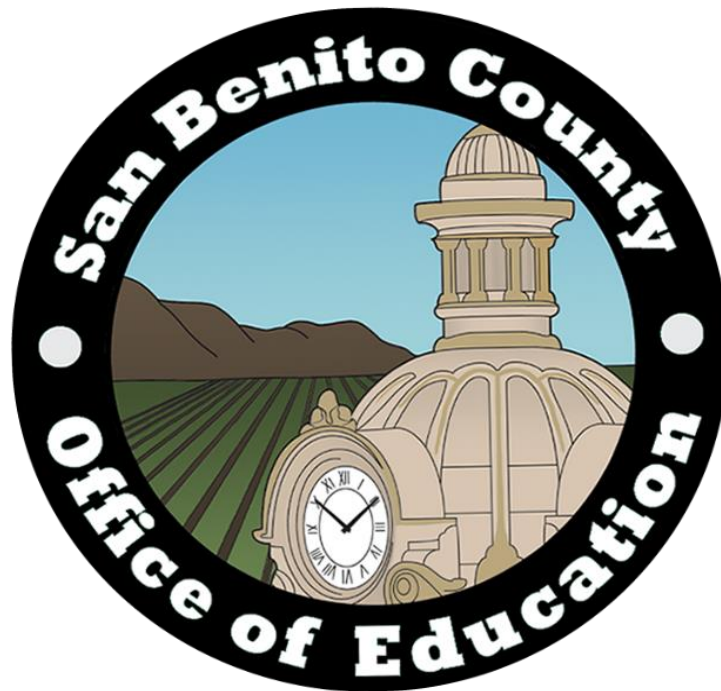


San Benito County Office of Education

**PROGRAM FOR MANAGING EMPLOYEE INJURY RISKS
(PMEIR) (pronounced premier)
(Complies with Cal/OSHA CCR Title 8 Section 3203 IIPP)**



Engage, Encourage, Empower...Educate

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I. SCOPE

San Benito County Office of Education (County Office) believes that everyone benefits from a safe and healthy work environment. We are committed to maintaining a workplace where all employees are expected to participate in achieving the common goal of minimizing and reducing risks to the lowest possible level. It is the intent of the County Office to ensure compliance with applicable local, State and Federal laws and regulations governing workplace safety. To help achieve this, the County Office has developed a program for managing employee risks. The goal is to work collectively with employees, employees' unions, and all other stakeholders to identify, control, reduce and prevent the risks associated with unsafe conditions and behaviors.

II. COUNTY OFFICE COMMITMENT

- A. Location of the Injury and Illness Prevention Program.
A copy of the County Office's written Injury and Illness Prevention Program shall be kept in a location where all employees have access to it.
- B. Employer Information
San Benito County Office of Education is a public educational agency providing educational services to students ages birth to five and grades 7 through 12.
- San Benito County Office of Education
460 5th Street,
Hollister, CA 95023
(831) 637-5393
- C. Compliance
1. All employees, including managers and supervisors, are responsible for complying with the contents of this program. The County Office recognizes that compliance with this program not only meets the requirements of state law but is essential in meeting our goal of controlling work-related risks to the greatest extent possible. Successful compliance with this document will enhance our safe culture.
 2. Maintaining a safe culture is paramount. Violation of safety rules, procedures and policies will not be tolerated. The County Office reserves the right to implement its disciplinary policy when an employee violates a safety rule, procedure or policy. The severity of the discipline should fit the severity of the violation.
- D. Transitional Job Assignment (TJA)
If an employee is injured on the job and receives work restrictions from their medical provider, the County Office will attempt to find meaningful temporary and transitional work during the injury recovery phase. The TJA procedure is located in (Appendix H).
- E. COVID Prevention Plan (CPP) is a separate document. Contact your County Office's Risk Manager to view the CPP.
- F. Responsibilities
County Office employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.
1. Superintendent
The superintendent is responsible for establishing, maintaining and communicating a safe culture, acceptable risk attitude, and risk appetite. He/she is ultimately responsible for the Program for Employee Risk Management.
 2. Risk Manager (Assistant Superintendent of the Business Department)
The Risk Manager or designee has the authority and responsibility for ensuring San Benito COE employees are provided a safe and healthful place to work. Specific responsibilities include but are not limited to:

- a) Implementing the Employee Risk Control Program otherwise known as the Injury and Illness Prevention Plan (IIPP). Ensure this written program is posted in a location where all employees have access.
- b) Ensuring workplace hazard risks are controlled and/or mitigated in a timely and effective manner.
- c) Establishing a County Office Safety Committee and if applicable, designate a County Office Safety Committee Chair to carry out the responsibilities (referenced in Appendix B);
- d) Overseeing all County Office Safety Committee meetings and ensuring all sites and major departments are represented (See Appendix B for a list of responsibilities).
- e) Ensuring all new employees are trained on the County Office's IIPP and all applicable health and safety procedures during new hire orientation (See Appendix C for a list of required training and Appendix N for New Employees).
- f) Ensuring new employees, who work in occupations that require use of specialized equipment, (i.e. groundskeeping equipment, boilers, HVAC units, electricity, ladders, equipment that lifts employees, forklifts, fall protection equipment, respirators, woodworking/metalworking equipment, tractors, any other equipment that requires special knowledge, etc.) have received proper documented training either via classroom training, online training, job shadowing or any combination thereof on the manufacturers safe operating procedures. Documented training should occur prior to the new employee working with the specialized equipment.
- g) All new hire employees receive information on the California workers compensation process and provided with an opportunity to predesignate a physician in the instance of a work-related injury (See Appendix D for a sample of a Predesignated Physician form).
- h) Ensuring employees are instructed on the procedures for reporting work-related incidents, injuries, and workers' compensation claims.
- i) After an employee is injured, ensuring the injured employee receives proper medical care and workers compensation benefits by engaging with the injured employee and the employee's insurance examiner.
- j) Ensuring serious workplace injuries and fatalities are reported to Cal/OSHA immediately upon knowledge (See Appendix E on how to report a serious injury or fatality).
- k) Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and County Office safety rules (Appendix K) and policies.
- l) Ensuring every injured employee's doctor-driven restrictions are accommodated to the greatest extent possible. (See Appendix H for the procedure on injured employee accommodation)

The Risk Manager may assign all or some of these tasks to other individuals within the County Office but is ultimately responsible for implementation and maintenance of this program.

3. Managers (Superintendent/Associate Superintendent/Assistant Superintendents, Directors, managers, etc.)

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

- a) Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety policies and procedures.
- b) Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c) Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d) Promote safety training and education.
- e) Hold each supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

4. Supervisors (Anyone supervising employees)

Each Supervisor is responsible and accountable for compliance with the provisions of the program within his/her school site/departments jurisdiction and must ensure the following:

- a) All personnel are briefed and fully understand work procedures and policies.
- b) Enforce employees' compliance with County Office, State and Federal laws and regulations.
- c) All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each specific job task is safely accomplished.
- d) All employees are instructed and understand the use and need for protective equipment relating to the job.
- e) Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect County Office loss control efforts.
- f) 5-Minute Safety meetings are conducted regularly to ensure safety information is communicated to all employees under your jurisdiction.
- g) All accidents are thoroughly investigated with the intention of finding the root causes and applying adequate corrective recommendations.
- h) Ensure all employees under your jurisdiction are properly trained for the job tasks he/she will be performing.
- i) Employees must be properly trained on the safe operating procedures of all powered equipment.
- j) Employees are evaluated on their compliance with this document, County Office safety procedures/rules/policies, and verbal/written safety communication.
- k) Proper safety procedures are prepared and used for all hazardous operations.

- l) All periodic inspections within his/her jurisdiction are completed as scheduled.

4. Employees

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

- a) Perform all tasks safely. Know the hazards and risks prior to beginning a task.
- b) Adhere to all written and verbal safety policies and procedures.
- c) Report unsafe conditions and potentially unsafe conditions to their immediate supervisor. If their supervisor does not respond in a timely manner, the employee should elevate it to the County Office Risk Manager.
- d) Wear safety protective devices as required.
- e) Ensure no drugs (prescription or non-prescription) are used that can cause physical or mental impairment.
- f) Report injuries immediately and seek immediate medical attention when required.
- g) Cooperate and take part in the County Office Risk Management Program, workshops, training, and safety meetings as appropriate.

III. RISK EVALUATION AND CONTROL

San Benito County Office of Education will use the following system for identifying, evaluating, and preventing occupational safety and health hazards and risks.

A. Risk Control Inspections

- 1) Risk Control Inspections will be conducted periodically to help minimize the risks associated with unsafe conditions. All work areas will be inspected with a Risk Control Inspection Checklist (Appendix M). Identified discrepancies will be mitigated in a timely manner. Corrective measures for each documented discrepancy will be tracked until the discrepancy has been corrected. The supervisor of each Department/Site is responsible for ensuring each discrepancy is corrected in a timely manner.
- 2) In general, inspections will be conducted:
 - a) When the program is first established.
 - b) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.
 - c) Whenever a new or previously unrecognized hazard(s) are evident.
- 3) All inspection must be documented on a County Office approved Risk Control Inspection Checklist form (Appendix M) and maintained on file for 1 year plus the current year.
- 4) Discrepancies noted on the Risk Control inspection forms will be mitigated in a timely and effective manner. Work orders, that are safety related, will be prioritized according to the risk severity and/or frequency. In other words, is the risk of a severe injury high/moderate/low and is the frequency of an injury very likely/likely/unlikely to occur?

B. Cal – OSHA Inspections

If a Cal – OSHA inspector arrives at a school site, utilize the Cal – OSHA inspection procedures in (Appendix J).

