ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

MPCSD’s lead Injury and Illness Prevention Program (IIPP) administrator is:

Ruben Trabanino, Director of Maintenance, Operations & Transportation
181 Encinal Avenue
Atherton, CA 94027
(650) 321-7140

MPCSD’s co-administrator for our IIPP is:
Jane Yuster, Director of Human Resources
181 Encinal Avenue
Atherton, CA 94027
(650) 321-7140

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our district’s IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors
- This IIPP applies to all schools and work sites in our district.
Menlo Park City School District
Injury and Illness Prevention Program
Corona Virus (COVID-19)
Addendum
2020-2021
Measures to Protect Employee Health

- Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift.

- Employees should follow the CDC guidelines for self-screening.

- An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

- If employees do not have a device for measuring their temperature the District will also provide infrared thermometers for anyone that needs them in order to enter their workplace and will have some placed by the front door for those that work after hours.

- If an employee has a fever of 100.4 degrees Fahrenheit or greater, the employee is to contact supervisor and stay home.

- If an employee has a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis they are to contact supervisor and stay home.

- The school district will send an employee home that is exhibiting symptoms.

- Employees who are out ill with fever or acute respiratory symptoms should not return to work until both of the following occur:
  ○ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
  ○ At least 10 days pass since the symptoms first appeared.

- Employees that return to work following an illness must promptly report any recurrence of symptoms.

- The district will practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.

- Anyone entering the district site(s) must wear a face covering. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

- Where feasible, desks or individual workstations must be separated by at least six feet. If two or more employees with essential duties are assigned to workstations that cannot be separated by six feet, they are permitted to move workstations to work at least six feet apart.
● In cases of shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) workspaces and items must be cleaned and disinfected before and after use.

● Disinfectant and related supplies have been made available to designated persons in various offices.
  ○ List of designated person and location
  ○ List available supplies

● Employees are allowed frequent breaks to wash their hands.
  ○ Soap and water are available to all employees at the following location(s): Public Restrooms, Kitchenettes, and Food Prep Areas.

● If an employee is confirmed to have COVID-19 infection the district shall:
  ○ inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act and California Department of Fair Employment and Housing.
  ○ temporarily close the general area where the infected employee worked until cleaning is completed.
  ○ conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
  ○ Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection in addition to PPE required for cleaning products.

Measures to Prevent Crowds from Gathering, to Encourage Appropriate Social Distancing, and to Prevent Unnecessary Contact

● Districts have limited persons on campus at any one time, which allows for employees, students, and visitors to easily maintain at least a six-foot distance from one another at all practicable times.

● All visitors must wear face coverings.

● Tape or other markings have been placed at least six feet apart in line areas and walkways for faculty, staff, or student areas, to include essential employees, at public entrances with signs directing persons to use the markings to maintain distance.

● All employees have been instructed to maintain at least a six-foot distance from visitors and each other, except employees who may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

● Where applicable, contactless payment systems are provided; when not feasible, sanitizing of payment systems happens regularly.
Employees will be asked to practice distancing including, but not limited to the following:
  ○ Before starting the work shift
  ○ After the work shift
  ○ Coming and going from vehicles
  ○ Entering, working and exiting physical buildings or other structures
  ○ During breaks and lunch periods
  ○ When other work activities including using various tools
  ○ At work locations, including offices, cubicles, workrooms, etc.

Measures to Increase Sanitization

  ● Washing facilities will have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

  ● The District will establish routine schedules to clean and disinfect common surface and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles --- inside and out, and trash cans.

  ● Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
  ○ Break rooms: Nightly
  ○ Restrooms: At a minimum twice daily during business hours - early morning & afternoon
  ○ Other: All areas used daily, (i.e., break kitchens), sanitized nightly
  ○ Sanitization occurs nightly in areas where essential staff are located.

Signage

  ● Signage has been placed at each open public entrance of the campus to inform anyone entering that they:
    ○ Should avoid entering if they have fever, chills, aches, cough, nausea, vomiting, or diarrhea
    ○ Maintain a minimum six-foot distance from one another
    ○ Wear a mask when on campus

Employee Training

The school district will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual and picture-centered handouts and other resources:
  ● What is COVID-19 and how is it spread
  ● Signs and symptoms of COVID-19
  ● When to seek medical attention if not feeling well
● Prevention of the spread of COVID-19 if you are sick
● Physical distancing guidelines
● Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
● Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
● Methods to avoid touching eyes, nose and mouth
● Coughing and sneezing etiquette
● Safely using cleansers and disinfectants
● Reading labels, wearing proper personal protective equipment (PPE), hazard review and steps to minimize harm to employees using those products.
CODE OF SAFE PRACTICES 2020-2021

It is Menlo Park City School District policy that everything possible will be done to protect employees, customers and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that employees observe all applicable District and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, employees shall:

1. Be aware of the potential hazards involving various chemicals stored or used in the workplace.

2. Cleaning supplies should be stored away from edible items on kitchen shelves.

3. Cleaning solvents and flammable liquids should be stored in appropriate containers.

4. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

5. Report all unsafe conditions and equipment to your supervisor or safety coordinator immediately.

6. When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.

7. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.

8. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.

9. Portable electric tools shall not be lifted or lowered by means of the power cord.

10. Report all injuries and illnesses to your supervisor or safety coordinator immediately.

11. Being under the influence of any drugs or alcohol is prohibited.

12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.

13. Means of egress shall be kept unlocked and well lighted during normal work hours.
14. In the event of fire, sound the alarm, follow the school emergency action plan.

15. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.

16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.

17. Never stack material precariously on top of lockers, file cabinets or other elevated locations.

18. Only trained and designated employees shall attempt to respond to a fire or other emergency.

19. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

20. Inspect motorized vehicles and other mechanized equipment daily or prior use.

21. All exit doors must comply with the fire safety regulations during normal business hours.

22. Shut off engine, set brakes and block wheels prior to leaving vehicle unattended.

23. Inspect pallets and their loads for integrity and stability before loading or moving.

24. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.

25. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.

26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be “confined spaces” unless authorized to do so.

27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.

28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.

29. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

30. Do not stack material in an unstable manner.
31. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.

32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.

35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.

36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

38. All tools and equipment shall be maintained in good condition.

39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

40. All designated aisles must be kept clear at all times.

41. Only appropriate tools shall be used for a specific task.

42. All spills shall be wiped up immediately.

43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.

45. Wear hearing protection in all areas identified as having high noise exposure.

46. Only authorized persons shall operate machinery or equipment.
47. Goggles or face shields must be worn when grinding.

48. Do not use any faulty or worn hand tools.

49. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.

50. Guard all floor openings with a cover, guardrail, or equivalent.

51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.

52. Always keep flammable or toxic chemicals in closed containers when not in use.

53. Do not eat in areas where hazardous chemicals are present.

54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

56. Employees shall provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, which shall include the following:
   ● Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.
   ● Completion of all assigned mandatory training.

I have read, understand, and agree to comply with all the elements in the District’s Health and Safety Program.

___________________________________________
Print Name

___________________________________________
Signature Date
ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a)(1))

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181 Encinal Avenue  
Atherton, CA 94027  
(650) 321-7140  
IIPP Administrator’s Name, Job Title, and Contact Information (address, phone numbers)

MPCSD’s co-administrator for our IIPP is:
Jane Yuster, Director of Human Resources  
181 Encinal Avenue  
Atherton, CA 94027  
(650) 321-7140  
Co-Administrator’s Name, Job Title, and Contact Information (address, phone numbers)

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- Preparing and updating our district’s IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
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- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools and work sites in our district.
HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

- Competent persons in areas where they are Knowledgeable MPCSD’s IIPP Administrator(s)

Periodic inspections are always performed according to the following schedule:

- When we initially established our IIPP
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

School Site and Work Site Supervisors

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.¹
- Interviewing injured employees and witnesses.¹
- Determining the cause of the accident/exposure.¹
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.¹
- Taking corrective action to prevent the accident/exposure from reoccurring.¹
- Recording the findings and actions taken.
HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

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

- When observed or discovered;¹ and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.¹

We have a plan/policy (attached) for addressing the following hazards we have identified in our schools (check all that apply and then attach your plans/policies):

- Asbestos Management
- Plan Blood Borne Pathogens
- Electrical Safety
- Emergency Action Plan
- Ergonomics
- Fall Prevention Program
- Fire Prevention and Protection
- Hand Tool and Power Tool Safety
- Hearing Conservation Program
- Industrial Forklift Safety
- Ladder Safety
- Lead Management
- Machine Guards Manual
- Lifting
- Motor Vehicle Safety
- Personal Protective Equipment
- Lockout and Tagout Procedures
- Scissor Lifts and Man Lifts
- Tower Scaffolds and Rolling Scaffolds
- Workplace Security
COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

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

Our communication system includes all of the following checked items:

- A. New employee orientation including a discussion of safety and health policies and procedures. Follow-through by supervisors to ensure effectiveness.
- Worksite-specific health and safety training.
- Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: Quarterly; August, November, February, May
- Effective communication of safety and health concerns between employees and supervisors, including language translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: The employee will forward The Report of Unsafe Conditions to their Supervisor. This form may be submitted anonymously. Each anonymous form will be treated as a signed one; it will be thoroughly investigated. Our safety meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided. Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.
- On any other topics listed in the Hazard Correction section of this plan

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.
EMPLEYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: Individual recognition by school and work site supervisors
RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.
- Documentation of our safety and health training.

The master copy of this IIPP can be found at: The Menlo Park City School District offices located at 181 Encinal Avenue, Atherton, CA 94027

Other copies of the IIPP can be found at: https://district.mpcsd.org/Page/320
MENLO PARK CITY SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM
2014/2017

ATTACHMENTS
MENLO PARK CITY SCHOOL DISTRICT

ACCIDENT & INCIDENT INVESTIGATION

POLICY STATEMENT
It is the policy of the District to maintain strict standards of loss control. It is the District’s intention to minimize employee injuries and accidental loss.

INTRODUCTION
Supervisors will investigate accidents and incidents involving staff and subcontractors as applicable to determine the root cause of the accident and what corrective action can be taken to prevent reoccurrence.

REPORTING PHYSICAL INJURIES
All accidents and incidents regardless of type or severity shall be reported to supervisors immediately.

All employees must complete the District’s Employer’s Report of Occupational Injury or Illness and any other mandated reporting vehicles for any injury occurring on District property. Once a supervisor is aware of an injury on District property he must direct the employee to complete the necessary paperwork. At no time may a supervisor withhold or hinder the reporting of an accident. All accidental paperwork is to be sent to Personnel. Personnel staff will report to Cal/OSHA as required. All injury or accident reporting documentation shall be retained for a minimum of 5 years.

Should an employee receive medical treatment, they may not return to work unless a signed physician’s release is received. The Supervisor will make every attempt to assign work within the limitations specified by the treating physician.

All questions regarding worker’s compensation laws, rules, and procedures should be directed to Personnel.

Employees involved in a serious emergency or accident that is life threatening or requires more than routine first aid should call, or have someone call 911. Be sure to dial “8” to get an outside line before dialing. All staff should be familiar with District personnel with valid CPR and first aid training. These staff members should be available for support during an emergency situation.

Have the following information available for the emergency operator:

- Tell them the accident location. The District Office address will come up on the operator’s screen. Tell them the address you are calling from. Give them the specific location of the injured person on the site.
After the emergency call has been placed, attend to the injured staff member. Staff should ensure that there is no further chance of injury. Provide immediate first aid and call Student Services (650-423-2277) or the Director of Health & Wellness (650-423-2272) to have a District nurse dispatched to your location. Clear and secure the area. Have a staff member available to wait for the emergency vehicle to take emergency personnel to the injured person and to keep the area clear for emergency personnel.

REPORTING NON PHYSICAL ACCIDENTS
District vehicles involved in an accident while being operated on the roadways must report the accident to the police department.

Any damage to District properties must be reported on the Vandalism Report and submitted to Maintenance and Operations.

All injury or accident reporting documentation shall be retained for a minimum of 5 years.
MENLO PARK CITY SCHOOL DISTRICT

ASBESTOS MANAGEMENT PLAN

Menlo Park City School District has worked diligently to identify, assess and remove asbestos materials in district buildings. In 1987, the Environmental Protection Agency, (EPA) published the Asbestos Hazard Emergency Response Act (AHERA). Because TUSD is committed to maintaining a safe school environment, we have complied strictly with the law. TUSD also developed a response plan for any asbestos identified.

A. INSPECTION

Asbestos is classified as friable or non-friable. Friable simply means that the material may release asbestos fibers into the air if it is disturbed. Crumbling insulation or old, sprayed ceilings that contain asbestos are examples of friable asbestos. Asbestos floor tile is an example of non-friable asbestos. There are four options provided by law for dealing with asbestos: removal, encapsulation (sealing), enclosure or maintenance in satisfactory condition until removal is scheduled.

For low hazard, non-friable asbestos, our response is to maintain the material in a non-friable state until it may be removed during a scheduled renovation or demolition project. Our primary guideline for selection of a proper response is the protection of human health and safety.

B. TRAINING

All maintenance and custodial staff who work in a building containing asbestos must receive two hours of specialized training in the recognition of and techniques of performing maintenance and custodial duties without disturbing asbestos containing materials. California Code of Regulations Title 8 Section 1529; training for employees performing Class IV operations are consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a) (1).

C. MENLO PARK CITY SCHOOL DISTRICT PLAN

MPCSD’s Plan includes the following tasks and objectives:

1. Protect human health by exposure to air-borne asbestos fibers
2. Maintain, encapsulate or remove all asbestos
3. Inspect asbestos and make repairs as needed
4. Train maintenance and custodial staffs
5. Post warning labels on asbestos where disturbance may occur
6. Notify outside contractors of asbestos prior to any work

MPCSD is required by law to inspect all asbestos every six months. Necessary repairs will be undertaken as identified.
In the event of an injury resulting in the release of blood or other bodily fluids, which would contain pathogens (e.g. HIV) the first step is to ensure treatment for the injured party. Employees should ensure that the emergency procedures are followed in order to get medical assistance to the injured party. Following are guidelines that pertain to the clean up of spills of blood or other body fluids. These guidelines are intended as specific procedures to clean up any spill of blood or body fluid, not as an emergency first/aid procedure.

Spilled bodily fluids should NOT be cleaned up without using appropriate equipment and materials specifically designed and designated for the cleanup of such fluids. The following procedures must be used by all employees:

- Safety Officer should be notified as soon as possible
- Protective gloves must be worn prior to any cleanup
- Spread the designated absorbent material on the spilled body fluids, e.g. paper towels or the material in the departmental spill kit
- Neutralize the potential pathogens with a 10% bleach with water solution or the material in the departmental spill kit. Cover the spill for fifteen minutes.
- Using paper towel, pick up material – GLOVES MUST BE WORN THROUGHOUT THIS WHOLE PROCEDURE
- Place all potentially contaminated materials in a leak-proof plastic bag – double bag for an extra precaution
- Sweep and/or mop up any additional neutralized/absorbed fluids and place them in the leak proof bag
- Clean broom and/or mop materials with HOT soapy water
- Once the procedure is complete, the Safety Officer must check that all steps were followed
- The above procedures must be followed by janitorial staff when cleaning up spills in the restrooms
- Gloves must be worn at all times by the janitorial staff when cleaning restrooms and other areas where there may be a bodily fluid spillage
CODE OF SAFE PRACTICES

It is Menlo Park City School District policy that everything possible will be done to protect employees, customers and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that employees observe all applicable District and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, employees shall:

1. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
2. Cleaning supplies should be stored away from edible items on kitchen shelves.
3. Cleaning solvents and flammable liquids should be stored in appropriate containers.
4. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
5. Report all unsafe conditions and equipment to your supervisor or safety coordinator immediately.
6. When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
7. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.
8. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
9. Portable electric tools shall not be lifted or lowered by means of the power cord.
10. Report all injuries and illnesses to your supervisor or safety coordinator immediately.
11. Being under the influence of any drugs or alcohol is prohibited.
12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
13. Means of egress shall be kept unlocked and well lighted during normal work hours.
14. In the event of fire, sound the alarm, follow the school emergency action plan.

15. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.

16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.

17. Never stack material precariously on top of lockers, file cabinets or other elevated locations.

18. Only trained and designated employees shall attempt to respond to a fire or other emergency.

19. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

20. Inspect motorized vehicles and other mechanized equipment daily or prior use.

21. All exit doors must comply with the fire safety regulations during normal business hours.

22. Shut off engine, set brakes and block wheels prior to leaving vehicle unattended.

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26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be “confined spaces” unless authorized to do so.

27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.

28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.

29. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

30. Do not stack material in an unstable manner.

31. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they
can be repaired or replaced promptly.

32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.

35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.

36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

38. All tools and equipment shall be maintained in good condition.

39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

40. All designated aisles must be kept clear at all times.

41. Only appropriate tools shall be used for a specific task.

42. All spills shall be wiped up immediately.

43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.

