

**Sequoia Union High School District  
Human Resources Division**

**INJURY & ILLNESS PREVENTION PROGRAM  
FOR  
SEQUOIA UNION HIGH SCHOOL DISTRICT**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment, the Sequoia Union High School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Sequoia Union High School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Sequoia Union High School District. Most notably, it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, is established under final authority of the, Assistant Superintendent, Human Resources. The day-to-day responsibility for maintaining effective environmental health and safety procedures specific to district facilities and operations rests with the Director of Facilities.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors, and Managers are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the general procedures by department, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Assistant Superintendent of Human Resources is responsible for developing and managing this Injury & Illness Prevention Plan.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Sequoia Union High School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD IDENTIFICATION**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the Sequoia Union High School District to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program inspection of all work, areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual checklist inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist with additional periodic visual inspections.
2. Annual checklist inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist with additional periodic visual inspections.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. The Site Administrator will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices per California Labor Code Section 6401.7. and California Code of Regulations Title 8, Sections 1509 and 3203. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Safety Data Sheets)
3. Blood borne Pathogens
5. Injury & Illness Prevention Program

On the table of contents under appendix G additional Safety Awareness Training Materials can be found for several different topics.

### ***Specific Safe Work Practices***

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.



## COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

Posters       Meetings  
 Labels

Other, please specify:

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Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

*Compliance will be reinforced by:*

Appropriate comments, oral or written or on performance evaluations.

Other, please specify:

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*Non-compliance will be addressed by:*

An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.

Appropriate disciplinary procedures up to and including dismissal.

Other, please specify: N/A

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The District will pursue readily understandable health and safety communications for all affected employees.

## **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain five (5) years.
2. Copies of all Accident Investigation Forms. Retain five (5) years.
3. Copies of all Employee Training Checklists and related Training Documents will be maintained.
4. Copies of all Safety Meeting Agendas. Retain five (5) years.
5. Documented records of past five (5) years of OSHA 300 log must be kept.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. The Superintendent will conduct a review of these records during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the Sequoia Union High School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at 650/369-1411.

## SECTION II

### **GENERAL SAFE WORK PRACTICES**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and by section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards, which could cause injury to others.
3. Safe lifting and moving practices must be used when lifting or moving heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property.
5. If it is necessary to use a fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Maintenance Department / Plant Coordinator as soon as possible so the extinguisher can be recharged or replaced.
6. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Maintenance Department / Plant Coordinator. Failure to report faulty conditions for repair can result in injuries.
7. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.

8. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
9. Because of the ever-pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungy cords.
10. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.
11. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities' defects, which create accident hazards, should be reported to the Maintenance Department / Plant Coordinator so repairs can be completed. If possible, remove the objects from service.
12. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

## **SAFE WORK PRACTICES FOR OFFICE AND ADMINISTRATIVE EMPLOYEES**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Warn others working in the area when a file drawer is open so they do not turn around or straighten up quickly.
2. Retaining spring on the paper cutter should be adjusted to hold the blade in the up position.
3. Lock paper cutter blade in down position when not in use.
4. Do not leave a knife or scissors on the desk with the point towards you.
5. Thumb tacks, razor blades, and other sharp objects should not be stored loose in a drawer.
6. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".
7. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.
8. Copiers should be turned off before attempting to remove jammed paper.
9. Organize workstations so that all materials are within easy reach.

### **Video Display Terminal Users**

These specific Safe Work Practices for users of video display terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these safe work practices are implemented diligently, the employee should find work less stressful and less fatiguing from uncomfortable surroundings.

1. Keyboard should be positioned so wrists and hands are straight or at no less than a 10% upward angle.
2. Keyboard slope should be between 0-25 degrees.

3. Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel, can support the lower back).
4. Adjust chair height so weight is shifted forward off spine and at keyboard level.
5. Keep feet flat on the floor to help maintain good posture and leg circulation.
6. If above adjustments do not permit your feet to rest on the floor, a footrest should be used.
7. Shift position frequently.
8. If possible, alternate different tasks throughout the day.
9. Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begins to feel tired or strained, the body is signaling that it needs to take a break from that activity.
10. Adjust VDT screen to avoid glare. Use contrast/brightness controls, position angle of screen, adjust nearby blinds or drapes, or use anti-glare filter.
11. Regularly clean the screen.
12. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard.
13. Adjust VDT screen to be at least 18-30" from eyes.
14. Eye to keyboard distance when seated should be between 17-20".
15. Eye to copy reading distance should be 12-16".
16. Adjust VDT so that the top of the screen is below eye level; viewing angle should be 20 degrees or less.
17. Learn and practice exercises that relieve eyestrain and fatigue, for example:
  - Blink slowly and frequently to keep eyes moist.
  - Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute.
  - Periodically look away from screen and focus on another object at least 20' away.
  - Roll eyes clockwise, then counterclockwise three times.

