Injury & Illness Prevention Plan (IIPP)

Hope Elementary School District

With COVID-19 Employee Supplement

2020-2025

Board Approval:

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HOPE ELEMENTARY SCHOOL DISTRICT
613 W. Teapot Dome Ave.
Porterville, CA 93257
Phone: (559) 784-1064
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HESD Non-Discrimination Statement

Hope Elementary School District is committed to providing equal opportunity for all individuals in education. District programs, activities and practices shall be free from unlawful discrimination based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The following person has been designated to handle inquiries regarding the non-discrimination policies: Melanie Matta, Superintendent/Principal, 613 W. Teapot Dome Ave, Porterville, CA 93257, 559-784-1064.

Injury & Illness Prevention Plan (IIPP)

Every California employer must establish, implement and maintain a written Injury and Illness Prevention Program (IIPP) and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Responsibility

The Injury and Illness Prevention Program (IIPP) administrator is identified as the District Superintendent/Principal who will have the authority and the responsibility for implementation and maintenance of the IIPP for the Hope Elementary School District.

Supervisors and managers are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available at the district office and on-line from the District website (www.hope-esd.org).

Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- Upon hire, the business manager will provide all new employees with training. This training will include the IIPP. In addition, the business manager will review the Codes of Safe Practices with new employees. Training may be done on-line, one-on-one, in a group setting, or through written materials. The Codes of Safe Practices can be found in the Appendix for the following job types:
    - Teachers, Instructional Aides and Clerical
    - Food Service Workers
    - Custodians, Maintenance and Grounds Workers
- As referenced in the Superintendent's July 1 letter, at the professional training day scheduled before the start of school supervisors and managers will provide all employees with training. This training will include the IIPP.
- All supervisors and managers will review any hazards as reported by staff by phone and take needed action as soon as required. This could include the following:
    - Hazard Correction (see section on Hazard Correction).

- Additional training to employees as needed.
- Supervisors/managers may discipline employees who fail to comply with safe and healthful work practices.

Communication

All supervisors and managers are responsible for communicating with all workers about occupational safety and health in a manner that is understandable to all workers. Communication with our employees includes:

- All employees are trained that they may report safety issues by calling their supervisor without fear of reprisal.
- Informing workers, upon hire and annually thereafter, of our safety and health procedures. This can be through on-line training, staff meetings, posted or distributed safety information and/or other professional development. Monthly Workplace Safety Newsletters and Handouts are sent to supervisors and managers to aid in this process.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all areas of our workplace. Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP.
- During a JPA review.
- Through the Williams audit.
- Within three weeks of the beginning of school by HESD staff using Safety Inspection Checklists (see Appendix).
- Whenever workplace conditions warrant an inspection, such as
  - When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
  - When new, previously unidentified hazards are recognized; or
  - When occupational injuries and illnesses occur.

Accident/Exposure Investigations

Investigating workplace accidents and hazardous substance exposures is initiated when the business manager is alerted to an incident using the Quick Reference Guide for Accident Investigation, found in the Appendix. Once the information is collected, the Superintendent or other designee of the Superintendent, will be informed and will conduct an investigation using the Accident/Exposure Investigation Report (see Appendix).

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner and documented using the Corrective Action Report found in the Appendix. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except

those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Training and Instruction

All workers, including supervisors and managers, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established.
- Upon hire, the business manager will provide all new employees with training. This training will include the IIPP. In addition, the business manager will review the Codes of Safe Practices with new employees. Training may be done on-line, one-on-one, in a group setting, or through written materials.
- As referenced in the Superintendent's July 1 letter, at the professional training day scheduled before the start of school supervisors and managers will provide all employees with training. This training will include the IIPP.
- When a new or previously unidentified hazard is recognized, such as when new substances, processes, procedures or equipment are introduced into our workplace.
- To supervisors and managers to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- District handbooks and manuals including
    - Bloodborne Pathogens Exposure Plan;
    - Bus Handbook;
    - Chemical Hygiene Plan;
    - Comprehensive School Safety Plan:
    - Integrated Pest Management Plan;
    - Student Handbook;
    - Suicide Prevention Plan;
    - Teacher Handbooks; and
    - Wellness Plan.
- Provisions for medical services and first aid including emergency procedures as noted in the Comprehensive School Safety Plan.
- Proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors and managers.
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.
- Training provided to specific individuals including
    - AED
    - Concussion Awareness
    - CPR/First Aid
    - EpiPens

