

## HISTORY OF LOSS CONTROL

Identify and correct workplace hazards

Personal Protective Equipment

CAL-OSHA Regulations

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90% Unsafe Acts vs. 10% Unsafe Conditions

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Training

IIPP

~~Return To Work Programs~~

Behavioral Safety

1. Changing Attitudes
2. Responsibility
3. Set Expectations
4. Involvement from all District personnel
5. Superintendent Involvement is Critical

~~SERVICES VS. LOSS CONTROL~~

## **LOSS CONTROL PROGRAMS**

**IIPP (Includes everybody including Superintendent)**

1. Training
2. Accident Investigation/Procedures
3. Safety Committee
4. Safety Meetings

**Return To Work**

**First Aid Direct Pay**

**Special Programs** for target occupations and areas with the most losses.

**Board and Cabinet Presentations**

**Safety Responsibility**

## Accident Prevention and Hazard Recognition

### Accident Prevention

Experts say at least 80% of industrial accidents are caused by unsafe acts on the part of employees – and not by unsafe conditions. *We have more to fear from our own actions than from any other job hazards around us.*

#### Unsafe Acts Include:

- **Being in a Hurry** – Don't cut corners. Follow procedures. Take the time to do a good and *safe* job, even when being pressured to complete a job faster than possible.
- **Taking Chances** – Can put you and other workers at risk. Follow all safe work practices.
- **Being Preoccupied** – Not paying attention to the work at hand can lead to you or other workers suffering an injury. Focus on your work and always watch what your co-workers are doing.
- **Having a Negative Attitude** – Anger nearly always rules over caution. Leads to haphazard work practices
- **Failing to Look for Hidden Hazards** – Work sites are constantly changing and new unexpected hazards will develop. Always be Alert!
- **It Won't Happen to Me Attitude** – Leads to a person not working safely and can endanger other workers
- **Using Wrong Tool for the Job, Defective Tool or Right Tool Wrong Way** – Using equipment that is defective or damaged, or using good equipment in a careless or other unsafe manner lead to many injuries.
- **Lack of Proper Training** – Be sure you understand what it is you're doing. Ask questions. Do not attempt to do a job you have not been trained to do unless you are with an experience worker

The odds or risk of an injury (when not following safe work practices) should always be considered when performing job duties, but more importantly, the consequence of the actions/inactions (i.e., serious injury or death) should ultimately be considered before proceeding with any part of a job.

### Hazard Recognition

Many people believe that accidents just happen – but they don't! No one comes to work with the idea of intentionally getting injured. Prior Planning Prevents Poor Performance.

- **Identify all Hazards Associated with a Job** – Ask yourself, “What hazards are associated with the job and what are potential hazards that might develop”?
- **Consequences of the Hazards to Health and Life?** – What might happen to you or your co-workers if hazards are ignored?
- **Mitigate all Hazards Before Beginning a Job** – Find a way to eliminate or reduce a hazard to the lowest level possible before beginning a job. Do not proceed if serious hazards cannot be eliminated or controlled. Call your supervisor or Safety Supervisor.
- **Perform a Job Safety/Hazard Analysis** – To be thorough, perform a JSA (with a group) to determine all hazards, consequences and mitigation measures.

Anticipate, Evaluate and Control Hazards

## **REQUIRED AND RECOMMENDED POSTERS**

Federal and State law requires all employers to have certain posters or documentation prominently displayed at each work site. Below is a list of required and recommended postings:

### **Required**

1. **Cal/OSHA 300 Log** – Every year prepare the log no later than February 1, and post it in a conspicuous place frequented by employees until March 1. (Schools may be exempt.)
2. **Worker's Compensation** – Name of workers' compensation insurance carrier or claims administrator if self-insured, and location of doctor's office or medical panel.
3. **Labor Laws** – Equal Employment Opportunity, Federal Minimum Wage, Family Medical Leave Act, OSHA "Safety and Health Protection on the Job," etc. These posters are usually sold separately or combined as one large poster.
4. **Annual Asbestos (AHERA) Re-inspection Notification** – Notification letter informing students, parents, and staff about the district's Asbestos Management Plan (AHERA) and the re-inspection.
5. **Elevator Permit** – All operating elevators must have OSHA permit conspicuously posted in elevator car.
6. **Tank & Boilers Permit** – All fired and unfired pressure vessels in operation must have OSHA permit posted near the vessel.
7. **Equipment Operation** – Operating instructions for high lift or forklift trucks must be posted in a conspicuous place frequented by drivers.
8. **Work Requiring OSHA Permits** – An employee whose work involves a substantial risk of injury is required to obtain a permit from OSHA, such as construction of trenches or excavation. The permit must be posted at the work site.
9. **OSHA Citation Posting** – Each OSHA citation issued shall be prominently posted at or near the location of the violation as referred to in the citation or order. The posting shall be maintained for three (3) working days, or until the unsafe condition is abated.
10. **Emergency Information** – Evacuation routes, emergency phone numbers, etc.

### **Recommended**

1. **Hazardous Condition Reporting Form** – Hazard reporting forms must be made available to all employees, and each district must have a system in place for employees to report hazards anonymously.
2. **Emergency Procedures** – Emergency procedure guide, disaster plan, emergency response teams, utility shut-off locations, etc.
3. **District Safety Committee** – Meeting agendas, minutes, and a list of committee members

We recommend designating one bulletin board at each district site as the "Safety Bulletin Board." You may choose to have a district-wide safety bulletin board contest to help encourage all sites to become compliant.



Order Now! 1-800-331-8877



3-1 a.

Required by Law

Posters

Pamphlets

Harassment Prevention

CalChamber Membership

Benefits

HRCalifornia Free Trial

Training

Business Management

Employment Law

Health & Safety

Harassment Prevention

Spanish

Print & Software

Business Management

Employment Law

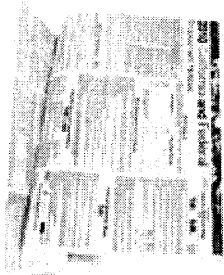
Forms & Checklists

Health & Safety

Harassment Prevention

Spanish

2010 California Employment Notices Poster



The California Employment Notices Poster has all 16 required notices in one poster.

**NEW FOR 2010! Now available with Poster Protect<sup>SM</sup>.**  
See Poster Protect tab below for more information.

All sales are final on 2009 products.  
2010 products will begin shipping in mid-December

Buy Now	Preorder 2010 Edition	2009 Edition	STANDING ORDER? [WHAT'S THI
PRODUCT	PRICE [QUESTIONS]	QTY	
Paper - English	\$18.40	Member*	<input type="checkbox"/>
Paper - Spanish	\$18.40	Member*	<input type="checkbox"/>
Paper Eng. w/Protect	\$28.40	Member*	<input type="checkbox"/>
Paper Sp. w/Protect	\$28.40	Member*	<input type="checkbox"/>
Laminated - English	\$31.20	Member*	<input type="checkbox"/>
Laminated - Spanish	\$31.20	Member*	<input type="checkbox"/>
Lam. Eng. w/Protect	\$45.20	Member*	<input type="checkbox"/>
Lam. Span. w/Protect	\$45.20	Member*	<input type="checkbox"/>

\* Preferred and Executive Members Only



Overview

Features

Poster Protect

Quantity Discounts

Regulators are cracking down in California with fines up to \$17,000 for not posting all 16 required notices conspicuously where all employees and applicants can see them - even if you have only one employee. These notices include your Workers' Corr benefits, pay day schedule, emergency contacts and more.

For your convenience, we've included all 16 notices, updated for 2010, in our **California Employment Notices Poster**. Make sure every workplace in your company has one. Choose a laminated or non-laminated employment poster, with or without **Poster Protect<sup>SM</sup>**. If any of your company's workers are Spanish-speaking, you will also need the Spanish version.

**Workplace postings**

<http://www.dir.ca.gov/wpnodeb.html>

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. Additional posting requirements apply to some workplaces. For a list of available safety and health postings, visit the [Cal/OSHA publications page](#).

**Click here** for answers to frequently asked questions about workplace postings.

**The database permitting ordering of hard copies of the postings is currently unavailable. All titles below with a direct link to the posting may be downloaded from the Internet.** Downloaded posters meet an employer's legal obligation.

If you need more than five copies of any posting, please fax your order to (415) 703-4807.

Posting	Additional information and quantity needed	Who must post
Industrial Welfare Commission (IWC) wage orders	IWC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group. Not sure which order you need? Use the <a href="#">alphabetical index of businesses and occupations</a> to make that determination. Labor Code section 1183(d)	All employers
Minimum wage (state)	Sets forth California's minimum wage and can be downloaded in <a href="#">English</a> and <a href="#">Spanish</a> .	All employers
Payday notice	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted. Labor Code section 207	All employers
Safety and health protection on the job	Contains pertinent information regarding safety rules and regulations. Available in <a href="#">English</a> and <a href="#">Spanish</a> . Labor Code section 6328; poster print date: Feb 2006	All employers
Emergency phone numbers	Lists emergency responders' phone numbers. Title 8, California Code of Regulations, Construction Safety Orders section 1512 (e)	All employers
Access to medical and exposure records	Provides information about rights of employees working with hazardous/toxic substances. Available in <a href="#">English</a> and <a href="#">Spanish</a> . Title 8, California Code of Regulations, General Industry Safety Order section 3204	All employers using hazardous or toxic substances
Operating Rules for Industrial Trucks	Employers using industrial trucks shall post and enforce a set of operating rules. Available in <a href="#">English</a> and <a href="#">Spanish</a> . Poster print date: April 2007	Employers operating forklifts and other types of industrial trucks or tow tractors

