



INJURY AND ILLNESS PREVENTION PROGRAM

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**Safe Schools
Nutrition Services
Human Resources
Science Curriculum & Instruction
Facilities Maintenance & Operations
Student Support and Health Services
Schools Insurance Authority, Joint Powers Authority**

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Introduction

SB 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. SB 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of SB 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

Board Policy BP 4357 4157,4257

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

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

The Superintendent or designee shall establish a written Injury and Illness Prevention Program in accordance with law. The program shall include training in safe and healthful work practices for all employees. (Labor Code 6401.7)

B. Objectives of the Injury and Illness Prevention Program.

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site or posted online along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the Districts' written Injury and Illness Prevention Program shall be posted online under the Risk Management Department.

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. A copy of this IIPP is available at each workplace. There is a Program Administrator for the District, and each workplace has a designated IIPP Site Coordinator.

- **Program Administrator**

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

NAME: Keyshun Marshall

TITLE: Director II Risk Management

PHONE NUMBER: 916-643-9421

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

IIPP Program Administrator is the Risk Manager (or Designee), who has the authority and responsibility for implementing the provisions of this program for the District. Responsibilities of the Program Administrator include, but are not limited to the following:

- Maintain the District IIPP
- Chair the District Employee Safety / IIPP Committee
- Provide direction and assistance to IIPP Site Coordinators at each workplace
- Maintain a safety program which incorporates the current practices and policies adopted by the safety profession, Federal Occupational Safety and Health Administration (Fed/OSHA), and the California Occupational Safety and Health Administration (Cal/OSHA).
- Consult directly with management personnel and employees on loss prevention matters, and provide guidance necessary to assure effective administration of the IIPP.
- Ensure site administrators and program managers are trained in workplace safety and are familiar with safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- Ensure all elements of the IIPP are implemented throughout the District.
- Stop jobs (i.e. work processes) when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent or designee.

- **Site IIPP Coordinator:** Site Administrator or designee

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

The IIPP Coordinator is responsible for implementation of the IIPP relative to the operations of his/her workplace. The designated coordinator for a specified workplace along with a brief description of the workplace's operations is included in this section as Responsibility at the Workplace.

General responsibilities of the IIPP Coordinator include, but are not limited to the following:

- Chair Workplace IIPP Committee- if applicable.
- Serve as liaison between employees, the Committee, supervisors and management, and the District's IIPP Committee representative.
- Maintain the workplace's compliance with the Master IIPP requirements by ensuring, but not limited to, the following:
 - Recordkeeping (i.e. staff meeting agendas and minutes when safety is discussed; attendance sheets from safety trainings; safety handouts shared with staff)
 - Maintain the Injury & Illness Prevention Program Binders which may be either physical or web based and ensure they are accessible to all site staff.
 - Provide safety information to site or department staff, as provided to the IIPP Coordinator in Risk Management.

- **Superintendents, Administrative Assistants**

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment,

facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.

- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

- **Principals, Department Heads, Supervisors**

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Risk Management Department at 643-9421.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the

preventable injuries, collisions, and liabilities incurred by his/her employees.

- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

- **Employees**

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program,

workshops, training, and safety meetings as appropriate.

- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

- **Parents**

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections. (See Appendix D)

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
SCHOOL SITES (Use SIA Monthly Property Checklist)	Monthly Report	Principal/SPOM/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/SPOM/Custodian Principal/SPOM/Custodian
SPECIAL HAZARD AREAS Science Labs School Shops Maintenance Shop Transportation Shop Home Economics	Check Daily Monthly Report	Science Teacher Shop Teacher Shop Foreman Shop Foreman Teacher
<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
Gymnasium Athletic Field Cafeteria Print Shop		Athletics Director Athletics Director Food Service Manager Print Shop Supervisor
Swimming pool	Check daily during period of use. Monthly written report.	Coach/SPOM/Custodian
Auditorium	Check immediately prior to use. Monthly written report.	SPOM/Custodian

Bleachers	Check immediately SPOM/Custodian prior to use. Monthly written report.
Automotive Equipment	Check daily by Vehicle Operator Yearly report by California Highway Patrol for School Bus

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. **Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. **Documentation of Inspections**

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be maintained at the site and a copy submitted with the appropriate work orders.