## SAFE WORK PRACTICES FOR SCIENCE, CHEMISTRY, BIOLOGY, PHYSICS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

**You are encouraged to contribute ideas to expand or improve these Safe Work Practices.**

1. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
2. All employees should know the location of the fire blankets and should have some training in rapid response in how to use fire blankets.
3. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
4. All chemical storage areas should have containment in the form of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
5. Scalpels and dissecting needles for the lab experiments should be stored in clear beakers with the sharp edge or points in a downward position.
6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverages containers should never be used to store materials in laboratories.
7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.
8. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
9. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.



10. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and facilities.
11. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
12. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
13. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs to understand the hazard of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received. See the District's Hazard Communication Program.
14. Place broken glass in the appropriate waste containers. If broken glass containers are not available, place the broken glass in a paper bag. Seal the bag and label it as broken glass. Place next to the garbage can for Custodial Department to see. Please be cautious about disposing of broken glass and other sharp objects. Be aware that another person must handle your trash.

## **SAFE WORK PRACTICES FOR CREATIVE AND FINE ARTS**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

### **CERAMICS/SCULPTURE/PAINTING/JEWELRY/THEATER ARTS**

1. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized if conducted in the classroom.
3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.
4. Proper eye protection should be worn at all times when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.
5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
6. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.
8. All welders should be inspected periodically, and all necessary repair should be completed.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.
11. Because of possible contamination of food products, eating and drinking is not allowed in the art studio. Food or beverage containers should never be used to store materials in the studio.
12. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.
13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
21. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs so as to understand the hazard of the material and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received. See the District Hazard Communication Program.
22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

## THEATER ARTS (Additional)

1. Activities in the theater area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.
2. A number of safeguards must be in place when using all power equipment.
  - a) The saw should not pull or extend past the worktable being used.
  - b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
  - c) The blade of the saw should be covered except at the actual work surface.
3. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.
4. *All tools are properly maintained and in safe working order.*

## **SAFE WORK PRACTICES FOR PHOTOGRAPHY/JOURNALISM**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

**You are encouraged to contribute ideas to expand or improve these Safe Work Practices.**

1. A variety of chemicals are used in the processing of negative film and developing of photographs. All employees and students should be familiar with the Safety Data Sheets for the chemicals used in the photography lab, including requirements of Sequoia Union High School District Hazard Communication Program.
2. Some individuals may have a sensitivity or susceptibility to developing rashes or superficial skin abnormalities when handling photographic chemicals. At the first indication of a skin condition developing, care should be taken to utilize protective gloves or barrier creams. Proper washing after handling processing chemicals and using an effective moisturizer can also help to control skin conditions.

## **SAFE WORK PRACTICES FOR TRANSPORTATION**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Sequoia Union High School District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Never get under a vehicle to perform maintenance, even if only for a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials containing asbestos as a raw material. If this is not possible, or if you are absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Proper eye protection should be worn at all times when using or observing others who are using equipment which produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted toll rests and shields.
4. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
5. Proper eye protection should be worn at all times when performing welding or brazing activities.
6. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed form service.
8. Arc welders should be inspected periodically, and all necessary repairs should be made to faulty equipment immediately or it should be removed form service.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.
10. Housekeeping is an important issue in maintaining a safe working environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.

11. Because of possible contamination of food products, eating and drinking is not allowed in the area. Food or beverage containers should never be used to store materials in the area.
12. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
13. If fire blankets are available in the shop, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in the front portion of the shelves.
16. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your supervisor.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities.
20. Gloves and goggles should always be worn while handling acids i.e. in car batteries, working with volatile materials i.e. cleaning solvents, or utilizing flammable liquids.
21. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs so as to understand the hazards of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received. See District's Hazard Communication Program.
22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

23. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
- NO SMOKING
  - OILY RAGS are placed in the safety cans after use
  - SPRAY CANS and other containers of flammable substances are kept in flammable storage cabinet.
24. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice, however, there should be a maximum pressure control on the tire equipment.
25. Automotive batteries are recharged outside to avoid the possible build-up of flammable gasses. Avoid causing an arc when connecting the charging cables, the hydrogen and oxygen gasses, which evolve in charging operations, could explode.



## **SAFE WORK PRACTICES FOR REPROGRAPHICS**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. The chemicals present a health hazard for all employees. Employees who work in and around reprographics should be familiar with the Safety Data Sheets for all chemicals stored and used in reprographics. Employees should be familiar with the hazards of those chemicals, first aid procedures, and emergency response guidelines.
2. Cleaning of printing machines should always be done in a careful, safe manner. The press should never be wiped down or cleaned while it is running, even at slow speed.
3. Never attempt to clear a misfeed or jammed paper while the press is running. Always shut down the press before performing the operation.
4. Equipment should be locked/ tagged out before maintenance.
5. Workstations should be organized to minimize the need for lifting, bending, or reaching of supplies.

