

Signature of Superintendent

Date

Or

Pursuant to board policy _____, this Injury, Illness and Prevention Program is approved for the Mt. Diablo Unified School District, effective July 1, 2006.

Signature of Superintendent

Date

EMPLOYEE INJURY AND ILLNESS
PREVENTION STANDARD

Notice to Employees:

The Mt Diablo Unified School District has complied with General Industry Safety Order 3203 by establishing an Injury and Illness Prevention Program.

A copy of the written program is available at the following location:

Maintenance & Operations.

Employees have the following rights under this program:

To be advised of occupational safety and health hazard and receive training on safe work conditions, practices and personal protective equipment.

To provide information to the employer on safety hazards, request information or make safety suggestions without fear of reprisal.

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

Know the safe work practices for the general work area and for your job.

Comply with working conditions, safe work practices and personal protective equipment requirements for your job.

Report unsafe conditions and injuries/illnesses to your supervisor.

Employees must comply with the requirements listed above or face the following disciplinary actions:

The employer will conduct inspections to identify unsafe conditions and violations of safety rules.

If you have any questions about this program, ask your supervisor or

Safety information may be confidentially reported using the safety suggestion box and the forms provided.

Signed _____
Authorized District Administrator

Date _____

EMPLOYEE SAFETY REPORTING FORM

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

Description of Unsafe Condition or Practice

Causes or Other Contributing Factors

Employee's Suggestion for Improving Safety:

Has This Matter Been Reported to the Area Supervisor? Yes _____ No ____

Employee Name (Optional)

Department _____

Date _____

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

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

Employees who wish to remain anonymous may wish to place this form, unsigned, in the safety suggestion box located at _____

**INDIVIDUAL EMPLOYEE SAFETY TRAINING
DOCUMENTATION**

NAME OF TRAINER: _____

TRAINING SUBJECT: _____

TRAINING MATERIALS/METHODS USED: _____

NAME OF EMPLOYEE:

Print your name here

I hereby certify that I received training as described above in the following areas:

1. The potential general safety hazards that may exist in my work area and associated with my job assignment;
2. The safe work conditions, safe work practices and personal protective equipment required for my work;
3. The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets (MSDSs) for those chemicals, and how to find and understand this information;
4. My right to ask any questions, or provide any safety related information to my employer either directly or anonymously without any fear of reprisal;
5. The name of the designated responsible person for my district;
6. My responsibility to work safely, report safety hazards and follow safe work practices established by my employer.

I understand the information presented during this training and agree to comply with safe work practices for my work area.

Employee Signature

Date

Note: A copy of this form will be placed in your personnel file in order to document training.

OCCUPATIONAL ACCIDENT, INJURY AND ILLNESS
INVESTIGATION FORM

1. Review standard OSHA Report of Occupational Injury or Illness, form 5020 (rev. 5).

For Investigation Purposes Only:

2. Add the following for investigation purposes:
 - a. Was a safe work practice violated? _____
 - b. If so, describe:
 - c. What corrective action is needed:
 - d. Will an additional safe work practice be needed?
 - e. Was unsafe condition corrected?
 - f. If not corrected, what interim actions have been taken?
 - g. Will inspection checklist need modification?

Signature of Investigator _____

Date

Person responsible for corrective action:

Date received by responsible person:

Signature of person responsible for corrections:

LABOR MANAGEMENT SAFETY AND HEALTH COMMITTEE
MINIMUM STANDARDS

The following relate to the labor-management safety and health committee:

1. The committee meets at least quarterly.
2. Written record of Safety Committee meetings are distributed to affected employees and maintained for review by the Division [Cal/OSHA].
3. The committee reviews results of the periodic, scheduled worksite inspections.
4. The committee reviews accident and near miss investigations and, where necessary, submit suggestions for the prevention of future incidents.
5. The committee reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
6. When determined necessary by the committee, the committee conducts its own inspections and investigations.
7. The committee evaluates employee safety suggestions and submits recommendations.
8. Upon request of OSHA, verifies abatement action taken by the school district to abate citations issued by OSHA.

Compliance with the above minimum standards by an officially established Labor-Management Safety and Health Committee will meet the communications requirement of GISO 3203.

INJURY and ILLNESS PREVENTION PROGRAM

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**INJURY AND ILLNESS
PREVENTION PROGRAM**

GENERAL SAFE WORK PRACTICES

FOR ALL EMPLOYEES

GENERAL SAFE WORK PRACTICES

Job Category: ALL EMPLOYEES

Type of Facility: All Facilities

SAFE WORK PRACTICE

POTENTIAL HAZARD

Slips and Falls On Same Level

- Clean up spills immediately.
 - Report slick floors as a hazard.
 - Reduce tripping hazards through good housekeeping and safety awareness.
 - Unplug and roll up long electrical cords and extensions when not in immediate use.
 - Wear appropriate shoes for job classification.
 - Use alternate routes when floors are wet.
 - Be watchful of where you are walking.
 - Turn on lights when entering an unlit area.
 - Use tread guards across walkways where it is not possible to re-route cords.
 - Maintain clear aisle ways.
 - Be especially cautious when walking during wet or icy weather conditions.
 - Be aware of gravel, sand or other debris on walkways.
-