45. Wear hearing protection in all areas identified as having high noise exposure.

46. Only authorized persons shall operate machinery or equipment.

47. Goggles or face shields must be worn when grinding.

48. Do not use any faulty or worn hand tools.
49. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.

50. Guard all floor openings with a cover, guardrail, or equivalent.

51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.

52. Always keep flammable or toxic chemicals in closed containers when not in use.

53. Do not eat in areas where hazardous chemicals are present.

54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

I have read, understand, and agree to comply with all the elements in the District’s Health and Safety Program.

___________________________________________
Print Name

___________________________________________      ______________
Signature                                      Date
A. Definitions

- **Acceptable Entry Conditions**: Conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit required space can safely enter into and work within the space.
- **Atmosphere**: Refers to the gases, vapors, mists, fumes and dusts within a confined space.
- **Attendant**: An individual who is stationed outside one or more permit spaces and who monitors the authorized entrants.
- **Entrant**: An individual who is trained and authorized to enter into confined spaces.
- **Confined Space**: A space that is large enough that an employee can bodily enter and perform assigned work; and has limited or restricted means for entry or exit (for example: tanks, vessels, silos, storage bins, hoppers, vaults and pits are spaces that may have limited means of entry and exit and; are not designed for continuous employee occupation).
- **Entry**: The action of a person passing through an opening into a confined space. Entry includes work activities within that space and is considered to have occurred as soon as any part of the entrant’s body enters into the space.
- **Entry Permit**: A written document that is provided by the District to allow and control entry into a permit space.
- **Entry Supervisor**: The person (such as the employer, foreman, supervisor, crew-chief) responsible for determining if acceptable entry conditions are present where entry is planned, for authorizing entry, and overseeing entry operations, and for terminating entry operations. Note – an entry supervisor may also serve as an attendant or entrant so long as that person is trained and equipped to perform the task. Also the duties of entry supervisor may be passed from one individual to another as necessary, provided the other individual is full trained.
- **Permit Required Confined Space**: A permit-required confined space is a confined space that has one or more of the following characteristics:
  - Contains, or has the potential to contain, a hazardous atmosphere
  - Contains a material that has the potential for engulfing a person entering
  - Has a internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor that slopes downward and tapers to a smaller cross-section
  - Contains any other serious safety or health hazards that include but are not limited to, electrical malfunctions, poisonous insects, fall hazards, etc. Note: a permit-required confined space may be re-classified to a non-permit confined space on a case-by-case basis if all potential hazards have been abated
- **Rescue Service**: Personnel designated to rescue entrants from permit-confined spaces
**Retrieval System:** equipment used for non-entry rescue of entrants from permit-confined spaces. Equipment includes such devices as retrieval lines, full body harnesses and mechanical winches, etc.

**Testing:** The process by which the hazardous atmosphere that may confront entrants of a permit-confined space are identified and evaluated. Testing equipment must be approved for use in explosive and flammable conditions.

**B. Requirement/Procedures**

- An evaluation will be conducted on a confined space prior to anyone making entry into the space. The Safety Officer along with the Departmental Supervisor will complete confined space evaluations to determine if the space will be a permit-required or non-permit required confined space. Consideration should be taken into account of how to get the entrant out of the space if an unexpected event arises, or if the entrant becomes incapacitated.
- All pumps, lines or any other devices that may convey any hazardous substances into a confined space must be disconnected, blinded or isolated by some means and remain “locked out” to assure that inadvertent opening or reconnecting will not occur.
- All devices producing mechanical or electrical energy that have the potential to inflict injury must be brought to a zero energy state and “locked out”.
- All employees utilizing lockout/tagout must be trained in accordance with the District’s Lockout/Tagout written program.
- All permit-required confined spaces shall be identified and labeled appropriately to discourage entry of unauthorized individuals. The Safety Officer will be responsible for ensuring the proper labeling of such spaces. Labeling must include the wording: DANGER – PERMIT REQUIRED CONFINED SPACE – DO NOT ENTER.
- A list of all permit-required and non-required confined spaces will be maintained by the Safety Officer.
- Supervisors who authorize entry into confined spaces, employees who enter into the confined spaces and those who serve as attendants must have completed and passed Confined Space Operations Training.
- A confined space entry permit will be completed for any confined spaces that have been assessed and deemed permit-required confined spaces.
- Before an entrant enters a confined space, atmospheric monitoring will be required. Monitoring must be performed by personnel who have been trained in the use of gas-detecting instruments. The atmospheric reading will be done in the following order for:
  1. Oxygen content
  2. Flammable gasses and vapors
  3. Potential toxic air contaminants
- The atmospheric monitoring will continue during the entire duration of the confined space entry process.
- Prior to entering a confined space where concentrations are above the Permissible Exposure Level (PEL) the space will be flushed, emptied or purged so that the air concentration of the toxic substance is below the PEL.
- Permits expire when all entrants are out of the space and the entrance is closed, or at the end of
the 8-hour shift, whichever is sooner. If the work exceeds the 8 hours shift, the entrants will leave the space and the space must again be evaluated and atmospheric tested.

- Permits will be posted at the entrance of the permit-required Confined Space for the entire time work is in progress. Upon conclusion of the work, the permit will be kept on file with the Safety Officer.
- Any space that is found to be immediately dangerous to life and/or health will not be entered until the threat/condition has been eradicated. If for any reason, the condition develops while the entrant is in the space, the entrant will immediately leave the space, and the entry supervisor evaluate the space to determine the cause of the condition. The entrant will not be permitted to re-enter the space until the space is free of any hazardous atmosphere.

- **Rescue Procedures:** The only type of emergency rescue permitted for District employees are self-rescue and non-entry rescue. Self-rescue is when the entrant is able to exit the space without assistance from the attendant. Non-entry rescue involves the attendant assisting the entrant while still outside the confined space.
- **Body Harness/Retrieval Lines/Hoisting Devices:** These may be used to assist the attendant in performing a non-entry rescue. Such equipment would not contribute to a rescue where there are protrusions in the permit space that could snag the retrieval line or entrant. A winch must be used when the permit space is more than five feet deep.
- If an entrant is unable to self-rescue or non-entry rescue is not possible, emergency rescue (911) will be activated.
DISCIPLINE POLICY

The District's Discipline Policy is contractually bound by the organization in which the employee belongs.
Electrical Safety

ELECTRICAL HAZARDS

Electrical Fires

Electricity is the biggest single cause of industrial and construction fires. Most fires stem from improper installation of electrical equipment and poor electrical maintenance. Many potential electrical hazards are unseen.

Electrical Shock

The severity of the electrical shock accident will be related to the voltage conducted through the victim and whether electricity passes through the heart and out to the ground. This type of accident will cause fibrillation of the heart. Fatalities are not uncommon.

Spotting Electrical Hazards

Know what constitutes an electrical hazard and where in the work area these hazards are likely to exist.

- Ungrounded tools and equipment
- Wiring, electrical plugs, and extension cords
- High-voltage equipment
- Switches
- Static electricity
- Fuses and circuit breakers

Preventing Electrical Accidents

- Never let yourself be part of the circuit between one wire and another, or between one wire and ground.
- Maintain full, appropriate protection. Ground faults can cause accidents.
- Ground fault interrupters are one form of protection designed to limit electric shock to a current and length of time that will not produce serious injury.

First Aid to Electric Shock Victims

- Mouth-to-Mouth resuscitation, CPR by trained staff member
- Call District nurse
- Call 911
**Assured Grounding**

It is the policy of the District to use Ground Fault Circuit Interrupters (GFCI) for all electrically powered tools and equipment.

Flammable or combustible liquids may be transferred from a drum to an approved container by gravity through an approved self-closing valve or approved pump. Containers must be electrically grounded to each other.

GFCI must be used with all tools and equipment. The CFCI device acts as a circuit breaker for the neutral side of the circuit and adds further protection from shock. Check equipment before and after each use for damaged or frayed cords or plugs with missing grounds. Portable electric tools must be double insulated.
SECTION I: INTRODUCTION

A sudden illness or physical injury can strike anyone at anytime. Medical authorities state that some 10,000 victims per year die or suffer disabling effects from the lack of proper care immediately after an accident, disaster or the start of an illness. In a major disaster, telephone lines to emergency services may be overloaded or damaged. This section offers directions for initiating basic emergency medical services.

When a person stops breathing, death may occur within 4 to 6 minutes. When a person is bleeding badly, they may die within about fifteen (15) minutes unless the bleeding is stopped. Remember, in an emergency, seconds and minutes can make the difference between life and death. Decisive, quick, and proper action can save a fellow employee’s life.

In an accident occurring on the Company premises, whereby it is determined that it is in the best interest of the victim to be transported to the nearest medical facility, it will become the responsibility of the person making such a judgment to notify the medical facility that the victim is in transit to their facility.

When calling for help:

- If an injured employee is in distress, but is breathing, telephone for help at once
- If the employee is not breathing, help first and telephone later, or get someone else to make the call

What to say:

- Give the telephone number from which you are calling
- Give the Company’s name and address and any special description of how to get to the victim
- Describe the victim’s condition as best as you can (i.e. “burn,” “bleeding,” broken bones”)
- Give your name
- **DO NOT HANG UP!** Let the emergency person end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives.
NOTE: There will be a “Red Cross or equivalent” first-aid trained person among our employees who are working at any given time.

SECTION II: CHOKING

Anything stuck in the throat blocking the air passage can stop breathing and cause unconsciousness and death within 4 to 6 minutes.

Do not interfere with a choking victim who can speak, cough, or breath. However, if the choking continues without lessening, seek medical help. If the victim cannot speak, cough, or breathe, immediately have someone call for emergency medical help while you take the following actions:

1. For a conscious victim:
   - Stand just behind and to the side of the victim who can be standing or sitting. Support the victim with one hand on the chest. The victim’s head should be lowered. Give 4 sharp blows between the shoulder blades. If unsuccessful:
     - Stand behind the victim, who can be standing or sitting, wrap around their middle just above the navel. Clasp your hands together in a doubled fist and press in and up in quick thrusts. Repeat several times. If still unsuccessful, repeat 1 & 2 until victim is no longer choking or becomes unconscious.

2. For an unconscious victim:
   - Place the victim on the floor or ground and give rescue breathing. If the victim does not start breathing, and it appears that your air is not going into the victim’s lungs:
     - Roll the victim onto their side, facing you, with the victim’s chest against your knee and give 4 sharp blows between the shoulder blades. If the victim still does not start breathing:
     - Roll the victim onto their back and give one or more manual thrusts. To give the thrusts, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press the victim’s abdomen with a quick upward thrust. Do not press to either side. Repeat 4 times if needed.
     - Clear the airway: Hold the victim’s mouth open with one hand using your thumb to depress the tongue. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion reach into the victim’s throat and feel for a swallowed foreign object, which may be blocking the air passage. Repeat 1 through 4 until successful.
SECTION III: BREATHING

Breathing is the most critical thing we must do to stay alive. A primary cause of death is the lack of air. Be careful approaching an unconscious person, they could be in contact with electrical current. If that is the case, turn off the electricity before you touch the victim. There are hundreds of other possible causes of unconsciousness, but the first thing you must check for is breathing:

1. Try to awaken the person. Shake the victim’s shoulder vigorously. Shout, “Are you all right?”
2. If there is no response, check for signs of breathing.

SECTION IV: ELECTRICAL SHOCK

Normal electrical current can be deadly, and it is all around us.

1. Do not touch a person who has been in contact with electrical current until you are certain that the electricity has been turned off. Shut off the power at the plug, circuit breaker, or fuse box.
2. If the victim is in contact with a wire, where the power cannot be shut-off, use a dry stick to remove it.
3. Check for breathing, if the victim’s breathing is weak or has stopped, give rescue breathing immediately.
4. Call for emergency help, and while you wait for help to arrive, keep the victim warm.

SECTION V: HEART ATTACK

Heart attack is the number one killer of adults over the age of 35. Many heart attack victims die needlessly, because they do not get help in time. Warning signs include:

1. Severe squeezing pains in the chest
2. Pain that radiates from the chest into the arm, neck or jaw
3. Sweating and weakness, nausea or vomiting
4. Pain that extends across the shoulders to the back

If the victim is experiencing any of these sensations, take no chances, call for emergency help at once. Two critical life-threatening things happen to the victim of a heart attack:

1. Breathing slows down or stops
2. The heart slows down or stops pumping blood

If the victim is not breathing, give rescue breathing immediately, and have someone call for emergency help.
SECTION VI: SEIZURE
A seizure is an alarming sight. A person’s limbs jerk violently, eyes may roll upward, and breathing may become heavy with dribbling or frothing at the mouth. Breathing may stop in some seizures. The victim may bite their tongue so severely that it blocks the airway. Do not attempt to force anything into the victim’s mouth.

During the seizure:

1. There is little you can do to stop the seizure
2. Call for help
3. Let the seizure run its course
4. Help the victim to lie down flat and keep from falling
5. Loosen any restrictive clothing
6. Use no force and do not try to restrain a seizure victim

After the seizure check to see if the victim is breathing. If not, give rescue breathing at once. Check to see if the victim is wearing a Medic Alert Bracelet, it describes emergency medical requirements. Check to see if the victim has any burns around the mouth. This would indicate poison ingestion.

The victim of a seizure or convulsion may be conscious, but confused and not talkative when the intense movement stops. Stay with the victim. Be certain that breathing continues. Then, when the victim seems able to move, get medical attention.

SECTION VII: POISONING
At work, as well as at home and most everywhere, people are in contact with poisons. Material Safety Data Sheets (MSDS’s) are to be maintained on all chemicals used. They will contain the instructions on what actions are to be taken. Many poisonous products are not listed such as some paints; paint thinner, glues, gas and other petroleum products.

If there is a reason to believe a victim has been accidentally poisoned: Take

the following actions:

1. Call the Poison Control Center: (800) 876-4766
2. If transportation to a medical facility is necessary, be sure to take the suspected item and container with you.
3. If the victim is unconscious, make sure the victim is breathing. If not, tilt the head back and
perform mouth-to-mouth breathing. Do not give the victim anything by mouth. Do not attempt to stimulate the victim. Call the paramedics immediately.

4. If the victim is vomiting, roll them on the left side so that the victim will not choke on what is brought up.

5. Be prepared. Determine and verify the Poison Control Center telephone number and refer to the Company Emergency Action Telephone List.

SECTION VIII: DRUG OVERDOSE
A drug overdose is a poisoning. Alcohol is as much a poison as stimulants, tranquilizers, narcotics, hallucinogens or inhalants. Don’t take drunkenness lightly. Alcohol in combination with certain other drugs can be deadly.

1. Call for emergency help at once.

2. Check the victim’s breathing and pulse. If breathing has stopped or is very weak, give rescue breathing.

   CAUTION: Victims being revived of alcohol poisoning can be violent. Be careful, they can harm themselves and or others.

3. While waiting for help:
   - Watch the victim’s breathing
   - Cover the person with a blanket, for warmth
   - Do not throw water on the victim’s face
   - Do not give liquor or a stimulant to the victim

SECTION IX: BURNS
Burns in this section will be divided into three classes:

1. MINOR BURNS – caused by fire, covering only a small area of the body. These burns can be treated with cold water for 20 to 30 minutes to relieve swelling and pain. Do not use grease of any kind. Grease traps heat and continue the burning process.

2. SERIOUS BURNS – require prompt professional care. Call for help immediately.
   - Wrap the victim with a serious burn caused by fire, in a clean sheet or towel that has been moistened at a warm temperature.
   - Do not attempt to clean the burns or remove the clothing or other particles attached to the burned area. Keep the victim lying down, calm and reassured.

3. CHEMICAL BURNS – Wash with large amounts of cool running water. Get the victim under a cool shower if possible. Remove all chemical soaked clothing immediately. Avoid
contact with the soaked clothing. Continue water flushing for at least 10 minutes. If emergency medical attention is not on site by this time, wrap the victim in a clean sheet; keep the victim calm and reassured.

SECTION X: BLEEDING
The best way to control bleeding is with direct pressure over the site of the wound:

1. Use a pad of sterile gauze from the emergency first aid kit.
2. A sanitary napkin, a clean handkerchief, or even your bare hand, if necessary, will do.
3. Apply firm steady direct pressure from 5 to 15 minutes. If bleeding is from a foot, leg or arm, use gravity to help slow the flow of blood. Elevate the limb so that it is higher than the victim’s heart.

SECTION XI: HEAD INJURIES
If there is bleeding from the ear, it usually means that there is a skull fracture.

1. Special care must be taken to stop any scalp bleeding when there is suspected skull fractures. Bleeding from the scalp can be very heavy even when the injury is not too serious.
2. Don’t press too hard. Be extremely careful when applying pressure over the wound so that bone chips from a possible fracture will not be pressed into the brain.
3. Always suspect a neck injury when there is a serious head injury. Immobilize the head and neck.
4. Call for emergency help. Let a professional medical person clean the wound and stitch it if necessary.
5. Do not give alcohol or other drugs. They may mask important symptoms.

SECTION XII: INTERNAL BLEEDING
Warning signs: Coughing or vomiting of blood or “coffee ground” materials. These symptoms require immediate medical attention.