- Suicide Prevention

Record Keeping

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

COVID-19 Employee Supplement

See the COVID-19 Employee Supplement for specific guidance on the procedures Hope Elementary School District will use when school is closed due to shelter in place orders or when physical distancing is in place. **While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness.** Due to the evolving nature of COVID-19, federal, state and local orders impacting HESD operations are subject to change without notice. HESD will follow guidelines from the Governor's office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department and best practices from other entities as closely as possible and within reason. Given the constantly evolving circumstances, these plans are subject to change as public health guidelines are updated.

Resources from Cal/OSHA

Cal/OSHA Consultation Service

The Consultation Services of Cal/OSHA provides a free service to help employers and employees with health and safety issues at their workplaces, without the risk of citations or monetary fines. The professional staff of health and safety consultants can help develop and implement the Injury and Illness Prevention Program (IIPP). The office serving this area is in Fresno and can be reached at (559) 454-1295.

On-Line Resources

Additional resources are available on the Cal/OSHA website at www.dir.ca.gov/dosh/dosh_publications/iipp.html.

Appendix

- Employee Codes of Safe Practices
  - Teachers, Instructional Aides and Clerical
  - Food Service Workers
  - Custodians, Maintenance and Grounds Workers
  - Protective Clothing Reference Chart
- Safety Inspection Checklists
  - Office/Classrooms
  - Facility
  - Cafeteria

    - Science Laboratory
- Quick Reference Guide for Accident Investigation
- Accident/Exposure Investigation Report
- Corrective Action Report
- Employee Accident Report

Codes of Safe Practices – Office and Classroom Employees

(Including Certificated Teachers, Classified Instructional Aides, Classified Confidential, District Office and Management personnel)

General Safety Rules

This work environment is generally considered to be a safe one and these workers tend to be complacent about their safety since there are no obvious safety hazards. It is this complacency that can lead to unsafe work practices and eventually injuries.

- Be aware of where you are walking. Trip and slip hazards include things like stacks of paper or boxes, recently polished and slick floors, or extension cords.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Flammable and combustible liquids may not be stored in classrooms.
- Be cautious with flammable materials. They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the State Fire Marshall's fireproofing requirements.
- Keep it neat. Avoid clutter both on the desktop and underneath the desk. Keep your workstation and the area around it orderly.

Ergonomic Safety Rules

Some in this group do not spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI). Repetitive Motion Injuries are the most prevalent injuries among those who spend most of their day at a desk working with computers. Individuals using computers should take the following steps to reduce the chance of such an injury.

- Make the necessary adjustments to your chair. Most chairs will have at least two or three adjustment levers to use to change the height and tilt of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- Take the weight on your feet. Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- Type with your wrist at a neutral position. Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to

reach the keys).

- Avoid neck and eye strain. Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- Keep the mouse close. Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- Take your breaks. Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Equipment Safety Rules

- Electric powered equipment can be a shock hazard. Periodically check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- Shut off electrical equipment when not in use.
- Be careful with paper cutters. Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- Photocopy machines could be harmful to the eyes. These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- Close file cabinet and desk drawers when not in use. File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

Materials Storage and Storeroom Safety Rules

- Store materials in an organized way. Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- Store your equipment safely.
- Keep the storeroom neat. Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum. A neat, clean storeroom can greatly reduce the chance of accidents.
- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- Place cabinets and shelves away from room exits. They could fall over and block the exit.
- Keep aisles and passageways free of materials. As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Codes of Safe Practices – Food Service Workers

(Including Cafeteria Lead, Food Services Support Staff and Custodians)

General Safety Rules

- Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- Assume heat-producing equipment, such as stoves and steamers, are hot.
- Don't use wet potholders or mittens. The moisture will transmit heat to your hands.
- Water and hot grease can be a burn hazard. Don't put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.
- Be alert to the careless actions of others.