## **SAFE WORK PRACTICES FOR THE GROUNDS DEPARTMENT**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:
  - a) Try to increase salt intake by adding extra salt to your food, unless you have been advised by a physician to avoid salt.
  - b) During break, go to a shaded spot or air conditioned room.
  - c) Drink lots of water, taking small amounts often, rather than large quantities at infrequent intervals.
2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Follow a standard lifting procedure at all times.
3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.
4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top heavy loads are likely to topple in sharp turns.
5. Operate heavy equipment, i.e. the backhoe, with great care. In many operations, such as when digging with the backhoe, someone will be assigned to act as a spotter.

6. Trenching and excavation work presents serious risks to all workers. The greatest risk and one of the primary concerns, is that of a cave in. The following safety precautions must be taken when performing trenching and excavation.
  - a) Someone will be assigned to act as the spotter.
  - b) Barriers will be placed around the excavations as soon as it is possible.
  - c) Trenches 5' deep or deeper will be braced with approved trench shields to avoid cave-ins.
  - d) Keep materials or equipment that might fall into the trench at least 2' away from the edge of the excavation.
7. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment.
8. Only certified drivers can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.
9. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.
10. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.
11. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
12. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
13. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
14. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the SDSs so as to understand the hazards of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received. See District's Hazard Communication Program.

15. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
  - NO SMOKING
  - NO OILY RAGS are placed in the safety cans after use
  - SPRAY CANS and other containers of flammable substances are kept in the flammable storage cabinet
16. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

## **WELDING**

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
2. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.
5. Arc welders should be inspected periodically, and all necessary repairs should be completed.
6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.
7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

## **VEHICLE MAINTENANCE**

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.

4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment.
5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.
6. Collection of chlorofluorocarbons/air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.
7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

Please refer to the Safe Work Practices for Automotive Technology for additional practices.

## **SAFE WORK PRACTICES FOR THE CUSTODIAL DEPARTMENT**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Do not attempt to lift heavy or bulky objects that could cause strain to the back or other body parts. Use lifting aids or seek the assistance of fellow workers. To lift manageable size and weight boxes, use the following:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.
3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.
4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.
5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.
6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.
7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord should be reported to the supervisor immediately. Equipment should not be used until cord is repaired.

8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.
9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.
10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.
11. All employees should read the Safety Data Sheets that are available for all hazardous materials used in custodial operations.
12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:
13. Never mix chemicals, other than to dilute them with water or following the manufacturer's instructions.
14. Wear appropriate safety equipment (goggles, gloves, boots, etc.).
15. Check the MSDSs for details for the chemical's properties, hazards, and first aid procedures.
16. If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.
17. Ladders (either wood or fiberglass) are provided for cleaning light fixtures or high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces.
18. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.
19. All Custodians should wear appropriate safety clothing and safety equipment.
20. Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage.
21. Rain gear is provided for inclement weather.
22. Since work is often at night, carry a flashlight.
23. Rubber boots are to be used when using the floor scrubber.
24. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.
25. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently.

26. Certain job activities require the use of a respirator. The District's Respiratory Protection Program will be used to train and fit test those employees that will be given respirators.
27. Only certified drivers can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.
28. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:
  - a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
  - b) Clean visible soil with a detergent solution.
  - c) Rinse with water.
  - d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.
  - e) Remove the gloves and wash your hands immediately.
29. Blood and bodily fluids can contain infectious materials. Use the appropriate personal protective equipment at all times. If you are exposed to blood or bodily fluids, i.e., on your skin or needle puncture, please see your supervisor immediately.
30. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3' or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower.



## **SAFE WORK PRACTICES FOR THE CHILD DEVELOPMENT CENTER**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Whenever possible, the lifting of children is to be kept to a minimum. Teaching staff should participate in back care workshops to teach the correct way to lift children and other heavy objects. When it is necessary to lift or move heavy objects, it is extremely important that everyone practice the safe lifting method of bending the knees and not the back. Staff is encouraged to ask for assistance if moving large objects such as children's classroom furniture.
2. Teaching staff and teacher assistants are required to use gloves whenever they are required to touch any bodily fluids. Teaching staff and teacher assistants should carry latex gloves in their pockets at all times when at work.
3. The floors are kept clean and free of debris to avoid tripping. Wet floors should be dry mopped to avoid slipping.
4. The outdoor pavement and front steps should be kept free of standing water (rain) to avoid slippage.
5. All staff is required to wash and disinfect their hands often to avoid the spread of germs. Disinfectant hand soap is provided in a dispenser for this purpose. Hand cream is also used to keep hands from cracking.
6. All staff is encouraged to take breaks and eat nutritiously.
7. All staff is encouraged to stay at home when ill.
8. Paper towel dispensers with individual paper towels are available for all staff.
9. Staff uses different sponges (labeled) for cleaning the floor and cleaning counter tops. This helps in preventing the spread of germs.
10. Staff is required to renew first aid certificates and CPR certificates on a regular basis. These certificates must be current.
11. Staff is encouraged to wear comfortable clothing and shoes with rubber soles.

