HISTORY OF LOSS CONTROL

Identify and correct workplace hazards

Personal Protective Equipment

CAL-OSHA Regulations

90% Unsafe Acts vs. 10% Unsafe Conditions

Training

IIPP

Return To Wark 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

3-0 a.

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:

- <u>Being in a Hurry</u> 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.
- <u>**Taking Chances**</u> Can put you and other workers at risk. Follow all safe work practices.
- <u>Being Preoccupied</u> 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.
- <u>Having a Negative Attitude</u> Anger nearly always rules over caution. Leads to haphazard work practices
- <u>Failing to Look for Hidden Hazards</u> Work sites are constantly changing and new unexpected hazards will develop. Always be Alert!
- <u>It Won't Happen to Me Attitude</u> Leads to a person not working safely and can endanger other workers
- <u>Using Wrong Tool for the Job, Defective Tool or Right Tool Wrong Way</u> Using equipment that is defective or damaged, or using good equipment in a careless or other unsafe manner lead to many injuries.
- <u>Lack of Proper Training</u> 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.

- <u>Identify all Hazards Associated with a Job</u> Ask yourself, "What hazards are associated with the job and what are potential hazards that might develop"?
- <u>Consequences of the Hazards to Health and Life</u>? What might happen to you or your co-workers if hazards are ignored?
- <u>Mitigate all Hazards Before Beginning a Job</u> 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.
- <u>Perform a Job Safety/Hazard Analysis</u> 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 <u>each work site</u>. 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.

3-1 a.



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Order Now! 1-800-331-8877

Chat

3-1a.

Required by Law

2010 C

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Posters

Pamphlets

Harassment Prevention

CalChamber Membership

Benefits

HRCalifornia Free Trial

Training

Business Management

See Pos NEW FO required

The Cali

Employment Law

Health & Safety

Harassment Prevention

Spanish

Print & Software

Business Management

Employment Law

Forms & Checklists

Health & Safety

Harassment Prevention

Spanish

010 Californ	ia Employmer)10 California Employment Notices Poster	Buy Now	Drannla	Dreamler 2010 Edition	2009 Edition
			PRODUCT	PRICE [QUESTIONS]		QTY [WHAT'S TH]
			Paper - English \$18,40 Member* \$23.00	\$18.40 \$23.00	Member*	
			Paper - Spanish \$18.40 \$23.00	\$23.00	Member*	
· · · · · · · · · · · · · · · · · · ·			Paper Eng. w/Protect	\$28.40 \$35.50	\$28.40 Member* \$35.50	
ne California Employment N quired notices in one poster	e California Employment Notices Poster has all 16 quired notices in one poster.	Poster has all 16	Paper Sp. w/Protect	\$28.40 \$35.50	Member*	
EW FOR 2010! e Poster Protect	EW FOR 2010! Now available with Poster Prot be Poster Protect tab below for more information.	EW FOR 2010! Now available with Poster ProtectSM . Re Poster Protect tab below for more information.	Laminated - English	\$31.20 \$39.00	Member*	
namo na ben'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o am			Laminated - Spanish	\$31.20 \$39.00	Member*	
All sales are f 2010 product	All sales are final on 2009 products 2010 products will begin shipping i	All sales are final on 2009 products. 2010 products will begin shipping in mid-December	Lam. Eng. w/Protect	\$45.20 \$56.50	Member*	
			Lam. Span. w/Protect	\$45.20 \$56.50	Member*	
			* Preferred and Executive Members Only	xecutive N	Members Only	ADDIDCA
Overview	Features	Poster Protect	Quantity Discounts	Ints		

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

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

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http://www.dir.ca.gov/wpnodb.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 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) <u>wage orders</u>	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 <u>alphabetical index of businesses and occupations</u> to make that determination.	All employers
	Labor Code section 1183(d)	
<u>Minimum wage</u> (state)	Sets forth California's minimum wage and can be downloaded in English and Spanish.	All employers
Payday notice	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted.	All employers
	Labor Code section 207	
Safety and health protection on the job	Contains pertinent information regarding safety rules and regulations. Available in <u>English</u> and <u>Spanish</u> . Labor Code section 6328; poster print date: Feb 2006	All employers
Emergency phone numbers	Lists emergency responders' phone numbers.	All employers
Access to medical and	alifornia Code of Regulations, Construction Safety Orders section 1512 (e) information about rights of employees working with hazardous/toxic substances. Available in English and	All employers using hazardous
	Title 8, California Code of Regulations, General Industry Safety Order section 3204	
Operating Rules for Industrial Trucks	Employers using industrial trucks shall post and enforce a set of operating rules. Available in <u>English</u> and <u>Spanish</u> . Poster print date: April 2007	Employers operating forklifts and other types of industrial trucks or tow tractors