B. Employee Hazard Reporting Procedure. (Appendix E)

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to Maintenance with a work order or Risk Management.

C. Job Safety Analysis (JSA – Appendix F)

Each supervisor shall maintain and periodically update a Job Safety Analysis (JSA) or safe work practices for the job classifications within his/her jurisdiction. The Job Safety Analysis or code of safe work will be used to train new employees and provide on-going training for existing employees.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to Maintenance and Operations with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to Maintenance and Operations where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and

5. Whenever the District, Department Manager, Human Resources or Risk Management believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training may include:

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Bloodborne Pathogen
9. Defensive Driving
10. Accident Investigation for Supervisors
11. Forklift Operators Safety Training
12. Other programs as necessary

D. Documentation of Training

ISO Forms will be used for training or special forms designated for the specific training such as Custodial training.

Documentation of training shall be maintained in writing. A copy of each training shall be maintained in the Injury and Illness Prevention Program binder at the site. Large District group trainings will be maintained in Human Resources.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by sites as needed. District will provide annual training for specific jobs. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Risk Management Department using the Employee Hazard Report Form. The Risk Management Department shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the *Wellness & Safety* newsletters to all employees in a timely manner. Recent issues will be posted online on the Risk Management webpage.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

School and Department Safety Committees shall:

- A. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Title 8, California Code of Regulations.

- B. Conduct safety inspections utilizing school or department employees, as required.
- C. Assist in the accomplishment of inspections in coordination with the District Safety Committee or Program Administrator in response to an accident or unsafe condition complaint.
- D. Submit to the Program Administrator all reports relative to accidents or safety problems.
- E. Post and distribute safety materials and information provided by the Program Administrator.
- F. Provide safety in-service training and orientation to employees and pupils.

The School and/or Departmental Safety Committee should meet as needed to develop safety programs and consider school/departmental safety needs. They may be part of regular staff meetings.

V. ACCIDENT INVESTIGATION (Appendix J)

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Accident Investigation Report Form. (Appendix H)

C. Responsibility for Accident Investigation

The Principal/Department Head/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.

3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. DISTRICT SAFETY RULES

The Governing Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement. No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

VII. EMERGENCIES

A. Emergency Action Plan

Please refer to District Emergency Response Plan

B. Earthquake Procedures

Please refer to District Emergency Response Plan

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its coverage provider School Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

To help improve employee safety awareness, the Site Administrator may implement incentives, including: contests, recognitions and awards, and posters and publicity.

B. Disciplinary System

The Site Administrator will discipline staff members found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies will result in appropriate administrative action, including a notice of unsatisfactory service, suspension, termination and/or the satisfactory completion of an employee safety awareness program. The Site Administrator may call the Human Resources Department to ensure they follow contract language and District Board Policy.

IX. COMMUNICABLE DISEASE PROTOCOL

Our goal is to quickly identify and mitigate any communicable diseases early, to prevent the spread within our community.

Staff must follow the protocol below:

1. Notify Health Services team immediately of any suspected or reported communicable disease. School sites will contact Health Services (in the order listed below) regarding all reportable diseases, large number absences relating to illness, or communicable disease concerns.
 - a. RN Health Services Coordinator (916) 826-4863
 - b. Lead School Nurse, (916) 320-1538
 - c. Director III, Student Support & Health Services (916) 752.3643
 - d. Health Services Technician (916) 643-7963
2. Collect and track illness-related absence information at the time of student or staff reporting.
3. Designated Health Services staff will report all reportable diseases to SCPH as well as any unusually high number of illness-related student and staff absences (not including other types of school absences (e.g., dentist appointment, family vacations)
 - More than 10% of an entire school population or
 - More than 25% of a single classroom or grade
4. Require students and staff to remain home for the waiting period after symptoms resolve.
5. Support any guidance provided by Student Support & Health Services and Sacramento County Public Health.
6. Communicable disease concerns are confidential and all staff are expected to protect this health information and mitigate any public concern or fear.