1. Have the victim lie flat and breathe deeply.
2. Do not let the victim take any medication or fluid by mouth until seen by a doctor who permits it.
3. Obtain emergency medical help immediately.
SECTION XIII: BROKEN BONES

Broken bones usually do not kill. Do not move the victim unless the victim is in immediate danger of further injury. Broken bones usually are a result of a severe blow requiring medical assistance or other means. Check for breathing, if necessary, give rescue breathing; bleeding, apply direct pressure over the site if necessary; shock, keep the victim calm and warm.

1. Call for emergency help.

2. Do not try to push broken bones back into place if it is sticking out of the skin. Apply a moist dressing to prevent drying.

3. Do not try to straighten out a fracture. Let a doctor or trained person do that.

4. Do not permit the victim to walk about.

5. Splint unstable fractures to prevent painful motion.

SECTION XIV: SMOKE INHALATION

If trapped in a smoke-filled room or space, stay low, and crawl if necessary to the nearest exit. Cover your nose and mouth with a damp cloth, if possible.
GENERAL

Personal training in job responsibilities and job operations, proper methods and techniques to be used, and the hazards associated with the function or systems are the most important elements in achieving safe operations. Supervisors will be responsible to assure all newly assigned individuals receive adequate training in their job titles and descriptions before beginning work.

Supervisors will be responsible for new employee training. This training may consist of, but not be limited to:

- District Code of Safe Practices
- Personal Protective Equipment
- Equipment used on the job
- Procedures for reporting fires, emergencies, all injuries and accidents
- Specific hazards associated with the job
- General hazards encountered in the work area and how to recognize them
- Treatment of first aid of minor injuries

Specialized training may be required from time to time for special areas of operations and to meet specific requirements of unique tasks.
MENLO PARK CITY SCHOOL DISTRICT

GENERAL ERGONOMICS

Employees exposed to potential ergonomic or repetitive motion hazards are required to comply with the following safe work practices:

- Any employee who experiences any ergonomic injury including a strain, sprain or back injury or any prolonged discomfort in hands, wrists or arms, or frequent or severe visual strain must notify his/her supervisor or the administrator.
- For seated work stations, chair height should permit hand and eye work in a comfortable position.
- Work surface and chair should allow adequate clearance to allow leg movement and changing of position now and then.

**Computer Work Stations:**

Listed below are guidelines to be used while working at your computer workstation:

- When seated at your workstation, chair height should be adjusted so that both feet can be placed firmly on a support surface (i.e. the floor or a footrest).

- Adjust seat backs of chair to provide firm support for the lower back. A lumbar cushion may be needed if the chair provides insufficient support.

- Adjust work surface height and chair seat height to prevent constant leaning and bending when performing tasks.

- Adjust furniture to allow adequate space and comfortable support for knees and hips to be bent at approximately 90 degrees with arms at your side and wrists straight towards the keyboard.

- Use an adjustable document holder and assure proper document placement, angle and height to avoid both eyestrain and uncomfortable head and neck position.

- Position the monitor screen so that the entire primary viewing area is between 0 and 60 degrees below eye level.

- Place keyboard on a stable, level surface.

- Use a padded wrist, free of sharp edges, to maintain a straight line and neutral position of the
hands and wrist while using the keyboard.

- Use a light touch; do not pound on the keyboard.

- Use armrests if necessary for comfort during computer operations.

- Shoulders should be relaxed. Armrests should not interfere with the ability to relax the shoulders or operate the keyboard with hands, wrists, forearms in a straight line and approximately parallel with the floor.

- Adjust lighting for visual comfort and avoid glare on the monitor screen.

- Minimize glare on screens by shielding from windows, adjusting overhead lighting if necessary, or fitting the monitor screen with an anti-glare device.

- Keep the monitor screen clean and free from perceptible “flicker”.

- If possible, perform alternative work for five minutes during, or immediately after each one-hour period of repetitive computer work.

- Ensure that the workstation is set-up with enough room to accommodate all the required computer station components, including document holder and other task-dependent items.

- If required to use the telephone constantly, request and use a headset that does not restrict your to one spot, but allows movement.
MENLO PARK CITY SCHOOL
DISTRICT FALL PREVENTION

All work surfaces that employees will be putting their entire weight must be first determined to have the strength and structural integrity to be able to support the weight of the employee safely.

**Leading Edges**
Each employee constructing a leading edge 6 feet or more above the lower levels will be protected from falling by some type of safety system as required in the California Code of Regulations, Title 8 1670.

**Hoist Areas**
If a safety system has been removed to facilitate the hoisting operation and an employee must lean through the access opening or out over the edge of the access opening, that employee will be protected from fall hazards by some type of safety system.

**Ramps, Runways, and Other Walkways**
Each employee on ramps, runways, and other walkways will be protected from falling 6 feet or more to lower levels by some type of safety system.

**Dangerous Equipment**
Each employee less than 6 feet above dangerous equipment will be protected from falling into or onto the dangerous equipment or from fall hazards by some type of safety system.

**Wall Openings**
All employees working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, will be protected from falling by use of a safety system.

**Walking/Working Surface Not Otherwise Addressed**
Each employee on a walking/working surface 6 feet or more above lower levels will be protected from falling by use of a safety system.

**Guardrail Systems**
- Top edge height of top rails, or equivalent guardrail system members will be 42 to 45 inches above the walking/working level.
- Midrails, screens, mesh; intermediate vertical members or equivalent intermediate structural members will be installed between the top edge of the guardrail system and the walking/working surface when there is not wall or parapet wall at least 21 inches high.
• Screens and mesh, when used, will extend from the top rail to the walking/working level and along the entire opening between top rail supports.

• Intermediate members (such as balusters), when used between posts, will be not more than 19 inches apart.

• Other structural members (such as additional midrails and architectural panels) will be installed such that there are not openings in the guardrail system that are more than 19 inches wide.

• Guardrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.

• When the 200 pound load is applied in a downward direction, the top edge of the guardrail will not deflect to a height less than 39 inches above the walking/working level.

• Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members will be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.

• Guardrail systems will be so surfaced as to prevent injury to an employee from punctures and to prevent snagging of clothing.

• The ends of all top rails and midrails will not overhang the terminal posts, except where such overhang does not constitute a projection hazard.

• Steel banding and plastic banding will not be used as top rails or midrails.

• Top rails and midrails will be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it will be flagged at not more than 6 foot intervals with high visibility material.

• When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section will be placed across the access opening between guardrail sections when hoisting operations are not taking place.

• When guardrail systems are used at holes, they will be erected on all unprotected side or edges of the hole.

• When guardrail systems are used around holes for the passage of materials, the hole will have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it will be closed over with a secure cover or a guardrail system along all unprotected sides or edges.

• When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they will be provided with a gate, or be so offset that a person cannot walk directly into the hole.

• Guardrail systems used on ramps and runways will be erected along each unprotected side or edge.
**Personal Fall Arrest Systems**

- Connectors will be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors will have a corrosion-resistant finish, and all surfaces and edges will be smooth to prevent damage to interfacing parts of the system.
- Dee-rings and snap hooks will have a minimum tensile strength of 5,000 pounds.
- Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the devices used to connect to a horizontal lifeline will be capable of locking in both directions of the lifeline.

  - Horizontal lifelines will be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
  - Lanyards and vertical lifelines will have a minimum breaking strength of 5,000 pounds.
  - Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less will be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with a lifeline or lanyard in the fully extended position.
  - Ropes and straps (webbing) used in lanyards, lifelines and strength components of full body harnesses will be made from synthetic fibers.
  - Anchorages used for attachment of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached.
  - Full body harnesses and components will be used only for employee protection and not to hoist materials.
  - Personal fall arrest systems will be inspected prior to each use for wear, damage, and other deterioration and defective components will be removed from service.

**Positioning Device Systems**

- Positioning devices will be rigged such that an employee cannot fall more than 2 feet.
- Positioning devices will be secured to an anchorage capable of supporting at least twice the potential impact load of an employee’s fall or 3,000 pounds, whichever is greater.
- Connectors will be drop forged, pressed steel, or made of equivalent materials.
- Connectors will have a corrosion-resistant finish and all surfaces and edges will be smooth to prevent damage to interfacing parts of this system.
• Connecting assemblies will have a minimum tensile strength of 5,000 pounds.
• Dee-rings and snap hooks will be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
• Positioning device systems will be inspected prior to each use for wear, damage, and other deterioration and defective components will be removed from service.
• Full body harness and components will be used only for employee protection and not to hoist materials.
MENLO PARK CITY SCHOOL DISTRICT

FIRE PREVENTION AND PROTECTION

The threat of fire is ever present and care must be exercised to minimize the risk.

1. Always obey “No Smoking” restrictions.

2. Fire Extinguishers: Only CLASS A/B/C/K Fire Extinguishers shall be used. These extinguishers must meet the following requirements:
   
   a. Be kept fully charged and in their designated places.

   b. At least two extinguishers should be readily available. Rule of thumb is to have a fire extinguisher every 75 feet.

   c. Not be obstructed or obscured from view.

   d. To be mounted in accordance with applicable fire codes between 3–5 feet from the floor (to the top of the extinguisher).

   e. Be inspected a least monthly to ensure they are in their designated places, have not been tampered with or actuated, and have no other impairments. The affixed tag must be punched to document the inspection.

   f. Be examined at least yearly by a state licensed company and/or technician, and/or recharged or repaired to ensure operability and safety. At tag must be attached to show the maintenance or recharge date and signature or initials of the person performing the service.
MENLO PARK CITY SCHOOL DISTRICT

Industrial Cart/Forklift/Tractor Safety

The District will ensure that each operator is competent to operate a powered industrial truck safely.

The District training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive hands on learning, video tape, written material and examination), practical training (demonstrations performed by a trainer and practical exercises performed by the trainee), and evaluation of the operator’s performance in the workplace.

**Truck-related training topics include:**
- Operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate
- Differences between the truck and automobiles
- Truck controls and instrumentation, where they are located, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity and stability
- Vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or changing batteries
- Operating limitations
- Other operating instructions, warnings, or precautions listed in the operator’s manual for the types of vehicles that the employee is being trained to operate

**Workplace-related training topics include:**
- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load capacity
- Load manipulation, stacking, and unstacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous (classified) locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle’s stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust
● Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operations
● Elevating employees with forklift trucks

Refresher training will be conducted every three years.

**Industrial Truck Operating Rules**

- Only drivers authorized by the District shall be permitted to operate such vehicles.
- Stunt driving and horseplay are prohibited.
- No riders shall be permitted on vehicles unless provided with adequate riding facilities.
- Employees shall not ride on the forks of the lift truck.
- Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
- Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put into service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of the fork lifts (forks, chains, cable, and limit switches).
- No truck shall be operated with a leak in the fuel system.
- Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from the other vehicles, keeping the truck under positive control at all times and all established traffic regulations should be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse – 3 seconds – passing the same point.
- Other trucks traveling the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- The operator shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and the object.
- Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface. Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.
- The forks shall always be carried as low as possible, consistent with safe operations.
• When leaving the vehicle unattended the power shall be shut off, brakes set, mast brought to the vertical position, and the forks left in the down position. When a truck is left on an incline, the wheels shall be blocked. The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked front and rear.

• When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

• Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall make sure that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.

• Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

• Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

• Prior to driving onto trucks, trailers, and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

• Vehicles shall not be driven in and out of highway trucks and trailers at unloading docks until such trucks are securely blocked and brake set.

• The width of one tire on the power industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

• Railroad tracks shall be crossed diagonally whenever possible. Parking closer than 8.5 feet from the centerline of the railroad track is prohibited.

• Trucks shall not be loaded in excess of their rated capacity.

• A loaded vehicle shall not be moved until the load is safe and secure.

• Extreme care shall be taken when tilting loads. Tilting forward with the load capacity engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

• The load-engaging device shall be placed in such a manner that the load will be securely held or supported.

• Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

• When powered industrial trucks are used to open and close doors, a device specifically designed for opening or closing doors shall be attached to the truck. The force applied by the device to the door shall be applied parallel to the direction of travel of the doors. The entire door opening operation shall be in full view of the operator. The truck operator and
other employees shall be clear of the area where the door might fall while being opened.

- Whenever a powered industrial truck is used to elevate employees, the lift must be equipped with a “safe” platform. The platform must be at least 24” x 24” square with adequate top railing 42” to 45” and a mid-rail enclosing the platform. The platform must be securely attached to the forks and/or mast. The platform must have a slip-resistant floor and cannot have spaces or holes between the floor sections larger than 1 inch in size. The side of the platform resting against the forklift mast must be equipped with a substantial covering such as laminated plastic or steel mesh, so that the employee cannot reach into the operation of the lifting mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7 feet above the worker’s feet.

- The forklift must be the proper size and capacity for the job intended.
- The forklift must be equipped with an overhead protection whenever it is operated under conditions that may expose the operator to danger from falling objects.
- The operator of the industrial truck must be at the control position of the lift while employees are on the elevated platform.
- The operating rules when elevating employees on forklifts:
  - Use a securely attached “safety platform”
  - Make certain the lifting mechanism is operating smoothly
  - Place the mast vertical and never tilt it forward or backward while in an elevated mode
  - Place the gears in neutral and set the parking brake
  - Lift and lower the work platform smoothly and with caution
  - Watch for overhead obstructions
  - Keep hands and feet clear of controls other than those being used
  - Never travel with personnel on the work platform

**Employee Tractor Operating Instructions**

- Securely fasten your seat belt if the tractor has a ROPS
- Where possible, avoid operating the tractor near ditches, embankments, and holes
- Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces
- Stay off slopes too steep for safe operation
- Watch where you are going, especially at row ends, on roads, and around trees
- Do not permit others to ride
- Operate the tractor smoothly – no jerky turns, starts or stops
- Hitch to only the drawbar and hitch points recommended by tractor manufacturers
- When the tractor is stopped, set brakes securely and use park lock if available
MENLO PARK CITY SCHOOL DISTRICT

HAND TOOL SAFETY

INTRODUCTION

The District has established the following guidelines for using hand tools:

- Use of striking tools without eye protection may result in loss of eyes.
- Use of a screwdriver with a loose handle may cause the hand to slip and cause puncture wounds.
- Use of a dull knife may result in severed fingers, tendons, or arteries.
- Use of an incorrect hammer may result in broken bones if fingers or hands are struck.
- Use of an undersized wrench may result in contusions.
- Any type of cut done by a tool must be cleaned immediately in order to avoid infections.

Basic Rules for Hand Tool Safety

- Know your tool – read the operator’s manual
- Learn and follow the proper technique for use
- Keep the work area clean
- Select the right tool for the job – never use an undersized tool
- Ground all tools – unless they are double insulated
- Keep the tools in good condition
- Keep guards in place and in safe operating condition
- Avoid dangerous environments (dark or wet locations)
- Suspend power cords and hoses over aisles where they won’t pose a tripping hazard. Don’t hang cords or hoses over nails, bolts, or sharp edges. Keep cords or hoses away from oils, chemicals, or hot surfaces.
- Don’t overreach – keep the proper footing and balance
- Disconnect tools when not in use
- Remove adjusting keys and wrenches before turning tool on
- Avoid accidental starting – don’t carry plugged in tool with finger on switch
- Use clamps or a vise grip – do not use your hands to secure your work
- Do not attempt to repair electrical power tools
- Keep tools in a safe place
Maintenance and Repair
- It is the employee’s responsibility to use the right tool for the job, to use it correctly, to check its condition before use, and to return it to the right spot.
- It is the supervisor’s responsibility to periodically inspect tools, housekeeping, and tool maintenance.
- Regular maintenance procedures include tempering, safe-ending, dressing, and checking handles.

Carrying Tools
- Before climbing be sure your tools are properly secured
- Chisels, screwdrivers, or pointed tools should never be carried in pockets
- When handing a tool to another employee always offer the handle of the tool first

Portable Power Tools
Safety Hazards posed by Portable Power Tools:
- Portable power tools are difficult to guard completely
- There is added hazard due to the tool’s mobility of coming in contact with a worker’s body
- If a tool has been dropped or mishandled there is the possibility of breakage or damage
- The source of the power (electrical, hydraulic, etc.) may come in close contact with the operator

Burns, cuts, electric shock, particles in the eyes, tripping over cords and hoses are various types of hazards hand tools may pose.
The Hazard Communication Regulation is intended to ensure that both employers and employees are aware of the dangers of hazardous substances in the workplace. The following information is a review of our Hazard Communication program, and includes the specific requirements required by California Code of Regulations, Title 8, Section 5194.

**Container Labeling**

It is the policy of the District that no container of hazardous substances will be permitted in the workplace unless labeled with the following information:

- The container is clearly labeled with the name of the product
- Appropriate hazard warnings are noted
- The name and address of the manufacturer are listed

Hazardous substances may be transferred from their original container into another container (such as a spray bottle, pan, etc.). This other container is known as a secondary container. Secondary containers will be labeled with the following information:

- The container is clearly labeled with the name of the product
- Appropriate hazard warnings are noted

It is the responsibility of each employee to ensure that any secondary container they are using is properly labeled with either a copy of the original manufacturer’s label or with a generic label. If the container is not properly labeled, make a label with the required information. Secondary containers that will be filled for only one period need not be labeled.