Materials Storage and Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- Store your equipment safely.
- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about

chest height or lower.

- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.
- Store supplies safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them.

Ladder Safety Rules

- Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation - it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length - never use one over 20 feet long.
- Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio. This means to set the feet of the ladder one foot away from the support point for every four feet of the ladder's length being used. Never lean a ladder against an unstable surface.
- Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think "safety" when using kitchen tools and equipment.

- Have an experienced operator provide instructions and a demonstration of the equipment

before you use it. Practice using the equipment before you begin a large-scale job.

- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Make sure the ground fault interrupter is working properly. Wear protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- Keep tools and equipment clean. Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- Report any inoperative or unsafe equipment to your supervisor or manager. Take any unsafe equipment out of service until it can be repaired or replaced. If the equipment remains inoperative beyond a reasonable amount of time, follow the chain of command to ensure it gets repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand

truck, push the load. Pushing puts less strain on your back.

- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Codes of Safe Practices – Maintenance, Operations and Transportation Employees

(Including Bus Driver, Custodian, Maintenance and MOT Supervisor)

Personal Safety Rules

Custodians, maintenance personnel and grounds workers often work alone, at night and when school is not in session. Special precautions must be taken against unwanted visitors.

- Pay attention to your surroundings. Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- Work in a well-lit area. Make sure security lighting is functioning properly. Replace burned out bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- Know where co-workers are working. Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- Get help with heavy or awkward objects. Don't try to do a job by yourself if it requires two people to do it safely.
- When working inside, make sure entrances are secured. Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- Use good judgment. You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call your supervisor or an administrator or 9-1-1 for help.
- Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- Chairs are not step stools. Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use.
- Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for

damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.

Materials Storage and Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- Store your tools and equipment safely. Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- Electrical/water heater rooms are not storerooms. Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.
- Store supplies and chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.
- Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking

your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

- Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- Push, don't pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist then you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use and the payoffs will be well worth the time and effort you put into it.

Ladder Safety Rules

- Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation - it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length - never use one over 20 feet long.
- Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio. This means to set the feet of the ladder one foot away from the support point for every four feet of the ladder's length being used. Never lean a ladder against an unstable surface.
- Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping - check ladder rings and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tools Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Make sure the ground fault interrupter is working properly. Wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment and position the tool comfortably close to your body. Be mindful of others around you.
- When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Always shut off the tool when you are not using it and disconnect it from the power supply. Students should not be allowed to operate tools or equipment.
- Keep tools and equipment clean. Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- Charging batteries can be dangerous. Take special precautions when charging batteries on electric carts. Charge the batteries only in a well-ventilated area away from any sources of ignition.
- Report any inoperative or unsafe equipment to your supervisor or manager. Take any unsafe equipment out of service until it can be repaired or replaced. If the equipment remains inoperative beyond a reasonable amount of time, follow the chain of command to ensure it gets repaired or replaced.

Fuel Powered Tools Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time

and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Take care when refueling and storing the equipment. Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor
- Avoid hazards while operating equipment. Clear the work area of trip, slip and fall hazards and things that might get in your way while working. Be mindful of pedestrians and your surroundings. Always shut off the tool when you are not using it.