Falls From High Places

- Never use a broken ladder or step stool.
 - Use stepladder or stepstool rather than chairs or tables.
 - Use appropriate ladder for the situation.
 - Make sure ladders and step stools are in good repair and are properly set before use.
 - Report any potentially hazardous condition, including missing or broken guardrails or other hazards.
 - Limit the amount of high storage and other reasons for needing ladders.
 - Secure help on high work or unusual circumstances.
 - Keep ladder area clear of obstructions.
 - Use handrails on ascending and descending stairs.
-

Back Injuries

- Achieve and maintain good personal fitness through regular stretching and exercise.
- Attend a back safety- training program.
- Learn and use proper lifting techniques and practice good body mechanics.
- Secure assistance with heavy or bulky material.
- Keep all objects close to your body when lifting.
- Do not twist while lifting. Lift first, and then turn your body.
- Avoid reaching or lifting from an awkward position.

Job Category: ALL EMPLOYEES
Type of Facility: All Facilities

SAFE WORK PRACTICE

POTENTIAL HAZARD

Back Injuries *cont.*

- Use stepladder and/or get help when lowering materials from high places.
 - When carrying a load, plan your route before starting, block open doors and be sure the route is clear of obstructions or tripping hazards.
 - Do not attempt any unsafe lifting operation.
 - Use hand truck, lifts, or other mechanical means to assist you.
 - Use back support devices when load is heavy or a back problem exists.
 - Make sure chair or furniture is comfortable and properly adjusted.
 - Stand and move about frequently.
-

Being Hit By Falling Objects

Caught In or Between Objects

- Equip all cabinets with doors with a device, other than magnets, to prevent doors from opening in the event of an earthquake.
 - Secure stored material with shelf lips or other means.
 - Reduce high storage of items.
 - Glass products, breakables and heavy materials should be stored on lower shelves.
 - Attach cabinets, shelving and certain fixtures to secure structures.
 - Toe boards and handrails should be in place in all loft areas.
 - Open only one file drawer at a time.
 - Do not open drawers past safety stops.
-

Cuts, Abrasions,

Burns, And Other Bodily Injuries

- Use proper carrying techniques for sharp objects.
 - Store sharp, pointed objects flat and pointed away from user.
 - Clean/store sharp utensils individually; do not mix with other materials in a sink or drawer.
 - Safety devices, such as finger guards and blade locking devices should be on paper cutters.
 - Understand proper use techniques for each tool before using.
 - Use appropriate hot pads or mitts when handling hot items.
-

Cuts, Lacerations

And Eye Injuries

From Power Equipment

- Do not operate machines or equipment until instructed in proper use.
- Follow manufacturer's recommendations for safe use of tool.
- All electrical equipment should be turned off and unplugged when changing parts or when equipment is being repaired.
- Wear eye protection if grinding or sawing materials.

Job Category: ALL EMPLOYEES
Type of Facility: All Facilities

SAFE WORK PRACTICE

POTENTIAL HAZARD

Fire Injury

- Report all fires to fire and insurance officials.
 - Know fire extinguisher location and operation.
 - Know evacuation routes and alternatives.
 - Know bell or alarm system at work locations.
 - Know contingency plans for various emergencies.
 - Practice specific role in emergency plan.
 - Combustible materials should be stored away from heat sources.
 - Limit wall coverage with combustible materials to less than 50%.
 - Make sure portable heaters have tip over switches and are U.L. approved.
 - Maintain good housekeeping practices.
 - Do not risk your life trying to extinguish a fire, which could get out of control.
 - Storage of duplication/ditto fluids should be limited to two gallons, plus one in use, at a single location.
 - Unplug all electrical appliances (such as space heaters, coffeepots, etc) at the end of each workday.
-

Electrical Shock Injuries

- Only trained personnel should work on or modify electrical systems.
 - All electrical plugs need to be pushed fully into receptacle.
 - Make sure electrical equipment is not wet or damp.
 - Always use grounded electrical cords.
 - Multiple outlet extenders (power strip, etc.) must have a circuit breaker.
 - Unplug electrical equipment by pulling on the plug instead of the cord.
 - Do not hang objects from light fixtures.
 - Replace rather than repair electrical cords.
 - Do not remove ground prong on the male electrical plug.
 - Inspect electrical equipment, including cords, for defects before use.
 - All outlets near water/liquid sources (within 6 ft.) should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.
 - Use non-metal ladders around electrical equipment.
-

Vehicle Accidents

- Wear seat belts.
- Maintain a current and valid California driver's license.
- Obey traffic laws when driving on school business in private or district vehicles.
- Make a pre-trip inspection of all lights, brakes, tire tread, seat belts, mirrors and signals.
- Avoid backing up where possible on school grounds.
- Practice defensive driving.
- Keep windows clean and free of visual obstructions.