**Material Safety Data Sheets (MSDS)**

Copies of MSDS for all hazardous substances used by the District are kept in a binder, in alphabetical order by product name. The original MSDS binders are kept at M&O. When new MSDS are received they are forwarded to each school site to be kept in the school’s MSDS binder.
MENLO PARK CITY SCHOOL DISTRICT

HEARING CONSERVATION PROGRAM

California Code of Regulations, Title 8 Section 5097 requires that each employer implement a hearing conservation program when workers are exposed to noise levels exceeding 85 dBA. This policy provides an effective requirement for a hearing conservation program for the District. This procedure applies to all District employees affected.

The District will provide and require workers hearing protectors if their 8 hour TWA is above 90 dBA. The District will also make hearing protectors available to all employees exposed to a TWA above 85 dBA. Any employee who may have a significant threshold shift of hearing will be required to wear hearing protectors if they are exposed to a TWA of 85 dBA. Supervisors will:

- Require earplugs in all areas or for tasks with noise levels at or above 90 dBA
- Evaluate the need for engineering, and/or administrative controls to reduce noise levels below 90 dBA and, where feasible.

There are many types of work that generally produce noise levels that intermittently or for short durations exceed the permissible TWA. It is the policy of the District to require all workers who are engaged in the following jobs to wear hearing protectors:

- Working near or adjacent to pneumatic tools such as chippers, hammers, grinders, etc.
- Metal saw cutting use
- Prolonged metal hammering, cutting, drilling, or forming
- Working near or adjacent to compressors
A. Job Safety Analysis (JSA)

Job Safety Analysis (JSA) is an important accident prevention toll that works by identifying hazards and eliminating them before the job is performed. The JSA can be used for:

1. Clarifying job procedures
2. As a guide in new employee safety orientation training, periodic and refresher training for experienced workers; as a refresher for infrequently run jobs
3. As an accident investigation tool
4. For informing employees about specific job hazards and protective measures

Priorities for developing JSA’s should be for:

1. Jobs that have produced many injuries
2. Jobs that result in many accidents
3. Jobs with a high potential for serious accidents
4. New jobs or operations that have not been performed before

B. Instructions

Listed below are instructions for the three parts of Job Hazard Analysis:

1. Sequence of Basic Job Steps:
   ● Break the job down into basic steps. Each step should accomplish some major task.
   ● The task will consist of a set of movements. Look at the first set of movements used to perform a task, i.e. the job might be to move a box from the receiving area to the classroom. How does that break down into job steps? Picking the box up is one set of movements, taking the box to the classroom is another set movements.
   ● Be sure to list all the steps in the job. Some steps may not be performed each time, such as shrink-wrapping a pallet load when shipping. However, the shrink-wrapping is part of the overall job and should be listed and analyzed as well.

2. Potential Hazards/Accidents:
   ● Identify the hazards associated with each of the steps listed. Examine each step to find and identify hazards, actions, conditions and accident possibility.
   ● Look at the entire work environment and try to identify every conceivable hazard that
exists, i.e. watching for forklift traffic when shrink-wrapping

- List all potential health hazards as well, i.e. the harmful effect of inhaling glue for a long period of time

- List all potential hazards that may contribute to an accident, incident, and/or injury or illness. It is important to distinguish between a hazard, an accident and an injury because each of these terms has a specific meaning:
  
  ➢ Hazard – a potential danger. *Oil on the floor is a hazard.*
  ➢ Accident – an unintended event that may result in injury, property loss or damage. *Slipping on the oil on the floor is an accident.*
  ➢ Injury – the result of the accident. *A sprained back from the fall as a result of the slipping on the oil.*

- It may be easier to identify potential accidents first, and then work backwards to identify the potential hazards. If this is the technique used, focus needs to be put on the hazard in order to develop the recommended safe job procedures.

3. **Controls/Recommended Safe Job Controls and Procedures**

- Using the first two sets of instructions as a guide, decide what safe job procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or illness. Some actions that can be taken to ensure safe procedures include but are not limited to:
  
  - Engineering the hazard out of the job
  - Rotating workers to reduce exposure times
  - Providing Personal Protective Equipment (PPE)
  - Providing job instructions training
  - Maintaining good housekeeping
  - Implementing good ergonomics (position the worker in relationship to the machine or other elements in the environment in such a way to eliminate stresses and strains)

a. List all recommended safe operating procedures on the form, also list required or recommended PPE for each step of the job.

b. Be specific. Say exactly what needs to be done to correct the hazard, such as “lift using your let muscles. Avoid general statements such as “be careful”.

c. Provide a recommended safe action or procedure for every hazard listed. If the hazard is a serious one, it should be corrected immediately.

d. The JSA should always be changed and/or updated to reflect any new conditions or changes in the job.
Safe Practices

The District recognizes that a ladder is a simple tool. There are 300 deaths and about 65,000 disabling injuries each year with ladders. These incidents are due to improper use and a lack of respect for the potential hazards.

Safe Work Practices

- Select the proper ladder for the job
- Inspect the ladder for defects
- Set up for optimum stability
- Work safely from the ladder
- Only climb fixed ladders
- Ladders should be properly maintained and stored
- Never attempt to move the ladder while on it
- Never put a ladder on top of boxes or boards to achieve additional height
- Do not use ladders on scaffolding
- Never lean an extension ladder against an unsecured foundation
- Do not leave a placed ladder unattended
- Do not use ladders in strong winds except in an emergency, and then only when they are securely tied
- Never use a defective ladder. Tag it to be repaired or destroyed.
- Don’t splice short ladders together, they will not be strong enough
- Never use a ladder in a horizontal position as a runway or scaffold
- Keep ladder clean and free from dirt and grease, which might conceal defects

Selecting a Ladder

- Determine how much weight will be applied
- Determine the length of ladder required
- Determine the safest positioning of the ladder

Recognizing Potential Hazards

- Are there electrical hazards?
- Is the area where the ladder will be placed congested?
- Is the surface where the ladder will be placed uneven?
- Are there any overhead obstructions?

**Weight Capacity of the Ladders**
Exceeding the weight capacity of the ladder can cause structural damage to the ladder and injury to the employee. Before selecting a ladder, add the total amount of weight that will be applied to the ladder. The total weight should be computed by adding the employee’s weight, the protective equipment’s weight, the tool belt’s weight, and any supplies or other tool’s weight.

**Ladder Inspection**
Ladder inspection should include:

- Are the steps firmly anchored to the side rails?
- Is all the hardware secured?
- Are there any loose or missing hinges?
- Are there any broken parts protruding from the ladder that could cause injury?
- Are the side rails free of cracks?
- Do the locks secure the base and fly sections of an extension ladder properly?
- Are the ropes for raising the fly section in good condition?

**Before setting up the ladder**

- Block off the area around the ladder to prevent people or machinery from bumping the ladder
- Block off and lock any doors that may impact the ladder upon opening
- Place a sign when working near a blind corner to alert any approaching foot traffic
- Make sure the surface where the ladder is to be placed is free from any oil, grease or substance that may cause slipping
- Wear safety shoes with cleaned non-slip soles
- Hard hats should be worn by climbers and spotters

**Ladder Set up**

- Use the four-to-one ratio: Place the ladder so its feet are one foot away from what it leans against for every four fee in height to the point where the ladder rests
- Never place a ladder in front of a doorway unless the door is locked
- Place a portable ladder so that both side rails have secure footing. Provide sold footing on soft ground to prevent the ladder from sinking
- Place the ladder’s feet on a substantial and level base, not on moveable objects
- When you use a ladder for access to high places, securely lash or otherwise fasten the ladder to prevent its slipping
- Extend the ladder’s side rails at least three feet above the top landing
Ascending/Descending the Ladder

- Hold on with both hands when ascending and descending. If material must be handled, raise or lower it with a rope.
- Always face the ladder when ascending and descending.
- Never slide down a ladder.
- Be sure that your shoes are not greasy, muddy, or slippery before you climb.
- Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top of stepladders.

Electrical Hazards

- **METAL LADDERS ARE ELECTRICAL CONDUCTORS.** Never use a metal ladder around electrical circuits or in places where they may come in contact with such circuits.
- Metal ladders should be marked with signs or decals reading: “**CAUTION: DO NOT USE NEAR ELECTRICAL EQUIPMENT**”.

Maintenance and Storage

- Extension ladders should be hung horizontally and supported every six feet.
- All ladders should be stored in a well-ventilated area away from extreme heat or cold.
- Do not store items on top of a ladder or block access to a ladder.
- Clean and lubricate the ladder’s moving parts and keep the rungs and steps free of oil and dirt.
- Wood ladders can be treated with a protective coating but must not be painted. The paint will cover up defects.
MENLO PARK CITY SCHOOL DISTRICT

LEAD MANAGEMENT PLAN

The Menlo Park City School District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. The intent of this program is to provide guidance for compliance with Cal/OSHA’s regulations and requirements while reducing occupational and environmental exposure to lead during maintenance, demolition and construction work. It is the goal of MPCSD to provide the safest and lowest risk approach to control lead problems while protecting students, staff, the environment and district properties.

California school districts are subject to three main sets of regulation involving lead hazards. Title 17, California Code of Regulations, Division 1, Chapter 8 (35001-36100) covers Accreditation, certification and Work Practice for lead-Based Paint and Lead Hazard, California Lad in Construction Standards, Title 8, California Code of Regulation, Division 1, Chapter 8 (35001-36001) and Lead Safe-Schools Protection Act, California Education Code 32240-32245.

A. PROCEDURES:

1. Major Construction or Modernization Projects:

In the event that MPCSD is planning any major construction or modernization of any buildings, the District will:

- Begin by determining whether lead is present on the job prior to the selection of employees or an outside contractor to do the required work.
- If lead is present, ensure that the workers or outside contractor firm being used had had adequate training depending upon the nature of the work to be done.
- MPCSD will review the Cal/OSHA list of trigger tasks to determine whether workers are liable to be exposed above the Permissible Exposure Limits (PEL). Trigger tasks include manual and power sanding, scraping, demolition and abrasive sandblasting.
- Lead-safe precautions must be put in place in accordance with the tasks the workers would be required to do and in accordance with Cal/OSHA requirements.
- In the event that the job is contracted out, MPCSD will ensure that all of the requirements are included in the scope of work and written contract.
- MPCSD will ensure that only appropriately trained employees and their supervisors are used to perform the required and the exposure levels will exceed the Cal/OSHA PEL of 50 milligrams of lead per cubic meter of air.
- MPCSD will ensure that a state-certified supervisor will be used on all projects with significant lead exposures over the PEL.

2. Air Sampling
• Air sampling will be conducted for measurement of airborne lead levels for each type of task where workers are potentially exposed to lead dust or fumes where the workers are performing trigger tasks as defined by Cal/ASHA and the concentration of lead on the surface coating to be disturbed is over 0.06%.
• Employees will be informed of the results of the air sampling within five days of the results being received.
• Air sampling will be repeated whenever there is a significant change in the tasks, environmental conditions, control measure, personnel surfaces or percentage of lead which may result in higher exposures.

3. **Safe Work Practices**
   • Airborne dust will be reduced as much as feasible by using appropriate equipments, such as HEPA vacuum attachments on tools, mechanical ventilation and/or safer work practices, i.e. “working wet” (misting surfaces with water before scraping, brushing, or cleaning), cleaning up thoroughly.
   • Work areas are to be kept as free as possible from lead contamination through regular wet cleaning.
   • A HEPA vacuum should be used to collect lead dust.
   • Shoveling, dry seeping and brushing, and the use of compressed air are prohibited for gathering lead dust.
   • Dry cleaning, such as dry sanding and abrasive blasting, should be avoided.
   • All surfaces in the work area and PPE that needs to be decontaminated for reuse should be washed with a trisodium phosphate solution.
   • Sponges, mops and other cleaning items, including disposable PPE are to be collected in plastic bags that can be sealed.
   • If the construction waste has been characterized as hazardous, then the items must be disposed of as hazardous waste.
   • Contamination outside of the work area must be avoided by using a containment system, process or barrier such as a plastic sheeting to keep lead hazards inside a defined space area.
   • Signs must be posted restricting access to any work areas where employees are exposed to lead above the Cal/OSHA PEL.
   • Windows should be opened to increase fresh air supply and the workers should work upwind from dust and fume sources whenever possible.
   • Work site must be inspected regularly by the supervisor where lead related work is being conducted to assure compliance with OSHA regulations.

4. **Regulated Area**
   • Signs must be posted containing the following words to establish a regulated area for every job which results in personal Exposures at or above the lead PEL or anytime an exposure
assessment has not been conducted for the work practice or materials involved:

**WARNING – LEAD WORK AREA POISON – NO EATING, DRINKING OR SMOKING**

- These signs will be posted at each entrance to the regulated area.
- Warning signs must be kept clean and illuminated as needed to make them readily visible.
- Personal protective equipment is required for entry into a regulated work area.

5. **Protecting the Workers**
   - Eating drinking, using tobacco or applying cosmetics is strictly forbidden in lead work areas.
   - “Wash-up” facilities will be supplied for workers, including soap and clean towels. Workers are required to wash before breaks and at the end of shifts.

   - Workers will be provided with protective clothing (either disposable or laundered), including head covers and gloves and work shoes until a negative exposure assessment has been established for the work site. This protective clothing must be changed before leafing and not be worn off the job site.
   - Safety glasses or goggles must be worn if particulate or debris presents an eye hazard.
   - Respirators will be selected and used based on the task to be performed and the levels of exposure.
   - Respirators must be approved for protection against lead dust, fumes and mists.
   - If workers are performing trigger tasks, respirators must be worn until air samples are below the PEL.
   - All employees required to use respirators will be sent for testing, thoroughly trained in respirator use and care and storage of equipment, and subject to annual fit-testing.
   - Job and personnel rotation can be used to reduce exposure to individuals involved in lead related work. If these administrative controls are implemented, the duration of exposures and exposure levels must be documented for each worker.

6. **Personal Exposure Assessment**
   - A determination of employee lead exposure levels must be made for each work practice involving materials that contain lead in excess of the detection limit for the analytical method.
   - Personal exposure air samples shall be collected for the full duration of each job involving: manual demolition, scraping, or sanding; heat gun applications; use of power tools; abrasive blasting; or welding, cutting or torch burning on materials that contain lead.
   - Application of leaded mortar also requires personal exposure monitoring.
   - Until an exposure assessment has been performed, protective clothing and respirators must be worn and regulated work areas established for lead related work.
   - Employees will be notified of exposure monitoring results as soon as possible, but no later than five days after the information is received.

7. **Medical Monitoring**
● Initial medical monitoring for blood lead and zinc protoporphyrin levels will be provided if employee exposure exceeds the Cal/OSHA action level.
● Medical surveillance identifies blood lead levels in excess of 50 mg/dl and a medical determination indicates an increased risk of health impairment due to lead exposure, affected employees shall be temporarily removed from the lead related work activity.
● All medical records will be maintained by MPCSD for a minimum of 30 years.

8. Training
● California Department of Health Services (DOHS) Certification – DOHS Certification as a lead abatement worker is required when personal exposure exceeds the Cal/OSHA PEL or when activities in public buildings may result in a significant exposure to adults or children. Disturbance of any material containing lead equal to or in excess of 0.5% lead or more.
● Cal/OSHA Hazard Communication Training – Employees who work around and contact leaded materials will be trained in: lead hazard recognition; the health hazards of lead exposure; ways to minimize exposure; the meaning of exposure control signs; and, use of material safety data sheets.

● Cal/OSHA Lead Standard Training – Employees who are subject to lead exposure at or above the action level on any day or who are subject to lead exposure that may cause skin or eye irritation will be trained in:
  ➢ The content of 8 CCR 1532.1
  ➢ The nature of specific operations which could result in exposure to lead above the action level
  ➢ The purpose, selection, fitting and use of personal protective equipment including respirators
  ➢ The purpose and requirements of the medical monitoring and medical removal programs
  ➢ Contents of the CSUB lead compliance plan including exposure control methods
  ➢ Hazard communication training

9. Waste Management
● All construction debris suspected of containing lead must be analyzed to determine how the waste must be managed.
● Materials which have a total threshold limit concentration of lead below 1000 parts per million may be discarded as non-hazardous.
● Materials containing equal to or greater than 1000 ppm lead must be sampled for additional analysis to characterize the waste as hazardous or non-hazardous.
● Contact the District’s Safety Officer during the planning phase of each project to arrange for waste characterization.
MENLO PARK CITY SCHOOL DISTRICT

MACHINE GUARDS

General Safety

Any part of a machine that moves presents a hazard. Guarding eliminates or controls this danger.

The Most Dangerous Machine Motions
  ● Rotating
  ● Reciprocating and transverse motions
  ● In-running nip points
  ● Cutting actions
  ● Punching, shearing, and bending

No guard, barrier, or enclosure shall be adjusted or removed for any reason by anyone unless that person has specific permission and has been trained to do the job.