12. Staff is requested not to reach or lift articles from high shelves. They are encouraged to request assistance.
13. Garbage is removed frequently, at least once a day.
14. If staff becomes aware of a faulty piece of equipment, it should be taken out of use immediately and reported to the CDC director.
15. All employees are required to educate themselves on the emergency procedures for responding to fire, earthquakes, and other emergencies. The children's center has an emergency preparedness plan, which is available for staff and parents.

### *Bloodborne Pathogen Exposure Control Guidelines*

1. All CDC employees must have the understanding of universal precautions: All human and body fluids are treated as infectious.
2. Washing and sanitation procedures
  - a) Wear latex gloves and other appropriate personal protective equipment.
  - b) Remove visible soil with a detergent solution.
  - c) Rinse in water.
  - d) Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is  $\frac{1}{4}$  cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine.
  - e) Air dry.
  - f) Remove gloves and wash hands immediately.
3. All surfaces should be cleaned frequently. Tables and counter tops must be cleaned before food can be served from/on them. Follow the department's specific procedure on frequency of cleaning.
4. First aid assistance should be done using latex gloves and other appropriate personal protective equipment. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash hands as instructed below. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water. Always report first aid assistance.

5. How to wash hands:
  - a) Wet hands with running water and apply soap from a dispenser. Lather well. You may wish to remove all jewelry from hands and place in a safe location. Wash vigorously for 15 to 20 seconds.
  - b) Rinse well under running water with water draining from wrist to fingertips.
  - c) Leave water running.
  - d) Dry hands well with a paper towel and then turn off the faucet with the paper towel.
6. Eating, drinking, smoking, applying cosmetics, and handling of contact lenses is prohibited in areas where blood or body fluid may be present.
7. Waste disposal of items containing liquid or semi-liquid blood or other potentially infectious materials that would release blood or other materials in a liquid form if compressed will be in red biohazardous waste bags. Handle these bags only when wearing latex gloves. Once materials are placed in these bags, they must be treated in seven days. Contact the District Facilities department immediately once generating biohazardous waste.
8. Clothing soiled with blood or other potentially infectious body fluids is considered contaminated. Contaminated laundry must be bagged and treated by an appropriate facility. Contact the District Facilities department immediately once generating contaminated laundry.
9. Non-regulated waste may be disposed of as regular trash. This includes feminine hygiene products, Band-Aids, or dressings with small amounts of dried blood.

## **SAFE WORK PRACTICES FOR THE WAREHOUSE**

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All shipping/receiving employees who may handle containers or boxes should follow this proper lifting procedure:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.
3. A pallet jack is an expensive investment and a potential dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.
4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.
5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.
6. Take time to become familiar with emergency exits in order to respond properly in an emergency or evacuation.

7. Only certified drivers can use the forklift. Follow the safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.
8. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.
9. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.
10. Never accept a leaking hazardous material container from a distributor.
11. Warehouse employees should wear appropriate safety clothing and equipment if required: steel-toe safety shoes, gloves, safety glasses, and lifting belts.
12. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the noseplate of the hand truck as you return it empty. The noseplate could cause an injury to the feet or ankles of others.
13. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seat belt, etc. Report any defects to the warehouse supervisor for repair.
14. Ladder Safety.
15. Location, amount and use of fire extinguishers, first aid kits, flashlights (power outages).
16. Lighting (within Warehouse).
17. Proper uses of hydraulic lift on deliver trucks.
18. Clean up of acid overflow from charging batteries of forklift.
19. Proper precaution around electric & manual dock doors (clearance for forklift).

## SAFE WORK PRACTICES FOR

### PE / ADAPTIVE PE

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Always use proper body mechanics when lifting individuals, weights, and equipment to avoid back injuries.
2. Always place mats and equipment out of the student's pathway.
3. Check cables regularly on exercise equipment.
4. Secure cords to avoid falling accidents.
5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.
6. All instructors should have clear procedures in place in the event of an emergency.
7. Employ proper techniques to avoid heat stress.
8. The following cleaning and sanitizing procedures must be followed whenever equipment or facilities are contaminated with potentially infectious materials:
  - a) Use latex gloves.
  - b) Remove visible soil with a detergent solution.
  - c) Rinse in water.
  - d) Wash area with a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is  $\frac{1}{4}$  cup bleach to 1 gallon of water. The solution must be mixed daily to ensure the solution is not weakened by evaporation of chlorine.
  - e) Air-dry or rinse after 20 minutes.
  - f) Remove gloves and wash hand immediately.