<b>Notice to employees -- injuries caused by work</b>	Advises employees of workers' compensation benefits. Claims administrators and employers need to revise the notice they are currently using and send it to the DWC administrative director for review and approval or they may download and use this version. NOTE: Employers may obtain professionally printed copies of the poster and workers' comp claim form from their claims administrator.	All employers
<b>Notice of workers' compensation carrier and coverage</b>	Title 8, California Code of Regulations, Division of Workers' Compensation section 9810 States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured. Obtained from the employer's workers' compensation insurance carrier. Labor Code section 3550	All employers
<b>Whistleblower protections</b>	Must be prominently displayed in lettering larger than size 14 type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the <u>California Attorney General</u> .  The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of <u>Labor Code Section 1102.8(a)</u> , except for being larger than size 14 type. To view this sample, click here ( <a href="#">Pdf</a> ) ( <a href="#">Doc</a> ). This sample is not the only option though, as employers are free to develop their own posting. Labor Code section 1102.8	All employers
<b>No smoking signage</b>	Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies. Labor Code section 6404.5(c)(1)	All employers
<b>Log and summary of occupational injuries and illnesses</b>	<u>Form 300</u> is for logging recordable injuries, <u>form 301</u> is for collecting details and <u>form 300A</u> is the annual summary form. All three forms are available in various downloadable formats with instructions on the <u>Cal/OSHA publications page</u> .	Employers with 11 or more employees in the previous year
<b>Farm labor contractor statement of pay rates</b>	Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq. Reference DLSE poster 445. Must be displayed prominently where work is to be performed and on all vehicles used by the licensee for transportation of employees. Must be at least 12 inches high and 10 inches wide. <b>The downloaded version of this posting may not comply with the law as it may not be at least 12 inches high and 10 inches wide.</b>	Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)
<b>Prevailing wage rate determinations</b>	Labor Code section 1695(7) The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site. Labor Code section 1773.2	Public works awarding bodies and contractors

In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

<b>Posting</b>	<b>Additional information</b>	<b>Who must post</b>
<b>Discrimination and Harassment in Employment are Prohibited by</b>	The latest information can be obtained from the <u>Department of Fair Employment and Housing (DFEH)</u> , reference number 162, available in English and Spanish.	All employers

<p><u>Law</u></p>	<p>1 (800) 884-1684 Fair Employment and Housing Act, Government Code section 12900 et seq.</p>	
<p><u>Pregnancy disability leave</u></p>	<p>The latest information can be obtained from the <u>Department of Fair Employment and Housing (DFEH)</u>, reference notice A. 1 (800) 884-1684 Title 2, California Code of Regulations section 7291.16(d)</p>	<p>Employers of five to 49 employees</p>
<p><u>Family care and medical leave (CFRA leave) and pregnancy disability leave</u></p>	<p>The latest information can be obtained from the <u>Department of Fair Employment and Housing (DFEH)</u>, reference notice B. 1 (800) 884-1684 Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)</p>	<p>All employers with 50 or more employees and all public agencies</p>
<p><u>Notice to employees</u></p>	<p>Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. The latest information can be obtained from the <u>Employment Development Department</u>, reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</p>	<p>All employers</p>
<p><u>Notice to employees: unemployment insurance benefits</u></p>	<p>The latest information can be obtained from the <u>Employment Development Department</u>, reference number DE 1857D; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</p>	<p>All employers</p>
<p><u>Notice to employees: time off to vote</u></p>	<p>Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of <u>section 14000</u>. Elections Code section 14001 et seq.</p>	<p>All employers</p>
<p><u>Equal employment opportunity is the law</u></p>	<p>Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the <u>U.S. Equal Employment Opportunity Commission</u>. 1 (800) 669-3362</p>	<p>All employers</p>
<p><u>Minimum wage (Federal Fair Labor Standards Act)</u></p>	<p>The latest information can be obtained from the <u>U.S. Department of Labor</u>, reference number WH 1088. (415) 744-5590</p>	<p>All employers</p>
<p><u>Notice: Employee Polygraph Protection Act</u></p>	<p>The latest information can be obtained from the <u>U.S. Department of Labor</u>, reference number WH 1462. Also available in Spanish. (415) 744-5590</p>	<p>All employers</p>
<p><u>Family and Medical Leave Act (Federal FMLA)</u></p>	<p>The latest information can be obtained from the <u>U.S. Department of Labor</u>, reference number WH 1420. Also available in <u>Spanish</u>. (415) 744-5590</p>	<p>All employers with 50 or more employees and all public agencies</p>



## Injury and Illness Prevention Program (IIPP)

### General Information

- ▶ Senate Bill SB198 and the Cal/OSHA IIPP standard for general industry require implementation of an effective injury and illness prevention program.
- ▶ Program must be written and part of the organizations policies and procedures.
- ▶ Program must be available for all employees to view at any time.
- ▶ The IIPP may also include general safety procedures or specific procedures for welding, forklift, hazard communication, etc.
- ▶ The IIPP must be reviewed and updated annually.
- ▶ The IIPP should be the back-bone of your entire organizations safety and risk management program.

Injury and Illness Prevention Program (IIPP)  
Commitment & Responsibilities

1. Management Commitment & Assignment of Responsibilities

- Obtain managements full support from the top...down
- Identification of the persons responsible
- Establish objectives for accident prevention
- Hold management and employees responsible
- Develop means for encouraging employees to work safely and report hazards
- Allocate recourses (time, money, equipment, training, etc.)
- Set a good example

Injury and Illness Prevention Program (IIPP)  
Safety Communications

2. Safety Communications System with Employees (readily understandable by all affected employees)

- Training
- Safety committees
- Posting
- Newsletters, paycheck stuffers, safety-suggestion box, etc.
- Anonymous notification of hazards (Form)
- Without fear reprisal

Injury and Illness Prevention Program (IIPP)  
Safety Work Practices

3. System for Assuring Employee Compliance with Safe Work Practices

- Policy and procedures
- Rules and regulations
- Audits and inspection
- Disciplinary action
- Incentives
- Training

Injury and Illness Prevention Program (IIPP)  
Inspections

4. Scheduled Inspections or Evaluation System

- System for identifying and evaluating workplace hazards, unsafe conditions, and unsafe work practices
- System to eliminate or control hazards or conditions
- Scheduled periodic inspections of equipment, facilities, and work practices
- Daily checks should be done by supervisors or managers
- Employees should be encouraged to inspect their work areas and/or equipment and to report problems
- Reports must be review by management and safety committee



# INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

(DISTRICT LOGO HERE)

\_\_\_\_\_ SCHOOL DISTRICT

District Address

California

(XXX) XXX-XXXX

(XXX) XXX-XXX Fax

www.\_\_\_\_\_.org

# INJURY & ILLNESS PREVENTION PROGRAM

The [REDACTED] School District, through its administration and management, is committed to the safety of all employees and recognizes the need to identify and prevent employee injuries, accidents, and promote employee safety.

## I. PROGRAM OBJECTIVES

The primary objective of the Injury and Illness Prevention Program (IIPP), is to reduce job related employee injuries and accidents as follows:

- Establish and maintain an effective Injury and Illness Prevention Program.
- Provide a safe working environment.
- Establish safety policies, committees, training, and communications to improve accident and injury prevention.
- Make available written records of safety issues discussed at the safety committee meetings for employees, union representatives, and governmental agencies.

## II. RESPONSIBLE PERSONS

The following individuals have the authority and responsibility for implementing and maintaining this program.

Overall Coordinator:	[REDACTED]	Superintendent
Assistant Coordinator:	[REDACTED]	Assistant Superintendent
Assistant Coordinator:	[REDACTED]	Director of M.O.T.

Site administrators, 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 site administrator.

## III. COMMUNICATION

All managers and supervisors are responsible for communicating with all workers assigned to their area of responsibility 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 may include the following items:

1. New worker orientation including a discussion of safety and health policies and procedures.
2. Review of our IIPP Program.
3. Training programs.
4. Regularly scheduled site or department staff and safety meetings.





#### **IV. HAZARD ASSESSMENT AND CONTROL**

Facility and work area inspections shall be conducted on a periodic basis. Unsafe conditions and work practices identified during the inspections shall be documented. In general, inspections will be conducted:

1. When the program is first established.
2. Whenever new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced into the workplace.
3. Whenever a new or previously unrecognized hazard is evident.
4. Whenever there is a report of an occupational injury or illness or a near-miss incident.

Inspections will be documented using checklists and in-house forms (see Appendix \_\_). The date and person conducting the inspections will be documented. Any deficiencies will be documented on an in-house work order. The work order shall specify the problem and shall also indicate if it is a priority item by writing the word "Safety" in red print on the top left-hand corner of the work order. Work orders shall be reviewed in order to take the appropriate actions to address each problem. Items will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated or the operation suspended until corrective measures can be taken. Any employee may generate a work order as an unsafe or hazardous condition arises or becomes evident. The work orders may be turned into any supervisor.

#### **V. INJURY INVESTIGATION**

Reports of occupational injury, illness, or near-misses shall be investigated. The primary goal of accident investigation is the prevention of similar accidents through the use of knowledge derived from the investigation. Administrative and supervisory personnel are responsible for accident investigation in their areas of responsibility. Supervisors shall complete a Supervisor's Report of Accident Form (see Appendix \_\_) within 24-hours of notification of the incident.

Details of the incident shall be outlined in the report including what happened, why did it happen, what should be done to prevent it from happening again, and what action has been taken to reduce or eliminate future incidents.

Procedures for investigating workplace incidents include:

1. Interviewing the injured employee and any witnesses.
2. Examining the workplace for factors associated with the incident.
3. Determining the cause of the incident.
4. Taking corrective action to prevent the incident from reoccurring.
5. Recording the findings and action on the Supervisor's Report of Accident.

## **VI. TRAINING**

Proper employee training is crucial for maintaining safe operations. It is the intent of \_\_\_\_\_ School District to fully train and inform our employees in all areas of their employment, including general safety and healthy work practices and hazards specific to their job assignment. Each department manager and/or site administrator is responsible for ensuring the training of his or her site employees. All training must be documented by using a Training Sign-in Form (see Appendix \_\_\_\_\_) and individual training records shall be placed in the employees' personnel file. All training records shall be kept on file for a minimum of three (3) years.