All employers	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.	Discrimination and Harassment in Employment are Prohibited by
Who must post	Additional information	Posting
al requirements include (this	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):	In addition to postings required by list is not all inclusive):
a Mala Alian Alian Ang a	_abor Code section 1773.2	Labor Coc
Public works awarding bodies and contractors	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.	Prevailing wage rate determinations be posted
	Labor Code section 1695(7)	Labor Coc
	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.	The dowr high and
Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)	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.	Farm labor contractor Reference statement of pay rates used by the
Employers with 11 or more employees in the previous year	Form 300 is for logging recordable injuries, form 301 is for collecting details and form 300A is the annual summary form. All three forms are available in various downloadable formats with instructions on the Cal/OSHA publications page.	Log and summary of Form 300 occupational injuries and form. All the illnesses page.
	Labor Code section 6404.5(c)(1)	Labor Coc
All employers	Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.	No smoking signage Signage n enforced t
	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 (<u>&Pdf</u>) (<u>BDoc</u>). This sample is not the only option though, as employers are free to develop their own posting. Labor Code section 1102.8	The Divisi requireme click here posting. L
All employers	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> .	Whistleblower Must be p protections responsib maintaine
All employers	Notice of workers' States the name of the employer's current compensation insurance carrier, or the fact that the employer is self- compensation carrier and insured. Obtained from the employer's workers' compensation insurance carrier. coverage Labor Code section 3550	Notice of workers' States the compensation carrier and insured. C coverage Labor Coc
	Title 8, California Code of Regulations, Division of Workers' Compensation section 9810	Title 8, Ca
All employers	Advises employees of workers' compensation benefits. Claims administrators and employers need to revise the notice they are currently using and send it to the <u>DWC administrative director</u> 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.	Notice to employees Advises en injuries caused by work notice the download workers' c

Employment are Prohibited by

reference number 162, available in English and Spanish.

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All employers with 50 or more employees and all	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> .	Family and Medical Leave Act (federal FMLA)
	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	Notice: Employee Polygraph Protection Act
_	The latest information can be obtained from the <u>U.S. Department of Labor</u> , reference number WH 1088. (415) 744-5590	<u>Minimum wage</u> (federal Fair Labor Standards Act)
W him he	Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity Commission. 1 (800) 669-3362	Equal employment opportunity is the law
	Elections Code section 14001 et seq.	
	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> .	Notice to employees: time off to vote
	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.	Notice to employees: unemployment insurance benefits
All employers	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</u> <u>Department</u> , reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.	Notice to employees
	Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)	
All employers with 50 or more employees and all public agencies	The latest information can be obtained from the <u>Department of Fair Employment and Housing (DFEH)</u> , reference notice B. 1 (800) 884-1684	Family care and medical leave (CFRA leave) and pregnancy disability leave
	Title 2, California Code of Regulations section 7291.16(d)	
Employers of five to 49 employees	The latest information can be obtained from the <u>Department of Fair Employment and Housing (DFEH)</u> , reference notice A. 1 (800) 884-1684	Pregnancy disability leave
	Fair Employment and Housing Act, Government Code section 12900 et seq.	
	1 (800) 884-1684	Law

- ► 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 $(F_{0}R_{m})$

• Without fear reprisal

3-2 a.

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

3-2 a.

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

3-2 a.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

(DISTRICT LOGO HERE)

SCHOOL DISTRICT District Address California (XXX) XXX-XXXX (XXX) XXX-XXXX (XXX) XXX-XXX Fax www.____.org

INJURY & ILLNESS PREVENTION PROGRAM

The School District, through it's 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: Assistant Coordinator: Assistant Coordinator: Superintendent

Assistant Superintendent , 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 mangers 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.

- 5. Posted or distributed safety information.
- 6. Newsletters and memorandums.
- 7. A system for workers to anonymously inform management about workplace hazards.