<u>Machinery Safety Rules</u>

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it. Make sure all the factory installed safety devices are operating properly and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor or manager.
- Review the Protective Equipment and Clothing Reference Chart required for safe use of each machine. Become familiar with and wear the protective equipment and clothing provided by your supervisor or manager and recommended by the equipment manufacturer. (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are

factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

- Do not wear loose loose-fitting clothes or jewelry. Long hair also needs to be confined.
- Follow lockout/tagout procedures when performing maintenance. Review the procedures with your supervisor or manager before disconnecting the machine from its source of power. Stay in control of that source of power - through either a lock or tag - while working on the machine.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job. Practice on a small area before taking the equipment out on the job.
- Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it. Make sure all the factory installed safety devices are operating properly and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor or manager. Wear protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while operating the equipment. Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- Keep alert. While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- Do not leave the equipment unattended. After turning off the equipment, remove the ignition key. The equipment must never be left unattended in an area where students have access - children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- Always clean the equipment after use and store it in a secure area.

Tree Trimming Safety Rules

- There is a difference between pruning and trimming. Tree trimming requires special training and equipment. Tree trimming operations should be supervised directly by the Maintenance, Operations and Transportation Supervisor or their designee. Pruning is the removal of a branch for various reasons - it's broken and about to fall, it is low enough for students to reach, or the branch obstructs the use of play equipment. If you are in doubt about whether you should do

the work, consult with your supervisor or manager.

- Familiarize yourself with the tools to use and the job at hand. Carefully survey the job, looking for electrical power lines and other potential hazards. Plan ahead for where branches may fall. Wear the necessary protective equipment and clothing (See Protective Equipment and Clothing Reference Chart). If in doubt about what protective equipment and clothing is needed, please ask the Maintenance, Operations and Transportation Supervisor.
- Avoid hazards while pruning. Clear the work area of trip and fall hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible. Remember ladder safety rules. Don't bite off more than you and your tools can handle. Prune branches off in small pieces not more than two feet long. Start pruning from the section furthest away from the trunk, working your way towards the trunk.
- Clean up is part of the job. Immediately after pruning, remove the debris.

Electrical Repairs Safety Rules

- Take charge of the source of power. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.
- Do not perform electrical repairs around water.
- Never put your hands into an area that you cannot see. Live wires may be there.
- Always replace a fuse with one that is of the same type and size.
- All electrical installations should be made in compliance with the National Electric Code.

Plumbing Repairs Safety Rules

- Be careful with PVC cement. When using PVC cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using PVC cements and solvents.
- Inspect the immediate work area prior to performing brazing operations. Ensure that no flammable liquids or combustible materials are present.
- Ensure that a fire extinguisher is available. If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Protective Clothing Reference Chart

Note: This is a general reference chart only. Always consult the tool/ equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

Tool/Equipment	Hard Hat	Goggles	Gloves	Hearing	Mask
Line Trimmer		X	X	X	
Edger		X	X	X	
Hedge Trimmer		X	X	X	
Chain Saw	X	X	X	X	
Blower		X	X	X	X
Pressure Washer			X	X	
Power Auger			X	X	
Trencher			X	X	
Litter Vacuum			X	X	
Rototiller			X	X	
Paint Striper		X	X	X	X
Walk Behind Mower		X	X	X	
Riding Equipment			X	X	
Pesticide/Herbicide		X	X		X
Electric Power Tools		X	X	X	X
Other Tools/Equipment	AR	AR	AR	AR	AR

AR=As Recommended in manual

Office/Classroom Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			4.	Are all training records up to date for each employee?
			5.	Are chemical products used in the office/classroom? (Are Material Safety Data Sheets maintained?)
			6.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Are the Safety Briefs newsletters being sent to the area?
			7.	Are annual workplace inspections being performed? Are records being maintained?
			8.	Has there been any employee accidents from this department? Are there Accident/Exposure Investigation Reports completed for each incident?

General Safety

Yes	No	N/A		
			9.	Are ergonomic issues being addressed for personnel using computers?
			10.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			11.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
			12.	Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			13.	Is the office/classroom kept clean? Are trash and other recyclable materials removed promptly?
			14.	Are emergency phone numbers posted where they can be readily found in case of an emergency?
			15.	Are there signs marking the exits from the building?
			16.	Is there emergency lighting in rooms without windows?