In general, training shall be provided when:

1. The program is first established.
2. An employee is first hired.
3. An employee is given a new job assignment for which training has not been previously given.
4. A new substance, process, procedure, or equipment is introduced to the workplace and represents a new hazard.
5. Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.

## **VII. LABOR / MANAGEMENT SAFETY & HEALTH COMMITTEE**

A District Safety Committee has been formed to create and maintain an active interest in employee safety, reduction of accidents and near-misses, and to address and investigate safety issues. This committee shall be under the direction of the Program Coordinator. The committee shall operate with close contact and communication with the program coordinators, administration, and department managers. The District Safety Committee at a minimum shall:

1. Conduct committee meetings a minimum of once per quarter.
2. Prepare written records of safety and health issues discussed, make copies of the records available to all affected employees, and maintain the records on file.
3. Review investigations of occupational accidents or near-misses and causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the Program Coordinator for aiding in the prevention of future incidents.
4. Review the results of any periodic scheduled facility or site inspections.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
6. When appropriate, submit recommendations to assist in the evaluation of employee safety suggestions.
7. Assist the Program Coordinator in promoting safety by communicating safety and health issues back to each site and department, coordinating training, developing incentive programs or other special safety programs.

## VIII. RECORDKEEPING

Actions taken to implement and maintain the program shall be documented and maintained in the District's Safety & Loss Control Manual. These records specifically include:

1. Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
2. Any unsafe conditions and work practice identified during the inspections and the action taken to correct the problem.
3. Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers.

All of the above mentioned documentation shall be maintained for a minimum of three (3) years.

Updated: \_\_\_\_\_ (annually, list dates here)

# INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

## Appendices:

- A) Safety Concern/Suggestion Form
- B) Inspection Hazard Checklists
- C) Supervisor's Report of Accident Form
- D) Training Sign-In Form

\_\_\_\_\_ SCHOOL DISTRICT  
\_\_\_\_\_ Avenue  
\_\_\_\_\_, California \_\_\_\_\_  
(xxx) xxx-xxxx  
(xxx) xxx-xxxx Fax  
www.\_\_\_\_\_.org

**Appendix A**

# SAFETY CONCERN/SUGGESTION

[DISTRICT LOGO]

Please use this form to report unsafe or uncorrected conditions that could endanger employees or students, or to make a safety or health-related suggestion to the District Safety Committee.

Do not use this form in lieu of a work order to the maintenance department. Emergency conditions should always be reported immediately to your supervisor.

Return this completed form to your supervisor or any member of the District Safety Committee. **You may also report conditions anonymously** by writing, calling, faxing, or emailing the Program Coordinator at:

\_\_\_\_ USD, \_\_\_\_\_, Superintendent  
\_\_\_\_ Avenue, \_\_\_\_\_, California \_\_\_\_\_  
(XXX) XXX-XXXX, (XXX) XXX-XXXX Fax  
www.\_\_\_\_.org

Site/School: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date condition identified: \_\_\_\_\_

Your name (optional): \_\_\_\_\_

Work or office phone number (optional): \_\_\_\_\_

Has this condition been previously reported?    Yes    No    Unknown

To whom: \_\_\_\_\_

Nature of concern or suggestion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a safety concern, where exactly is the hazardous condition or concern? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_

**Appendix B**

**Hazard Checklist / Inspection Forms**

**APPENDIX C**

**SCHOOL DISTRICT  
SUPERVISOR'S REPORT OF ACCIDENT**



**APPENDIX D**

**SCHOOL DISTRICT**

TOPIC: \_\_\_\_\_ DATE(S): \_\_\_\_\_

LOCATION: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

LENGTH OF CLASS \_\_\_\_\_ HRS.  Initial  Refresher

**TRAINING CLASS SIGN-IN ROSTER**

	<b>NAME-PRINTED</b>	<b>SIGNATURE</b>	<b>DEPARTMENT/SITE</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Maintain a copy of this document in the Safety Manual binder and/or with HR



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## **Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection**

CS-1 revised August 2005 - Cal/OSHA Consultation Service  
State of California - Department of Industrial Relations  
Division of Occupational Safety & Health

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### **About This Guide**

In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written, effective injury and Illness Prevention (IIP), Program is required for every California employer.

This manual describes the employers' responsibilities in establishing, implementing, maintaining, an IIP Program. It also outlines steps that can be taken to develop an effective Program that helps assure the safety and health of employees while on the job.

The term "employer" as used in the Cal/OSHA Act includes any person or corporation, the State and every State agency, every county or city or district and public agency therein, which has any person engaged in or permitted to work for hire, except for household services.

This manual is designed to help employers provide better workplace protection for their employees, and to reduce losses resulting from accidents and injuries. The material in this publication is based on principles and techniques developed by occupational safety and health professionals nationwide. It is intended to provide guidance, rather than prescribe requirements, and is not intended as a legal interpretation of any state standard.

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### **Table of Contents**

#### **Why Have a Workplace Injury and Illness Prevention Program?**

Accidents Cost Money

Controlling Losses

Cal/OSHA Injury & Illness Prevention Program

#### **What is an Injury & Illness Prevention Program?**

Management Commitment/Assignment of Responsibilities

Safety Communications

Hazard Assessment & Control

Accident Investigation

Safety Planning, Rules & Work Procedures

Safety & Health Training

#### **Getting Started on Your Injury & Illness Prevention Program**

Assign Responsibilities

Look at What You Have

Safety & Health Survey

Workplace Assessment

Review & Compare

Develop an Action Plan  
Take Action  
Maintain Your Program

**Safety & Health Recordkeeping**  
Injury & Illness Records  
Exposure Records  
Documentation of your Activities

**Model Programs**

**Sources of Information & Help**  
Cal/OSHA Consultation Service  
Other Sources

**Appendix A: Model Policy Statements**

**Appendix B: Non-Mandatory Checklist Evaluation**

**Appendix C: Code of Safe Practices**

**Appendix D: Title 8, Sections 3203 and 1509**

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## Why Have a Workplace Injury and Illness Prevention Program?

Taking risks is a part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising in order to stay competitive. Some risks are just not worth the gamble. One of these is risking the safety and health of those who work for you.

### Accidents Cost Money

Safety organizations, states, small business owners and major corporations alike now realize that the actual cost of a lost workday injury is substantial. For every dollar you spend on the direct costs of a worker's injury or illness, you will spend much more to cover the indirect and hidden costs. Consider what one lost workday injury would cost you in terms of:

- Productive time lost by an injured employee;
- Productive time lost by employees and supervisors attending the accident victim;
- Clean up and start up of operations interrupted by the accident;
- Time to hire or to retrain other individuals to replace the injured worker until his/her return;
- Time and cost for repair or replacement of any damaged equipment or materials;
- Cost of continuing all or part of the employee's wages, in addition to compensation;
- Reduced morale among your employees, and perhaps lower efficiency; Increased workers' compensation insurance rates; and
- Cost of completing paperwork generated by the incident.

### Controlling Losses

If you would like to reduce the costs and risks associated with workplace injuries and illnesses, you need to address safety and health right along with production.

Setting up an Injury and Illness Prevention Program helps you do this. In developing the program, you identify what has to be done to promote the safety and health of your employees and worksite, and you outline policies and procedures to achieve your safety and health goals.

[http://www.dir.ca.gov/dosh/dosh\\_publications/IIPP.html](http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html)

FOR THE  
COMPLETE  
GUIDE.

3/28/2006

3-2 a.

# Hazardous Condition Report

This Section to be Completed by Employee:

Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this district, or to request assistance from the District Safety Committee or District Safety Coordinator. **You may report conditions anonymously.**

Do not use this form in lieu of a work order to maintenance. Emergency conditions should always be reported immediately to your supervisor and/or maintenance.

Return this completed form to the District Safety Coordinator.

District: \_\_\_\_\_ Site/School: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date Condition Identified: \_\_\_\_\_

Your Name (Optional): \_\_\_\_\_ Phone Number (Optional): \_\_\_\_\_

Has this Condition been Previously Reported? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

To whom: \_\_\_\_\_

Nature of Hazardous Condition:

Who is this affecting?
What is happening?
When and how often does it occur?
Where, exactly is the hazardous condition? (Room number, room name, restroom, east, west, playground, part of building, etc.)
Why is this occurring?

### What is a Near Miss, Near Hit or Close Call

What is a "near miss?" Webster defines it as: "A result that is nearly, but not quite, successful." What does this mean to industry? It simply means that a potentially serious accident *almost* occurred. Someone trips over a pallet, but doesn't fall. Two forklifts *almost* collide at a corner. A tool is dropped, but toes are missed... this time. A better term for reporting would be near hit incident or close call. A near hit or close call incident is an incident resulting in neither injury nor property damage but has potential to result in injury or property damage if appropriate corrective action is not taken.

The National Safety Council states that about 75% of industrial accidents are forecast by near hit/near miss incidents so it's in the best interest of member school districts to find and eliminate their cause to minimize the actual potential for property damage or injuries to employees or students.

Statistics tell us that for every 300 near hits or close calls there is one serious injury.

### Report near hits and close calls *before* they become accidents

- Once a near miss occurs, report it immediately to the nearest foreman or supervisor. The potential for such incidents exists all over the workplace, so *all* employees-not just supervisors-- must help identify them.
- If the near miss is a result of a hazard or an unsafe condition, don't continue to work under that condition until the problem has been corrected and your supervisor gives the okay to proceed.
- If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

**Near Hits Are a Warning** - Letting a near hit or close call go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within your facility and provide a better working environment for everyone involved. Don't let yourself or co-workers become statistics--report near misses to your supervisor.

