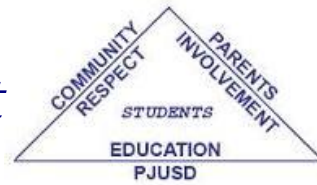


*Pierce Joint
Unified School District*
Carol Geyer, Superintendent



Injury & Illness Prevention Program (IIPP)

"Students First"



Revised: August 6, 2020
Revised: May 2017

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
INJURY ILLNESS PREVENTION PROGRAM
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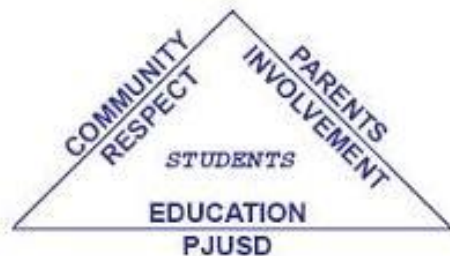
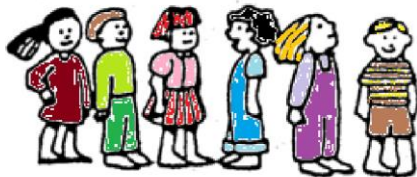
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"Students First"



INTRODUCTION

The Pierce Joint Unified School District is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, the Pierce Joint Unified School District Superintendent has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, § 3203 and consists of the following eight elements:

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

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes. This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-high Hazard Employers, CS-1B, Revised August 1995, Cal/OSHA Consultation Service.

RESPONSIBILITY:

The Injury and Illness Program (IIPP) administrator, Carol Geyer, Superintendent, has the authority and the responsibility for implementing and maintaining this IIPP for the Pierce Joint Unified School District.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of the IIPP is available from each manager and supervisor and is posted on the Pierce Joint Unified School District website, www.pierce.k12.ca.us.

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:

- Informing workers of the provisions of our IIPP.
- Providing training to workers whose safety performance is deficient.

COMMUNICATION:

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- “Safe Schools” web based program.
- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT:

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually and, in addition, when the following occur:

1. Establishment of our IIPP;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

ACCIDENT / EXPOSURE INVESTIGATIONS:

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

HAZARD CORRECTION:

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION:

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

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. 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:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING:

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 IIPP. While written records are not required we will endeavor to maintain the following records:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training.

OFFICE/CLASSROOM INSPECTION CHECKLIST

FLOORS:

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators, or other equipment.

Look for trip hazards such as buckling or torn carpets or mats, or cords across walkways.

STAIRS AND RAMPS:

Look around work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look around work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY:

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stacks of stored items are stable. If not, make stable.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the station is properly stocked.

Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or, odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. Damaged stools and ladders should be removed from use immediately. **NEVER USE THE TOP STEP!!!!**

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS:

Know the location of the nearest fire extinguisher.

No items should be hung on or blocking fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Remove any obstructions from the exits.

FIRE HAZARDS:

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet.

Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS:

Extension cords should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliances or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is "Test" and "Reset" buttons. Push the "Test" and "Reset" buttons to see if they work. When the "Test" button is pushed there should be no electrical power to the outlet. After testing, push the "Reset" button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or artwork and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS:

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored)

All containers, especially secondary containers (containers used for smaller amounts of materials), should be clearly labeled with the content name. **EVEN WATER!!!**

The district asbestos management plan is located at the district office and is available for review.