Before safeguards or other guarding devices are removed so that repairs or adjustments can be made or equipment can be serviced the power for the equipment must be turned off and the main switch locked out and tagged.

No machine should be started unless the guards are in place and in good condition. Defective or missing guards should be reported to your supervisor immediately.

Employees shall not work on or around mechanical equipment while wearing neckties, loose clothing, watches, rings, or other jewelry.
MANUAL LIFTING

Many material handling operations are performed manually. Accidents are usually caused by unsafe work habits such as improper lifting, carrying loads that are too heavy, improper holding, or failure to wear gloves or other personal protective equipment.

Basic rules for manual lifting include:

1. Establishing a mental plan for lifting, transporting and lowering the load.
2. Ensuring a clear line of vision. Obstructed vision can lead to a serious accident.
3. Assuring a firm footing with feet close to the load and a firm grip.
4. Facing the direction of travel when lifting the load.
5. Lifting with the legs and keeping the back straight with the object close.
6. Obtaining assistance when lifting heavy, bulky or awkward loads. Get one, two or more helpers (one on each corner) if the item is very awkward or bulky. If this is not sufficient, use a lifting device such as a crane, hoist or hand truck “dolly,” for heavy loads.
7. Avoid twisting when carrying a load. Turn the body with a change of foot position.
   - Tuck your pelvis
   - Bend at the knees
   - Hug the load
   - Avoid twisting
   - Ask for help
   - Use mechanical assistance
INTRODUCTION

The operation of vehicles is indispensable in conducting District business. The way in which each vehicle is handled will directly affect the loss picture of the entire District. Fleet losses are potentially one of the most costly types of losses that an operation can occur.

The types of exposure that involve the fleet program include: property damage, bodily injury, fatalities, liability suits, and worker’s compensation cases.

The success and the safety of our employees depend on the mutual cooperation of each employee who has been entrusted with the responsibility of driving a District vehicle or in their own vehicle while conducting District business.

It is the responsibility of the driver to check the fluid levels and maintain the cleanliness of the vehicle they are assigned. Appropriate auto records must be maintained and emergency reporting paperwork kept in the glove box. All Maintenance & Operations vehicles must have a fire extinguisher.

SAFETY TIPS

- Approach intersections at a controlled speed that is reasonable for the conditions
- Be prepared to come to a stop upon entering the intersection
- Avoid entering the intersection on the amber light
- Avoid passing at the intersection
- Be sure drivers on opposing lanes are stopping at the light
- When pulling from a parked condition look in the front and rear before pulling into traffic
- Always signal your intent of movement
- Drive with exceptional care and low speeds on school grounds. Never back the vehicle up without a spotter present

Vehicle Inspection
The vehicle operator shall inspect their vehicle on a daily basis before and after operation. Each operator is responsible for the safe condition of their equipment. Any vehicle having steering or brake problems is not to be operated until a qualified mechanic has made repairs. Any other unsafe conditions are to be reported to the operator’s supervisor as soon as possible.

Vehicle Operation
All District vehicles, whether owned, rented, or leased by the District, are to be operated in a safe
manner at all times. Drivers must adhere to all applicable laws. The driver is totally responsible for
the safe operation of the vehicle. Drivers must report any and all vehicle accidents or damage no
matter how minor to their supervisor immediately. The basic defensive driving practice is to plan
ahead and do everything that can be reasonably be done to prevent accidents. This is to include the
use of seat belts. The following guidelines will also be followed:

- Drivers must possess a valid California Driver’s License in order to operate any District
vehicle or their own personal vehicle on District business. The duties of drivers will be
reviewed to see if they will involve the operation of vehicles that require a special license.
The employee’s supervisor or personnel staff will note the requirement at the time of hire.
- Drivers should be physically and mentally capable of driving the vehicle he or she is
assigned to drive, whether the vehicle be a car, van, or truck.

Special Note:
Police shall be called to investigate all District vehicle accidents. It is incumbent upon the supervisor
to insure that all facts are obtained with respect to the driver. Under no circumstances should any
employee make any statement relative to liability or draw any conclusions as to the facts asserted at
the scene of the accident.

The occurrence of a vehicle accident may or may not be the fault of the employee. Therefore, it is
imperative that the cause of the accident and corrective action taken by the employee’s immediate
superior be taken.

Was the accident Preventable? Did our driver:

- take every reasonable precaution to avoid the vehicle accident?
- approach an intersection at a controlled speed that was reasonable for the conditions?
- prepare to stop before entering an intersection regardless of right of way?
- avoid entering an intersection on the amber signal?
- avoid overtaking or passing at the intersection?
- approach a blind corner slowly with their foot on the brake?
- make certain all other drivers were stopping for a traffic light or stop sign?
- signal his/her change in direction well in advance?
- allow oncoming traffic to clear before making a left turn?
- turn from the proper lane?
- look to the front and rear for approaching traffic immediately before pulling out?
- look back, rather than depend on the rear view mirrors?
- signal before pulling away from the curb?
- start out only when an action would not require traffic to change its speed or direction in
order to avoid our vehicle?
- continue to glance back while pulling out?
• adjust speed to the conditions of the road, visibility, and traffic?
• maintain a safe following distance for conditions?
• drop back from a vehicle pulling out in front and re-establish the proper following distance?

• approach the green traffic light cautiously, expecting the driver ahead to stop suddenly on a signal change?
• look ahead of the vehicle in front for possible emergencies?
• park too close to a vehicle or obstacle ahead that backing up was necessary when leaving a parking space?
• drive unnecessarily down a narrow street, dead-end, alley, or driveway from which backing up resulted?
• get someone to guide him while backing up?
• walk around the vehicle before getting in?
• back up immediately after walking around his vehicle?
• look to the rear without depending on the rear view mirror?
• back up slowly?
• travel at a speed safe for the conditions of the weather and road?
• keep a safe following distance?
• alert for loose gravel, sand, ruts, etc.?
• proceed through congested traffic anticipating that pedestrians might step in front of the vehicle?
• keep as much clearance between our vehicle and parked cars as conditions permitted?
• interpret the pedestrian’s next action or intention?
• check the location of pedestrian’s before starting at a green signal?
• give all pedestrians the right of way?
• refrain from passing a stopped school bus?
• account for all children before starting out?
• alert for signs of children who might run into the path (balls rolling into street, etc.)?
• properly signal his/her intention to stop?
• avoid coming to a sudden stop?
• parked on the proper side of the road?
MENLO PARK CITY SCHOOL DISTRICT
NEW EMPLOYEE ORIENTATION

1. All new employees shall receive new employee orientation.

2. The Personnel Department will administer the new employee orientation.

3. Each new employee shall be assigned an Employee Classification (Warehouseperson, secretary, carpenter, custodian, etc.)

4. The new employee’s supervisor will explain the safety criteria for each individual job.


6. A signed copy of the new employee’s orientation form will be maintained in the employee’s personnel file.
MENLO PARK CITY SCHOOL DISTRICT

Cal/OSHA REPORTS AND POSTING REQUIREMENTS

Every employer, with few exceptions, must keep occupational injury and illness records for their employees. The recordkeeping forms are available in the booklet entitled the “Recordkeeping Requirements Under the Occupational Safety and Health Act”, published by California State Occupational Safety & Health Administration. Menlo Park City School District is classified as one of California’s employers who must comply with this requirement.

SPECIAL OSHA REQUIREMENTS
The State Occupational Safety and Health Act prescribes the following mandatory requirements:

The Log of Work-Related Injuries and Illnesses (Cal-OSHA Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an accident occurs, use the Log to record specific details about what happened and how it happened. The Summary, a separate form (Cal-OSHA 300A) shows the totals for the year in each category. In February 1 through April 30, post the Summary for the previous calendar year in a visible location so that the employees are aware of the injuries and illnesses occurring in the workplace.

The District will maintain a Log for the entire District. The cases listed on the Log of Work-Related Injuries and Illnesses are not necessarily eligible for workers compensation or other insurance benefits. Listing a case on the Log does not mean that the company or any worker was at fault or that a Cal/OSHA standard was violated.

Work-related Injury or Illness: An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a perplexing condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies.

The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment.

Work-related injuries and illnesses that need recording: The District will record those work-related injuries and illnesses that result in:

- Death
- Loss of consciousness
- Days away from work; restricted work activity or job transfer;
- Medical treatment beyond first aid
- The company will also record any work-related injury or illness that is significant
The District will record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. This includes any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.

The District will record the following conditions when they are work-related:

- Any needle stick injury or cut from a sharp object that is contaminated with another person’s blood or other potentially infectious material
- Any case requiring an employee to be medically removed under the requirements of a Cal/OSHA health standard

The District recognizes that medical treatment includes the managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- Visits to a doctor or health care professional solely for observation or counseling
- Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes
- Any procedure that can be labeled first aid

The District recognizes if the incident requires the following types of treatment, it is considered first aid. We will not record any case if it involves only:

- Using non-prescription medications at non-prescription strength
- Administering tetanus immunizations
- Cleaning, flushing, or soaking wounds on the skin surface
- Using wound coverings, such as bandages, band-aids, gauze pads, etc., or using steri-strips or butterfly bandages
- Using hot or cold therapy
- Using any totally non-rigid means of support such as elastic bandages, wraps, non-rigid back belts
- Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards)
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters
- Using eye patches
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
- Using finger guards
- Using massages
- Drinking fluids to relieve heat stress
The District will decide if a case involves restricted work:

- Restricted work activity occurs when as the result of a work related injury or illness, the District or health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

The District will count the number of days of restricted work activity or the number of days away from work:

- By counting the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Will not count the day on which the injury or illness occurred in this number. Will begin counting days from the day after the incident occurs.

- If a single injury or illness involved both days away from work and days of restricted work activity, will enter the total number of days for each. Will stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

The District will not enter an employee’s name on the Cal/OSHA Form 300 when considering the following types of injuries or illnesses to be privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system
- An injury or illness resulting from a sexual assault
- A mental illness
- A case of HIV infection, hepatitis or tuberculosis
- A needle stick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material
- Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log

Instead of entering the employee’s name on the Cal/OSHA 300 Log for these cases, enter “privacy case” in the space normally used for the employee’s name. A separate, confidential list of the case numbers and employees names for the District’s privacy concern cases will be used so that we can update the cases and provide information to the government if asked to do so.

If it is found to have a reasonable basis to believe that information describing the privacy concern cases may be personally identifiable even though the employee’s name has been omitted, we will use discretion in describing the injury or illness on both the Cal/OSHA 300 and 301 forms. We will enter enough information to identify the cause of the incident and the general severity of the injury or illness, but will not include details of an intimate or private nature.
If the outcome or extent of an injury or illness changes after recording the case, we will simply draw a line through the original entry or delete or whiteout the original entry. A new entry will be written in where it belongs.

**Classifying Injuries**

An injury is any wound or damage to the body resulting from an event in the work environment such as: cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, fall or other similar accidents.

**Classifying Illnesses**

- **Skin diseases or disorders:** are illnesses involving the worker’s skin that are caused by work exposure to chemicals, plants, or other substances.

  **Examples:** Contact dermatitis, eczema, or rash caused by primary irritants and sensitizes or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.

- **Respiratory conditions:** are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

  **Examples:** Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmers lung, beryllium disease, tuberculosis, occupational asthma, reactive airways, dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonia, toxic inhalation injury such as metal fume fever, chronic obstructive bronchitis, and other pneumoconiosis.

- **Poisoning:** includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

  **Examples:** Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

- **All other illnesses:** Includes all other occupational illnesses

  **Examples:** Heatstroke, sunstroke, heat exhaustion, heat stress and other effects
of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

Posting the Summary

- The Summary only not the Log must be posted by February 1 of the year following the year covered by the form and kept posted until April 30 of that year. The posting shall be in a conspicuous location such as the time clock area or the posting board.

Keeping the Log and Summary on file

- The Log 300 and Summary will be kept on file for a minimum of 5 years following the year to which they pertain.

What is an Incidence Rate?

- An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate our District’s injury and illness experience over time or to compare our firm’s experience with that of our industry as a whole, we need to compute our incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help to identify problems in our workplace.

Calculating the Incidence Rate

- We compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work.

  (a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on the Cal/OSHA Form 300, or refer to the Cal/OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

  (b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your Cal/OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the Cal/OSHA Form 300A.

  (c) The number of hours all employees actually worked during the year. Refer to Cal/OSHA Form 300A and optional worksheet to calculate this number.

  ➢ To compute the incidence rate for all recordable cases of injuries and illnesses, use the following formula:
Total number of injuries and illnesses + Number of hours worked by all employees x 200,000 hours = Total recordable case rate.

➢ (The 200,000 figures in the formula represent the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates).

➢ Compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

\[
\text{Number of injuries in column H + Number of entries in column I + Number of hours worked by all employees x 200,000 hours} \\
\text{= DART incidence rate.}
\]

➢ Use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (1) on Form 300A, cases involving skin disorders (column M-2 on Form 300A). You substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

POSTING REQUIREMENTS

- Cal/OSHA POSTER “Safety and Health Protection on the Job”
- Emergency Telephone Numbers
- Notice Of Worker’s Compensation Company
- Payday Notice
- Federal/State Minimum Wage Notice “Industrial Welfare Commission Orders”
- Unemployment And Disability Insurance
- Discrimination In Employment
- Notice Regarding Employee Rights
- Notice Regarding Employee Polygraphs
- Equal Employment Opportunity Notice
- Cal/OSHA Citations (Individual Site Location)
- Confidentiality Of Medical Records
- Time Off For Voting (Election Day Notice)

OTHER SUGGESTED POSTINGS

- Exit Signs
● Room Capacities
● Suggestion Box Location
● Location Of Emergency Equipment
● Location Of First Aid Kit
● Emergency Evacuation Floor Plan
INTRODUCTION

The District reserves the right to select and/or approval all protective equipment to be issued and used by its employees and visitors. Only such equipment approved of will be allowed on District premises.

The use of protective equipment relative to jobs which have an inherent injury potential is the responsibility of every District employee. The protective equipment is designed to provide an effective barrier between a worker and potentially dangerous objects, substances or processes.

Supervisors monitor and evaluate the use and effectiveness of all personal protective equipment and recommend improvements where indicated. Supervisors will determine equipment required for specific tasks.

When the use of protective equipment has been specified for hazardous work, its use will be mandatory.

BASIC PERSONAL PROTECTIVE EQUIPMENT – AS DICTATED BY TASK

1. **Safety glasses and/or goggles or safety shields (meeting American National Standards Institute (ANSI) Z 87.1 standards)**
   - Approved eye and face protection must be worn whenever warranted by the work exposure. ANSI approved safety glasses with full side shields must be worn in all circumstances.

2. **Boots and protective clothing (e.g. aprons, coveralls, etc.)**
   - All safety shoes shall meet nationally recognized standards. Sturdy work shoes/boots which provide adequate protection against foot injury should be worn during the work day. Foot guards are to be worn when work boots are not sufficient protection for the task, and steel toe safety boots if further protection is required. Tennis shoes, running shoes, light canvas shoes, sandals, etc., are not authorized for wear in the work area. Shoes and boots must be kept in good repair, and those with worn heels or thin or worn soles should not be permitted. In addition, the wearing of sneakers, tennis shoes, sandals, or shoes that have been slit or have holes cut in them will not be permitted.

3. **Hearing protection such as earplugs or earmuffs**
When employees are subject to sound levels that exceed the Cal/OSHA standards, hearing protection will be provided and used to reduce the sound levels. Earmuffs must be disinfected prior to use by another employee.

4. **Gloves in good condition suited to the type of work required**
   - Where needed, workers shall wear work gloves in good condition, which are suited to the type of work involved. Use of special types of gloves (such as neoprene or rubber) shall be issued to those workers who have need of them.

5. **Head protection against falling objects and/or electrical hazards**
   - When employees are exposed to impact and penetration hazards caused by falling objects and/or electric shock and burns, head protection will be provided.

6. **Personal back support with suspenders**
   - When employees are performing lifting of loads, which they feel may be better served with the assistance of a back support, may wear the support with suspenders only. Once the lifting procedure has been accomplished, the back support shall be released to continue full mobility of the back. Back supports are never to be worn as a corset.
RESPIRATORY PROTECTION PROGRAM

RESPIRATOR USAGE

A. Requirements

Respirators are to be used only in situations where engineering controls are infeasible or during such times as controls are being installed. Respirators shall be provided to the employee by the District when such equipment has been proved to be necessary to protect the health of the employee.

The Safety Officer is responsible for identifying respiratory hazards in the workplace and for having these hazards evaluated to determine the appropriate respiratory protective equipment.