**Reducing the number of near hits or close calls will reduce the number of injuries that occur**

**PREVENT AN ACCIDENT THAT'S ABOUT TO HAPPEN**

# WRITTEN HEALTH & SAFETY PROGRAMS

## Mandatory Programs

## Code Reference

- Injury, Illness Prevention Program CCR, Title 8, 3203
- Hazard Communications CCR, Title 8, 5194
- Emergency Action Plan CCR, Title 8, 3220
- Fire Prevention Plan CCR, Title 8, 3221
- Ergonomics – Repetitive Motion Injury CCR, Title 8, 5110
- Business Plan CCR, Title 19, 2732
- Bloodborne Pathogens Exposure Control Plan CCR, Title 8, 5193
- Chemical Hygiene Plan (Laboratories) CCR, Title 8, 5191
- Integrated Pest Management (Healthy Schools Act) Ed. Code 17608-17613
- Transportation Safety Plan Various
- Drug and Alcohol Testing Policy (DOT) 49 CFR Part 382
- Safe Schools Plan Ed. Code 35294.1

## Where Applicable

- Respiratory Protection CCR, Title 8, 5144
- Hearing Conservation CCR, Title 8, 5099
- Lock Out/Tag Out CCR, Title 8, 5144
- Fall Protection Plan CCR, Title 8, 1671.1
- Confined Space Entry CCR, Title 8, 5156-5158
- ADA Transition Plan 28 CFR 35.150
- Workplace Violence CA Labor Code 6400
- Spill Response – First Responder Awareness CCR, Title 8, 5192(q)
- Hazardous Waste Generator 40 CFR 260.10

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## General Safety Practices

- Welding Operations CCR, Title 8, 4794-4848  
4850-4853
- Machine Guarding and Operations CCR, Title 8, 4184
- Aerial Work Platforms & Boom Lifts CCR, Title 8, 3638
- Powered Industrial Trucks (Forklift) CCR, Title 8, 3668
- Personal Protective Equipment CCR, Title 8, 3880
- Ladders CCR, Title 8, 1675-1678

## Other Documents

- Chemical Inventories
- Material Safety Data Sheets (MSDS's)
- Safety Committee (Minutes, Agendas, etc.)
- Asbestos Management Plan
- Science Safety Handbook
- Emergency Drills
- Site Inspections
- Accident Investigations
- Pesticide Use and Notification Records





# SAFETY COMMITTEES

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## TABLE OF CONTENTS

PURPOSE OF SAFETY COMMITTEES .....	1
OBJECTIVES .....	1
LEGAL REQUIREMENTS .....	1
CRITERIA FOR COMPLIANCE .....	1
COMPOSITION OF THE COMMITTEE .....	2
TYPES OF SAFETY COMMITTEES .....	2-3
SITE SAFETY COMMITTEES .....	2
DISTRICT SAFETY COMMITTEES .....	3
DEPARTMENTAL SAFETY COMMITTEES .....	3
SELECTING SAFETY COMMITTEE MEMBERS .....	3-4
SAFETY COMMITTEE PROCEDURES .....	5-7
MEETING SCHEDULES, AGENDAS & MINUTES .....	6
OTHER COMMUNICATIONS MEDIA .....	6-7
SAFETY MEETING TOPICS .....	7-9

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## PURPOSE OF SAFETY COMMITTEES

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each work place. A Safety Committee helps the employer and makes recommendations for change regarding occupational safety and health issues.

## OBJECTIVES

- Provide a safe and healthy educational environment for the student population.
- ✱ ● Provide a safe and health work place for each employee.
- Provide a safe facility for the public.
- Reduce property, liability and workers' compensation losses.
- Promote awareness and focus attention on safety issues.
- Provide safety communication channels from school/site to district, from district to school/site, from employees to school/site, and from school/site to employees.

## LEGAL REQUIREMENTS

Senate Bill (SB) 198 requires the employer to document its system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to report hazards without fear of reprisal. See Section 6401.7 subsection (a)(5) of the statute and Section 3202 subsection (a)(3) of the regulations. An occupational safety and health committee that satisfies specified criteria is considered sufficient to meet this requirement. See Section 6401.7 subsection(f) of the statute and Section 3203 subsection(c) of the regulations.

Article VII of the Bylaws of the Schools Insurance Program for Employees (SIPE) requires that all member agencies have a functioning safety committee.

## CRITERIA FOR COMPLIANCE

SB 198 contains certain minimum requirements for safety committees. For the district to be considered in compliance with the communication requirement, the committee must be empowered to:

- Review the employer's periodic, scheduled worksite inspections.
- Review investigations of causes of incidents resulting in injury, illness, exposure to hazardous substance, or near hit incidents.

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- Review investigations of any alleged hazardous condition brought to the attention of any committee member.
  - Conduct inspections and investigations, when determined necessary by the committee.

## **COMPOSITION OF THE COMMITTEE**

SB 198 does not specify who could serve on your safety committee. However, organizations that use safety committees seem to have the greatest success with bodies made up of equal numbers of employee and management representatives. A committee of six or eight people will generally be big enough to allow for the designation of particular duties to particular members but not so big as to make it difficult to conduct meetings and coordinate members' activities. Each District Safety Coordinator should select the committee members, unless district policy or union contracts state differently. One alternative is to ask for volunteers, and select members from the pool thus assembled.

## **TYPES OF SAFETY COMMITTEES**

Depending on the size of your school or district, you can have anywhere from one to a dozen safety committees. These can be all of the same type, or they can be different types with distinctly different functions. The most common types of committees function at one of three levels. They are:

- the district level safety committee
- the site level safety committee
- the departmental level safety committee

In addition, some districts create special safety committees to focus attention on specific functions. These might include:

- safety inspection committees
- accident investigation committees
- safety training committees
- ad hoc safety committees created for the purpose of developing and implementing one-time projects, such as the purchase of specialized safety equipment.

### **Site Safety Committees**

Probably the most common type of safety committee is the site safety committees. A site committee generally develops and monitors district safety policies and programs at the site level.

Site safety committee membership may include:

- Administration
  - principal or assistant principal
- Classified

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- secretary/clerk
  - custodian/utility worker
  - nurse/health aid
  - food service worker
  - security officer
  - **Certificated**
    - equal number of certificated and classified members. (Teacher, department chairpersons, or emergency response team members.)

### **District Safety Committees**

A district with more than one site should have a district safety committee responsible for developing and monitoring district safety policy and performance for all sites. The mission of the district safety committee is similar to that of the site safety committee except that they may be larger and more wide-reaching. District safety committee membership may include:

- member of cabinet administration
- district safety coordinator
- elementary and/or secondary site administrator
- director or manager of maintenance/operations
- transportation manager
- custodial manager
- district nurse or health coordinator
- food service representative
- classified union representative
- certificated union representative

### **Departmental Safety Committees**

Although its scope isn't as large as the district and site safety committees, the departmental safety committee can be one of the most effective ways of sharing information and monitoring safety activity. Members generally include the district safety coordinator (who may simply operate in an advisory capacity for the various departmental committees), the departmental manager, selected supervisors, and employees.

Departmental safety committees focus their attention on accident causes and prevention, disseminating important safety information through training and educational sessions, and seeking feedback from committee members and other departmental employees on safety-related problems, suggestions and ideas. The disadvantage of departmental committees is that they ensure only first-level employee participation in safety. They are excellent conduits for disseminating information to - and receiving information from a district's front line employees.

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## SELECTING SAFETY COMMITTEE MEMBERS

There are two basic steps in determining who should sit on a safety committee. The first step is to determine which *functions* should be represented on the committee. The second is to determine which *individuals* from those functions should act as representatives.

In theory, a member from every department could be a member of your district or site safety committee, and every employee from a department could be a member of your departmental safety committees. However, this isn't good safety committee management, for two reasons:

1. **There is usually no need for everyone to be represented.** Some departments have so many employees or simply don't have enough of a problem with safety to warrant membership on the committee. A payroll clerk, for instance, while he/she should be concerned with a safety and health office, probably doesn't need to be on a safety committee. This department, as well as other office-bound departments, can be adequately represented by one person.
2. **If representatives from all departments are involved in your safety committees, the committees will become unwieldy.** They will be too large to manage effectively, especially since there will be members with limited interest and input in the proceedings and functions. It's better to have fewer members who are interested, knowledgeable, and dedicated than to have more members whose interest, knowledge, and dedication are marginal.

Consider at least three elements when choosing members:

- a. willingness
- b. technical skills
- c. leadership

*Willingness* - Whenever possible, find volunteers. People who volunteer for a committee almost always make better members than people forced to participate. This isn't always true, look at a volunteer's work record and motivation. Sometimes people volunteer for committees as a way to get out of work, and that is an attitude you don't want to reinforce.

*Technical skills* - Other things being equal, it's usually best to choose members who have demonstrated safety-related skills (first-aid and CPR training, volunteer fire fighters, etc.). Such members often bring valuable experience and knowledge to committee meetings.

*Leadership* - Choose members who have the respect of their peers, subordinates, and superiors who demonstrate the ability to gain the respect of new people they work with. When choosing first-line employee members, for instance, look for those employees who seem to be the "charismatic leaders" of their work groups. These people can more easily persuade their co-workers to take an interest in safety issues. Members without this kind of respect can actually be detrimental to the cause. Employees will associate their negative characteristics with the safety program in general.

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Finally, *consider rotating committee members when possible*. This accomplishes two things:

1. More people get an opportunity to participate in safety and take the message to their respective groups in person.
2. "Fresh blood" is introduced into committees that could otherwise quickly become stale and ineffective.

## **SAFETY COMMITTEE PROCEDURES**

A common objection to safety committees is that they are "ineffective groups that perpetuate an already overly-complex and slow bureaucracy." If a committee doesn't develop and maintain a high level of effectiveness, the message it is trying to get across is often obscured, misinterpreted, and/or ignored. Committees are only as effective as their meetings, so running successful safety committee meetings should be one of your highest priorities.

Should meetings be formal or informal? Generally, you should opt for the middle ground. If meetings are too formal, they can stifle creative ideas, meaningful discussion, and member interest and participation. If they're too informal, they will almost always end up as simple gripe sessions that accomplish little except to get tempers flaring and blood pressures rising.