# SAFE WORK PRACTICES FOR FOOD SERVICES DEPARTMENT

## MISSION STATEMENT

Improve the Food Services Department's ability to provide high quality meals and excellent service to its students by creating a safe and healthful work environment.

## OVERVIEW

Sequoia Union High School District is committed to providing a safe and productive environment for all personnel in the Food Services Department. We ask that you review and acknowledge the information in this handbook by signing and dating the appropriate **ACKNOWLEDGEMENT FORM** provided in this packet. If you have any questions or concerns about this information, please contact your supervisor.



## **INTRODUCTION TO FOOD SERVICES PARTNERS IN SAFETY**

The safety and health of food service employees is a primary concern of the Sequoia Union High School District. Sequoia UHSD has developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment.

Your safety and health is a shared responsibility between you and the District. The success of the Food Services Department safety programs depends as much on you as it does on the department. We encourage your participation in making the programs work for the benefit of everyone. The safety programs, after all, are all about your safety and your protection. Safety is a responsibility you share with the Food Services Department and with all your fellow employees. It cannot be left to someone else.

It is important for you to understand all aspects of the safety programs as they apply to you. If you have any questions during the training process or at any time, contact your supervisor for clarification. It is better to ask questions now and complete tasks safely than be injured later.

With cooperation and involvement, the Food Services Department will continue to provide a safe working environment.





## CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

### General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Sweep or pick up food or items that have fallen on the floor. Always mop up liquid spills immediately and put out “Caution Wet Floor” signs before damp mopping a hard surface floor.
- B. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- C. Do not wear loose clothing when operating equipment or working in food preparation areas. Clothing can get caught in equipment.
- D. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury. A simple “behind you” will let a co-worker know you are there.
- E. Rolling carts should be pushed, not pulled. If carts don’t move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them top heavy.
- F. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- G. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- H. Assume all heat-producing equipment, such as stoves and steamers are hot. Do not leave potholders, towels or flammable materials on the stovetop.
- I. Do not use wet potholders or mittens to pick up a hot pan or tray. The moisture will transmit heat to your hands and you will receive a steam burn.
- J. Water and hot grease can be a burn hazard. Don’t put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.

### Storeroom Safety Rules

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

- A. **Store supplies safely.** All chemical containers must be properly labeled and kept away from all food items. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDSs) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies must always be stored separately from food and paper supplies.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### Ladder Safety Rules

- A. **Use a straight ladder if you must lean the ladder against a support.** Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Make sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – meaning for every four feet of the ladder's length it should be one foot away from the support point. Never lean a ladder against an unstable surface.

### Tools/Equipment Safety Rules

- A. Because tools and equipment are used daily, they begin to be taken for granted. This safety hazard must be avoided. Always think "safety" when using kitchen tools and equipment.
  - 1. **Manufacturers supply manuals with tools and equipment.** Read the manuals before using the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before it is used. Practice using the equipment prior to beginning a project.
  - 2. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before using. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided and recommended by the equipment manufacturer.

- B. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in the way while working. When working with electrical equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment without proper training or supervision.
- C. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- D. **Report any inoperative or unsafe equipment to the supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.
- E. **Properly use and maintain appropriate Personal Protective Equipment.** The district has provided protective gloves and aprons. Closed toe, sturdy, slip resistant footwear is recommended.



## Lifting Rules

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

Many of the tasks required in Food Service Industry can be physically demanding and repetitive. Specific tasks may also include bending, lifting, twisting, stooping, and reaching. It is imperative to follow proper safe practices with any of these activities and report any unsafe conditions to the supervisor. Whenever possible, utilize mechanical means such as carts and/or dollies for moving items.

## FOOD SERVICES PERSONAL PROTECTIVE SAFETY EQUIPMENT

**Back Braces** can be worn to provide assistance in the lifting of heavy items. Keep in mind the following regarding back braces:

- Must be properly worn (directly above the tailbone)
- Generally to be worn tight when material handling
- Do not wear tightened back brace throughout shift
- Do not lift heavier items

**Safety Goggles** are available and should be worn when working with any chemicals such as bleach, cleaners, or sanitizers.