B. Responsibilities

1. The Safety Officer is responsible for:

   ● Ensuring that all required respiratory users are sent for medical examinations and “fit-tested” for respiratory protective equipment on an annual basis and if there is any change to an employee’s medical condition during the year
   ● Ensuring that all respiratory protective equipment is NIOSH (National Institute for Occupational Safety and Health of the United States Department of Health and Human Services) certified and is appropriate to use for the situation
   ● Maintaining all medical records and fit-test certification as required by law
   ● Periodically review the program for effectiveness and to ensure employees and supervisors are following procedures

2. Respirator wearers shall:

   ● Comply with all required procedures
   ● Complete and successfully pass the required fit-testing procedures
   ● Certification will be maintained by the Safety Department regarding the successful fit-test procedures
   ● Complete the required training for all respirator users
   ● Use the correct type of respiratory protective equipment for the hazard(s) involved
   ● Properly store, clean, inspect, and maintain all respirator equipment
● Use the respirator equipment as instructed
● Report any respirator deficiencies or malfunctions to his/her supervisor immediately
● Inform supervisor of any new situation that may require a change in the use of respiratory protective equipment or if contaminant levels are suspected to increase

● Immediately follow emergency procedures and leave the respirator use area if the respirator fails to provide proper protection
● Never use another employee’s respirator

3. Supervisors are responsible for:

● Identifying employees who may require respiratory protection equipment
● Ensuring that employees requiring respiratory protection equipment receive medical appointments, are fit-tested and trained in the usage of the equipment
● Ensuring that the respiratory protective equipment is properly used, cleaned, stored, and maintained
● Maintaining an inventory of spare parts
● Ensuring that defective respiratory protective equipment is removed from service immediately and not used again until approved repairs are completed
● Ensuring that employees are allowed to leave the respirator use area as necessary to prevent eye and/or skin irritation associated with respirator use
● Notify the Safety Officer of any problems with respirator use, or any changes in work processes that would impact airborne contaminants

4. Voluntary Usage of Respiratory Protection Equipment

From time to time, employees may wish to wear respiratory protective equipment for an additional level of comfort and protection, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. The employee needs to follow certain procedures to ensure that the equipment he/she is using (whether provided by the District or the employee’s own equipment) does not itself present a hazard.

The employee should:

● Read and follow all instructions provided by the manufacturer on usage, maintenance, cleaning and care, and all warnings regarding respirator limitations
● Choose respirators certified for use to protect against the contaminant of concern following NIOSH recommendations and certifications
● Not wear the respirator in atmospheres for which the respirator is not designed to
protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors or small solid particles of fumes or smoke.

- Keep track of his/her respirator so that the employee does not mistakenly use someone else’s respirator
MENLO PARK CITY SCHOOL DISTRICT

SAFETY LOCKOUT & TAGOUT PROCEDURES

To prevent inadvertent operation of electrical equipment during set up or maintenance activities, an energy control procedure has been implemented. This procedure consists of locking out the main energy source or control for the equipment undergoing maintenance, and tagging it to indicate that it is not to be re-energized.

Each person involved in the maintenance activity must attach a unique lock and tag to the locking device. The lock and tag must be removed at the end of each work shift if maintenance activities continue onto another shift, and the incoming shift must reattach their lock and tags if necessary.

All electrical equipment must be turned off at the breaker panel and locked out or electrically disconnected from the energy source prior to maintenance. The electrical condition of the equipment must be verified by an electrician to ensure no electrical back-feed. Note: For electrical circuit breaker panels not equipped with breakers that can be “locked” open, the breaker(s) must be turned off, the “hot” wire disconnected from the breaker and tape placed over the breaker face to preclude being inadvertently energized. The breaker(s) must be tagged by the employee assigned to perform the required maintenance.

The doors or covers of electrical control cabinets, distribution panes, safety switches, circuit breakers, and all similar enclosures shall be kept closed at all times except when opened by authorized personnel for maintenance, adjustment or inspection.

1. When disconnecting an electrical plug, pull on the plug not the cord.

2. When disconnecting high current draw electrical equipment ensure the power has been turned off at the distribution center.

3. When a fuse blows or circuit trips, it usually means an overload or possible short. A qualified electrician must inspect equipment protected by a circuit breaker, which has tripped before it is put back into service.
INTRODUCTION

In Title 8, Section 303 (c) the State of California establishes certain minimum requirements if a “Labor/Management” safety committee is established.

The District believes that the establishment of a Safety Committee will assist all members of staff and management in achieving the goals of the safety program. The District will hold periodic interdepartmental safety meetings as part of the safety program. These meetings may be part of a regular staff meeting, a special meeting, or as a regularly scheduled event.

The goal of the safety meeting is to keep supervisors, management, and labor equally informed on safety issues that pertain to the District. The District will deliver safety policies to employees and set the example for safety on the job for employees to follow.

OBJECTIVES

The objective of the Safety Committee Meeting is to communicate health and safety procedures and requirements, whether established by the District or others (eg. State regulations) as well as provide an educational forum on applicable safety subjects and issues.

STANDARDS

1. The Safety Committee Meeting will be held during the workday on a consistent day of the month.

2. The meeting should not last longer than one hour and adequately cover the material presented.

3. An agenda or notification should be prepared in advance in order to inform participants.

4. Minutes of the meeting should be recorded and posted on the department bulletin board.
GENERAL REQUIREMENTS

It is the policy of the District to ensure that all elevated lifts used on District premises shall comply with the following guidelines:

1. All employees shall be instructed in the proper use of all lifts prior to operation and only trained personnel shall operate and man lift.

2. Prior to use, inspect the equipment for damage on a daily basis.

3. The surface upon which the unit is being operated must be level with no hazardous irregularities or accumulation of debris, which may cause a moving platform to overturn. The route and/or area in which the unit is to be used must be surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in pavement, ground or shoulder, ditches, slopes, etc.

4. Full body harnesses and tag lines must be worn on all man lifts.

5. Most equipment is not insulated for electrocution hazards. Do not use man lift devices within 10 feet of electrical lines or equipment.

6. Ladders or other objects shall not be placed in or on top of the platform to gain greater height. Employees shall not sit or climb on the edge of the basket.

7. Do not load platforms beyond their rated capacity.

8. Climbers shall not be worn while performing work from a man lift.

9. Never attempt to leave the platform while it is in the elevated position.

10. Man lifts may never be used for crane purposes.

11. Do not operate a man lift unless the access gate is closed.

12. Do not jerk controls. Move the control lever slowly from neutral to start movement and return it to neutral slowly.

13. Do not move lever across neutral without stopping.
14. Do not allow overhanging loads on the work platform.

15. Do not operate a man lift that is malfunctioning.
16. Do not make any modifications to a man lift.

17. Do not use a man lift for any other purpose than to position personnel and their tools or equipment.

18. Do not operate a man lift when the wind velocity exceeds 25 miles per hour.

19. Towering man lifts (driving with the platform and personnel in an elevated mode) is prohibited.

20. Use common sense when operating a man lift.
MENLO PARK CITY SCHOOL DISTRICT

TOWER SCAFFOLDS AND ROLLING SCAFFOLDS

GENERAL REQUIREMENTS

It is the policy of the District to ensure that all scaffolding used on District premises shall comply with the following guidelines:

1. The minimum dimension of the base of any freestanding tower or rolling scaffold shall not be less than one-third the height of the scaffold unless such scaffold is securely guyed or tied.

2. Construction and Erection:
   
a. The uprights, ledgers, ribbons, braces and splices shall be equivalent to the standards specified in CCR, T8 1636 & 1644. Railings are required if the platform is 30 inches or more above grade.

   b. The screw jacks shall extend into its leg tube at least one-third its length, but in no case shall the exposed thread exceed 12 inches.

   c. The uprights (legs of rolling scaffolds) shall not exceed 24 inches without being braced according to the manufacturer’s specification.

3. Wheels or casters of rolling scaffolds shall be provided with an effective locking device and kept locked when workers are climbing or working on the scaffold. At least two of the four casters or wheels shall be a swivel type. All wheels or casters shall be properly designed for strength and dimension to support at least four times the maximum intended load.

4. Joints of metal scaffolds shall be provided with lock pins or bolts or equivalent fastening, including caster joints. Lock pins used must be of a positive locking type.

5. Platform planks on rolling or tower scaffolds shall not project farther than 18 inches past supports at the edges of the scaffold. An effective method of preventing platform planks on rolling scaffolds from slipping off must be provided. The nailing of cleats of one-inch material on the underside of each projected end, or other equivalent means, will be acceptable. Platforms shall be tightly planked for the full width of the scaffold except for any necessary entrance openings.
6. Workers may ride on rolling scaffolds moved by others below if the following conditions exist:

   a. The floor or surface is within three degrees of level, and free from pits, holes or obstructions.

   b. The minimum dimension of the scaffold base, when ready for rolling, is at least one-half of the height. Outriggers, if used, shall be installed on both sides of staging.

   c. The wheels are equipped with rubber or similar resilient tires. For tower scaffolds 50 feet or over, metal wheels may be used.

7. Ladders or other unstable objects shall not be placed on top of rolling scaffolds to gain greater height.

8. Outriggers will be properly set and used on all rolling and tower scaffolds in accordance with the working level (height) of the scaffold.
MENLO PARK CITY SCHOOL DISTRICT

WORKPLACE SECURITY: PREVENTING VIOLENCE IN THE DISTRICT WORKPLACE

INTRODUCTION

The District’s program for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence. **Type I** workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. **Type II** involves a violent act or threat of violence by a recipient of a service provided by our company, such as a client, customer, passenger or a criminal suspect. **Type III** involves a violent act or threat of violence by a current or former employee, supervisor or manager, or another person who has some employment-related involvement with our District, such as an employee’s spouse or lover, an employee’s relative or friend, or another person who has a dispute with one of our employees.

RESPONSIBILITY

We have decided to assign responsibility for the security in our workplace. The Safety Coordinator is the administrator for workplace security and has the authority and responsibility for implementing the provisions of this program.

COMPLIANCE

We have established the following policy to ensure compliance with our rules on workplace security.

Management of the District is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, these include:

1. Informing employees, supervisors and managers of the provisions for IIP Program for Workplace Security.

2. Evaluating the performance of all employees in complying with our District’s workplace security measures.
3. Recognizing employees who perform work practices which promote security in the workplace.

4. Providing training and/or counseling to employees whose performance is deficient in complying with work practices designed to ensure workplace security.

5. Disciplining employees for failure to comply with workplace security practices.

COMMUNICATION

The District recognizes that to maintain a safe, healthy and secure workplace, we must have open, two-way communications between all employees, including managers and supervisors, on all workplace safety, health and security issues. Our District has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on our District’s workplace security policies, procedures and work practices
- Periodic review of our IIP Program for Workplace Security with all personnel
- Training programs designed to address specific aspects of workplace security unique to our District
- Regularly scheduled safety meetings with all personnel that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees who report threats from retaliation by the person making the threats
- Addressing security issues at our workplace security team meetings
- Other: 

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HAZARD ASSESSMENT

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. These inspections are intended to identify and evaluate workplace security hazards and threats of workplace violence. The following observer(s) in the following areas are:

Observer Area

Periodic inspections are performed to the following schedule:

1. _______________________(Frequency: daily, weekly, monthly).
2. When we initially established our IIP Program for Workplace Security.
3. When new, previously unidentified security hazards are recognized.
4. When occupational injuries or threats of injury occur.
5. Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for security surveillance measures, such as mirrors and cameras.
3. Posting of signs notifying the public that no cash is kept on premises.
4. Procedures for employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting an emergency telephone numbers for law enforcement, fire and medical services.

7. Other: ____________________________________________________

__________________________________________________________

INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence.

Our procedure for investigating incidents of workplace violence, which includes threats and physical injury include:

1. Reviewing all previous incidents.

2. Visiting the scene of an incident as soon as possible.

3. Interviewing threatened or injured employees and witnesses.

4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

5. Determining the cause of the incident.

6. Taking corrective action to prevent the incident from recurring.

7. Recording the findings and corrective actions taken.

8. Other: ____________________________________________________

__________________________________________________________

HAZARD CORRECTION

Hazards, which threaten the security of employees, shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for Type I workplace security hazards can include:

1. Making the workplace unattractive to robbers.

2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting suspicious persons or activities.

4. Posting of emergency telephone numbers of law enforcement, fire, medical services where employees have access to a telephone with an outside line.

5. Posting of signs notifying the public that no cash is kept on premises.

6. Employee, supervisor and management training on emergency action procedures.

7. Other:
Corrective measures for **Type II** workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity

2. Insuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.

3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our company.

4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.

5. Providing procedures for a “buddy” system for specified emergency events.

6. Ensuring adequate employee escape routes.

7. Other:

Corrective measures for **Type III** workplace security hazards include:

1. Effectively communicating our District’s anti-violence policy to all employees, supervisors or managers.

2. Improving how well our District’s management and employees communicate with each other.

3. Increasing awareness by employees, supervisors and managers of the warning signs of potential workplace violence

4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employee’s is having a dispute
5. Providing counseling to employees, supervisors or managers who exhibit behavior that presents strain or pressure which may lead to physical or verbal abuse of co-employees.

6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

7. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

8. Other: ____________________________________________________________

TRAINING AND INSTRUCTION

We have established the following policy on training all employees with respect to workplace security:

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIP Program for Workplace Security is first established and periodically thereafter. Training shall also be provided to all new employees and to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIP Program for Workplace Security including measures for reporting any violent acts or threats of violence.

2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.

3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.

4. Ways to defuse hostile or threatening situations.

5. Measures to summon others for assistance.


7. Notification of law enforcement authorities when a criminal act may have occurred.
8. Emergency medical care provided in the event of any violent act upon an employee.

9. Post-event trauma counseling for those employees desiring such assistance.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for Type I training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as night work.
- Other: ________________________________
  ________________________________

We have chosen the following checked items for Type II training and instruction for managers, supervisors and employees:

- Self-protection
- Dealing with angry, hostile or threatening individuals
- Location, operation, care, and maintenance of alarm systems and other protective devices
- Communication procedures
- Determination of when to use the “buddy” system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Other: ________________________________
We have chosen the following checked items for **Type III** training and instruction for managers, supervisors and employees:

- Pre-employment screening practices
- Employee Assistance Programs
- Awareness of situational indicators that lead to violent acts
- Managing with respect and consideration for employee well being
- Review of anti-violence policy and procedures
- Other: ________________________________
MENLO PARK CITY SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM
2012/2013

ADDENDUM II
As custodians, you keep schools safe and clean for students and staff. When you take care of your own health and safety at work, you avoid disruptions in your life and at work, and can continue providing an important service to students.

A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

**Step 1: Identify Job Hazards**

The chart on the following pages lists many of the common hazards that affect custodians. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

**Step 2: Work Towards Solutions**

The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that reduce the hazard; and/or (3) using personal protective equipment.

**Slip and Fall Hazards**

Slippery or uneven walking surfaces are the most common causes of slips and falls in schools. Here are some tips to prevent slips and falls:
These are caused by poor job design that results in sprains, strains, and other wear and tear on the body. Ergonomic hazards include: lifting heavy objects, reaching for objects, mopping or vacuuming. Here are some tips to prevent injuries from ergonomic hazards:

- Use lightweight microfiber mops and long-handled scrubbers.
- Place a step-up platform next to the dumpster, if possible.
- Use a dolly or rolling cart to move heavy objects.
- Drill holes into the bottom of garbage barrels. This makes it easier to lift garbage bags out of the barrel.
- For tasks that require repetitive motions (such as mopping), alternate between the left and right hands.
- For backpack vacuums, check proper fit, including use of the support harness. Empty the vacuum bag often to lighten the vacuum.

Ergonomic Hazards

Electrical Hazards

Working with electrical equipment (such as vacuum cleaners) can expose you to electrical current, which can cause shock, injury and sometimes death. Here are some tips to prevent injuries from electrical hazards:

- Keep electrical equipment away from water.
- Dry your hands before touching electrical equipment.
- Make sure equipment is in the “power off” position before plugging it in.
- Disconnect an electrical plug by pulling on the plug, not the cord.
- Report any damaged equipment, such as frayed electrical cords.
- Immediately turn off the power if you smell burning plastic or smoke, see sparks, or feel tingling or a shock.
- Do not use the equipment. Report the problem immediately.
- Follow steps for proper lock out/tag out when servicing equipment. Turn off and disconnect the equipment.
- Make sure the source of power has a lock or tag.

Clean up spills in your work area immediately.
Use warning signs to keep people away from wet floors.
Use caution when stripping and waxing floors. Some chemicals make floors slippery.
Make sure shelves and storage racks are stable and secured.
Wear shoes with non-skid soles.
Always use a ladder or footstool to reach for objects. Never use a box or a cart.
When using a ladder, put the ladder on a stable, dry surface. Make sure it is fully open and locked.
Participate in ladder safety and fall protection training.