Ongoing communication is important in relaying information about the hazards of the workplace. The District's Safety Committee meets at least quarterly and departments and/or sites are encouraged to discuss safety at regular staff meetings. These meetings shall be the primary means by which safety and health information is relayed to employees. The information shall be presented in a language or manner understandable to each employee. All meetings shall be documented. Documentation shall include, but not be limited to, signed attendance rosters, agenda for items discussed, and minutes of the meetings.

Any relevant safety information shall be posted as needed in all employee break rooms. This may include general safety information or specific information related to an area or operation in particular. Other written materials shall be given to employees as needed, in a language understandable to them.

Communication is encouraged and safety suggestions or information about hazards at the worksite may be submitted to any supervisor or administrator without fear of reprisal. The District has also made available a Safety Concern/Suggestion Form (see Appendix A), which employees may use to submit safety suggestions or information about hazards. Employees can anonymously file a report by writing, calling, faxing, or emailing the IIPP coordinator at:

SCHOOL DISTRICT
 , Superintendent
Avenue
, California
(XXX) XXX-XXXX (XXX) XXX-XXXX Fax
(xxx) xxx-xxxx Fax
wwworg

All suggestions or hazard information shall be reviewed by the Program Coordinator and/or Assistant Coordinator and discussed at the next District Safety Committee meeting.

Ongoing supervision will be conducted by all supervisors to ensure all employees comply with safe and healthy work practices. All workers, including managers and supervisors, are responsible for complying with the IIPP and safe and healthful work practices. Disregarding safety rules or the IIPP may result in disciplinary action, up to and including dismissal. Generally, the disciplinary action taken shall follow the progressive evaluation system established within the District.

The District has a system for recognizing employees who follow safe and healthful work practices. All supervisors and employees are encouraged to notify their supervisor, a member of the District Safety Committee, or one of the IIPP Coordinators if they observe another employee following district procedures and safe and healthful practices. The employee will be recognized at a District Safety Committee meeting.

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 , California (XXX) XXX-XXXX (xxx) xxx-xxxx Fax www.____.org

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 wwworg
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.

TRAINING CLASS SIGN-IN ROSTER

	NAME-PRINTED	SIGNATURE	DEPARTMENT/SITE
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

Cal/OSHA Workplace Injury and Illness Prevention Program, with checklists for self-inspecti... Page 1 of 21

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

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.

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

http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html

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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

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.

- FOR THE COMPLETE GUIDE http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html

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Hazardous Condition Report

This Section to be Completed by Employee:

	rected conditions which could endanger employees or students of this rict Safety Committee or District Safety Coordinator. You may report
Do not use this form in lieu of a work order immediately to your supervisor and/or maintenance	to maintenance. Emergency conditions should always be reported ce.
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? Y	esNoUnknown
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? (Roc of building, etc.)	om number, room name, restroom, east, west, playground, part
Why is this occurring?	
· · · ·	

What is a Near Miss, Near Hit or Close Call

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 or property damage if appropriate corrective action is not taken. 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 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

employees or students interest of member school districts to find and eliminate their cause to minimize the actual potential for property damage or injuries to 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

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

- over the workplace, so all employees-not just supervisors-- must help identify them. Once a near miss occurs, report it immediately to the nearest foreman or supervisor. The potential for such incidents exists all
- 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

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

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
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- > Hazard Communications
- > Emergency Action Plan
- > Fire Prevention Plan
- > Ergonomics Repetitive Motion Injury
- Business Plan
- Bloodborne Pathogens Exposure Control Plan
- > Chemical Hygiene Plan (Laboratories)
- > Integrated Pest Management (Healthy Schools Act)
- > Transportation Safety Plan
- > Drug and Alcohol Testing Policy (DOT)
- > Safe Schools Plan

Where Applicable

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- > Respiratory Protection
- > Hearing Conservation
- > Lock Out/Tag Out
- > Fall Protection Plan
- > Confined Space Entry
- > ADA Transition Plan
- > Workplace Violence
- > Spill Response First Responder Awareness
- > Hazardous Waste Generator

General

Sa	fety Practices
\triangleright	Welding Operations
	Machine Guarding and Operations
\triangleright	Aerial Work Platforms & Boom Lifts