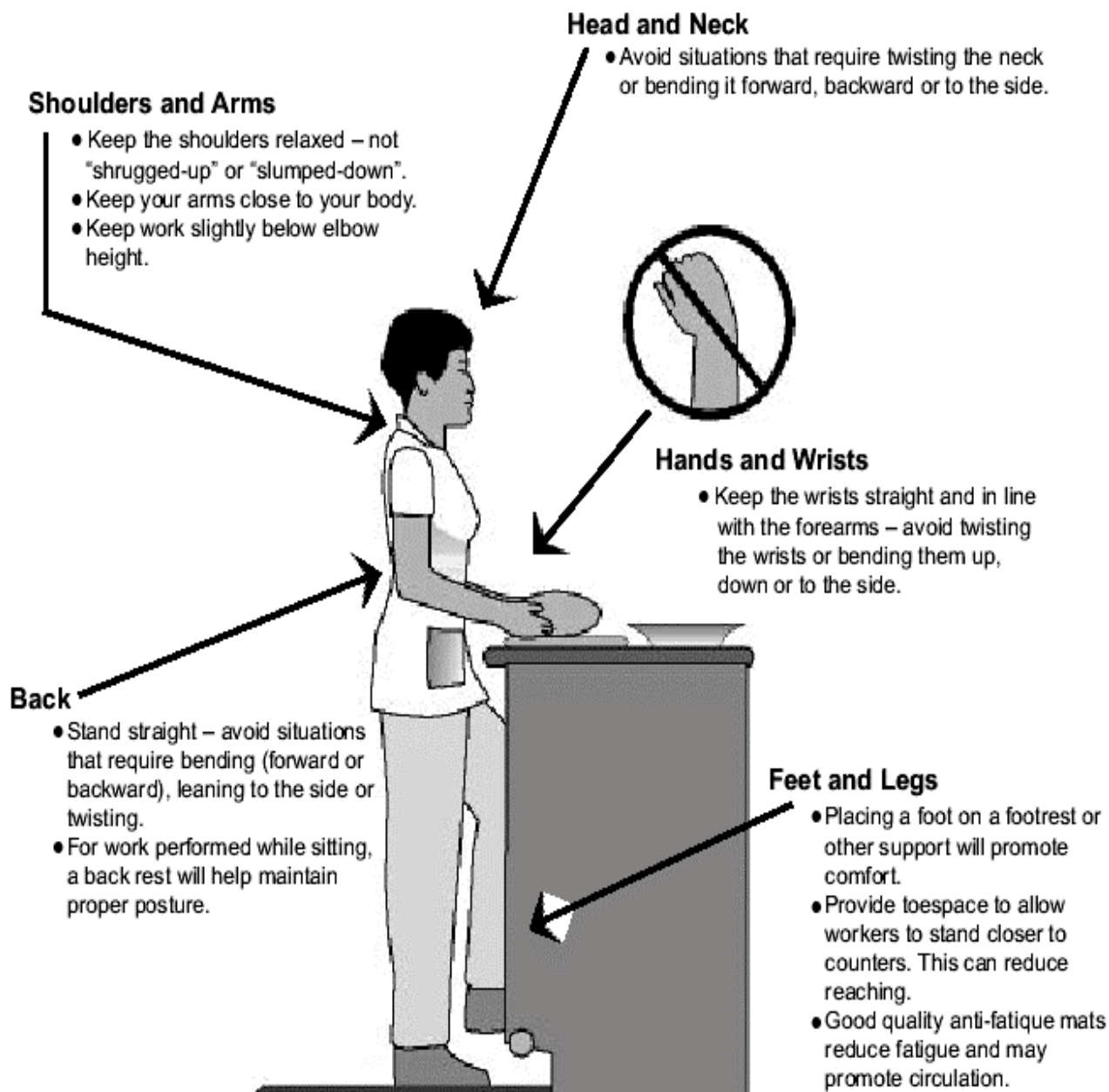
**Filter Masks** are available and should be worn when in contact with potential inhalation items such as flour or corn meal. *Do not wear filter masks when working with chemical vapors such as oven cleaners. Vapors may be absorbed into the cloth material and cause irritation. Work with cleaners in well ventilated areas.*

**Oven Mitts/Pot Holders** are to be used when working around ovens and handling hot items such as trays or racks. Make sure mitts or holders are completely clean and dry before using.

The items listed above are required and are meant to protect against potential hazards in the workplace. Please contact your supervisor with any questions or concerns as to their application.

## Recommended Work Postures

The recommended Working Postures describe body positions that are comfortable and productive. Using postures other than those recommended will generally waste energy and motion as well as potentially raise the risk of injury. It's also important to change position frequently and stretch between tasks. This promotes circulation and lessens fatigue.



## **WHEN AN ACCIDENT OCCURS**

- A. Immediately report all injuries, no matter how minor they may be, to the kitchen lead or supervisor.
- B. The kitchen lead will provide an industrial accident packet. Complete the employee section of the Employees Claim for Workers' Compensation Benefits form and Employers Report of Occupational Injury or Illness form. The supervisor will complete the appropriate section. The Worker Comp Information sheet must also be completed.
- C. The kitchen lead or supervisor will conduct an investigation of the accident to determine how the accident occurred. This will help make sure the accident does not occur again.
- D. Report all "close calls" to the kitchen lead or supervisor as soon as possible. A close call one time might be an injury the next time.

## **FIRE EMERGENCIES**

Be prepared for a fire emergency:

- E. Learn evacuation procedures and established escape routes. Participation in school fire alarm drills is mandatory for Food Service personnel.
- F. Keep aisles and exit routes free of obstructions at all times.
- G. Know where the fire alarm pull stations and fire extinguishers are located throughout the workplace.
- H. Do not block access to fire fighting equipment and alarm systems.
- I. Be aware of the automatic fire suppression system directly over the ovens and cooking utensils. Know where the pull release device is and that it is clearly identified and unobstructed.