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
FACILITY SAFETY INSPECTION CHECKLIST**

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

Yes	No	N/A	ADMINISTRATION AND TRAINING
			1. Have all employees received General Safety Training (fire, earthquake, VDT's, lifting, emergency evacuation, etc.)?
			2. Are all employees familiar with the use of MSDSs?
			3. Have all employees been instructed in how to operate the equipment they are required to use?
			4. Have all employees been trained in how to protect themselves from the hazards indentified in their work area?
			5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
			6. Are all training records up to date for each employee?
			7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?
			8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury and Illness Summaries posted?
Yes	No	N/A	FIRE SAFETY
			9. Are all fire exits clearly marked and unobstructed?
			10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
			11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
			12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
			13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?
			14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
			15. Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?
			16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
			17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
			18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
			19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

Yes	No	N/A	ELECTRICAL
			20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
			21. Are all circuit breaker panels accessible with labels identifying each switch's function?
			22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
			23. Is permanent building wiring installed away from public contact (in conduit, raceways, or wall)?
			24. Are Ground Fault Circuit Interrupters available for use in wet areas?
			25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
			26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strips rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)
Yes	No	N/A	MECHANICAL SAFETY
			27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
			28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
			29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
			30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
			31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
			32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
			33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
			34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
			35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
			36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
			37. Are potable water, soap, and towels available for hand washing?
			38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
			39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
			40. Are excessive noise levels adequately controlled?
			41. Is an approved first aid kit available and its location known to all employees?
			42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
			43. 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?

Yes	No	N/A	HAZARDOUS MATERIALS/PERSONAL PROTECTION
			44. Are chemicals stored to prevent spills?
			45. Are carcinogens handled safely to reduce employee exposure?
			46. Are chemicals separated by Hazard Class (Acids, bases, oxidizers, flammables, etc.)?
			47. Are chemicals inventoried with copies provided to the Personnel Office?
			48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
			49. Are all hazardous wastes disposed of and not poured into the sewer system?
			50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
			51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
			52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
			53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
			54. Is hearing protection suitable for the hazards warranting protection available?
			55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
			56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
			57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
			58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

Comments: _____

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
OFFICE SAFETY INSPECTION CHECKLIST**

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

Yes	No	N/A	ADMINISTRATION AND TRAINING
			1. Does the department have a written Injury and 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 attended an IIPP training class? If not, what percentage has received training? _____
			3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?
			4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)
			5. Are the Cal/OSHA Information Poster, Worker's Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
			6. Are annual workplace inspections being performed? Are records being maintained?
			7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?
Yes	No	N/A	GENERAL SAFETY
			8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
			9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			10. 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.)
			11. Are ergonomic issues being addressed for administrative personnel using computers?
			12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
			14. Are all books and supplies stored to as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			15. Is the office kept clean of trash and other recyclable materials removed promptly?

Yes	No	N/A	ELECTRICAL/MECHANICAL SAFETY
			16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
			17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
			18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			19. Is lighting adequate throughout the work environment?
			20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply - use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
			21. Are portable electric heaters being used? (If so, are fused power strips used and located away from combustible materials.)

Comments: _____

OFFICE/CLASSROOM INSPECTION CHECKLIST

Work Site: _____ Date: _____

Building: _____ Room: _____

Name(s): _____

Instructions: Check each item below as “Satisfactory” or “Unsatisfactory”. Add any pertinent comments and the location of hazards in the space provided for each item checked “Unsatisfactory”.

	Satisfactory / Unsatisfactory / N/A			Comment/Location
FLOORS: No wet/slip, fall hazard No trip hazard No cords across walkway Other _____	___	___	___	
STAIRS - RAMPS (if applicable) Lighting adequate Non-slip surface Handrails - available and secure Other _____	___	___	___	
GENERAL SAFETY No Aisles Obstructed Area free of falling hazards First aid material available Emergency Lighting functioning Lighting okay Ladders/Stools in good condition Housekeeping is good Emergency phone numbers posted Other _____	___	___	___	
FIRE EQUIPMENT/EXITS Fire extinguishers accessible Fire extinguishers tagged/serviced Exits properly illuminated Exits clear and unobstructed Other _____	___	___	___	
FIRE HAZARDS Flammable aerosols and liquids - stored and handled properly Storage areas labeled No defective electrical cords Other _____	___	___	___	
ELECTRICAL HAZARDS Cords are put away after use No improper use of extension cords No extension cords plugged in that aren't being used Outlets at sinks are GFI Protected All outlet and switch covers in place Electrical panels are unobstructed	___	___	___	
HAZARDOUS MATERIALS MSDS's available Containers properly labeled Containers properly stored Other _____	___	___	___	