- > Powered Industrial Trucks (Forklift)
- > Personal Protective Equipment
- > Ladders

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

- CCR, Title 8, 3203 CCR, Title 8, 5194 CCR, Title 8, 3220 CCR, Title 8, 3221 CCR, Title 8, 5110 CCR, Title 19, 2732 CCR, Title 8, 5193 CCR, Title 8, 5191 Ed. Code 17608-17613 Various 49 CFR Part 382 Ed. Code 35294.1
- CCR, Title 8, 5144 CCR, Title 8, 5099 CCR, Title 8, 5144 CCR, Title 8, 1671.1 CCR, Title 8, 5156-5158 28 CFR 35.150 CA Labor Code 6400 CCR, Title 8, 5192(q) 40 CFR 260.10
- CCR, Title 8, 4794-4848 4850-4853 CCR, Title 8, 4184 CCR, Title 8, 3638
- CCR, Title 8, 3668 CCR, Title 8, 3880
- CCR, Title 8, 1675-1678

SAFETY COMMITTEES

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PURPOSE OF SAFETY COMMITTEES

The purpose of a safety committee is to bring workers and management together in a nonadversarial, 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.

- 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 it 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 onetime 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
- 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.

SELECTING SAFETY COMMITTEE MEMBERS

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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 coworkers 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. 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

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

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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 difficult 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 themselvers 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.

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

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

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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)

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Safety Promotional Incentive Programs

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

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

- the participants. The behavior required to achieve a safety reward should be specified and perceived as achievable by
- All participants that meet the behavior criteria should be rewarded.
- reward Ensure that many participants receive small rewards, rather than one participant receiving a large
- blankets or jackets with a safety message are preferable to rewards that will be hidden, used or spent. The reward should be displayed and represent safety achievement. Coffee mugs, hats, sweaters,
- 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.
- all participants Progress toward achieving a safety reward should be systematically monitored and publicly posted for

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

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

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Reference Code
& Chemical Safety
Cal/OSHA - Title 8 Regulations, 3203 & 5192, Ed Code 49340
Cal/OSHA - Title 8 Regulations, 3203 & 5194, AB2260
Federal Clean Water Act depending on location
Title 22, 66273.1
Specific training is required, but this module is general awareness only.
Specific training is required, but this module is general awareness only.
Cal/OSHA - Title 8 Regulations, 3203 & 5194
Reference Code
ency Preparedness
Ed Code 35295 & 35297, Title 19, Cal/OSHA - Title 8 Regulations, 3203 & 3220
Cal/OSHA - Title 8 Regulations, 3203 & 8421
Cal/OSHA - Title 8 Regulations, 3203 & 3395
Reference Code
es & Human Resources
· ·
Ed Code, Title VII, Title IX
Penal Code 11166
Reference Code
ty & Student Safety
CIF Rules
Reference Code
n & Safety at Home

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.

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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	Online Training Courses for Water/Waske Water Districts, Municipalities, and Related Risk Pools*
General Employee Safety	General Employee Safety/CalOSHA Compliance
New Employee Safety Orientation	Bloodborne Pathogens
Ladder Safety	Cal/OSHA Record eeping: Work-related Injuries and Illnesses
Ergonomics in the Workplace	Confined Space
Fire Extinguisher	Custodial Safety
Office Safety	Defensive Driving
Lockout/Blockout	Electrical Safety
Violence in the Workplace	**Fall Protection
Electrical Safety	Grounds Safety
Bloodborne Pathogens	Hazard Communication
Kitchen and Food Safety	Heat Illness Prevention
Warehouse Safety	Hearing Conservation
Crossing Guard Safety	Hot Work
Custodial Safety	Housekeeping
Vehicle Safety	Indoor Air Quality
Grounds Safety	Injury and Illness Prevention Program
Classroom Safety	Ladder Safety
Science Safety	Lockout/Tagout
Wood Technology Safety	New Employee Safety Orientation
Welding Safety	Office Safety
Art Hazard Safety	Personal Protective Equipment
Supervising for Safety	Respiratory Protection
Stress Management	Sexual Harassment Prevention
Power Tools and Hand Tool Safety	Slips, Trips, Falls
Personal Protective Equipment	Warehouse Safety
Housekeeping	**CSRMA Minimum Loss Control Standards
Safety for Student Workers	Chemical Safety

http://www.sipeonlinetraining.com/CourseCatalog.cfm

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	L 10/17/2009	3		Cranes & Hoists	Title 8	Prior to Use	Discretionary	Supplier, Competent Person