Fire Safety

Yes	No	N/A		
			17.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			18.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			19.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			20.	Are fire alarm pull stations visible and accessible?
			21.	Is the access to the fire alarm panel unobstructed?
			22.	Are fire evacuation procedures posted?
			23.	Are evacuation plans current?
			24.	Are fire evacuation drills conducted at least monthly?

Electrical Safety

Yes	No	N/A		
			25.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			26.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			27.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			28.	Is lighting adequate throughout the work environment?
			29.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)
			30.	Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments:

Facility Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)?
			4.	Are all employees familiar with the use of MSDS?
			5.	Have all employees been instructed in how to operate the equipment they are required to use?
			6.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
			7.	Are all employees current on any specialized training needed?
			8.	Are all training records up to date for each employee?
			9.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			10.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Are the Safety Briefs newsletters being sent to the area?

Fire Safety

Yes	No	N/A		
			11.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			12.	Is trash, debris and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
			13.	Are all aisles cleared and building exit corridors clear for safe egress?
			14.	Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
			15.	Are spraying operations which employ flammable materials conducted inside spray booths?
			16.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
			17.	Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?
			18.	Are fire separators intact (no holes in firewalls, no doors to exit

Yes	No	N/A		
				corridors propped open, etc.)?
			19.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			20.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
			21.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?
			22.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			23.	Is the office kept clean of trash and other recyclable materials removed promptly?
			24.	Are fire alarm pull stations visible and accessible?
			25.	Is the access to the fire alarm panel unobstructed?
			26.	Are fire evacuation procedures posted?
			27.	Are evacuation plans current?
			28.	Are fire evacuation drills conducted at least monthly
			29.	Are there signs marking the exits from the building?
			30.	Is there emergency lighting in rooms without windows?

Electrical Safety

Yes	No	N/A		
			31.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			32.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			33.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			34.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
			35.	Are Ground Fault Circuit Interrupters available for use in wet areas?
			36.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)

Mechanical Safety

Yes	No	N/A		
			37.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
			38.	Are all the machine guards for belts, gears, .and points of operation in place and adjusted properly?
			39.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?

Yes	No	N/A		
			40.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
			41.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
			42.	Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
			43.	Are floors maintained clean, spills wiped up promptly and anti-slip materials used where moisture is prevalent?
			44.	Are all cabinets, shelves and equipment greater than 5 feet high secured to prevent injury to personnel?
			45.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
			46.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
			47.	Are potable water, soap and towels available for hand washing?
			48.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
			49.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
			50.	Are excessive noise levels adequately controlled?
			51.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			52.	Are stacked and shelved items stored to prevent falling during an earthquake? (Consider installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
			53.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains) and leaking backflow protection devices promptly repaired?

Hazardous Materials/Personal Protection

Yes	No	N/A		
			54.	Are chemicals stored to prevent spills?
			55.	Are carcinogens handled safely to reduce employee exposure?
			56.	Are all hazardous wastes disposed of and not poured into the sewer system?
			57.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
			58.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
			59.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
			60.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
			61.	Is hearing protection suitable for the hazards warranting protection available?
			62.	Are safety shoes available for those employees subject to falling objects

Yes	No	N/A		
				and other foot impact hazards?
			63.	Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
			64.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
			65.	Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

Comments:

Cafeteria Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

Administration and Training

Yes	No	N/A		
			1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
			2.	Have all of the employees completed IIPP training?
			3.	Do all employees have access to the Comprehensive School Safety Plan and know their responsibilities?
			4.	Are all training records up to date for each employee?
			5.	Are chemical products used in the cafeteria? (Are Material Safety Data Sheets maintained?)
			6.	Are the Cal/OSHA Information Poster and Workers' Compensation Bulletin posted? Is the Safety Briefs newsletter being sent to the area?
			7.	Are annual workplace inspections being performed? Are records being maintained?
			8.	Has there been any employee accidents from this department? Are there Accident/Exposure Investigation Reports completed for each incident?
			9.	Have all employees been instructed in how to operate the equipment they are required to use?
			10.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
			11.	Are all employees current on any specialized training needed?