Clean up spills in your work area immediately.
Use warning signs to keep people away from wet floors.
Use caution when stripping and waxing floors. Some chemicals make floors slippery.
Make sure shelves and storage racks are stable and secured.
Wear shoes with non-skid soles.
Always use a ladder or footstool to reach for objects. Never use a box or a cart.
When using a ladder, put the ladder on a stable, dry surface. Make sure it is fully open and locked.
Participate in ladder safety and fall protection training.
### Infectious Disease
Handling garbage bags or trash such as soiled tissues and sanitary napkins, could put your in contact with infectious materials. You could be exposed to many different viruses and bacteria, such as the common cold, flu, HIV, and Hepatitis B. Here are some tips to prevent injuries from infectious disease:

- Wash your hands frequently.
- Stay home if you are sick.
- If you may come into contact with blood or other bodily fluids:
  - Wear disposable gloves
  - Wash your hands with soap and water
  - Disinfect any equipment or work areas that are affected

### Violence and Aggressive Student Behavior
About three-quarters of all public schools experience one or more violent incidents of crime every year; almost half report thefts. Custodians working alone, at night, or during early morning hours face a higher risk of robberies and assaults. Here are some tips to prevent injuries from violence and aggressive student behavior:

- Report to maintenance staff any locks and alarms that are not working.
- Work in pairs when possible.
- Set up a communication system if you are working alone at night or when school is out.
- Check with administration on the report process for violent incidents and threats.
- Put your personal belongings in a secure place.

### Chemicals
Products like floor strippers or cleaning solutions can be toxic. Here are some tips to prevent injuries from chemicals:

- Find out what types of chemicals you use in your work.
- Use less toxic chemicals when possible.
- Dilute chemicals (such as disinfectant or floor stripper) according to manufacturer’s directions.
- Do not mix chemicals unless instructed to by the manufacturer. Never mix bleach and ammonia.
- Close all containers, especially spray bottles, when not in use.
- Open windows and doors if possible.
- Make sure all chemicals are labeled and that you have Material Safety Data Sheets (*MSDS) for each product. If you put chemicals into a different container, label the new container.
- Bring clean clothes and shoes to change into at the end of the work shift so you do not bring any chemicals home. Wash your work clothes separately from other clothes.
- Participate in chemicals training, including how to use gloves or other protective gear, as indicated by the MSDS. Be familiar with the emergency plan in case of a chemical accident.
- Obtain specific training on hazardous waste management if you handle or store any hazardous waste at your school.
An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do
Whether preparing food, serving food or keeping the cafeteria clean, you provide nourishing meals so that children can thrive in the classrooms and on the playground. When you take care of your own health and safety at work, your avoid disruptions in your life, and can continue providing this important service to students.

A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

Step 1: Identify Job Hazards
The chart on the following pages lists many of the common hazards that affect food service employees. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

Step 2: Work Towards Solutions
The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that recue the hazard; and/or (3) using personal protective equipment.
Ergonomic Hazards
These are caused by poor job design that results in sprains, strains, and other wear and tear on the body. Ergonomic hazards include: lifting or pushing heavy objects, bending to take things out of the oven, and repetitive chopping or dicing. Here are some tips to prevent injuries from ergonomic hazards:

- Use smaller, lighter bus pans and trays.
- Store heavy items in easy-to-reach areas to avoid overreaching or bending.
- Push carts instead of pulling them, when possible.
- Use floor mats to protect against constant impact with hard surfaces.

Sharp Objects
Food service employees are often in contact with knives, slicers, grinders, food processors, broken glass, and other sharp objects. Here are some tips to prevent injuries from sharp objects:

- Use knives that are the right size and type for your task.
- Keep knives sharp.
- Place a rubber mat under your cutting board to prevent slipping. When cutting, tuck in fingers on the hand that is holding the food.
- If you are doing a lot of cutting, wear cut-resistant gloves that cover the wrists, fit well, and have sturdy, tightly-woven seams.
- Do not place sharp objects in sinks filled with soapy water.
- Before using a machine (such as a slicer), make sure machine guards are in place.
- Keep hands, face, hair clothing, and jewelry away from moving machine parts.
- Designate one clearly-marked trash can for broken glass and sharp can lids.
- Store glasses, bottles, and dishware away from areas with a lot of foot traffic.
- Unplug machines before cleaning them.
- Follow steps for proper lockout/tag out when cleaning or servicing equipment. Turn off and disconnect the equipment. Make sure the source of power has a lock or tag.

Hot Surfaces
Stove tops, ovens, broilers, grills, deep fryers, and microwave ovens can cause burns. Here are some tips to prevent injuries from hot surfaces:
Products used to clean kitchens and cafeterias can be very toxic. Here are some tips to prevent injuries from chemicals:

- An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do in an emergency.

Infectious Disease

You could be exposed to different viruses and bacteria, such as the common cold, flu, HIV and Hepatitis B. Here are some tips to prevent injuries from infectious disease:
**Slip and Fall Hazards**

Slippery or uneven walking surfaces are the most common causes of slips and falls in schools. Here are some tips to prevent slips and falls:

- Wash your hands frequently.
- Stay home if you are sick.
- If you may come into contact with blood or other bodily fluids:
  - Wear disposable gloves
  - Wash your hands with soap and water
  - Disinfect any equipment or work areas that are affected
- Clean up food or liquid debris on floors immediately. If this is not possible, place a warning cone on the area until debris can be removed.
- Keep walkways and work areas free of clutter.
- Use warning signs to keep people away from wet floors.
- Make sure shelves and storage racks are stable and secured.
- Wear shoes with non-skid soles.
- Always use a ladder or footstool to reach for objects. Never use a box or a cart. Ask for help if needed.
- When using a ladder, put the ladder on a stable, dry surface. Make sure it is fully open and locked.
- Participate in ladder safety and fall protection training.
As school groundskeepers, you work hard to keep grassy areas and play structures neat and safe for students. When you take care of your own health and safety at work, you avoid disruptions in your life and on school grounds, and can continue providing this important service to students:

A little planning will go a long way toward making your work environment safer. These three steps will help you get started.

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

Step 1: Identify Job Hazards
The chart on the following pages lists many of the common hazards that affect groundskeepers. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

Step 2: Work Towards Solutions
The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that recue the hazard; and/or (3) using personal protective equipment.
Slip and Fall Hazards
Slippery or uneven walking surfaces are the most common causes of slips and falls in schools. Here are some tips to prevent injuries from slip and fall hazards:

- Identify the cause of the slippery floor and address the problem to eliminate the hazard.
- Wear shoes with non-skid soles.
- Always use a ladder or footstool to reach for objects. Never use a box or a cart. Ask for help if needed.
- When using a ladder, put the ladder on a stable, dry surface. Do not stand on the top two rungs of the ladder. Make sure it is fully open and locked. Participate in ladder safety and fall protection training.

Ergonomic Hazards
Groundskeepers, if not careful, can suffer from lower back pain, muscle strains, ligament and tendon injuries, spinal degeneration, shoulder injuries, and tennis elbow from repeated motions and heavy lifting. Here are some tips to prevent injuries from ergonomic hazards:

- Follow guidelines for proper lifting:
  - Keep the load close to your body
  - Squat and lift with your legs; back straight
  - Do not twist
  - Use a dolly, cart, or hydraulic lift to move heavy objects such as bags of fertilizer or soil. Get help if the load is too heavy to lift. Do not rely on back belts.
  - Store the heaviest items on shelves at waist height.
  - Stand and do gentle stretches when possible.

Power Tools and Equipment
Employees who use power tools may be exposed to falling or sharp objects, or to harmful dusts or fumes. Broken equipment poses hazards such as moving parts, hot surfaces, and electrical shock. Here are some tips to prevent injuries from power tools:

- Check all equipment for loose, broken or damaged parts before use. Immediately report any damaged equipment, such as frayed wires or electrical cords.
- Inspect the work areas for hazards. Remove sticks, bottles, hidden wires, posts, and other debris.
- Follow the manufacturers’ instruction for proper maintenance and repair, and replace any equipment that is not safe.
- Never operate gasoline or diesel-powered equipment indoors; this prevents deadly levels of carbon monoxide from building up.
- Keep lawnmower blades sharp.
- Use tools with padded handles to minimize vibration.
- Wear high-top boots with steel-reinforced toes to protect against falling or abrasive objects.
- Wear appropriate personal protective equipment such as goggles and hearing protection.
Noise

Some power tools (such as leaf blowers) can be loud enough to damage your hearing. Here are some tips to prevent injuries noise:

- Wear ear muffs or ear plugs as needed to protect your hearing when using power equipment.
- Make sure power equipment is in good condition; this will help reduce noise.

Chemicals

Groundskeepers routinely use pesticides, fungicides, herbicides, insecticides, rodenticides, sanitizers, and other hazardous chemicals as part of their job. Here are some tips to prevent injuries from chemicals:

- Find out what types of chemicals are present in your work area.
- Use less toxic chemicals when possible.
- Make sure all chemicals are labeled and that you have Material Safety Data Sheets (*MSDS) for each product. If you put chemicals into a different container, label the new container.
- Bring clean clothes and shoes to change into at the end of the work shift so you do not bring any chemicals home. Wash your work clothes separately from other clothes.
- Participate in chemicals training, including how to use gloves or other protective gear, as indicated by the MSDS. Be familiar with the emergency plan in case of a chemical accident.

*An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do in an emergency.

Heat/Sun

School groundskeepers spend a lot of time outdoors and in the sun. Workers who spend many hours outdoors under the sun are at risk of heat illness, which can lead to death. Exposure to the sun can also cause problems such as cataracts and skin cancer. Here are some tips to prevent injuries from heat/sun:

- Use wrap-around sunglasses with UVA/UVB protection to reduce risk of cataracts.
- Wear thin-light colored long pants, long-sleeve shirt, and a hat.
- Use sun screen even on body parts covered from the sun.
- Take rest breaks in the shade.
- Drink plenty of cool, potable water throughout the day.
- Watch for symptoms of heat illness.
- Check your body every month for any spots on the skin that have changed in size, shape, or color. See a doctor right away if you find any abnormalities.

Electrical Hazards

Working with electrical equipment (such as mowers) can expose you to electrical current, which can cause shock, injury and sometimes death. Landscape service workers are more likely to die by electrocution than the average U.S. worker. Here are some tips to prevent injuries from electrical hazards:
| Immediately turn off the power if you smell burning plastic or smoke, see sparks, or feel tingling or a shock.  
| Do not use the equipment. Report the problem immediately.  
| Participate in training on electrical hazards.  
| Follow steps for proper lock out/tag out when servicing equipment. Turn off and disconnect the equipment.  
| Make sure the source of power has a lock or tag.  
| Make sure that ground fault circuit interrupters (GFCI’s) of the breaker or receptacle are being used.  
| Make sure electrical connections are suitable for the type of tool being used and the working conditions (wet, dusty, flammable vapors). |
MAINTAINING SAFETY:  
A Health and Safety Tip Sheet for School Maintenance

Maintenance and facilities staff members keep schools operational, safe, and comfortable for students and staff. From fixing clogged drains to maintaining heating and air conditioning systems, the maintenance staff brings a range of skills to the job. Taking care of your own safety ensures you will be there to continue your important work.

A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

Step 1: Identify Job Hazards
The chart on the following pages lists many of the common hazards that affect maintenance workers. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

Step 2: Work Towards Solutions
The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that recue the hazard; and/or (3) using personal protective equipment.
The most common accidents in schools are slips, trips, and falls. These injuries can be caused by slippery or uneven walking surfaces. Here are some tips to prevent slips and falls:

**Slip and Fall Hazards**

Identify the cause of the slippery floor and address the problem to eliminate the hazard.
- Clean up spills in your work area immediately.
- Use warning signs to keep people away from wet floors.
- Make sure shelves and storage racks are stable and secured.
- Wear shoes with non-skid soles.
- Always use a ladder or footstool to reach for objects. Never use a box or a cart. Ask for help if needed.
- When using a ladder, put the ladder on a stable, dry surface. Make sure it is fully open and locked. Ask for ladder safety and fall protection training.

These are caused by poor job design that results in sprains, strains, and other wear and tear on the body. Ergonomic hazards include: lifting heavy objects, moving heavy equipment, repeating the same motion over and over again, or using power tools that vibrate. Here are some tips to prevent injuries from ergonomic hazards:

**Ergonomic Hazards**

Follow guidelines for proper lifting:
- Keep the load close to your body
- Squat and lift with your legs; back straight
- Do not twist
Use a dolly or cart to move heavy objects. Get help if the load is too heavy. Do not rely on back belts.

Employees who use power tools may be exposed to falling, flying, abrasive, or splashing objects, or to harmful dusts, fumes, mists, vapors, or gases. Broken equipment poses hazards such as moving parts, hot surfaces, and electrical shock. Here are some tips to prevent injuries from power tools and equipment:

**Power Tools and Equipment**

Check all equipment for loose, broken or damaged parts before use. Immediately report any damaged equipment, such as frayed wires or electrical cords.
- Dry your hands before touching electrical equipment. Keep electrical equipment away from water.
- Disconnect an electrical plug by pulling on the plug, not the cord.
- Make sure equipment is in the "Power Off" position before plugging it into an outlet.
- Immediately turn off the power if you smell burning plastic or smoke, see sparks, or feel tingling or shock. Do not use the equipment. Report the problem immediately.
- Follow the manufacturers’ instruction for proper maintenance and repair, and replace any equipment that is not safe.
- Make sure safety guards are in place.
- Follow steps for proper lock out/tag out when servicing equipment. Turn off and disconnect the equipment. Make sure the source of power has a lock or a tag.
- Ask your supervisor for appropriate personal protective equipment such as goggles, and hearing protection.
Poor Indoor Air Quality

A lack of fresh air, poor ventilation, molds, and bacteria can all reduce air quality in schools. Here are some tips to prevent injuries from poor indoor air quality:

- Verify that heating, ventilation, and air conditioning (HVAC) system is working. The HVAC system should be inspected annually.
- Inspect ceiling tiles, floors, and walls for leaks, discoloration, and check areas where moisture is commonly generated (kitchen, locker rooms, bathrooms). Make sure there are no signs of water damage.

Chemicals

Pesticides and other chemicals can be very toxic. In performing regular maintenance, there is also a chance you could be exposed to lead or even asbestos. Ninety-six percent of elementary schools in California have lead paint, even in some of the newer buildings. If surfaces have lead paint, even a small maintenance job like drilling a hole can produce enough lead dust to poison a child. Asbestos can be found in spray-on insulation, ceiling tiles, flooring, or pipe insulation and is only a hazard if it is exposed. Here are some tips to prevent injuries from chemicals:

- Find out what types of chemicals are present in the school.
- Use less toxic chemicals when possible. For example, use less toxic pesticides, substitute water-based paints for solvent-based paints, or use a plumber’s snake instead of drain-cleaning chemicals.
- Work with school staff to reduce the need for pesticides. Ask them to clean up food and drinks in classrooms and to inform you of any cracks or crevices that need repair.
- Ventilate the area as well as possible.
- Make sure all chemicals are labeled and that you have Material Safety Data Sheets (*MSDS) for each product. If you put chemicals into a different container, label the new container.
- Bring clean clothes and shoes to change into at the end of the work shift so you do not bring any chemicals home.
- Wash your work clothes separately from other clothes.
- Participate in chemicals training, including how to use gloves or other protective gear, as indicated by the MSDS. Be familiar with the emergency plan in case of a chemical accident.
- Obtain specific training on hazardous waste management if you handle or store any hazardous waste at your school.

*An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do in an emergency.
School and district administrative and office staff juggle many tasks to keep school running. Whether you produce yearly reports, manage enrollment, or help a child who is not feeling well, you play a vital role. Taking care of your own health and safety at work helps you meet these goals by avoiding injuries and illnesses that could mean time away from work.

A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

**Step 1: Identify Job Hazards**

The chart on the following pages lists many of the common hazards that affect administrators and office staff. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

**Step 2: Work Towards Solutions**

The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that recue the hazard; and/or (3) using personal protective equipment.
The most common accidents in schools are slips, trips, and falls. These injuries can be caused by slippery or uneven walking surfaces. Here are some tips to prevent slips and falls:

- Identify the cause of the slippery floor and address the problem to eliminate the hazard.
- If you need to reach high places, never stand on a chair or desk. Use a ladder or footstool, or ask a custodian for help.
- Keep all walkways clear of clutter.
- Make sure shelves and storage racks are stable and secured.
- Wear shoes with non-skid soles.
- Be aware of caution signs for maintenance and construction projects.

Ergonomic Hazards
These are caused by poor job design that results in sprains, strains, and other wear and tear on the body. Ergonomic hazards include: using a computer, sitting for most of the day, or bending to reach for objects. Here are some tips to prevent injuries from ergonomic hazards:

- When you work on a computer:
  ~Position the chair and desk so that your knees and forearms are at 90 degree angles, with wrists straight and feet flat on the floor or on a foot rest
  ~The top of your screen should be at or just below eyes level, and 16-22 inches away
  ~Keep materials you need close by.
  ~Take a brief stretch break each hour.
- Avoid moving supplies or equipment without assistance.