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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</u> <u>Person</u> , Law Enforcement
Custodians	Custodial Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u>
All Employees	Disaster Management	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Several Times Per Year	Discretionary	<u>OSS, OES</u> , Local Ops. Area, Competent Person
M&O	Electrical Safety	Title 8 2299-2974	Initial Hire	Discretionary	<u>Online, FCSIG, Competent</u> Person
All Employees	Employment Practices	CA Civil Code 51.7	Initial Hire, Follow District Policy	Discretionary	OSS, District Policies, Bargaining Unit Handbooks
All Employees	Ergonomics	Title 8-5110	As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
M&O or employees working on an unguarded surface more than 71/2' off the ground	Fall Protection	Title 8-3299, 3416	Initial Hire	Discretionary	<u>FCSIG, Competent Person,</u> Supplier
Potentially All Certificated Employees	Field Trips – Adult Supervision	Risk Management Practices, Ed Code 32040, 35330	Initial Hire / Prior to Trip	Discretionary	Online, OSS, Competent Person
All Employees	Fire & Life Safety	Title 8-3220 & 3221 Title 19-State Fire Code	Initial Hire	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u> , Local FD
All employees or designated users	Fire Extinguishers	Title 8-6151	Initial Hire & Annually for Designated Users	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u> . Local FD
Coaches, Nurses, Health Clerks,	First Aid	Title 8-3400, HSC 1596.798, Ed Code 32403	Every 2 years	2-40 hours	ARC, FCSIG, OSS
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&T</u>
M&O, Grounds, Warehouse	Forklifts	Title 8-3664	Prior to Use & Every 3 Years	Discretionary	<u>FCSIG, Competent Person,</u> Supplier
Grounds	Grounds Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent</u> Person
M&O, Custodial, Industrial Tech, Technology	Hand Tools	Title 8-3310, 3426, 3556	Prior to Use	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u> , Supplier
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</u> Person
M&O, Custodial, Science, Photography, Health Clerks, Nurses	Hazardous Waste Management	Ed. Code 49340, Title 8- 5164,5194	Initial Hire	Discretionary	FCSIG, OSS, Competent Person
M&O or employee exposed to excessive noise over the TWA	Hearing Conservation	Title 8-5097	Initial Hire & Annually if Program in Place	Discretionary	FCSIG, Competent Person
M&O or employees exposed to heat sources	Heat Illness Prevention	Title 8-3395	Prior to Working in Heat	Discretionary	Online, ECSIG, Competent Person

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Training Matrix for School District Employees	
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Online Safety Training www.riskcontrolonline.com

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r users of any type of respiratory Respiratory Protection Title 8-5144 Prior to Use / Annually Discretionary FCSIG. Competent Person sction other than dusks masks		M&O, Custodial, Industrial Tech, Technology	Portable Power Tools	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	Online, FCSIG, Competent Person, Supplier
		M&O or users of any type of respiratory protection other than dusks masks	Respiratory Protection	Title 8-5144	Prior to Use / Annually	Discretionary	FCSIG, Competent Person
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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, Online</u> , Competent Person
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</u> <u>Person</u>
All Employees	Slips, Trips and Fall Prevention	Risk Management Practices, Title 8-3203	As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
M&O, Transportation, Facilities	Storm Water Pollution Prevention	State Water Resources Control Board	As Needed	Discretionary	Online, OSS, Competent Person, RWOCB, District Stormwater Plans
All Employees	Stress Management	Risk Management Practices	As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
Student Workers	Student (Minors) Workplace Safety	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
All Supervisors	Supervising for Safety	Risk Management Practices, Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
All Employees	Terrorism Awareness	Risk Management Practices	As Needed	Discretionary	Online, FCSIG, OSS
Mechanics	Tire Changing	Title 8-3325,3326, 3327	Prior to Use	Discretionary	FCSIG, Competent Person
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, CHP, <u>Competent</u> <u>Person</u>
Transportation, M&O	Transportation Drug Testing	CFR Title 49, CVC 12517	Initial Hire / As Needed	Discretionary	OSS, Board Policy
Grounds	Tree Maintenance	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
M&O	Trenching & Shoring	CSO Title 8 1504 thru 1541	Prior to Digging / As Needed	Discretionary	Competent Person
All Employees	Uniform Complaint Procedures	District Policies	Initial Hire, Follow District Policy	Discretionary	Board Policies
Custodiał, M&O	Universal Waste Management	Title 22	Initial Hire / As Needed	Discretionary	<u>Online, CIWMB, OSS,</u> Competent Person
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, FCSIG, Competent</u> <u>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, FCSIG, Competent</u> <u>Person</u> , District Policy
Warehouse	Warehouse Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online, FCSIG, Competent Person