INJURY ASSESSMENT AND CORRECTION RECORD

*(First section to be filled out by Safety Administrator and
then sent to injured employee's supervisor)*

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Describe Unsafe Condition or Work Practice:

Describe Corrective Action Taken:

Signature: _____ Date: _____

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
Mowers (walk behind)		X	X	X	
Equipment (riding)			X	X	
Pesticide/Herbicides		X	X		X
Electric Power Tools		X	X	X	X
AR = As recommended in manual					
Other Tools/Equipment	AR	AR	AR	AR	AR

OFFICE WORKSTATION EVALUATION

Date: _____ Evaluator: _____

Employee Name: _____ Title: _____

Location: _____ Department: _____

Reason: _____ Hours a day at VDT: _____

CHAIR	Yes	No
Does employee know how to make adjustment to chair positions?		
Is employee sitting at a height they find comfortable?		
Are employee's feet resting on the floor? (if not, is there a footrest available?)		
Is the backrest at an angle and height that provides optimum lumbar support?		
Does employee use backrest while typing (i.e., no tilting forward)?		
Are thighs parallel to the floor or better still, sloping down slightly?		
Is there pressure on the back of the employee's knees?		
Are armrests used just for rest periods, and not while typing?		

Comments / Adjustments / Equipment Needed:

KEYBOARD	Yes	No
While typing, are upper arms within contact of torso?		
Are shoulders relaxed?		
Are forearms parallel to the floor (i.e., 90° angle at the elbow)?		
Are wrists and hands straight and in-line with the forearm?		
Are wrist rests used just for rest periods, and not while typing?		

Comments / Adjustments / Equipment Needed:

MONITOR	Yes	No
Is the top of the monitor at or slightly below eye level?		
Is monitor between 18 and 24 inches from the eyes?		
Is monitor directly behind keyboard?		
Is monitor clean and free of glare?		
Is monitor at right angles to windows?		
Is a document holder used when appropriate?		

Comments / Adjustments / Equipment Needed:

KEYING/MOUSE TECHNIQUE	Yes	No
Is a light keying touch used?		
Does the employee move arms, not wrists when reaching for distant keys?		
Do the hands and wrists "float" over the keys?		
Is the numeric pad used for cursor control?		
Are keystroke alternative used instead of the mouse whenever possible?		
Is the mouse held gently (instead of the death grip)?		
Is the mouse moved with the arm rather than the wrist?		
Is the mouse as close to the keyboard as possible?		
Is the mouse switched periodically to the other hand?		
Does the employee use a light touch when clicking?		

Comments / Adjustments / Equipment Needed:

SCHEDULE/BREAKS/EXERCISE	Yes	No
Has employee recently worked more than 8 hours a day for an extended period?		
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?		
Does the employee take micro breaks (2-3 minutes) every half-hour?		
Does the employee vary their posture regularly during the day?		
Does the employee stand up and walk around during the micro breaks?		
Does the employee regularly stretch (particularly the hands and wrists)?		
Does the employee focus on distant objects at least every 7 minutes?		

Comments / Adjustments / Equipment Needed:

DESK ORGANIZATION	Yes	No
Is the floor around the desk cluttered (preventing leg movement)?		
Is the desktop cluttered (resulting in cramped typing positions)?		
Is other needed equipment (e.g., 10-key machine) accessible without reaching?		
Does the employee use a headset if required to use phone while typing?		
Is there minimal reaching above the shoulder and below the waist?		

Comments / Adjustments / Equipment Needed:

OTHER	Yes	No
Does the employee feel informed about the hazards of computer use?		
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule (if applicable), and using better techniques?		
Do they know the procedure for reporting physical problems?		