To keep your meetings on track, develop a basic agenda for all meetings, and plug in topics where appropriate for each meeting. For instance, you might consider the following agenda format:

1. Roll call.
2. Introduction of visitors (people interested in seeing how the committee functions or persons who are making special presentations or announcements to your group).
3. Reading of last meeting's minutes and discussion of old business.
4. New business (outline ahead of time so as not to take up excess time.)
5. Reports on programs or projects that the committee is currently engaged in.
6. Assignment for the next meeting.

Good meetings require discipline. Insist that all members who wish to discuss a topic at the meeting contact you in advance so it can be put on the agenda. Then, allow only information related to these topics to be discussed at the meeting. If you "open it up," meetings will last indefinitely. Distribute copies of the agenda a day or two in advance to all members to remind them of the meeting and to prime them for the topics to be discussed.

Set a time limit for meetings. Thirty minutes is common in successful safety committees, but if you're just getting started in your safety program, an hour may be necessary to get things up to

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speed. Remind all members of the time limit and be firm in cutting meetings off on time. As members get into this habit, they will learn to keep their comments on target. And eventually, members will become so used to the time constraints that it will be difficult for them to keep a meeting going for longer than the allotted period!

After each meeting, distribute copies of the minutes to committee members, department heads, and management - and post minutes on bulletin boards for all other employees.

### **Meeting Schedules, Agenda, and Minutes**

Under SB 198, the safety committee must meet formally at least four times a year. However, in many organizations, especially large industrial plants and high-hazard operations of all sizes, the committee meets every month or even twice a month. To realize the greatest gains from a safety committee, formulate a meeting schedule that reflects the degree of hazard and difficulty of communication within the organization. The committee should elect its own chairperson and secretary. It should operate according to a written agenda to:

- keep discussions on track
- allow members to prepare for the meeting
- serve as written documentation of efforts
- allow management to track efforts
- conduct safety training activities

The committee secretary should record the minutes of every meeting. The minutes should include:

- written summary of safety efforts
- names of attendees
- responsibilities for implementation assigned
- timing of implementation assigned
- completed recommendations
- uncompleted recommendations
- accident review
- safety training activities
- other discussion or issues.

### **OTHER COMMUNICATIONS MEDIA**

Safety committees and safety meetings are two proven methods of ensuring a steady flow of information within school districts, but they are certainly not the only ones. Here are a few other techniques you might consider:

- **Handbook.** An employee handbook or safety guide is a good idea, and should be issued at the time of hire.



- **Stuffers.** When pay envelopes or announcements go out to employees, why not slip some safety literature in? That stuffer may end up in the employee's house, giving further impetus to your program with the employee's family.
- **Organization newsletter.** Make sure that there are regular safety features in your organization's newsletter.
- **Posters.** Clever posters or cartoons serve as regular reminders to everyone about the importance of safety.
- **Announcements.** When there is safety news, announce it. This might concern training, or new equipment, or some health awareness material. Safety statistics and records lend themselves to this type of announcement.
- **Safety scoreboard.** Some organizations like to post safety statistics prominently, for instance, "233 days without a lost workday".
- **Safety and wellness pamphlets.** Preventive medicine is another cost-saving technique. Many organizations provide materials that are effective and inexpensive.
- **Policy changes.** When a policy changes, be sure that the knowledge is disseminated widely.
- **Off-the-job safety programs.** Don't limit your safety and health efforts to the workplace. Emphasizing safety at home and off-site is a good idea, but also pays off. Whenever a lost-time injury takes place, it hurts productivity. When a family member sustains an injury, you're also likely to lose the employee for at least a few hours.
- **Safety bulletin board.** Each site or department should have a bulletin board designated for safety topics. This is a good place to post safety committee minutes, safety contest information, emergency procedures, OSHA 200 logs, notification letters, and personnel labor law posters.
- **Hazardous condition report/safety concern.** SB 198 requires that employers must have a system in place to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. This system must also provide an anonymous method of reporting hazards, such as a telephone hotline or a form that can be mailed anonymously.

## SAFETY MEETING TOPICS

SIPE will distribute sample safety meeting topics on a regular basis, or you may select a topic related to your district, site or department from those listed on the following pages.

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## SAFETY MEETING TOPICS

Abrasive wheel  
Accident prevention signs and tags  
Asbestos awareness  
Back safety  
Battery charging  
Battery & tire changing safety  
Bloodborne pathogens  
Co-worker safety  
Compressed gas and air equipment  
Construction safety  
Crisis management  
Defensive driving  
Dip tanks  
Disaster planning  
Dress, appearance  
Drug and alcohol testing  
Eating areas  
Electrical protective devices  
Electrical appliances  
Electrical safety  
Emergencies  
Emergency response teams  
Emergency showers  
Ergonomics  
Evacuation  
Eye and face protection  
Eye wash stations  
Fall protection  
Fire protection  
Fire  
Fire extinguisher  
Fire prevention  
First aid, accidents, reporting  
Flammable and combustible liquids  
Food/kitchen safety  
Foot protection  
Forklift safety  
Fraud prevention  
Guarding of portable powered tools  
Hand and portable powered tools  
Hazard identification  
Hazard communication  
Hazard communication  
Hazardous waste  
Hazardous materials  
Hazmat response and management  
Head protection  
Hearing conservation  
Housekeeping  
How to use Safety Handbook  
Industrial arts safety  
Kitchen machines  
Lab safety  
Labeling  
Ladder safety  
Laser safety  
Lead awareness  
Loading dock safety  
Lock out/tag out  
Machinery and machine guarding  
Man-lift safety  
Material handling  
Material Safety Data Sheets (MSDS)  
Medical and first aid services  
Near-hit incident reporting  
Occupational noise exposure  
Office safety  
Open door policy for safety issues  
Organization's safety philosophy  
OSHA inspections  
Other safety audits  
Outside contractor's rules  
Permit-required confined space entry  
Personal work space safety  
Personal health  
Personal protective equipment  
Pesticide and herbicide safety  
Powder actuated tools  
Power tool & equipment safety  
Powered industrial trucks  
Powered platforms, man lifts and vehicle mounted platforms  
Recording and reporting requirements  
Respiratory protection  
Restricted areas  
Safety rules  
Safety attitudes  
Safety suggestions  
Safety cans  
Safety notices/bulletin boards

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Safety complaint/hazard reporting system  
Safety/work rules and discipline  
Safety awards program  
Safety color code for physical hazards  
Safety programs  
Safety training  
Sanitation  
Science safety  
Security  
Sexual harassment  
SIPE Hazard Alerts  
Slips, trips and falls  
Smoking rules  
Steam cleaners  
Storage and handling of LPG  
Stress management  
Toxic and hazardous substances  
Vehicle - backing  
Vehicle - seat belts  
Vehicle - maintenance  
Ventilation and powered exhaust systems  
Visitor passes  
Walking/Working surfaces  
Warehouse safety  
Welding, cutting and brazing  
Welding safety  
Woodworking  
Workers' compensation insurance  
Working in warm conditions  
Working in cold conditions  
Workplace violence



## **Ideas for a Safety Recognition & Incentive Program**

**Award Drawings-** Specify one for each month or include all

1. Caught in the Act (CIA)
2. On-Line Safety Training Module
3. Safety Suggestion
4. Near Hit or Close Call Report
5. Hazard/Unsafe Condition Report
6. Unsafe Act Report
7. Walking Tournament

### **Contest for the Best:**

1. Safety Suggestion
2. Safety Poster or Safe Work Practice Poster
3. New Practice or Procedure
4. Hazard Correction Solution
5. Safe Employee of the Quarter/Year
6. Safety Slogan for the District (for each year)

# Safety Promotional Incentive Programs

3-56

Safety incentive/promotional programs are an excellent way to promote and recognize safe behavior in the workplace. However, there can be serious consequences if the program you design or purchase has not been properly studied and evaluated. Many incentive/reward programs for occupational safety do not identify unsafe behavior; instead focus on the end result. In these "result-based" programs, employees are rewarded for avoiding a work related injury or achieving a certain number of "safe workdays." Result-based incentive programs may cause an underreporting of employee injuries.


A behavior-based incentive/promotional program can be much more effective if it manages the human element of occupational safety and health. Listed below are the main elements of an effective incentive/promotional program:

- **The behavior required to achieve a safety reward should be specified and perceived as achievable by the participants.**
- **All participants that meet the behavior criteria should be rewarded.**
- **Ensure that many participants receive small rewards, rather than one participant receiving a large reward.**
- **The reward should be displayed and represent safety achievement. Coffee mugs, hats, sweaters, blankets or jackets with a safety message are preferable to rewards that will be hidden, used or spent.**
- **Contests should not reward one group at the expense of another.**
- **Groups should not be penalized or lose their reward for failure by an individual.**
- **Progress toward achieving a safety reward should be systematically monitored and publicly posted for all participants.**

For more information or assistance in evaluating incentive/promotional programs, please contact the SIPE office.