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Online Safety Training <u>www.riskcontrolonline.com</u>

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

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EMPLOYER'S OTHER LOSS CONTROL PROGRAMS. THE OSS/FCSIG PRODUCTS DO NOT NECESSARILY ADDRESS EACH AND EVERY POSSIBLE LOSS POTENTIAL, CODE OR OTHER STATUTORY VIOLATION, OR EXCEPTION TO GOOD PRACTICES AND PROCEDURES. FURTHER, THE ABSENCE OF COMMENT OR RECOMMENDATION ON ANY GIVEN AREA DOES NOT MEAN THE AREA IS IN COMPLIANCE WITH ALL APPLICABLE CODES AND STATUTES, IS IN CONFORMATION WITH GOOD PRACTICES AND PROCEDURES, OR IS WITHOUT LOSS POTENTIAL. THE OSS/FCSIG PRODUCTS ARE INTENDED TO PROVIDE GENERAL SAFETY GUIDELINES. ONLY THE FUNDAMENTALS OF SAFETY ARE DISCUSSED AND UNDER NO CIRCUMSTANCES SHOULD THE OSS/FCSIG PRODUCTS BE USED AS AN EXCLUSIVE SOURCE OF INFORMATION ON THE TOPIC. NON-EXCLUSIVE SOURCE REGARDING LOSS CONTROL. THE OSS/FCSIG PRODUCTS ARE NOT TO BE CONSIDERED AND NOT INTENDED BY OSS/FCSIG TO BE A SUBSTITUTE FOR ALL OR PART OF YOUR OR YOUR

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

II-IIISUTED SCIPOIS (USS) & FIESTIO COULITY SEIT-IIISUTED A Online Safety Training www.riskcontrolonline.com

Resources	Online, OSS, Competent Person, WeTip	<u>Online, FCSIG, Competent</u> <u>Person</u> , Law Enforcement	<u>Online, FCSIG, Competent</u> <u>Person</u>	<u>OSS, OES</u> , Local Ops. Area, <u>Competent Person</u>	<u>Online, FCSIG, Competent</u> Person	<u>OSS</u> , District Policies, Bargaining Unit Handbooks	<u>Online, FCSIG, Competent</u> <u>Person</u>	FCSIG, Competent Person, Supplier	Online, OSS, Competent Person	<u>Online, FCSIG, Competent</u> Person, Local FD	Online, FCSIG, Competent Person. Local FD	ARC, FCSIG, OSS	<u>OSS, FS&T</u>	<u>FCSIG, Competent Person,</u> Supplier	<u>Online, FCSIG, Competent</u> Person	<u>Online, FCSIG, Competent</u> <u>Person</u> , Supplier	<u>Online, FCSIG, Competent</u> <u>Person</u>	FCSIG, OSS, Competent Person	FCSIG, Competent Person	Online, FCSIG, Competent Person
Length	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	2-40 hours	Pass Exam	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary
Training Frequency	Initial Hire / As Needed	Initial Hire	Initial Hire	Several Times Per Year	Initial Hire	Initial Hire, Follow District Policy	As Needed	Initial Hire	Initial Hire / Prior to Trip	Initial Hire	Initial Hire & Annually for Designated Users	Every 2 years	Every 5 Years	Prior to Use & Every 3 Years	Initial Hire	Prior to Use	Initial Hire & Annually	Initial Hire	Initial Hire & Annually if Program in Place	Prior to Working in Heat
Legal Reference	Risk Management Practices	Risk Management Practices, Title 8-3203	Risk Management Practices, Title 8-3203	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Title 8 2299-2974	CA Civil Code 51.7	Title 8-5110	Title 8-3299, 3416	Risk Management Practices, Ed Code 32040, 35330	Title 8-3220 & 3221 Title 19-State Fire Code	Title 8-6151	Title 8-3400, HSC 1596.798, Ed Code 32403	AB 1978, SB 144, HSC 113947.1 - 113947.6	Title 8-3664	Risk Management Practices, Title 8-3203	Title 8-3310, 3426, 3556	Title 8-5194	Ed. Code 49340, Title 8- 5164,5194	Title 8-5097	Title 8-3395
Applies to (Job Types)	All Employees	Adult Crossing Guards	Custodians	All Employees	08M	All Employees	All Employees	M&O or employees working on an unguarded surface more than 7½' off the ground	Potentially All Certificated Employees	All Employees	All employees or designated users	Coaches, Nurses, Health Clerks,	Kitchen manager or equivalent at each kitchen	M&O, Grounds, Warehouse	Grounds	M&O, Custodial, Industrial Tech, Technology	Potentially all employees, employees using or exposes to chemicals in the workplace	M&O, Custodial, Science, Photography, Health Clerks, Nurses	M&O or employee exposed to excessive noise over the TWA	M&O or employees exposed to heat sources
Subject (A-Z)	Crime Prevention Hotline (WeTip)	Crossing Guard Training	Custodial Safety	Disaster Management	Electrical Safety	Employment Practices	Ergonomics	Fall Protection	Field Trips – Adult Supervision	Fire & Life Safety	Fire Extinguishers	First Aid	Food Safety Manager Certification	Forklifts	Grounds Safety	Hand Tools	Hazard Communication/ Right to Know	Hazardous Waste Management	Hearing Conservation	Heat Illness Prevention