Comments / Adjustments / Equipment Needed:

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: *Employees may submit this form **anonymously** by forwarding to the Pierce Joint Unified District Office at P.O. Box 239, Arbuckle CA 95912.*

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Optional:

Signature of Employee: _____ Date: _____

Pierce Joint Unified School District Office's Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

CODES OF SAFE PRACTICES - BUS DRIVERS

Personal Safety Rules:

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. **Pay attention to your surroundings.** Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.
- D. **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.
- E. **Be sure you know the locations of fire extinguishers.** Fire extinguishers should only be used on relatively small fires. If a fire is too big you should call 911, and move everyone to a safe area. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion.
- F. **Use good judgment.** You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

Ladder Safety Rules:

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

- A. **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. When using a straight ladder, be sure to secure the ladder *before* standing on it. 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.
- B. **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.
- C. **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 - means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **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 rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **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.

Lifting Rules - Proper Body Mechanics:

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.

- A. **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.
- B. **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.
- C. **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.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than you waist then you won't have to lift them higher than you waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **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.

Machinery Safety Rules:

Most repairs should only be performed by a qualified/certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. **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 your supervisor.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). 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.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

- E. **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.
- F. **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.
- G. **Follow lockout/tag out procedures when performing maintenance.** Review the procedures with your supervisor 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.

Electrical Repairs Safety Rules:

- A. **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.
- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

Bus Yard/Shop Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled; store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools 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.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designated as storerooms. However, if electrical rooms must be used for storage, make sure there is 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.
- E. **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. Be alert to the careless actions of others.

Wheelchair Loading and Unloading

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. **Know your equipment.** There are many different types of lift gates, ramps, and safety devices on school buses. Be sure you know the capacity and proper operating procedures for each piece of equipment you use.
- B. **Tie it down properly.** Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/passenger you intend to transport.

CODES OF SAFE PRACTICES - CUSTODIAN

Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

- A. **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.
- B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt 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.
- C. **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.
- D. **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.
- E. **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.
- F. **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 911 for help.

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 cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store supplies safely.** All chemical containers must be properly labeled; store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designated as storerooms. However, if electrical rooms must be used for storage, make sure there is 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.

- D. **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. Be alert to the careless actions of others.

Ladder Safety Rules:

- A. **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. When using a straight ladder, be sure to secure the ladder *before* standing on it. 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.
- B. **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.
- C. **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 - means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **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 rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. **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 Tool 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.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. 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.
- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. 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. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (see Protective Clothing Reference Chart).
- C. **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. Always shut off the tool when you are not using it and disconnect it from the power supply.

- D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool 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 bones. 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.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. 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.
- B. **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 pierce 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.
- C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. 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 protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- D. **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. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules - Proper Body Mechanics:

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.

- A. **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.
- B. **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.

- C. **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.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than you waist then you won't have to lift them higher than you waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **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.

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.

- A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.
- B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). 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. Wear protective clothing. (See Protective Clothing Reference Chart).
- C. **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.
- D. **Keep alert.** While using some riding equipment, it is possible to lost 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.
- E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, 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.
- F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

CODES OF SAFE PRACTICE - MAINTENANCE WORKERS

Electrical Repairs Safety Rules

- A. **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 complete.

- B. **Do not perform electrical repairs around water.**
- C. **Never put your hands into an area that you cannot see.** Live wires may be there.
- D. **Always replace a fuse with one that is of the same type and size.**
- E. **All electrical installations should be made in compliance with the National Electric Code.**

Plumbing Repairs Safety Rules

- A. Be careful with P.V.C. cement. When using P.V.C. cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C. cements and solvents.
- B. Inspect the immediate work area prior to performing brazing operations. Ensure that no flammable liquids or combustible materials are present.
- C. 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.

Ladder Safety Rules:

- A. **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. When using a straight ladder, be sure to secure the ladder *before* standing on it. 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 on over 20 feet long.
- B. **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.
- C. **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 - means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **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 rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. **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 Tool 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.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. 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.