General Safety

Yes	No	N/A		
			12.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			13.	Are ergonomic issues being addressed for personnel?
			14.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			15.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
			16.	Are all supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			17.	Is the work area kept clean? Are trash and other recyclable materials removed promptly?
			18.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
			19.	Are sharp objects handled carefully and cleaned and put away when not in use?

Yes	No	N/A		
			20.	Are the walk-in freezers free of ice on the floor?
			21.	Are the hoods clean and free of excessive grease?
			22.	Are there signs marking the exits from the building?
			23.	Is there emergency lighting in rooms without windows?

Fire Safety

Yes	No	N/A		
			24.	Are all exits, fire alarms, pull boxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?
			25.	Are emergency phone numbers posted where they can be readily found in case of an emergency?
			26.	Are fire alarm pull stations visible and accessible?
			27.	Is the access to the fire alarm panel unobstructed?
			28.	Are fire evacuation procedures posted?
			29.	Are evacuation plans current?
			30.	Are fire evacuation drills conducted at least monthly?
			31.	Is trash, debris and dirty rags removed from the cafeteria and kitchen daily? Are metal cans available for storage of greasy rags?
			32.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
			33.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
			34.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			35.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?
			36.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			37.	Is the cafeteria and kitchen kept clean of trash and other recyclable materials removed promptly?

Electrical Safety

Yes	No	N/A		
			38.	Are all plugs, cords, electrical panels and receptacles in good condition (no exposed conductors or broken insulation)?
			39.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
			40.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			41.	Is lighting adequate throughout the work environment?
			42.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
			43.	Are Ground Fault Circuit Interrupters available for use in wet areas?
			44.	Are extension cords being used correctly? (They must not be run

				through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not be used as a permanent source of electrical supply-use fused outlet strips or have additional outlets installed; not be linked together.)

Mechanical Safety

Yes	No	N/A		
			45.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
			46	Are all the machine guards for belts, gears and points of operation in place and adjusted properly?
			47.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
			48.	Are floors maintained clean, spills wiped up promptly and anti-slip materials used where moisture is prevalent?
			49.	Are all cabinets, shelves and equipment greater than 5 feet high secured to prevent injury to cafeteria personnel?
			50.	Are cutting blades disposed of in rigid containers to prevent injury to personnel?
			51.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			52.	Are stacked and shelved items stored to prevent falling during an earthquake? (Consider installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)

Hazardous Materials/Personal Protection

Yes	No	N/A		
			53.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
			54.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

Comments:

Science Laboratory Safety Inspection Check List

Date: _____ Location: _____

Supervisor/Manager: _____ Department: _____

Inspector: _____ Job Title: _____

In addition to the Office/Classroom Safety Inspection Check List, complete the following items.

Health and Safety Management

Yes	No	N/A		
			1.	Is there a Chemical Hygiene Plan present?
			2.	Are personnel trained in chemical health/physical hazards and laboratory safety?
			3.	Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDS)?
			4.	Have personnel using biohazards, toxins and regulated carcinogens been given documented special training?
			5.	Are personnel instructed in emergency procedures (exits, location and use of fire extinguishers, first aid)?
			6.	Have personnel been instructed on how to respond in the event of a chemical spill?
			7.	Are complete training records and documents available for review by the Personnel Office and outside agencies?
			8.	Have all hazards identified by the annual survey been abated?
			9.	Do laboratory personnel perform an annual lab inspections?

General Safety

Yes	No	N/A		
			10.	Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
			11.	Have personnel and been instructed on the hazards of wearing contact lenses in the laboratory?
			12.	Are protective gloves available and worn for laboratory procedures when skin absorption/irritation may occur?
			13.	Are safety glasses or other eye protection available and worn in the laboratory when needed?
			14.	Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?
			15.	Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?