JOB CATEGORY: ALL EMPLOYEES
Type of Facility: All Facilities

SAFE WORK PRACTICE

POTENTIAL HAZARD

Miscellaneous Injuries

- Horseplay is not appropriate in the work place and should be avoided.
 - Desks, furniture and workspace should be arranged to minimize reaching, twisting and bending.
 - Furniture, tables, workspace area and equipment should be maintained and in good repair to avoid breakage or other failure which may cause injury.
 - Store lunches and food where it is safe from contamination by chemicals or other hazardous substances.
 - Unusual conditions such as extra high or low steps, low ceilings or unclear exiting should have special signs and/or be highlighted with paint to draw attention to the condition.
 - Keep file drawers closed except during immediate use.
 - Post signs warning persons with pacemakers when microwave ovens are used.
 - Maintain moderate noise levels (i.e., dance music, loud speakers, etc.).
 - Report all accidents/injuries at work.
 - Become familiar with emergency/disaster plan for your site and participate in practice drills using S.E.M.S. (Standardized Emergency Management System).
 - Learn to recognize; potential hazards from earthquakes and set up your classroom/work area to minimize those hazards.
 - See Appendix O for a list of additional health and safety resources.
-

Stress

- Prioritize the tasks that you are to accomplish.
 - Mix tasks you like to do with those that are more difficult.
 - Take breaks and relax muscles.
 - Increase level of exercise.
 - Add humor and relaxing activities to the workday.
 - Take vacation time regularly.
 - Make friends at work and develop a support system.
 - Attend stress workshops and practice the stress reducing suggestions.
 - When you feel overloaded with work, ask for help either administratively or from a co-worker.
-

**Infectious Diseases
 Or Health Conditions**

- Report infectious diseases and other health conditions to school nurse or appropriate supervisor.
- Practice good personal hygiene and wash hands as needed.
- Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, feces, urine, etc.).

JOB CATEGORY: ALL EMPLOYEES
Type of Facility: All Facilities

SAFE WORK PRACTICE

POTENTIAL HAZARD

**Infectious Diseases
 Or Health Condition *cont.***

- Keep classrooms and work areas well ventilated.
 - Dispose of contaminated materials properly.
 - Learn first aid and CPR.
 - Contact local health professionals for additional health information.
 - See Appendix F for information on universal precautions.
-

Toxic Substance Illnesses

- Never use any chemicals without knowing its hazards. Always review the Material Safety Data Sheets (MSDS) before using any chemical.
 - Review and follow district written Hazard Communication program.
 - Know location of MSDS and follow recommendations for use. (See Appendix K).
 - Use non-toxic materials where possible.
 - Read container label and follow manufacturer's safe use directions.
 - Make sure that all primary and secondary containers are properly labeled.
-

Repetitive Motion

Injuries (Cumulative Trauma)

- Do not remain in one position for long periods without moving.
- Change activities as often as possible.
- Do light exercise of muscles to loosen them and reduce tension.
- Make sure your position is as comfortable as possible.
- See that your furniture is adjusted to your particular needs.
- Wear special equipment if it can reduce strain (special eyeglasses, wrist braces, etc.)
- Follow basic ergonomic guidelines when using a computer:
 - Make sure your chair provides good lumbar support.
 - Adjust your chair properly.
 - Keep keyboard and monitor lined up directly in front of you.
 - Keep wrists level with the keyboard.
 - Make sure the mouse is at the same level as the keyboard.
 - Keep elbows close to your body.
 - Don't cradle the phone between your head and shoulder.
 - Set up your work area to minimize reaching and awkward positioning.
 - Place the monitor so the top of the screen is at, or slightly below, eye level.
 - Don't rest your arms or wrists on the sharp edge of a desk or counter.
 - Control glare on monitor to avoid eye strain.
 - Keep feet flat on the floor or use a footrest.
 - Use a document holder whenever possible.

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 – removing 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

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 – PHYSICAL DATA

This section describes the chemical's appearance, odor and other characteristics. Percent volatile, for instance, is how much of the chemical evaporates at room temperature. Sulfuric acid has low percent volatile, but it can be harmful if inhaled. Respiratory protection or extra ventilation may be needed.

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 – HEALTH HAZARDS

This section lists 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. It may also list any medical conditions that can be aggravated by exposure to the chemical.

SECTION SIX – 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.

SECTION SEVEN – 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 EIGHT – 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 NINE – 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.

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

RESIG
5760 Skylane Blvd
Windsor, CA 95492
(707) 836-0779
www.resig.org

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

SONOMA COUNTY OFFICE OF EDUCATION
Environmental and Health Services Department
2340 Skylane Blvd.
Santa Rosa, CA 95403
(707) 524-2653

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:**

Sonoma County Public Health Dept
3313 Chanate Road
Santa Rosa, CA 95404
(707) 565-4400
www.sonoma-county.org/health

Sonoma County Office of Education
Health Services Department
5340 Skylane Blvd.
Santa Rosa, CA 95403
(707) 524-2700
www.scoe.org