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Training Matrix for School District Employees Organization of Self-Insured Schools (OSS) & Fresno County Self-Insured Group (FCSIG)	
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Online Safety Training <u>www.riskcontrolonline.com</u>

Monselerging Devotevork The 8-accis, solid so	L	Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
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oor Arr CualityAll EmployeesTrue 6-512Initial HireDiscretionarytichen SafetyFood Service, Home Economics, AgRek Managment PracticesInitial HireDiscretionaryLaddersAll employees using fixed industrial or pottableRek Managment PracticesInitial HireDiscretionaryLaddersAll employees using fixed industrial or pottableTrue 6-1522.1,5216Phot to Use / As NeededDiscretionaryLuftingPerformaly All EmployeesTrue 6-1522.1,5216AnnualtyDiscretionaryLuftingPerformaly All EmployeesTrue 6-3203,5110Initial Hire / As NeededDiscretionaryLuftingM&O. Custodial, Industrial TechTrue 6-3203,5110Initial Hire / As NeededDiscretionaryLuftingM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMacto ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMate ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMate ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMate ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMate ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionaryMate ManagementM&O. Custodial, Industrial TechTrue 6-3203,541Initial Hire / As NeededDiscretionar	I	Injury & Illness Prevention Program (IIPP)	All Employees	Title 8-3203	Initial Hire	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u> , Supervisor
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LaddersAll employees using fixed industrial or portableTrue 6 : 157.3276Prior to Use / As NeededDecretionary& Lead StandardTrue 6 : 157.3276Prior to Use / Annually2 hour& Lead StandardTrue 6 : 152.1.6.16Annually2 hourUthing<	L	Kitchen Safety	Food Service, Home Economics, Ag	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	FCSIG, Competent Person
& Lead StandardM&OTitle 0-1622.1,2:16Annuallyannuallya chonoresLiftingPotentially All EmployeesTitle 0-1622.1,5:10Initial Hire / St NeededDiscretionaryLiftingM&O,Custodial, Industrial TechTitle 0-3203.5110Initial Hire / AS NeededDiscretionaryneckour/TagoutM&O,Custodial, Industrial TechTitle 0-3203.6541Initial Hire / AS NeededDiscretionaryne SafeguardingM&O,Custodial, Industrial TechTitle 0-3203.6541Initial Hire / AS NeededDiscretionaryHanding & StorageM&O,Custodial, Industrial TechTitle 0-3203.6541Initial Hire / AS NeededDiscretionaryHanding & StorageM&O,Custodial, Industrial TechTitle 0-3203.6541Initial Hire / AS NeededDiscretionaryWaste ManagementCustodial, Nurses, Health ClerksTitle 0-3203.6541Initial Hire / AS NeededDiscretionaryWaste ManagementCustodial, Nurses, Health ClerksTitle 0-3203.6541MmuallyDiscretionaryWaste ManagementM&O,Custodial, Nurses, Health ClerksTitle 0-3203.6541DiscretionaryWaste ManagementM&O,Custodial, Nurses, Health ClerksTitle 0-3203.6541DiscretionaryMaste ManagementM&O,Custodial, Nurses, Health ClerksTitle 0-3203.6541DiscretionaryMaste ManagementM&O,Custodial, Notice PersonuelTitle 0-3203.5504Dinital HireDiscretionaryMolecustoryM&O,Custodial, Notice PersonuelTitle 0-3203.5504AnnuallyDiscretionaryMile SafetyCenterizedVarie 0-32	I	Ladders	All employees using fixed industrial or portable ladders	Title 8-1675,3276	Prior to Use / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u>