- B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. 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. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (see Protective Clothing Reference Chart).
- C. **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 comfortable close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.
- D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules - Proper Body Mechanics:

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.

- A. **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.
- B. **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.
- C. **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.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than you waist then you won't have to lift them higher than you waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **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.

Machinery Safety Rules

- A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

- B. **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.
- C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). 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.
- D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer (see Protective Clothing Reference Chart).
- E. **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.
- F. **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.
- G. **Do not wear loose fitting clothes or jewelry.** Long hair also needs to be confined.
- H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor 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.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. **Store chemicals safely.** All chemical containers must be properly labeled; store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. **Store your tools 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.
- C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is 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.
- E. **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. Be alert to the careless actions of others.

CODES OF SAFE PRACTICE - FOOD SERVICE WORKERS

General Kitchen Safety Rules

- A. **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.

- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instruction on the fire extinguisher now, before you need to use it.
- C. **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.
- D. **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.**
- E. **Assume heat-producing equipment, such as stoves and steamers, are hot.**
- F. **Don't use wet potholders or mittens.** The moisture will transmit heat to your hands.
- G. **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.
- H. **Be cautious of loose clothing when operating equipment.** It could get caught in the equipment.
- I. **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.
- J. **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.

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.

- A. **Store supplies safely.** All chemical containers must be properly labeled; store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) 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.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is 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.
- D. **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. Be alert to the careless actions of others.

Ladder Safety Rules:

- A. **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. When using a straight ladder, be sure to secure the ladder *before* standing on it. 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 on over 20 feet long.
- B. **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.

- C. **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 - means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. **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 rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. **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.

- A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. 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.
- B. **Prepare both 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. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- C. **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.
- D. **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.
- E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules - Proper Body Mechanics:

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.

- A. **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.

- B. **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.
- C. **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.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than you waist then you won't have to lift them higher than you waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **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 PRACTICE - CAMPUS SUPERVISORS

General Safety Rules

- A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. IN case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.
- B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.
- C. **Be aware of strangers.** Report unauthorized visitors immediately.
- D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.
 1. When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
 2. 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.
 3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards. Notify maintenance for corrections.
- E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.
 1. Wear latex gloves and other appropriate personal protective equipment.
 2. Remove visible soil with a detergent solution. Rinse in water.
 3. Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is 1/4 cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
 4. Remove gloves and wash hands immediately.
- F. **Noon aides are required to renew first aid certifications and CPR certifications on a regular basis.** These certifications must be current.
 1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
 2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.

3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
 4. Always report first aid assistance.
- G. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**
- H. **Report faulty equipment.** If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.
- I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.
1. 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.
 2. Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.
- J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.
1. Assist in keeping this area clear from obstructions and should always be readily available.
 2. Don't post notices and decorative paper that may obscure its location.
 3. Report discharged or expired fire extinguishers.

Lifting Rules - Proper Body Mechanics:

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.

- A. **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.
- B. **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.
- C. **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.
- D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than you waist then you won't have to lift them higher than you waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **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 PRACTICE - TEACHERS/AIDES

General Classroom Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards - stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords - are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instruction on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **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.
- E. **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. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **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 Fire Marshall's fireproofing requirements. Keep decorations for holidays only.
- H. **Be cognizant of the clothing and accessories that students are wearing that may create a hazard with your planned classroom activity.** Students shall not be allowed to wear costumes, pajamas, or other loosely fitting items of clothing that would create a hazard in the classroom with certain activities. If students are wearing such items, they may change to appropriate clothing or not participate in the activity.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two to three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **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.
- D. **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).
- E. **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.

- F. **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.
- G. **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.

Office Equipment Safety Rules

- A. **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.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **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.
- D. **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.
- E. **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.
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. **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.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **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.
- E. **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.

Lifting Rules - Proper Body Mechanics:

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.