Training Topic	Reference Code
<b>General Employee Safety</b>	
New Employee Safety Orientation	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Ladder Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Ergonomics in the Workplace	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 5110
Fire Extinguishers	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Office Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Lockout/Blockout	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Violence in the Workplace	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Electrical Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Bloodborne Pathogens	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 5193
Kitchen and Food Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3321
Warehouse Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Crossing Guard Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Custodial Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Vehicle Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Grounds Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Classroom Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Science Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203, 3321 & 5191, CDE Science Safety Handbook
Wood Technology Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3321
Welding Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Art Hazard Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Supervising for Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Stress Management	
Power Tools and Hand Tool Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Personal Protective Equipment	Cal/OSHA - <b>Title 8</b> Regulations, 3380
Housekeeping	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Safety for Student Workers	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Workplace Injury and Illness Prevention	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Slip, Trip & Fall Prevention	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Back Injury Prevention	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Material Handling	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3321
Safety Essentials-Existing Employees	Cal/OSHA - <b>Title 8</b> Regulations, 3203 (Same as new hire module)
Powered Cart & Low Speed Vehicle Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Fire Safety for Schools	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3221, Title 19
Compressed Air Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203, 3301 & 4650
Pneumatic Tools	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3559
Machine Safeguarding & Safety Compliance	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Emergency Eye Washes and Showers	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Pneumatic Tool Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3559
Auditorium and Theater Safety	Cal/OSHA - <b>Title 8</b> Regulations, 3203
Fall Protection	Cal/OSHA - <b>Title 8</b> Regulations, 3203, 3299 & 3416

Training Topic	Reference Code
<b>Environmental &amp; Chemical Safety</b>	
HAZMAT Incident-Role of the First Responder	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 5192, Ed Code 49340
Antimicrobial Pesticides	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 5194, AB2260
Storm Water Awareness	Federal Clean Water Act depending on location
Universal Waste Management, Handling, and Recycling	Title 22, 66273.1
Lead Hazard Safety	Specific training is required, but this module is general awareness only.
Asbestos Hazard Safety	Specific training is required, but this module is general awareness only.
Indoor Air Quality	
Hazard Communication	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 5194
Training Topic	Reference Code
<b>Medical &amp; Emergency Preparedness</b>	
Emergency Preparedness and SEMS	Ed Code 35295 & 35297, Title 19, Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3220
Terrorism Awareness for School Employees	
Medical Emergency Procedures	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 8421
Heat Illness Prevention	Cal/OSHA - <b>Title 8</b> Regulations, 3203 & 3395
Training Topic	Reference Code
<b>Employment Practices &amp; Human Resources</b>	
Workers' Compensation	
Sexual Harassment Prevention	Ed Code, Title VII, Title IX
Drug and Alcohol-Free Workplace	
Child Abuse Awareness	Penal Code 11166
Training Topic	Reference Code
<b>Property, Liability &amp; Student Safety</b>	
Playground Safety and Supervision	
Adult Supervision of Student Field Trips	
K-12 Coaching Principles	CIF Rules
WeTip Anonymous Tip Hotline	
Becoming an Effective Volunteer	
Training Topic	Reference Code
<b>Health Education &amp; Safety at Home</b>	
Eleven Steps to Optimal Nutrition	
Getting Perspective on Portion Sizes	
Weight Loss	
Benefits of Fiber	
Benefits of Eating Breakfast	
Controlling Cholesterol	


 Title 8-3203, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). Employers must provide training and instruction when the IIPP is first established, to all new employees, to all employees given new job assignments for which training has not previously been received, whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the employer is made aware of a new or previously unrecognized hazard, and for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

3-6 a.

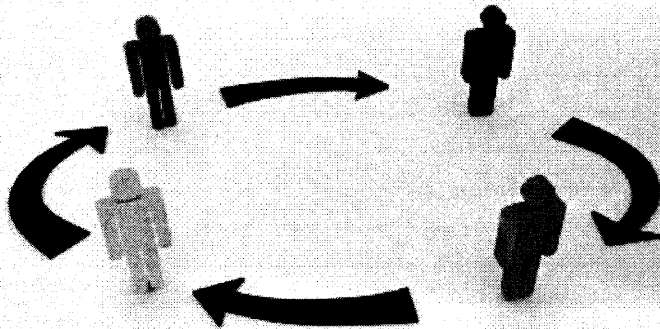




# Risk Control Online

*The Fusion of Risk Management and Interactive Applications*

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[RiskControlOnline.com](http://RiskControlOnline.com)

## Course Catalog

This extensive library of training tools has been developed to help your agency communicate effectively with all employees about workplace safety and related risk management policies and procedures.

Online Training Courses for Schools and Educational Risk Pools
<b>General Employee Safety</b>
New Employee Safety Orientation
Ladder Safety
Ergonomics in the Workplace
Fire Extinguisher
Office Safety
Lockout/Blockout
Violence in the Workplace
Electrical Safety
Bloodborne Pathogens
Kitchen and Food Safety
Warehouse Safety
Crossing Guard Safety
Custodial Safety
Vehicle Safety
Grounds Safety
Classroom Safety
Science Safety
Wood Technology Safety
Welding Safety
Art Hazard Safety
Supervising for Safety
Stress Management
Power Tools and Hand Tool Safety
Personal Protective Equipment
Housekeeping
Safety for Student Workers

Online Training Courses for Water/Waste Water Districts, Municipalities, and Related Risk Pools*
<b>General Employee Safety/CalOSHA Compliance</b>
Bloodborne Pathogens
Cal/OSHA Recordkeeping: Work-related Injuries and Illnesses
Confined Space
Custodial Safety
Defensive Driving
Electrical Safety
**Fall Protection
Grounds Safety
Hazard Communication
Heat Illness Prevention
Hearing Conservation
Hot Work
Housekeeping
Indoor Air Quality
Injury and Illness Prevention Program
Ladder Safety
Lockout/Tagout
New Employee Safety Orientation
Office Safety
Personal Protective Equipment
Respiratory Protection
Sexual Harassment Prevention
Slips, Trips, Falls
Warehouse Safety
**CSRMA Minimum Loss Control Standards
<b>Chemical Safety</b>

3-8

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)

Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
All Employees	ADA	Title 1 Employment Title 2 Accessibility	Initial Hire	Discretionary	<u>OSS</u> , <u>USDOJ</u>
Supervisors	Accident Investigation	Risk Management Practices, CLC 6314.5	Initial Hire	Discretionary	<u>FCSIG, Workers' Comp Administrator, Competent Person</u>
Science, Administration, Custodial	Animal Management	Ed. Code 51540, CDC, HSC 1650-1662,	Initial Hire	Discretionary	Animal Control, Center for <u>Disease Control (CDC)</u>
Custodians, Nurses, Health Clerks, Food Service	Antimicrobial Pesticides	Title 8-3203, 5194	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person</u>
Aquatic Coaches, Lifeguards	Aquatic Safety	Health and Safety Code 116025-116068	Initial Hire & Every 3 Years	8+ Hours	<u>ARC, OSS</u>
M&O, Grounds, Custodial, Mechanics, Technology	Asbestos General Awareness Class IV Work	Title 8-1529, AHERA, Ed. Code 49410	Initial Hire & Annually	2 Hours	<u>Online, FCSIG, Competent Person</u>
M&O Disturbing ACM or PACM	Asbestos Class III Work	Title 8-1529, AHERA, Ed. Code 49410	Initial Hire & Annually	16 Hours	<u>FCSIG, Asbestos Consultant</u>
Potentially All Employees	Back Injury Prevention	Risk Management Practices, Title 8-3203	Initial Hire & As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Science, Nurses, Health Clerks	Biosafety	CDC, HSC, Title 8-5193, Medical Waste Act	Initial Hire	Discretionary	<u>FCSIG, CDC, Competent Person</u>
All employees or employees who are exposed to human blood or blood containing fluids	Bloodborne Pathogens	Title 8-5193	Initial Hire & Annually	Discretionary	<u>FCSIG, CDC, District Exposure Control Plan</u>
Employees working in a chemical laboratory	Chemical Hygiene Plan	Title 8-5191, 5154.1, 5209	Initial Hire	Discretionary	<u>FCSIG, Chemical Hygiene Plan, Competent Person</u>
All Employees	Child Abuse Awareness	Penal Code 11166	Initial Hire	Discretionary	<u>Online, OSS, Pamphlets, Competent Person</u>
Teachers, Aides	Classroom Safety - General	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person</u>
Art Teachers, Aides	Classroom Safety - Art	Title 8-3203, Ed Code 32060	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, ACMI</u>
Industrial Art/Technology Teaches, Aides	Classroom Safety - Industrial Arts/Technology	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, Suppliers</u>
Science Teachers, Lab Assistants, Aides	Classroom Safety - Science	Title 8-3203, 5191	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, Suppliers, Science Safety Handbook</u>
M&O, Industrial Arts, ASB	Compressed Air & Gas	Title 8-3301 & 4650	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O or employees entering vaults, tanks, sewers, manholes, etc.	Confined Spaces	Title 8-5156 thru 5159	Prior to Entry / Annually	Discretionary	<u>FCSIG, Competent Person</u>
Coaches, Credentialled Employees	CPR	CCR-Title 5, Ed. Code 49413, 44259 & 35179.1	Upon Credential & Every 2 Years	2 - 8 hrs.	<u>ARC, FCSIG, OSS</u>
M&O	Cranes & Hoists	Title 8	Prior to Use	Discretionary	Supplier, <u>Competent Person</u>

3-7 b.

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
All Employees	Crime Prevention Hotline (WeTip)	Risk Management Practices	Initial Hire / As Needed	Discretionary	<u>Online, OSS, Competent Person, WeTip</u>
Adult Crossing Guards	Crossing Guard Training	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Law Enforcement</u>
Custodians	Custodial Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
All Employees	Disaster Management	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Several Times Per Year	Discretionary	<u>OSS, OES, Local Ops. Area, Competent Person</u>
M&O	Electrical Safety	Title 8 2299-2974	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
All Employees	Employment Practices	CA Civil Code 51.7	Initial Hire, Follow District Policy	Discretionary	<u>OSS, District Policies, Bargaining Unit Handbooks</u>
All Employees	Ergonomics	Title 8-5110	As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O or employees working on an unguarded surface more than 7½' off the ground	Fall Protection	Title 8-3299, 3416	Initial Hire	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
Potentially All Certificated Employees	Field Trips -- Adult Supervision	Risk Management Practices, Ed Code 32040, 35330	Initial Hire / Prior to Trip	Discretionary	<u>Online, OSS, Competent Person</u>
All Employees	Fire & Life Safety	Title 8-3220 & 3221 Title 19-State Fire Code	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Local FD</u>
All employees or designated users	Fire Extinguishers	Title 8-6151	Initial Hire & Annually for Designated Users	Discretionary	<u>Online, FCSIG, Competent Person, Local FD</u>
Coaches, Nurses, Health Clerks,	First Aid	Title 8-3400, HSC 1596.798, Ed Code 32403	Every 2 years	2-40 hours	<u>ARC, FCSIG, OSS</u>
Kitchen manager or equivalent at each kitchen	Food Safety Manager Certification	AB 1978, SB 144, HSC 113947.1 - 113947.6	Every 5 Years	Pass Exam	<u>OSS, FS&amp;T</u>
M&O, Grounds, Warehouse	Forklifts	Title 8-3664	Prior to Use & Every 3 Years	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
Grounds	Grounds Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Custodial, Industrial Tech, Technology	Hand Tools	Title 8-3310, 3426, 3556	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Potentially all employees, employees using or exposes to chemicals in the workplace	Hazard Communication/ Right to Know	Title 8-5194	Initial Hire & Annually	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Custodial, Science, Photography, Health Clerks, Nurses	Hazardous Waste Management	Ed. Code 49340, Title 8-5164, 5194	Initial Hire	Discretionary	<u>FCSIG, OSS, Competent Person</u>
M&O or employee exposed to excessive noise over the TWA	Hearing Conservation	Title 8-5097	Initial Hire & Annually if Program in Place	Discretionary	<u>FCSIG, Competent Person</u>
M&O or employees exposed to heat sources	Heat Illness Prevention	Title 8-3395	Prior to Working in Heat	Discretionary	<u>Online, FCSIG, Competent Person</u>