X. BLOOD BORNE PATHOGENS PROTOCOL

Notify Health Services 916-643-9412. Report any work related injuries to 916-643-9299 or exposure to Health Services. Only trained staff should be involved in cleanup using appropriate personal protective equipment. Report the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used. Fill out an accident report RSK F104A and provide information listed below by fax or email (RiskM@scusd.edu) to Risk Management 916-399-2071 and Health Services 916-399-2028

- Time and date of incident
- Description of incident
- The presence of blood or other potentially infectious materials
- Determination of whether an exposure incident occurred
- Documentation of the route of exposure and the circumstances under which the exposure incident occurred.

For further information and/or where to obtain [Blood Borne Pathogens](#) training go to district's intranet webpage. A copy of the exposure control plan is available for review at every school site and program office.

XI. SCIENCE SAFETY PROTOCOL

Specific safety instruction and testing are highly recommended as an integral part of every science classroom procedure. This handbook includes suggested safety procedures and a student safety test that may be adapted for use in the teaching of various scientific disciplines (see Chapter 3 and Appendices B, C, D, E, F, G, and J). The checklist in Appendix F will be helpful in assessing the safety features of classrooms/laboratories, preparation areas, storerooms. The "Science Laboratory Safety Checklist" in Appendix C is designed to assist department chairpersons and administrative staff in evaluating the effectiveness of facilities and established procedures regarding accident prevention.

For further information and/or where to obtain [Science Safety Handbook](#) go to the district's Risk Management webpage.

APPENDIX A

SB 198 requires every employer to develop and implement a written injury and illness prevention plan (IIPP). It applied to all businesses, regardless if they had only one employee or operated in a low-hazard industry. If an employer did not have an IIPP, Cal/OSHA could assess a \$7,000 fine.

In implementing SB 198, however, it became clear that the law, although well-intentioned, was overly broad and burdensome. Many employers, especially small employers, lacked the expertise to develop an effective program. These businesses were forced to spend thousands of dollars on professional consultants to develop a plan. In addition to the costs, employers in low-hazard industries saw little justification in these costs because their businesses pose little hazard to employees. Certainly, for instance, an auto plant or a sawmill poses more risk to employees than a real estate or insurance office. Businesses with only seasonal or intermittent employees also were required to develop an IIPP. The Council on California Competitiveness, appointed by Governor Pete Wilson to identify ways to reduce regulation without reducing desired purposes, found great potential for improvement in SB 198. The Council found that SB 198 "is imposing unnecessary and unproductive costs on many businesses for which application of the program makes little sense. Literally millions of dollars in needless hard costs and lost productivity will result from the current application of this program to businesses whose work environments pose virtually no risk to the safety of their employees." The Governor followed this recommendation and signed three bills last year reforming SB 198 requirements while maintaining effective injury and illness prevention. Businesses in low-hazard industries and employers with seasonal or intermittent employees may use a model IIPP designed by Cal/OSHA. This reform will eliminate the need for employers to incur hard dollar costs developing individual programs. Cal/OSHA has moved quickly to implement these reforms. The Division of Occupational Safety and Health recently published model programs for employers with intermittent workers and for non-high hazard employers. These model plans currently are available. Two other notable changes also were enacted. For new businesses or businesses that have just moved to California, a one-year moratorium now applies on assessment of civil penalties for not having an IIPP. Many potential employers have been deterred by Cal/OSHA's reputation for tough safety enforcement. This moratorium will provide a window that will alleviate that concern and give employers time to learn safety requirements before the threat of fines. Cal/OSHA's ability to mitigate penalties related to IIPPs also has been restored if the employer acted in good faith. A final reform concerns recordkeeping requirements. Businesses with 20 or fewer employees and not on the list of high hazard industries will be relieved of many of SB 198's burdensome recordkeeping mandates. Those employers will be required only to keep only limited written records: the name of the person or persons responsible for implementing the IIPP, records of periodic inspections, and records of employee training.