Infectious Disease
You could be exposed to many different viruses and bacteria, such as the common cold, flu, HIV and Hepatitis B. Remember that some diseases common in children can be more dangerous to adults. Here are some tips to prevent injuries from infectious disease:

- Wash your hands frequently, and encourage your students to do the same.
- Teach students to cover their mouths when they cough or sneeze.
- Stay home if you are sick.
- If you provide first aid to students, you may need a Hepatitis B vaccine and bloodborne pathogens training.
- If you may come into contact with blood or other bodily fluids:
  ~Wear disposable gloves
  ~Wash your hands with soap and water
  ~Disinfect any equipment or work areas that are affected

Poor Indoor Air Quality
Poor air quality can contribute to respiratory problems and voice disorders. A lack of fresh air, poor ventilation, molds, and bacteria can all reduce air quality in schools. Here are some tips to
prevent injuries from poor indoor air quality:

| Open doors and windows to get fresh air.  
| Verify that heating, ventilation, and air conditioning (HVAC) system is working. The HVAC system should be inspected annually.  
| Report water leaks or signs of dampness right away. |

### Stress

Multiple demands, budget cuts, older equipment, new technology, and upset parents can all cause stress. Ignoring stress can result in health symptoms that can lead to hypertension or heart disease. Here are some tips to prevent injuries from stress:

- Make a list of what is causing stress at work and think about ways to reduce those problems. Start by selecting one or two issues to work on so you do not feel overwhelmed.
- Talk to co-workers and friends about issues.
- Find some time to relax each day. Having 20 minutes or so of quiet time helps relieve stress.
- Eat a well-balanced diet and get regular exercise.

### Violence and Aggressive Student Behavior

About three-quarters of all public schools experience one or more violent incidents of crime every year; almost half report thefts. Here are some tips to prevent injuries from violence and aggressive student behavior:

- Report to maintenance staff any locks and alarms that are not working.
- Set up a communication system if you are working alone at night or when school is out. Check with administration on the report process for violent incidents and threats.
- Check your reporting process for violent incidents and threats.
- Put your personal belongings in a secure place.
- Make sure parents and visitors sign in at the main office.
- Follow district guidelines and procedures for handling student behavioral problems.

### Chemicals

Many types of chemicals are used in schools, such as cleaning products, pesticides, and, in older buildings, asbestos in flooring or ceiling tiles. Here are some tips to prevent injuries from chemicals:
Find out what types of chemicals are present in the school.
If you use any cleaning supplies, follow safety precautions on the label.
Use less toxic chemicals.
Ventilate the areas as well as possible.
Be familiar with the emergency plan in case of a chemical accident.
Make sure all chemicals are labeled and that you have a Material Safety Data Sheet (MSDS*) for each product.
To reduce the need for pesticides, make sure offices are cleaned well after eating or drinking, and have any cracks and crevices repaired.
Call maintenance if there is a possibility of lead or asbestos exposure. Lead can be found on painted surfaces and can be disturbed during repairs. Asbestos could be found in spray-on insulation, ceiling tiles, flooring or pipe insulation and is only a hazard if it is disturbed.

*An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do in an emergency.
Whether you are a teacher or paraeducator, you have a strong commitment to the well-being and academic success of your students. Taking care of your own health and safety at work helps you meet these goals by avoiding injuries and illnesses that could mean time away from work.

A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards Solutions
3. Follow up and share your successes

**Step 1: Identify Job Hazards**

The chart on the following pages lists many of the common hazards that affect teachers and paraeducators. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have concerns. Report any hazards to your supervisor.

**Step 2: Work Towards Solutions**

The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your supervisor and co-workers.
- Share ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that reduce the hazard; and/or (3) using personal protective equipment.

**Slip and Fall Hazards**

The most common accidents in schools are slips, trips, and falls. These injuries can be caused by slippery or uneven walking surfaces. Here are some tips to prevent slips and falls:
Ergonomic Hazards

These are caused by poor job design that results in sprains, strains, and other wear and tear on the body. Ergonomic hazards include: lifting heavy objects, bending to help students, staying on your feet for long periods of time, and moving students with physical disabilities. Here are some tips to prevent injuries from ergonomic hazards:

- If you need to reach high places, never stand on a chair or desk. Use a ladder or footstool, or ask a custodian for help.
- Keep classrooms free of clutter. Keep student backpacks off the floor.
- Make sure shelves and storage racks are stable and secured.
- Wear shoes with non-skid soles.
- Be aware of caution signs for maintenance and construction projects.
- Do not stretch electrical cords/cables across classroom.

When you work on a computer:
- Position the chair and desk so that your knees and forearms are at 90 degree angles, with wrists straight and feet flat on the floor or on a foot rest.
- The top of your screen should be at or just below eyes level, and 16-22 inches away.
- Avoid using chairs or other furniture designed for children.
- Ask for help when lifting students, heavy objects or moving equipment.

Infectious Disease

You could be exposed to many different viruses and bacteria, such as the common cold, flu, HIV and Hepatitis B. Remember that some diseases common in children can be more dangerous to adults. If you are a paraeducator, you may be exposed to bodily fluids while helping children use the toilet. Here are some tips to prevent injuries from infectious disease:

- Wash your hands frequently, and encourage your students to do the same.
- Teach students to cover their mouths when they cough or sneeze.
- Stay home if you are sick.
- If you provide first aid to students, you may need a Hepatitis B vaccine and bloodborne pathogens training.
- If you may come into contact with blood or other bodily fluids:
  - Wear disposable gloves
  - Wash your hands with soap and water
  - Disinfect any equipment or work areas that are affected
Stress

High stakes exams, disruptive students, angry parents and budget cuts can all cause stress. Ignoring stress can result in health symptoms that can lead to hypertension or heart disease. Here are some tips to prevent injuries from stress:

- Make a list of what is causing stress at work and think about ways to reduce those problems. Start by selecting one or two issues to work on so you do not feel overwhelmed.
- Talk to co-workers and friends about issues.
- Find some time to relax each day. Having 20 minutes or so of quiet time helps relieve stress.
- Eat a well-balanced diet and get regular exercise.

Violence and Aggressive Student Behavior

About three-quarters of all public schools experience one or more violent incidents of crime every year; almost half report thefts. Teachers and school staff have some of the highest rates of workplace assault. Special education teachers and paraeducators may be at particular risk of dealing with student behavioral issues, such as biting and hitting. Here are some tips to prevent injuries from violence and aggressive student behavior:

- Report to maintenance staff any locks and alarms that are not working.
- Set up a communication system if you are working alone at night or when school is out. Use a buddy system. Notify administrators if you are working late.
- Check with administration on the report process for violent incidents and threats.
- Put your personal belongings in a secure place.
- Make sure parents and visitors sign in at the main office.
- Follow district guidelines and procedures for handling student behavioral problems.

Poor Indoor Air Quality

Poor air quality can contribute to respiratory problems and voice disorders. A lack of fresh air, poor ventilation, molds, and bacteria can all reduce air quality in schools. Here are some tips to prevent injuries from poor indoor air quality:

- Open doors and windows to get fresh air.
- Verify that heating, ventilation, and air conditioning (HVAC) system is working. The HVAC system should be inspected annually.
- Report water leaks or signs of dampness right away.
Many types of chemicals are used in the classroom, such as cleaning products, pesticides, and, in older buildings, asbestos in flooring or ceiling tiles. Here are some tips to prevent injuries from chemicals:

<table>
<thead>
<tr>
<th>Find out what types of chemicals are present in the school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you use chemicals in your class:</td>
</tr>
<tr>
<td>~ Use the least toxic chemical you can</td>
</tr>
<tr>
<td>~ Make sure all chemicals are labeled. If you put chemicals into a different container, label the new container.</td>
</tr>
<tr>
<td>~ Obtain a Material data Safety Sheet (*MSDS) for each product</td>
</tr>
<tr>
<td>~ Participate in chemicals training</td>
</tr>
<tr>
<td>~ Ventilate your classroom</td>
</tr>
<tr>
<td>Call maintenance if there is a possibility of lead or asbestos exposure. Lead can be found on painted surfaces and can be disturbed during repairs. Asbestos could be found in spray-on insulation, ceiling tiles, flooring or pipe insulation and is only a hazard if disturbed.</td>
</tr>
<tr>
<td>To reduce the need for pesticides, make sure classrooms are cleaned well after eating or drinking, and have any cracks and crevices in the classroom repaired.</td>
</tr>
<tr>
<td>Be familiar with the emergency plan in case of a chemical accident.</td>
</tr>
<tr>
<td>If you teach vocational education or classes such as wood shop, industrial arts, or metal shop, you may need additional training on chemical, machinery, electrical, noise, and fire hazards.</td>
</tr>
</tbody>
</table>

*An MSDS is a Material Safety Data Sheet prepared by the manufacturer of a chemical or product. It provides detailed information about a chemical, such as how to protect yourself (including the use of gloves or other personal protective gear), how to store the chemical, and what to do in an emergency.*
INJURY & ILLNESS PREVENTION PROGRAM

Adopted 2011

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INTRODUCTION
The Menlo Park City School District implemented this Injury and Illness Prevention Program to provide and maintain a safe environment for all employees, students, and campus visitors. This includes proper training, referral process to identify unsafe conditions, reporting, documentation and communication.

GOALS
Diligent implementation of this program will reap many benefits for Menlo Park City 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. 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
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 Board of Education will adopt a policy directing and authorizing the Injury and Illness Prevention Program.

The Superintendent will assign and supervise the Director of the Injury and Illness Prevention Program, monitor the activities of the program, and develop or revise the District Policy for recommendation to the Board for approval.

The Supervisor of Maintenance, Operations and Transportation will be in charge of the general supervision of the Injury and Illness Prevention Program and be co-chair of the District Safety Committee. He will also supervise the referral and correction of identified safety hazards, maintain appropriate records and coordinates outside insurance inspections for liability insurance. The Supervisor of MOT reports to the Superintendent.

The Human Resources Specialist will be in charge of supervising overall staff training, ensure proper training of all new employees, defines safety curriculum for each employee group, arrange presentations and in-services, and maintains appropriate training records. She will also coordinate with the Supervisor of MOT, serve as co-chair of the District Safety Committee, and report to the Superintendent.

The District Safety Committee will meet bi-monthly to review referral systems and identify hazards, assess safety conditions of the schools, recommend proactive activities or strategies for the safety program, and recommend or review safety procedures during construction.

The School Principals will monitor the referral process to identify hazards, ensure proper forms are available, and refer all employees, parents and visitors to the safety program.
COMPLIANCE

Compliance with this Injury and 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 identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

Menlo Park City School District has developed this comprehensive Injury and 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 Menlo Park City School District to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections
All inspections will be documented using the attached forms with appropriate abatement of any hazards detected.
1. Annual Checklist inspection 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, and occupational illnesses, 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 to 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 and 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. Blood Borne Pathogens
3. Injury and Illness Prevention Program

On the table of contents under appendix B, 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 Director of Maintenance and Operations 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.
**COMMUNICATION**

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

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.

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 Make It Safe form 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.
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 and 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 Supervisor of Maintenance, Transportation and Operations 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 Menlo Park City School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury and Illness Prevention Program, please contact the District Office at 650-321-7140.
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 and Illness Prevention Program of Menlo Park City 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. 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 Supervisor of Maintenance Operations and Transportation as soon as possible so the extinguisher can be recharged or replaced.
5. 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 Supervisor of Maintenance Operations and Transportation. Failure to report faulty conditions for repair can result in injuries.
6. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.
7. 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.
8. Because of the ever-pending possibility of an 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 bungee cords.
9. 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.
10. Defective furniture, worn carpets, defective stairs, loose handrails and other facilities’ defects, which create accident hazards, should be reported to the Supervisor of Maintenance Operations and Transportation so repairs can be completed. If possible, remove the objects from service.
11. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquake, 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 and Illness Prevention Program of Menlo Park City School District, and you 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 a 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 inches from eyes
14. Eye to keyboard distance when seated should be between 17-20 inches
15. Eye to copy reading distance should be 12-16 inches
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:
   a. Blink slowly and frequently to keep eyes moist
   b. Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute
   c. Periodically look away from screen and focus on another object at least 20 feet away
   d. Roll eyes clockwise, then counterclockwise three times
SAFE WORK PRACTICES FOR
SCIENCE TEACHERS

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 employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
2. All chemicals should be labeled properly and clearly. The date the material was acquired should 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 specific precautions.
3. All chemical storage areas should have contamination in the form of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
4. Scalpels and dissecting needles for the lab experiments should be stored in clear beakers with the sharp edge or points in a downward position.
5. 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.
6. 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.
7. Incompatible chemicals should not be sorted in the same vicinity or in the same cabinet.
8. 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.
9. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and facilities.
10. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
11. 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.
12. All employees should be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials.
13. 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 the 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.

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Ceramics / Sculpture / Painting / Jewelry / Theater Arts

1. 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.
2. 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.
3. 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.
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 sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up on the cylinder so that the cylinder cannot tip.
5. 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.
6. 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.
7. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.
8. 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.
9. 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 portions of the shelves.
10. 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.
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 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 facilities.
14. 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.
15. All employees should be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials.
16. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

17. 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 these guidelines.

18. 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.

19. 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.
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.

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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 should be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials

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

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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 unsure if asbestos is 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. 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

6. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given

7. 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

8. 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 portions of the shelves

9. 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

10. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet

11. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled

12. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities

13. 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

14. All employees should be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials
15. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

16. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
   a. No smoking
   b. Oily rags are placed in the safety cans after use
   c. Spray cans and other containers of flammable substances are kept in the flammable storage cabinet

17. 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.

18. 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 gasses, which evolve in charging operations, could explode.
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. During a break, go to a shaded spot or air conditioned room
   b. 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. Follow standard lifting procedures 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 possible
   c. Trenches five feet 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 two feet 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. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problem 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 precautions
10. 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 portions of the shelves
11. Incompatible chemicals should not be stored in the same vicinity or the same cabinet
12. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled
13. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities
14. All employees should be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials
15. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
   a. No smoking
   b. Oily rags are placed in the safety cans after use
   c. 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.
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 part. Use lifting aids or seek the assistance of fellow workers. To lift manageable size and weight boxes, use the following:
   a. First squat down and use the legs and arms instead of the back to lift the box
   b. 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
   c. Make sure you have a good grasp on the box and slowly rise remembering to keep your back straight
   d. Never bend over at the waist and lift with your back
   e. Never twist your 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 injury is to bend your knees when you lift

3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses.

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

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 be aware of the Material Safety Data Contact Service which is available for information about all hazardous materials

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. 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
16. Ladders 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
17. 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
18. All Custodians should wear appropriate safety clothing and safety equipment
19. Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage
20. Rain gear is provided for inclement weather
21. Since work is often at night, carry a flashlight
22. Rubber boots are to be used when using the floor scrubber
23. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part
24. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently
25. Certain job activities require the use of a respirator. The District will train and test the employees that will be given respirators
26. 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 problem immediately for repair. No riders are permitted on these vehicles
27. 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. Leave on for 20 minutes or allow to air dry
   e. Remove the gloves and wash your hands immediately
28. 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 please see your supervisor immediately
29. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of three feet or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower
SAFE WORK PRACTICES FOR THE CHILD DEVELOPMENT / PRESCHOOL

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 are 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 to avoid slippage.

5. All staff are required to wash and disinfect their hands often to avoid the spread of germs. Hand cream is also used to keep hands from cracking.

6. Paper towel dispensers with individual paper towels are available for all staff.

7. Staff are required to renew first aid certificates and CPR certificates on a regular basis. These certificates must be current.

8. Staff are encouraged to wear comfortable clothing and shoes with rubber soles.

9. Staff are requested not to reach or lift articles from high shelves. They are encouraged to request assistance.

10. Garbage is removed frequently, at least once a day.

11. If staff becomes aware of a faulty piece of equipment, it should be taken out of use immediately and reported to the Director.

12. 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.

**Blood Borne 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 sanitation solution. Bleach water is ¼ 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 the 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 15-20 seconds
   b. Rinse well under 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 fluids 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 bio-hazardous 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 Facilities department immediately once generating bio-hazardous 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 technique:
   a. First squat down and use the legs and arms instead of the back to lift the box
   b. 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
   c. Make sure you have a good grasp on the box and slowly rise remembering to keep your back straight
   d. Never bend over at the waist and lift with your back
   e. Never twist your 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 injure someone

6. Take time to become familiar with emergency exists in order to respond properly in an emergency or evacuation

7. Only certified drivers can use the forklift. Follow safety guidelines. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report problems to the supervisor for immediate 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 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, safety glasses, gloves, 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 nose plate of the hand trucks you return it empty. The nose plate 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, seatbelt, etc. Report any defects to the warehouse supervisor for repair.

14. Be sure to follow the Ladder Safety Guidelines.

15. Know the location, amount, and use of fire extinguishers, first aid kits, and flashlights.

16. Take proper care when using a hydraulic lift.

17. Clean up any acid overflow from charging of batteries properly.

18. Take proper precaution around electric and manual doc doors.
SAFE WORK PRACTICES FOR
PE / ADAPTIVE PE

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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 and equipment to avoid back injuries
2. Always place mats and equipment out of the student’s pathway
3. Secure any cords to avoid falling accidents
4. All instructors should have clear procedures in place in the event of an emergency
5. Employ proper techniques to avoid heat stress
6. 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. Bleach water is ¼ 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 hands immediately
APPENDIX A

MAKE IT SAFE! FORM
APPENDIX B

SAFETY AWARENESS
TRAINING MATERIALS