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eumatic ToolsM&O, Grounds, Mechanics, Industrial TechRisk Management Practices, 3300, 3559Prior to UseDiscretionarytble Power ToolsM&O, Custodial, Industrial Tech, TechnologyTitle 8-3310, 3425, 3556Prior to UseDiscretionaryiratory ProtectionM&O or users of any type of respiratoryTitle 8-5144Prior to Use / AnnuallyDiscretionary		Playground Safety	Site Administrators, Playground Supervisors	H & S Code 115725 et. seq., CPSC	As Needed	Discretionary	Online, OSS, Competent Person, CPRS
tble Power Tools M&O, Custodial, Industrial Tech, Technology Title 8-3310, 3425, 3556 Prior to Use Discretionary iratory Protection M&O or users of any type of respiratory Title 8-5144 Prior to Use / Annually Discretionary		Pneumatic Tools		Risk Management Practices, Title 8-3203, 3300, 3559	Prior to Use	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u> , Supplier
iratory Protection M&O or users of any type of respiratory Title 8-5144 Prior to Use / Annually Discretionary Discretionary		Portable Power Tools	M&O, Custodial, Industrial Tech, Technology	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	Online, FCSIG, Competent Person, Supplier
	3	Respiratory Protection	M&O or users of any type of respiratory protection other than dusks masks	Title 8-5144	Prior to Use / Annually	Discretionary	FCSIG, Competent Person

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, 35293	Initial Hire, Follow District Policy	Discretionary	Board Policy, Annual Notification, <u>OSS, Online</u> , Competent Person
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</u> <u>Person</u>
Slips, Trips and Fall Prevention	All Employees	Risk Management Practices, Title 8-3203	As Needed	Discretionary	<u>Online, FCSIG, Competent</u> <u>Person</u>
Storm Water Pollution Prevention	M&O, Transportation, Facilities	State Water Resources Control Board	As Needed	Discretionary	Online, OSS, Competent Person, RWQCB, District Stormwater Plans
Stress Management	All Employees	Risk Management Practices	As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
Student (Minors) Workplace Safety	Student Workers	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
Supervising for Safety	All Supervisors	Risk Management Practices, Title 8-3203	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
Terrorism Awareness	All Employees	Risk Management Practices	As Needed	Discretionary	Online, FCSIG, OSS
Tire Changing	Mechanics	Title 8-3325,3326, 3327	Prior to Use	Discretionary	FCSIG, Competent Person
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, CHP, <u>Competent</u> <u>Person</u>
Transportation Drug Testing	Transportation, M&O	CFR Title 49, CVC 12517	Initial Hire / As Needed	Discretionary	OSS, Board Policy
Tree Maintenance	Grounds	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	<u>Online, FCSIG, Competent</u> Person
Trenching & Shoring	M&O	CSO Title 8 1504 thru 1541	Prior to Digging / As Needed	Discretionary	Competent Person
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	Online, CIWMB, OSS, Competent Person
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, FCSIG, Competent</u> <u>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	Online, FCSIG, Competent Person, District Policy
Warehouse Safety	Warehouse	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online, ECSIG, Competent Person

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Group (FCSIG) **Training Matrix for School District Employees** Copoolo (OCC) & Ero Organization of Self-In

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

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