APPENDIX B

Title 8, Section 3203. Injury and Illness Prevention Program. §3203. Injury and Illness Prevention Program. General Industry Safety Orders

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

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

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

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

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

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

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term "access" means the right and opportunity to examine and receive a copy.

2. The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term “written authorization” means a request provided to the employer containing the following information:

- a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
- b. The date of the request;
- c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
- d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

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

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

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

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

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

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

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

§3203. Injury and Illness Prevention Program

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through ExceptionNo. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).
11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).

Sacramento City USD

Administrative Regulation

Employee Safety

AR 4257 4157,4357

Personnel

The personal safety and health of each district employee is of primary importance. All employees shall comply with all occupational safety and health standards, rules, regulations and orders required by law and district regulations.

Injury and Illness Prevention Program

The district shall maintain and implement a written injury and illness prevention program which clearly defines the responsibilities of supervisors and employees and which identifies: (Code of Regulations, Title 8, Section 3203)

1. The person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices. This system may include:
 - a. Disciplinary actions.
 - b. Programs for training and retraining in safety rules and procedures.
 - c. Means for recognizing or rewarding employees who follow safe and healthful work practices.
3. A system for communicating with employees in a way readily understandable by all employees on occupational health and safety matters, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. This system may include:
 - a. Regular, scheduled meetings at which safety is freely and openly discussed.
 - b. Training programs.
 - c. Display of posters and bulletins.
 - d. Written communications such as newsletters and reproductions of the district's employee safety policy.
 - e. A reporting form, safety suggestion box or other system of anonymous notification by employees about hazards.

- f. Labor/management safety and health committees.
- 4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections to identify and evaluate hazards shall be made:
 - a. When the program is first established.
 - b. Whenever introducing into the workplace new substances, processes, procedures or equipment that represent a new occupational safety or health hazard.
- 5. Procedures for investigating occupational injury or illness, including near-miss incidents.
- 6. Procedures for the timely correction of unsafe or unhealthful conditions and work practices, based on the severity of the hazard when observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

- 7. A training program designed to instruct employees in general safe and healthful work practices and the hazards specific to each employee's job assignment. Training shall be provided:
 - a. When the program is first established.
 - b. To all new employees.
 - c. To all employees given new job assignments for which training has not previously been received.
 - d. Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
 - e. Whenever the district is made aware of a new or previously unrecognized hazard.
 - f. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Records of the steps taken to implement and maintain the Injury and Illness Prevention Program shall be kept in accordance with law.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health, or for participating in any

occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Eye Safety Devices

Eye safety devices shall be worn by teachers, other employees, students and visitors whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030)

Such occasions include, but are not limited to, the following:

1. Working with hot molten metal.
2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials.
3. Heat treating, tempering, or kiln firing of any metal or other materials.
4. Gas or electric arc welding.
5. Repair or servicing of any vehicles, machinery or equipment.
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means. (Education Code 32031)

(cf. 5142 - Safety)

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
approved: November 16, 1998 Sacramento, California
reviewed: June 11, 2002

Sacramento City USD

Board Policy

Employee Safety

BP 4257 4157,4357

Personnel

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

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

The Superintendent or designee shall establish a written Injury and Illness Prevention Program in accordance with law. The program shall include training in safe and healthful work practices for all employees. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4158/4258/4358 - Employee Security)

Legal Reference:

EDUCATION CODE

32000-32066 Safety: public and private institutions

32210-32224 Safety: public institutions

LABOR CODE

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6401.7 Injury prevention programs

CODE OF REGULATIONS, TITLE 8

3203 Injury and Illness Prevention Program

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

reviewed: May 6, 2002

Sacramento City USD

Board Policy

Employee Safety

BP 4357 4157,4257

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CODE OF REGULATIONS, TITLE 8