Hazardous Materials

Yes	No	N/A		
			16.	Are chemicals labeled to identify contents and hazards?
			17.	Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?
			18.	Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?
			19.	Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?
			20.	Are all hazardous wastes disposed of and not poured into the sewer system?
			21.	Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto a student's body?
			22.	Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

Comments:

Quick Reference Guide for Accident Investigation

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees should be trained to report injuries to supervision, no matter how minor they may be, using the Employee Accident Report found in the Appendix. "Near-accidents" should also be reported and investigated by supervision. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

A. Act at once. Talk with injured employee immediately if possible (one on one is best). Use fact-finding, not faultfinding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident/Exposure Investigation Report for a list of questions that you may need to ask during an investigation.

B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements and any other condition that could have contributed to or prevented the incident.

C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.

D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.

E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete an Accident/Exposure Investigation Report within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and describe any supporting evidence. Keep a copy for your records and send original to the business manager.

Step 3: If any employee is injured, make sure they are referred for treatment and have properly filed any Workers’ Compensation reports.

Step 4: Follow-up with employee after they receive treatment to find out if they are doing well. In addition, using the Corrective Action Report, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident. It is vital for supervisors and managers to re-evaluate completed work orders to ensure problems have been resolved.

Step 5: When completed, give all paperwork and documentation to the business manager to be filed.

Accident/Exposure Investigation Report

Date and Time of Accident: _____ Location: _____

Name of Injured: _____

Photos attached? Y/N

Accident Location: _____

Witnesses: (Names, addresses, phone numbers)

_____

_____

_____

Time Notified: _____ Time on Scene: _____ Time off Scene: _____

FIELD INVESTIGATION

Exact Location of Incident: _____

Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions:

_____

_____

_____

Completely describe location of incident including lighting, walking surface, weather, measurements and any other condition that could have contributed to or prevented the accident/exposure:

_____

_____

_____

Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.

_____

_____

Describe injuries/illnesses which you observed or which were described to you:

Describe demeanor of person involved and include statements made:

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

Describe how the incident occurred; state facts, contributing factors, cite witnesses and describe any supporting evidence:

Steps taken to prevent similar incident:

Did employee seek medical care? Yes No

If yes, name of medical facility/Doctor: _____ Date/Time: _____

Investigator: _____ Date Completed: _____

Manager Responsible: _____ Date Reviewed: _____

Superintendent Review: _____ Date: _____

Hope Elementary School District

Injury and Illness Prevention Program

Corrective Action Report

Date: _____ Location: _____

Incident: _____

_____

_____

Corrective Action Assigned: _____

_____

_____

Person Assigned to Corrective Action: _____

Method of Correction (check all that apply):

__ on-line training (attach certificate of completion)

__ face-to-face staff training (attach agenda and sign-in sheet)

__ other _____(attach proof/verification)

__ maintenance correction: ___ photo

__ verbal confirmation & signature by maintenance director _____

Signature/date

Date of Inspection: _____IIPP Coordinator: _____

Signature: _____ Date: _____

Hope Elementary School District

Employee Accident Report

Every employee injured while on duty or while on the premises of Hope Elementary School District **must report** any accident to the administrative office and fill out this accident report **on the day the accident occurs**.

Employee Information:

Name: _____ Position: _____

Address: _____ Phone #: _____

Social Security #: _____ Date of Birth: _____

Date of Injury: _____ Time: _____

Date Reported: _____ Time Employee Begins Work: _____

Details of Accident: (Be Specific – What Happened, Part of Body Injured, etc.)

_____

_____

_____

_____

_____

_____

_____

_____ _____

Employee Signature Date

FOR OFFICE USE ONLY:

Disposition of Employee: (Circle One)

Sent Home Sent to Physician Sent to Hospital Treated at District Continued Working

Other _____

Employee Hire Date: _____ Wage: _____ Per Year Month Hour

Claim Filed: _____ Incident Only: _____