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- B. **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.
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- F. **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.

COVID-19 Worksite Specific Plan

Arbuckle Elementary School

Person Responsible for implementing this plan:

Laura Hansen, Principal at Arbuckle Elementary School is responsible for implementing this site specific plan.

Risk Assessment:

Pierce JUSD Employees are classified as medium exposure risk per the OSHA Classifications.

Control Measures to Prevent the Spread of the virus:

(Click on the underlined items below to go to CDC/CDPH/ and other source)

1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site.
[Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage frequent handwashing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- h. Visitors & members of the public will use face masks/covers.

2. Cleaning & Disinfecting Protocols

- a. Perform cleaning and disinfecting of frequently touched surfaces and in high traffic areas.
[Frequently disinfect commonly used surfaces and personal work areas.](#)
- b. Clean and sanitize shared equipment between each use.
- c. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- d. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
- c. In-person meetings, if they are necessary, to ensure physical distancing.
- d. Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- e. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced, if needed.

For most recent county information contact: [Colusa County Public Health](#) – phone number (530)458-0380
website: <https://ca-colusacounty2.civicplus.com/771/COVID19>

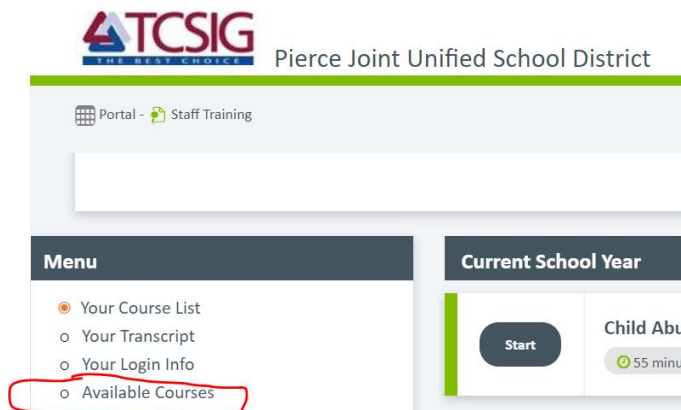
Employee Training:

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC (Centers for Disease Control):

1. Employees shall watch safety video “COVID-19: How to Protect Yourself and Others” on TCSIG safety training videos which covers the information below. **Click on** the underlined items below to go to CDC/CDPH/ and other source.
 - a. [Information on COVID-19](#)
 - b. [Preventing the Spread](#)
 - c. [Vulnerable/High Risk Individuals](#)
 - d. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
 - e. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - f. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. **This list is not all possible symptoms.* Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
 - g. [The importance of hand washing](#)
 - h. [The importance of physical distancing](#), both at work and off work time.
2. Face Coverings:
 - a. [Face coverings, masks, and respirators – Information & Overview](#)
 - b. [Face coverings, masks & respirators – Handout](#)
 - c. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
3. Employees are assigned the following safety video on [Healthy Schools Act](#) – Integrated Pest Management Training. This video is assigned [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

Additional training materials below contain COVID-19 awareness as well as optional supplemental information on Coping with Stress and Anxiety techniques and other COVID-19 information

- Optional Training: [“Managing Stress and Anxiety during the Coronavirus Pandemic”](#)
- Optional Training: [“COVID-19: How to Clean and Disinfect Your School”](#)



These additional training links will take you to the TCSIG safety video log on. You will find these videos under “Available Courses” in alphabetical order.

COVID-19 Worksite Specific Plan

Grand Island Elementary School

Person Responsible for implementing this plan:

Laura Hansen, Principal at Grand Island Elementary School is responsible for implementing this site specific plan.

Risk Assessment:

Pierce JUSD Employees are classified as medium exposure risk per the OSHA Classifications.

Control Measures to Prevent the Spread of the virus:

(Click on the underlined items below to go to CDC/CDPH/ and other source)

1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site.
[Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage frequent handwashing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- h. Visitors & members of the public will use face masks/covers.