3203 Injury and Illness Prevention Program

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

adopted: November 16, 1998 Sacramento, California

reviewed: May 6, 2002

APPENDIX D

SIA - SCUSD MONTHLY PROPERTY CHECKLIST Loss Control Program

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: _____

Report No: _____ Date: _____

Month Day Year

Inspection made by _____
Custodian's Signature

Principal's Signature

		SATISFACTORY		
		YES	NO	N/A
1)	FIRE ALARMS			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	
	Date alarm tested:	/	/	
	Zones(s) tested:			
2)	INTRUSION ALARMS			
	Operable?			
	Date alarm tested:	/	/	
	Zone(s) tested:			
3)	AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	DOORS			
	Good repair?			
5)	FENCES/GATES			
	Good repair?			
6)	ELECTRICAL (INTERIOR AND EXTERIOR)			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	FIRE EXTINGUISHERS			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	AUTOMATIC SPRINKLERS			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	
9)	HOUSEKEEPING			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
	No high storage?			
	Oily rags stored in proper receptacles and emptied regularly?			
10)	LIGHTS (INTERIOR AND EXTERIOR)			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
	Diffusers in place?			
11)	WINDOWS & SKYLIGHTS			
	Latch in good repair?			
	No broken windows/skylights			
12)	PLAYGROUND EQUIPMENT			
	Good condition?			
	Sufficient fall surfacing material?			
13)	PREMISES (INTERIOR AND EXTERIOR)			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			
	Handrails in place and secure?			
	Any water leaks in bathrooms?			

Report Tracking Number
Assigned by Risk Management Only.

HCR

Sacramento City Unified School District
Office of Risk Management
Return to Box: 840
(916) 643-9421

HAZARDOUS CONDITIONS REPORT

Site: _____ Date: _____

Building: _____ Room: _____

Other Location: _____

Name: _____ Phone: _____

Anonymous (Circle If Applicable)

Description of Hazardous Condition: _____

Work Order Submitted? Yes No Work Order #: _____ Work Order Date: _____

(ATTACH COPIES OF ALL WORK ORDERS PERTAINING TO THIS CONDITION)

Attached: Work Orders Digital Pictures Accident Reports Incident Reports

Office of Risk Management Use Only

Inspected By: _____ Date: _____

RECOMMENDATIONS:

Facility Maintenance or Office of Risk Management

FINAL ACTION / FOLLOW UP:

Final Action / Follow Up Date(s): _____

Facility Maintenance – Please send a completed copy of this back to the Office of Risk Management after resolution of hazardous condition and/or work order completion.

JOB HAZARDS IN SCHOOLS



Many hazards on the job are obvious, like sharp objects, slippery floors, and hot liquids. Other hazards, such as repetitive movements and chemicals, may be hidden. Sometimes it is hard to tell if pain in your arms, hands, or back was caused by repetitive movements on the job. It may also be hard to tell if an illness you have was caused by the chemicals at work.

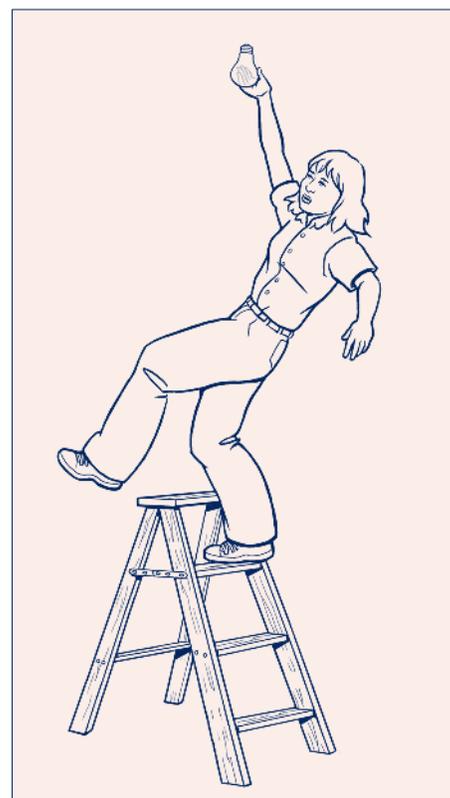
It is important to be aware of all the different types of hazards to look for on the job, both obvious and hidden ones.