## **WHEN TO USE A FIRE EXTINGUISHER**

**Immediately report all fires! In a fire emergency, every second counts.**

Extinguish the fire only if:

1. The fire is small and can be successfully fought with a portable extinguisher.
2. There is a safe exit route from the area of the fire.
3. If the fire is blocking the exit to a safe area, use the fire extinguisher to clear the exit.

**IF THE SITUATION IS UNCERTAIN, EVACUATE THE AREA  
AND ALERT OTHER EMPLOYEES.**

## OTHER EMERGENCIES/DISASTERS

Work site-specific emergency/disaster plans have been established for each workplace. The vice principal, kitchen lead or supervisor will provide you with information relative to emergency/disaster procedures and the responsibilities.

**All employees, without exception, are obligated to prepare themselves for competent service in the emergency/disaster preparedness program in the workplace and to render this service willingly in all of its ramifications**—planning and evaluation, training, execution of plans and recovery. During an emergency/disaster situation, all employees will perform their responsibilities with a singleness of purpose—the protection of public, staff, and the community for the length of time necessary to fulfill those responsibilities or until they are relieved.

*Employees are designated as Disaster Service Workers subject to service as may be assigned to them by their supervisor or by law. Should a disaster strike during working hours, all employees will remain at their assignment under all circumstances unless officially released by the Superintendent.  
Government Code, Chapter 8, Section 3100*



**SEQUOIA UNION HIGH SCHOOL DISTRICT**

**IIPP ACKNOWLEDGEMENT FORM**

I have read and understand the information provided to me. I was provided with the opportunity to ask my supervisor questions or concerns regarding this handbook.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



**APPENDIX A**

**ACCIDENT INVESTIGATION FORM /  
HAZARD ASSESSMENT & CORRECTION FORM**

# Sequoia Union High School District

## ACCIDENT INVESTIGATION REPORT

(This report is intended to be confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ HOUR: \_\_\_\_\_

PHOTOS Y/N \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_ HOUR: \_\_\_\_\_

ACCIDENT LOCATION \_\_\_\_\_

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. \_\_\_\_\_

2. \_\_\_\_\_

TIME NOTIFIED \_\_\_\_\_ TIME ON SCENE \_\_\_\_\_ TIME OFF SCENE \_\_\_\_\_

### FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT \_\_\_\_\_

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

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

Describe demeanor of person involved and include statements made as "Excited Utterances": \_\_\_\_\_

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

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence: \_\_\_\_\_

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Steps taken to prevent similar incident: \_\_\_\_\_

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Did employee seek medical care? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Investigators Signature

\_\_\_\_\_  
Date / Time form completed

\_\_\_\_\_  
Print Investigators Name

**Sequoia Union High School District**  
***HAZARD ASSESSMENT AND CORRECTION***

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**Date of Inspection:**

**Person Conducting Inspection:**

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**Unsafe Condition or Work Practice:**

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**Corrective Action Taken:**

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**Date of Inspection:**

**Person Conducting Inspection:**

---

**Unsafe Condition or Work Practice:**

---

**Corrective Action Taken:**

---

**Date of Inspection:**

**Person Conducting Inspection:**

---

**Unsafe Condition or Work Practice:**

---

**Corrective Action Taken:**

**APPENDIX B**

**ACCIDENT INVESTIGATION QUICK REFERENCE  
GUIDE/CHECKLIST**

# QUICK REFERENCE GUIDE for ACCIDENT INVESTIGATION

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

## Step 1:

- A. Act at once. Talk with injured employee immediately if possible. (one on one is best) Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

**Step 2:** Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the Risk Management Office.

**Step 3:** Provide injured employee with an "Employee's Claim for Workers' Compensation Benefits" form before or after treatment or as he or she is able.

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

**APPENDIX C**  
**SELF-INSPECTION CHECKLIST**

# SEQUOIA UNION HIGH SCHOOL DISTRICT

## OFFICE SAFETY CHILD DEVELOPMENT CENTER/FACILITIES INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

### ADMINISTRATION AND TRAINING

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are chemical products used in the office? (Are Safety Data Sheets maintained?)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries posted? (Must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are exits, fire alarms, pullboxes, extinguishers, sprinklers and fire notification devices clearly marked and unobstructed?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are aisles / corridors unobstructed to allow unimpeded evacuations?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor). Are the monthly inspections conducted and are the tags been signed?           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is a fully stocked first-aid kit available? Do employees in the area know its location?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply – use fused outlet strips or have additional outlets installed; not to be linked together. No “thin” zip cords.) |