2. Cleaning & Disinfecting Protocols

- a. Perform cleaning and disinfecting of frequently touched surfaces and in high traffic areas.
[Frequently disinfect commonly used surfaces and personal work areas.](#)
- b. Clean and sanitize shared equipment between each use.
- c. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- d. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
- c. In-person meetings, if they are necessary, to ensure physical distancing.
- d. Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- e. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced, if needed.

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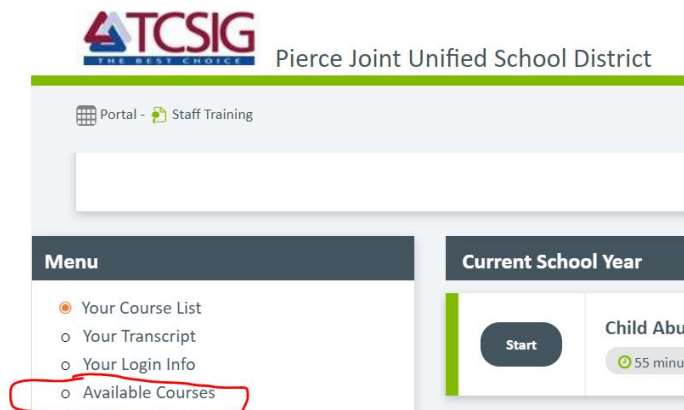
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 - b. [Preventing the Spread](#)
 - c. [Vulnerable/High Risk Individuals](#)
 - d. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
 - e. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - f. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. **This list is not all possible symptoms.* Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
 - g. [The importance of hand washing](#)
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 - c. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
3. Employees are assigned the following safety video on [Healthy Schools Act](#) – Integrated Pest Management Training. This video is assigned [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

Additional training materials below contain COVID-19 awareness as well as optional supplemental information on Coping with Stress and Anxiety techniques and other COVID-19 information

- Optional Training: [“Managing Stress and Anxiety during the Coronavirus Pandemic”](#)
- Optional Training: [“COVID-19: How to Clean and Disinfect Your School”](#)



These additional training links will take you to the TCSIG safety video log on. You will find these videos under “Available Courses” in alphabetical order.

COVID-19 Worksite Specific Plan

Johnson Junior High School

Person Responsible for implementing this plan:

Jessica Geierman, Principal at Johnson Junior High School is responsible for implementing this site specific plan.

Risk Assessment:

Pierce JUSD Employees are classified as medium exposure risk per the OSHA Classifications.

Control Measures to Prevent the Spread of the virus:

(Click on the underlined items below to go to CDC/CDPH/ and other source)

1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site.
[Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage frequent handwashing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- h. Visitors & members of the public will use face masks/covers.

2. Cleaning & Disinfecting Protocols

- a. Perform cleaning and disinfecting of frequently touched surfaces and in high traffic areas.
[Frequently disinfect commonly used surfaces and personal work areas.](#)
- b. Clean and sanitize shared equipment between each use.
- c. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- d. Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
- c. In-person meetings, if they are necessary, to ensure physical distancing.
- d. Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- e. Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced, if needed.

For most recent county information contact: [Colusa County Public Health](#) – phone number (530)458-0380
website: <https://ca-colusacounty2.civicplus.com/771/COVID19>

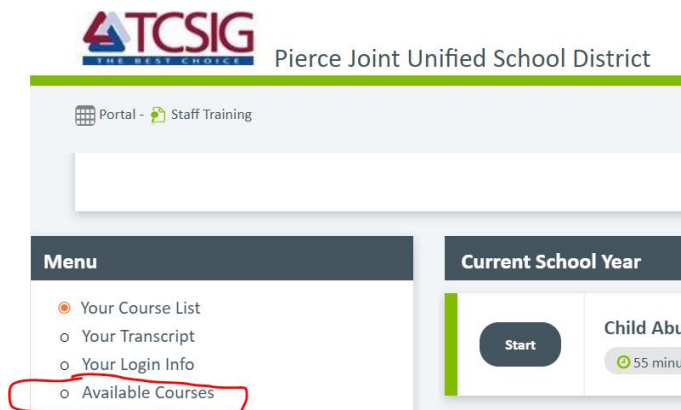
Employee Training:

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC (Centers for Disease Control):

1. Employees shall watch safety video “COVID-19: How to Protect Yourself and Others” on TCSIG safety training videos which covers the information below. **Click on** the underlined items below to go to CDC/CDPH/ and other source.
 - a. [Information on COVID-19](#)
 - b. [Preventing the Spread](#)
 - c. [Vulnerable/High Risk Individuals](#)
 - d. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
 - e. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
 - f. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. **This list is not all possible symptoms.* Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
 - g. [The importance of hand washing](#)
 - h. [The importance of physical distancing](#), both at work and off work time.
2. Face Coverings:
 - a. [Face coverings, masks, and respirators – Information & Overview](#)
 - b. [Face coverings, masks & respirators – Handout](#)
 - c. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
3. Employees are assigned the following safety video on [Healthy Schools Act](#) – Integrated Pest Management Training. This video is assigned [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

Additional training materials below contain COVID-19 awareness as well as optional supplemental information on Coping with Stress and Anxiety techniques and other COVID-19 information

- Optional Training: [“Managing Stress and Anxiety during the Coronavirus Pandemic”](#)
- Optional Training: [“COVID-19: How to Clean and Disinfect Your School”](#)



These additional training links will take you to the TCSIG safety video log on. You will find these videos under “Available Courses” in alphabetical order.

COVID-19 Worksite Specific Plan

Pierce High School and Arbuckle Alternative High School

Person Responsible for implementing this plan:

David Vujovich, Principal at Pierce High School and Arbuckle Alternative High School is responsible for implementing this site specific plan.

Risk Assessment:

Pierce JUSD Employees are classified as medium exposure risk per the OSHA Classifications.

Control Measures to Prevent the Spread of the virus:

(Click on the underlined items below to go to CDC/CDPH/ and other source)

1. Individual Control Measures & Screening

- a. Employees will be provided face masks, face shields, disposable gloves, and hand sanitizer/soap, as needed. Signage to help guide employees as per safety measures will be placed all over the campus.
- b. Employees will complete a symptom screening daily prior to coming on site.
[Symptom screenings and/or temperature checks.](#)
- c. [Workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- d. [Encourage frequent handwashing and use of hand sanitizer.](#)
- e. [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- f. Require cloth face covers according to the [State Public Health Guidance.](#)
- g. Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
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2. Cleaning & Disinfecting Protocols

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- e. Ensure that restroom facilities stay operational and stocked at all times.
- f. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- g. Provide schedule for employees to implement cleaning and disinfecting practices.

3. Physical Distancing Guidelines

- a. Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- b. Reconfigure office spaces, staff rooms, etc. and decrease maximum capacity for conference and meeting areas.
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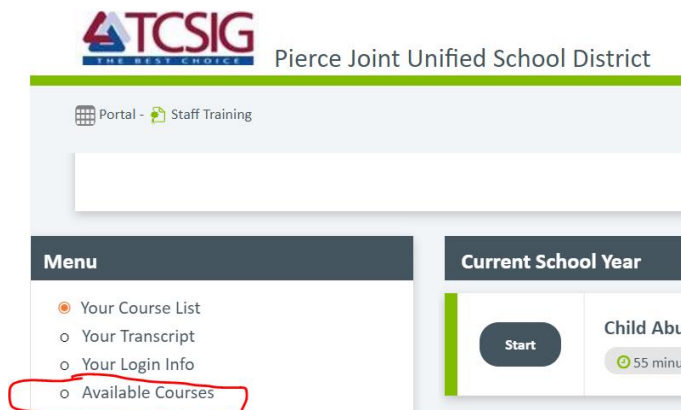
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