Workplace hazards can be broken down into different categories, such as Safety Hazards, Chemical and Biological Hazards, and Other Health Hazards, such as noise, heat, and radiation that don't fit into the first two categories.

Safety Hazards

Safety hazards can cause injuries right away. Examples include:

- Hot surfaces
- Slippery floors
- Unsafe ladders
- Working at heights
- Unguarded machines
- Chemicals that can cause a fire or explosion
- Knives and other sharp objects
- Hot grease
- Electrical hazards
- Workplace violence (assaults, threats, verbal abuse robberies, etc.)
- Lack of fire exits





Safety Hazards (continued from previous page)

- Cluttered work areas
- Poorly designed tools
- Heavy lifting
- Inadequate lighting
- Vehicles (cars, buses, construction equipment, etc.)
- Working in a confined space (any enclosed or partly enclosed area that is difficult to get in or out of). The hazard increases if vapors or fumes are present, if there is a lack of oxygen, or there is too much oxygen.
- Unshored trenches that can cave in
- Unidentified utility gas and fuel lines that may explode if punctured

Chemical and Biological Hazards

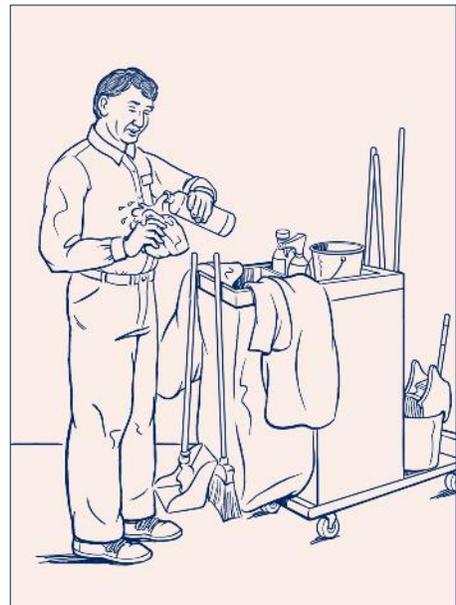
Chemical and biological hazards are agents that can make you sick. Some produce effects right away, but others take time.

Chemical Hazards

All kinds of chemicals are used in schools including solvents, cleaners, construction materials (such as lead and asbestos), pesticides, and a wide range of materials used in art departments and science labs.

Chemicals exist in different forms: solids (including dusts and fumes), liquids, and gases (including vapors). A chemical can change its form when it is heated or cooled. For example, when you freeze water, it changes from a liquid to a solid. When you heat water, it evaporates from a liquid to a vapor.

The hazards of a chemical can change depending on what form it takes. Some chemicals are more harmful as a vapor or gas than as a liquid. For example, a liquid solvent can become a dangerous vapor in the air if it is heated.





Chemicals can cause damage at the point where they first contact the body (such as the skin, eyes, nose, or throat). Some can also get inside the body when you breathe them in, swallow them, or get them on your skin. Then they travel in the bloodstream to internal organs like the liver, kidneys, heart, nervous system, brain, and reproductive organs. They may cause harm throughout the body.

The **hazard** of a chemical is the likelihood that it will cause harm. The hazard depends on these factors: how toxic the chemical is, how much exposure is required to cause harm, how the chemical enters your body, how much of it actually enters your body, the length of time you are exposed, other chemicals you are exposed to, and how your own body reacts to the chemical.

Biological Hazards

Biological hazards are living things that can cause disease. Examples are bacteria, viruses, molds, animals, and insects. Biological hazards are found in a wide variety of schools-related jobs. Nurses and health aides can be exposed to HIV (the AIDS virus), hepatitis viruses, and tuberculosis (TB) bacteria, for example. Custodians can get diseases from various kinds of waste or from discarded needles in the trash. Teachers and office staff may be exposed to mold spores that can grow in any moist environment and spread through the air.



The effects of biological hazards range from mild skin irritation to life-threatening illnesses.

Ergonomic Hazards

Ergonomic hazards are caused by poor equipment and job design. These produce unnecessary wear and tear on the body. The result can be pain and eventual damage to the hands, arms, neck, back, feet, or legs.