### Comments

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**SEQUOIA UNION HIGH SCHOOL DISTRICT**  
**LABORATORY SAFETY INSPECTION CHECKLIST**  
**(Science, Chemistry, Biology, Physics)**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Inspector: \_\_\_\_\_

Job Title: \_\_\_\_\_

**HEALTH AND SAFETY MANAGEMENT**

**GENERAL SAFETY**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are personnel trained in chemical health/physical hazards and laboratory safety?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Do lab personnel have access to and are familiar with the use of Safety Data Sheets (SDSs)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Have personnel been instructed on how to respond in the event of a chemical spill?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Do laboratory personnel perform periodic lab inspections? (Must retain records of inspections)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are work areas clean and uncluttered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Do employees know the location of the first aid kit and is it accessible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are fire extinguishers accessible and charged?

**GENERAL SAFETY (continued)**

Yes      No      N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are safety glasses or other eye protection available and worn in the laboratory?                               |

**LABORATORY EQUIPMENT**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Have chemical fume hoods been tested within the past year?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Is the lab ventilation negative with respect to corridors and offices?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Are gas cylinders restrained to prevent tipping or falling?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are valves of gas cylinders capped when not in use?   |

**HAZARDOUS MATERIALS**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are chemicals labeled to identify contents and hazards?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are regulated carcinogens handled safely to reduce employee exposure?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.?) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are hazardous wastes disposed of and not poured into the sewer system?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?        |

**HAZARDOUS MATERIALS (continued)**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are rooms and cabinets containing regulated carcinogens, biohazards, and |

radioactive materials labeled?

- 29. Is a plumbed emergency eyewash station available within 100 feet of where chemicals may splash into an employee's body or mechanical hazards such as grinding?
- 30. Are peroxide formers dated?
- 31. Are sharp objects stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

**COMMENTS**

Biosafety Cabinet: Date last inspected?  
Types of regulated carcinogens  
Types and quantity of compressed gasses  
Gallons of flammable liquids  
Types of personnel protective equipment

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**MAINTENANCE / FACILITY / TRANSPORTATION  
SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are fire doors unobstructed and readily closeable?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are flammable liquids limited to 60 gallons per fire area?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is equipment properly grounded?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are circuit breakers labeled to indicate what equipment each serves?   |

**COMMENTS**

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**GENERAL SAFETY**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are employees familiar with the use of MSDS?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Have employees been instructed in how to operate the equipment they are required to use? |

**GENERAL SAFETY (continued)**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Have employees been trained in how to protect themselves from the |

- hazards identified in their work area?
14. Are employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
15. Do employees have access to the Departmental Emergency Action plan and know their responsibilities?
16. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
17. Are aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
18. Are flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
19. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?
20. Are flammable and combustible materials stored at least 25 feet away from oxygen cylinders or ignition sources?
21. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
22. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
23. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of workstations?
24. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?
25. Are plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
26. Are circuit breaker panels accessible with labels identifying each switch's function?
27. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
28. Are Ground Fault Circuit Interrupters available for use in wet areas?
29. Are the wheels on rolling files or other mobile equipment free from binding when rolled?

**GENERAL SAFETY (continued)**

Yes No N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are the machine guards for belts, gears, and points of operation in place and adjusted properly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are plumbing fixtures served by Industrial Water labeled to prohibit drinking?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are excessive noise levels adequately controlled?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. First aid kit available and its location known to employees?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations). |

**HAZARDOUS MATERIALS/PERSONAL PROTECTION**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are chemicals stored to prevent spills?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are carcinogens handled safely to reduce employee exposure?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammable, etc)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Are chemicals inventoried?   |

**HAZARDOUS MATERIALS/PERSONAL PROTECTION (continued)**

- | Yes | No | N/A |  |
|-----|----|-----|--|
|-----|----|-----|--|

- 46. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
- 47. Is hazardous waste disposed of and not poured into the sewer system?
- 48. Is a plumbed emergency shower available within 100 feet of areas where chemicals may splash onto an employee's body?
- 49. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
- 50. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc. ) available?
- 51. Is a plumbed emergency eyewash station available within 100 feet of chemical splash or mechanical hazards such as grinding operations?
- 52. Is hearing protection suitable for the hazards warranting protection available?
- 53. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
- 54. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
- 55. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
- 56. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

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**APPENDIX D**

**EMPLOYEE SAFETY TRAINING LOG**  
**(Information available at District Office)**



**APPENDIX E**

**DISTRICT SAFETY COMMITTEE MEETING MINUTES  
(Information available at District Office)**

**APPENDIX F**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

# Sequoia Union High School District

## EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	DEPT:
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SUPERVISOR:	DATE:
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### IDENTIFICATION OF SAFETY OR HEALTH HAZARD


### SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD


### DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:

Investigated by:

Action taken:


Date Action was reported to the employee:

Comments:


**APPENDIX G**

**SAFETY AWARENESS TRAINING MATERIALS**