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.fiskcontrolonline.com](http://www.fiskcontrolonline.com)

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
Potentially All Employees	Housekeeping	Title 8-3203, 3362, 3364, 3321, 5551, 5552	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
All Employees	Injury & Illness Prevention Program (IIPP)	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
All Employees	Indoor Air Quality	Title 8-5142	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person</u>
Food Service, Home Economics, Ag	Kitchen Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>FCSIG, Competent Person</u>
All employees using fixed industrial or portable ladders	Ladders	Title 8-1675, 3276	Prior to Use / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O	Lead & Lead Standard	Title 8-1532, 1, 5216	Annually	2 hour awareness	<u>FCSIG, Competent Person</u>
Potentially All Employees	Lifting	Title 8- 3203, 5110	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Custodial, Industrial Tech or employees performing maintenance on electrical circuits or machinery	Lockout/Tagout	Title 8-3314	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Custodial, Industrial Tech	Machine Safeguarding	Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Custodial, Industrial Tech	Material Handling & Storage	Title 8-3203, 5541	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Custodial, Nurses, Health Clerks	Medical Waste Management	Title 8-5193 H & S Code 117600-118360	Annually	Discretionary	<u>FCSIG, Competent Person, Dept of Health</u>
All employees that operate vehicles on district business	Mobile Communications	Vehicle Codes	As Needed	Discretionary	<u>Competent Person, OSS, CHP</u>
All Employees	New Employee Safety Orientation	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
Clerical/financial, Office Personnel	Office Safety	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Grounds, Custodial, Industrial Tech, Technology, Science, Nurses, Health Clerks	Personal Protective Equipment	Title 8-3380 - 3387	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Grounds, Custodial, Pool Maintenance	Pesticide Safety	AB 2260, Dept. of Ag.	Annually	Discretionary	<u>FCSIG, OSS, Competent Person, County/State Ag Dept</u>
Site Administrators, Playground Supervisors	Playground Safety	H & S Code 115725 et. seq., CPSC	As Needed	Discretionary	<u>Online, OSS, Competent Person, CPRS</u>
M&O, Grounds, Mechanics, Industrial Tech	Pneumatic Tools	Risk Management Practices, Title 8-3203, 3300, 3559	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
M&O, Custodial, Industrial Tech, Technology	Portable Power Tools	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
M&O or users of any type of respiratory protection other than dusks masks	Respiratory Protection	Title 8-5144	Prior to Use / Annually	Discretionary	<u>FCSIG, Competent Person</u>

3-7b.

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
All Employees	Sexual Harassment Prevention	Title VII, IX, FEHA, CC 51.9, Ed C.40, 200, 212.5, 220, 260, 35293	Initial Hire, Follow District Policy	Discretionary	Board Policy, Annual Notification, <u>OSS</u> , <u>Online</u> , <u>Competent Person</u>
All Supervisors	Sexual Harassment Prevention for Supervisors	CA Assembly Bill 1825	Initial Hire / Every 2 Yrs	2 hours	Board Policy, <u>OSS</u> , <u>Competent Person</u>
All Employees	Slips, Trips and Fall Prevention	Risk Management Practices, Title 8-3203	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
M&O, Transportation, Facilities	Storm Water Pollution Prevention	State Water Resources Control Board	As Needed	Discretionary	<u>Online</u> , <u>OSS</u> , <u>Competent Person</u> , <u>RWQCB</u> , District Stormwater Plans
All Employees	Stress Management	Risk Management Practices	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Student Workers	Student (Minors) Workplace Safety	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
All Supervisors	Supervising for Safety	Risk Management Practices, Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
All Employees	Terrorism Awareness	Risk Management Practices	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>OSS</u>
Mechanics	Tire Changing	Title 8-3325, 3326, 3327	Prior to Use	Discretionary	<u>FCSIG</u> , <u>Competent Person</u>
All Employees	Tobacco Free Workplace	CA Gov't Code 8350-8356	Initial Hire	Discretionary	Board Policy,
Transportation	Transportation Bus Evacuations	Ed. Code 39831.5	Annually	Discretionary	Board Policy, <u>CHP</u> , <u>Competent Person</u>
Transportation, M&O	Transportation Drug Testing	CFR Title 49, CVC 12517	Initial Hire / As Needed	Discretionary	<u>OSS</u> , Board Policy
Grounds	Tree Maintenance	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
M&O	Trenching & Shoring	CSO Title 8 1504 thru 1541	Prior to Digging / As Needed	Discretionary	<u>Competent Person</u>
All Employees	Uniform Complaint Procedures	District Policies	Initial Hire, Follow District Policy	Discretionary	Board Policies
Custodial, M&O	Universal Waste Management	Title 22	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>CIMMB</u> , <u>OSS</u> , <u>Competent Person</u>
M&O, Grounds, Custodial, Administration or employees that operate utility carts, etc.	Utility Vehicles & Golf Carts	Risk Management Practices, Title 8-3203	Prior to Use / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u> , Supplier, Operators Manual
All employees that operate vehicles on district business	Vehicle Use	Title 8-3319, Vehicle Codes, District Policies	Prior to Use / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u> , District Policy
Warehouse	Warehouse Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>

# Training Matrix for School District Employees

## Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)

Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
M&O, Industrial Tech	Welding	Title 8-4850-4853	Prior to Use	Discretionary	<u>Online, FCSIG, , Competent Person</u>
All Employees	Workplace Injury & Illness Prevention	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
M&O, Grounds, Custodial	Work Platforms (i.e., scissor, boom, aerial lifts)	Title 8 -3636	Prior to Use	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
All Employees	Workers' Compensation	L.C. 3200-5900,P.C. 65.2 Ed.C. 44043,45192	Initial Hire	Discretionary	<u>Online, FCSIG, , Competent Person, Workers' Comp Administrator, Bargaining Units</u>
All Employees	Workplace Violence	Title 8-3203, Ed. Code Article 10.3 for K-12	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
M&O, Industrial Tech	Woodworking Machines	Title 8-Article 59,	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>

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# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
ADA	All Employees	Title 1 Employment Title 2 Accessibility	Initial Hire	Discretionary	OSS, <u>USDOJ</u>
Accident Investigation	Supervisors	Risk Management Practices, CLC 6314.5	Initial Hire	Discretionary	<u>FCSIG, Workers' Comp Administrator, Competent Person</u>
Animal Management	Science, Administration, Custodial	Ed. Code 51540, CDC, HSC 1650-1662,	Initial Hire	Discretionary	Animal Control, Center for Disease Control (CDC)
Antimicrobial Pesticides	Custodians, Nurses, Health Clerks, Food Service	Title 8-3203, 5194	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person</u>
Aquatic Safety	Aquatic Coaches, Lifeguards	Health and Safety Code 116025-116068	Initial Hire & Every 3 Years	8+ Hours	<u>ARC, OSS</u>
Asbestos General Awareness Class IV Work	M&O, Grounds, Custodial, Mechanics, Technology	Title 8-1529, AHERA, Ed. Code 49410	Initial Hire & Annually	2 Hours	<u>Online, FCSIG, Competent Person</u>
Asbestos Class III Work	M&O Disturbing ACM or PACM	Title 8-1529, AHERA, Ed. Code 49410	Initial Hire & Annually	16 Hours	<u>FCSIG, Asbestos Consultant</u>
Back Injury Prevention	Potentially All Employees	Risk Management Practices, Title 8-3203	Initial Hire & As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Biosafety	Science, Nurses, Health Clerks	CDC, HSC, Title 8-5193, Medical Waste Act	Initial Hire	Discretionary	<u>FCSIG, CDC, Competent Person</u>
Bloodborne Pathogens	All employees or employees who are exposed to human blood or blood containing fluids	Title 8-5193	Initial Hire & Annually	Discretionary	<u>FCSIG, CDC, District Exposure Control Plan</u>
Chemical Hygiene Plan	Employees working in a chemical laboratory	Title 8-5191, 5154.1, 5209	Initial Hire	Discretionary	<u>FCSIG, Chemical Hygiene Plan, Competent Person</u>
Child Abuse Awareness	All Employees	Penal Code 11166	Initial Hire	Discretionary	<u>Online, OSS, Pamphlets, Competent Person</u>
Classroom Safety - General	Teachers, Aides	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person</u>
Classroom Safety - Art	Art Teachers, Aides	Title 8-3203, Ed Code 32060	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, ACMI</u>
Classroom Safety - Industrial Arts/Technology	Industrial Art/Technology Teachers, Aides	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, Suppliers</u>
Classroom Safety - Science	Science Teachers, Lab Assistants, Aides	Title 8-3203, 5191	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person, Suppliers, Science Safety Handbook</u>
Compressed Air & Gas	M&O, Industrial Arts, ASB	Title 8-3301 & 4650	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person</u>
Confined Spaces	M&O or employees entering vaults, tanks, sewers, manholes, etc.	Title 8-5156 thru 5159	Prior to Entry / Annually	Discretionary	<u>FCSIG, Competent Person</u>
CPR	Coaches, Credentialled Employees	CCR-Title 5, Ed. Code 49413, 44259 & 35179.1	Upon Credential & Every 2 Years	2 - 8 hrs.	<u>ARC, FCSIG, OSS</u>
Cranes & Hoists	M&O	Title 8	Prior to Use	Discretionary	Supplier, <u>Competent Person</u>

3-7 b.