Risk factors for ergonomic injuries include:

- **Repetition:** Performing the same motion over and over again.
- **Excessive Force:** Using physical effort such as pushing, pulling, and lifting.
- **Awkward Posture:** Working in a way that puts strain on the body, such as stooping, bending, reaching overhead, or staying in one position too long.
- **Direct Pressure:** Prolonged contact with a hard surface or edge.
- **Vibration:** Working with vibrating tools or equipment.
- **Extreme Cold or Heat.**



Ergonomic Hazards (continued from previous page)

The more risk factors that are present, the greater the chances of developing an ergonomic injury, often called a **repetitive strain injury** (RSI) or a **cumulative trauma disorder** (CTD). The best solution is to redesign the job so the risk factors are reduced.



Other Health Hazards

There are also other workplace conditions that can injure you or make you sick. Below are some examples.

Temperature Extremes

Extremes in temperature, either too cold or too hot, are a health hazard. People who work where it is too cold may suffer frostbite and hypothermia. Heat stress occurs when the body is unable to maintain a normal temperature and overheats. This can cause serious illnesses and even death.

When the body's heat regulating mechanism completely breaks down, heat stroke occurs. This is a life-threatening emergency. The person's body must be cooled while emergency help is on the way.

Indoor Air Pollution

Poor ventilation and lack of fresh air can result in a build-up of chemical vapors, fumes, or gases in the work environment. Biological hazards such as molds, viruses, and bacteria can also build up in a school building that is not properly ventilated.



Noise

Noise is a widespread problem in the workplace. Long-term health effects of noise include permanent ringing in the ears, hearing loss, irritability, fatigue, and trouble concentrating and communicating.

Noise may be a problem at your worksite if:

- You have to shout to be heard while working
- You have trouble hearing after work
- You have ringing in your ears.

Stress

There are many factors in the school environment that can create anxiety, frustration, and fear. The body's response to chronic stress can lead to high blood pressure, heart disease, and emotional disorders.

Causes of stress can include, for example:

- Too much work in a limited amount of time
- Harassment or discrimination
- Job insecurity
- Threat of workplace violence
- Lack of input or control on the job
- Pressure from parents, students, administration, etc.

Adapted from materials developed for The Worker Occupational Safety and Health Training and Education Program (WOSHTEP).

Addressing Ergonomic Hazards



Our bodies normally recover from the wear and tear of work after a period of rest. But if the stresses continue day after day without time to recover, the damage can lead to ergonomic injuries.

Many different terms are used to describe these ergonomic injuries. For example:

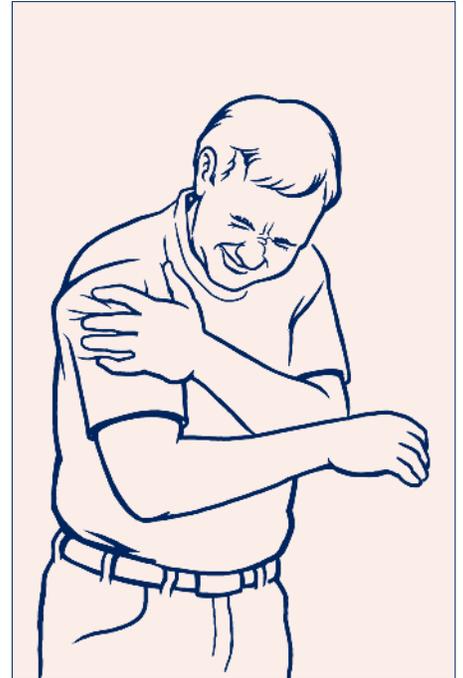
- Cumulative trauma disorders (CTDs). Ergonomic injuries involve strain that may develop, or accumulate, over time.
- Repetitive strain injuries (RSIs). Ergonomic injuries are often caused by repeating the same motions over and over.
- Musculoskeletal disorders (MSDs). Ergonomic injuries affect the muscles, bones, tendons, nerves, and tissues.

These terms do not necessarily refer to different conditions. Many ergonomic injuries can be described in all three ways.

These disorders include a number of specific diseases such as carpal tunnel syndrome, bursitis, and tendinitis. Back injuries are the most common and most costly MSD.

Symptoms of these disorders are most common in the back, hands, arms, wrists, elbows, neck, and shoulders. They include:

- Soreness or pain (aching or sharp)
- Stiffness
- Swelling
- Loss of coordination
- Numbness
- Tingling (as though the area is “asleep”)
- Unexplained weakness



APPENDIX G

Safety Committee Meeting Minutes

Meeting Date: _____

Time: _____

Committee Members Present:

Name:

Position:

Review and Status of Old Business:

Recent accidents:

Safety Concerns:

Safety Education for Staff:

New Business:

Supervisor: _____ Date: _____

Next meeting and Location: _____

APPENDIX H

REPORT OF INCIDENT OR STUDENT ACCIDENT (RSK-F103A)

TYPE: <input type="checkbox"/> Student Accident or Incident <input type="checkbox"/> Incident (Visitor / Property) <input type="checkbox"/> Employee Accident/Injury										
If Yes, report injury to W/C at 643-9299 IMMEDIATELY!										
School Name:					School Phone:					
Location of Incident					Police Report #					
Date of Incident: mm/dd/yy					Time of Incident: hr/min/am-pm					
NOTIFICATION : Yes No Phone Box FAX										
Nurse or Health Services <input type="checkbox"/> <input type="checkbox"/> 643-9412 764 399-2028					First Aid Provided:					
Parent or Emergency Contact <input type="checkbox"/> <input type="checkbox"/>					First Aid Provider :					
911 <input type="checkbox"/> <input type="checkbox"/>					Instructor/Supervisor on duty :					
Communication Office <input type="checkbox"/> <input type="checkbox"/> 643-9145 704 399-2058					Area of Body Involved :					
Human Resources <input type="checkbox"/> <input type="checkbox"/> 643-9050 770 399-2016					How did person leave site (car, ambulance, etc.)					
Risk Management <input type="checkbox"/> <input type="checkbox"/> 643-9421 840 399-2071										
District Security Office <input type="checkbox"/> <input type="checkbox"/> 643-7444 823 399-2014					Time Person left :					
Safe Schools Office <input type="checkbox"/> <input type="checkbox"/> 643-9034 821 399-2020					Who person left with :					
Legal Services <input type="checkbox"/> <input type="checkbox"/> 643-9034 717 399-2020										
Police <input type="checkbox"/> <input type="checkbox"/> City 264-5471 CO 524-5115					Does person have insurance :					
Other :										
Area Assistant Superintendent					List witnesses : attach witness statements					
AREA I - WEST <input type="checkbox"/> <input type="checkbox"/> 643-9449 718 399-2024										
AREA II - CENTRAL <input type="checkbox"/> <input type="checkbox"/> 643-9009 718 399-2024										
AREA III - EAST <input type="checkbox"/> <input type="checkbox"/> 643-9411 718 399-2024										
PERSON (S) INVOLVED										
Name: (Last, First, Middle)			Student	Parent/ Guard. Notified	Grade	Gender	Age	Adult	Employee	Other
			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
Description of Incident: IMPORTANT: <i>The information contained in this report is confidential and privileged and will be used only by the Sacramento City Unified School District's attorneys, agents and representatives. Do not release to parents or other party but refer inquiries to Office of Risk Management</i>										
Did this accident take place on a field trip? <input type="checkbox"/> Yes <input type="checkbox"/> No – IF YES , attach original signed Parent Permission Form										
Was an employee injured? <input type="checkbox"/> Yes <input type="checkbox"/> No – IF YES , report injury to workers' compensation at 643-9299										
Report Prepared by:			Name			Title				
Date of Report:			Time of Report:			Telephone # of Reporter				
Principal/Supervisor Signature :									Date:	

SEND Copies of this report to:
For Student Incidents: Risk Management, Health Services and Safe Schools at box/fax listed above
For Employee Incidents: Risk Management, Human Resources and Legal due to confidentiality