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
Crime Prevention Hotline (WeTip)	All Employees	Risk Management Practices	Initial Hire / As Needed	Discretionary	<u>Online, OSS, Competent Person, WeTip</u>
Crossing Guard Training	Adult Crossing Guards	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Law Enforcement</u>
Custodial Safety	Custodians	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Disaster Management	All Employees	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Several Times Per Year	Discretionary	<u>OSS, OES, Local Ops. Area, Competent Person</u>
Electrical Safety	M&O	Title 8 2299-2974	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Employment Practices	All Employees	CA Civil Code 51.7	Initial Hire, Follow District Policy	Discretionary	<u>OSS, District Policies, Bargaining Unit Handbooks</u>
Ergonomics	All Employees	Title 8-5110	As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Fall Protection	M&O or employees working on an unguarded surface more than 7½' off the ground	Title 8-3299, 3416	Initial Hire	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
Field Trips – Adult Supervision	Potentially All Certificated Employees	Risk Management Practices, Ed Code 32040, 35330	Initial Hire / Prior to Trip	Discretionary	<u>Online, OSS, Competent Person</u>
Fire & Life Safety	All Employees	Title 8-3220 & 3221 Title 19-State Fire Code	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Local FD</u>
Fire Extinguishers	All employees or designated users	Title 8-6151	Initial Hire & Annually for Designated Users	Discretionary	<u>Online, FCSIG, Competent Person, Local FD</u>
First Aid	Coaches, Nurses, Health Clerks,	Title 8-3400, HSC 1596.798, Ed Code 32403	Every 2 years	2-40 hours	<u>ARC, FCSIG, OSS</u>
Food Safety Manager Certification	Kitchen manager or equivalent at each kitchen	AB 1978, SB 144, HSC 113947.1 – 113947.6	Every 5 Years	Pass Exam	<u>OSS, FS&amp;T</u>
Forklifts	M&O, Grounds, Warehouse	Title 8-3664	Prior to Use & Every 3 Years	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
Grounds Safety	Grounds	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Hand Tools	M&O, Custodial, Industrial Tech, Technology	Title 8-3310, 3426, 3556	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Hazard Communication/ Right to Know	Potentially all employees, employees using or exposes to chemicals in the workplace	Title 8-5194	Initial Hire & Annually	Discretionary	<u>Online, FCSIG, Competent Person</u>
Hazardous Waste Management	M&O, Custodial, Science, Photography, Health Clerks, Nurses	Ed. Code 49340, Title 8-5164.5194	Initial Hire	Discretionary	<u>FCSIG, OSS, Competent Person</u>
Hearing Conservation	M&O or employee exposed to excessive noise over the TWA	Title 8-5097	Initial Hire & Annually if Program in Place	Discretionary	<u>FCSIG, Competent Person</u>
Heat Illness Prevention	M&O or employees exposed to heat sources	Title 8-3395	Prior to Working in Heat	Discretionary	<u>Online, FCSIG, Competent Person</u>

3.7b.



# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
Housekeeping	Potentially All Employees	Title 8-3203, 3362, 3364, 3321, 5551, 5552	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Injury & Illness Prevention Program (IIPP)	All Employees	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
Indoor Air Quality	All Employees	Title 8-5142	Initial Hire	Discretionary	<u>Online, FCSIG, OSS, Competent Person</u>
Kitchen Safety	Food Service, Home Economics, Ag	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>FCSIG, Competent Person</u>
Ladders	All employees using fixed industrial or portable ladders	Title 8-1675, 3276	Prior to Use / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Lead & Lead Standard	M&O	Title 8-1532, 1, 5216	Annually	2 hour awareness	<u>FCSIG, Competent Person</u>
Lifting	Potentially All Employees	Title 8- 3203, 5110	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Lockout/Tagout	M&O, Custodial, Industrial Tech or employees performing maintenance on electrical circuits or machinery	Title 8-3314	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Machine Safeguarding	M&O, Custodial, Industrial Tech	Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Material Handling & Storage	M&O, Custodial, Industrial Tech	Title 8-3203, 5541	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Medical Waste Management	Custodial, Nurses, Health Clerks	Title 8-5193 H & S Code 117600-118360	Annually	Discretionary	<u>FCSIG, Competent Person, Dept of Health</u>
Mobile Communications	All employees that operate vehicles on district business	Vehicle Codes	As Needed	Discretionary	<u>Competent Person, OSS, CHP</u>
New Employee Safety Orientation	All Employees	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
Office Safety	Clerical/financial, Office Personnel	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person</u>
Personal Protective Equipment	M&O, Grounds, Custodial, Industrial Tech, Technology, Science, Nurses, Health Clerks	Title 8-3380 - 3387	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Pesticide Safety	Grounds, Custodial, Pool Maintenance	AB 2260, Dept. of Ag.	Annually	Discretionary	<u>FCSIG, OSS, Competent Person, County/State Ag Dept</u>
Playground Safety	Site Administrators, Playground Supervisors	H & S Code 115725 et. seq., CPSC	As Needed	Discretionary	<u>Online, OSS, Competent Person, CPFS</u>
Pneumatic Tools	M&O, Grounds, Mechanics, Industrial Tech	Risk Management Practices, Title 8-3203, 3300, 3559	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Portable Power Tools	M&O, Custodial, Industrial Tech, Technology	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>
Respiratory Protection	M&O or users of any type of respiratory protection other than dusks masks	Title 8-5144	Prior to Use / Annually	Discretionary	<u>FCSIG, Competent Person</u>

3-7 b.

**Training Matrix for School District Employees**  
 Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)  
 Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
Sexual Harassment Prevention	All Employees	Title VII, IX, FEHA CC 51.9, Ed C.40, 200, 212.5, 220, 260, 36293	Initial Hire, Follow District Policy	Discretionary	Board Policy, Annual Notification, <u>OSS</u> , <u>Online</u> , <u>Competent Person</u>
Sexual Harassment Prevention for Supervisors	All Supervisors	CA Assembly Bill 1825	Initial Hire / Every 2 Yrs	2 hours	Board Policy, <u>OSS</u> , <u>Competent Person</u>
Slips, Trips and Fall Prevention	All Employees	Risk Management Practices, Title 8-3203	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Storm Water Pollution Prevention	M&O, Transportation, Facilities	State Water Resources Control Board	As Needed	Discretionary	<u>Online</u> , <u>OSS</u> , <u>Competent Person</u> , <u>RWQCB</u> , District Stormwater Plans
Stress Management	All Employees	Risk Management Practices	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Student (Minors) Workplace Safety	Student Workers	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Supervising for Safety	All Supervisors	Risk Management Practices, Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Terrorism Awareness	All Employees	Risk Management Practices	As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>OSS</u>
Tire Changing	Mechanics	Title 8-3325, 3326, 3327	Prior to Use	Discretionary	<u>FCSIG</u> , <u>Competent Person</u>
Tobacco Free Workplace	All Employees	CA Gov't Code 8350-8356	Initial Hire	Discretionary	Board Policy,
Transportation Bus Evacuations	Transportation	Ed. Code 39831.5	Annually	Discretionary	Board Policy, <u>CHP</u> , <u>Competent Person</u>
Transportation Drug Testing	Transportation, M&O	CFR Title 49, CVC 12517	Initial Hire / As Needed	Discretionary	<u>OSS</u> , Board Policy
Tree Maintenance	Grounds	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>
Trenching & Shoring	M&O	CSO Title 8 1504 thru 1541	Prior to Digging / As Needed	Discretionary	<u>Competent Person</u>
Uniform Complaint Procedures	All Employees	District Policies	Initial Hire, Follow District Policy	Discretionary	Board Policies
Universal Waste Management	Custodial, M&O	Title 22	Initial Hire / As Needed	Discretionary	<u>Online</u> , <u>CIVMB</u> , <u>OSS</u> , <u>Competent Person</u>
Utility Vehicles & Golf Carts	M&O, Grounds, Custodial, Administration or employees that operate utility carts, etc.	Risk Management Practices, Title 8-3203	Prior to Use / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u> , Supplier, Operators Manual
Vehicle Use	All employees that operate vehicles on district business	Title 8-3319, Vehicle Codes, District Policies	Prior to Use / As Needed	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u> , District Policy
Warehouse Safety	Warehouse	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online</u> , <u>FCSIG</u> , <u>Competent Person</u>

3-76.

# Training Matrix for School District Employees

Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)

Online Safety Training [www.riskcontrolonline.com](http://www.riskcontrolonline.com)

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
Welding	M&O, Industrial Tech	Title 8-4850-4853	Prior to Use	Discretionary	<u>Online, FCSIG, , Competent Person</u>
Workplace Injury & Illness Prevention	All Employees	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent Person, Supervisor</u>
Work Platforms (i.e., scissor, boom, aerial lifts)	M&O, Grounds, Custodial	Title 8 -3636	Prior to Use	Discretionary	<u>FCSIG, Competent Person, Supplier</u>
Workers' Compensation	All Employees	L.C. 3200-5900,P.C. 65.2 Ed.C. 44043,45192	Initial Hire	Discretionary	<u>Online, FCSIG, , Competent Person, Workers' Comp Administrator, Bargaining Units</u>
Workplace Violence	All Employees	Title 8-3203, Ed. Code Article 10.3 for K-12	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent Person</u>
Woodworking Machines	M&O, Industrial Tech	Title 8-Article 59,	Prior to Use	Discretionary	<u>Online, FCSIG, Competent Person, Supplier</u>

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