C. Employee Hazard Reporting Procedure

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. (This includes any employee perceptions of verbal threats, abuse by any co-worker, parent, student, etc.). If the hazardous condition is not corrected in a timely manner by the employee's department/site supervisor, the hazardous condition should be elevated to the County Office Risk Manager. Employees must report hazards via this hierarchy prior to contacting an outside government agency.

D. Safe Work Practices

Each supervisor shall ensure new employees, injured employees who need retraining and employees who need a refresher are properly trained in the Safe Work Practices (Appendix L) for their occupation.

E. Imminent Hazards

Whenever foreseeable, it is the County Office's intent to immediately abate any hazard which gives rise to a risk of imminent harm. When such a hazard exists

which the County Office cannot abate immediately without endangering employees and/or property, all exposed personnel will be safely removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to safely reduce the risk of the hazard.

F. Hazard Control

- 1) When unsafe or unhealthy work conditions, practices or procedures are identified, observed or discovered, they shall be corrected in a timely manner based on the severity and frequency of the risk.
- 2) Work requests that are generated from Safety Inspection Reports or from employees reporting hazards shall be forwarded immediately to maintenance and operations. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

IV. SAFETY AND HEALTH TRAINING

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

A. When Training will occur:

1. Supervisors are responsible for providing Safety Training for employees under their jurisdiction:
 - a) Initial IIPP training shall be provided for all current employees as soon as possible after the establishment of the school County Office's Injury and Illness Prevention Program.
 - b) New employees shall be provided initial training upon hiring and prior to assignment.
 - c) Employees shall be provided training when assigned to a new task or job for which training has not been received.
 - d) Supervisors shall be trained on the hazards and safe practices in their area of responsibility.
 - e) All employees shall be properly trained on the safe operation of all applicable equipment, machinery, etc. including general school/site safety.
 - f) All employees shall be properly trained on the safe work practices of their job by providing them with a copy of the job hazard analysis.

B. Supervisor Training

1. The County Office will provide safety training in accordance with the Safety Training Matrix (Appendix D).
 - a) All training shall be documented on the Training Attendance Form or equivalent (Appendix I).

C. New Employee Orientation Training (See Appendix N)

1. The County Office is responsible for training new employees. It shall consist of the following topics at a minimum:
 - a) County Office Safety Rules (Appendix K)
 - b) Injury and Illness Prevention Program highlights
 - c) New Hire Orientation online training modules
 - d) Back Injury Prevention online training module
 - e) Slips, trips and falls online training module
 - f) Occupation specific Safe Work Practices (Appendix L)
 - g) Occupation specific powered equipment training
 - h) General Bloodborne Pathogen online training module

V. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. The following methods shall be used to effectively communicate with the school County Office employees to meet the required standard.

B. Safety committees

1. County Office Safety Committee

- a) The County Office Risk Manager or designee shall appoint members to the County Office Safety Committee. It should include representatives from each school site and department. The County Office safety committee will meet at least quarterly the school year and discuss the information contained in (Appendix B).
- b) The County Office Safety Committee may assist the County Office Risk Manager in providing recommendations on how best to spend JPA Safety Dollars for reducing and preventing employee-related hazards (See Appendix G).

2. Site/Department Safety Committee

School Safety Committees shall be chaired by the principal or assistant principal of the school and should include representatives from each job classification (i.e. teachers, aides, custodians, food services). The committee shall convene at least every other month during the school year and discuss information contained in (Appendix C).

- a) Department Safety Committees shall be chaired by the department director or supervisor and shall include at least three classified employees from that department. The committee shall convene at least every other month during the calendar year and discuss information contained in (Appendix B).

C. 5 - Minute Safety Meetings

5-Minute Safety Meetings will be conducted at least monthly. During these meetings, each supervisor will discuss the monthly topic with all employees under his/her direct supervision.

D. Anonymous Notification

All unsafe conditions will be reported to supervision initially. The supervisor of each site and department will ensure all employees are notified of their responsibility to notify their supervisor of unsafe conditions. The supervisor is responsible for ensuring all identified hazardous conditions are resolved in a timely manner. If an employee so wishes, he/she may make such notification anonymously by sending an interoffice memo or email to the County Office Risk Manager.

VI. INCIDENT INVESTIGATION

A. Purpose

The Supervisor is responsible for the initial investigation of all employee work-related injuries under his/her jurisdiction. The purpose of an investigation is to find all the facts and causes. Then determine the best short- and long-term corrective action. Conducting a thorough investigation shows the injured employee as well as their co-workers that the safety of employees is important enough to determine the cause of the injury as soon as possible with subsequent corrective action.

B. Responsibility for incident investigations

The Supervisor shall be responsible for conducting the incident investigation within 24 hours of the injury or as soon as practically possible. If the injured employee's supervisor is not available, the supervisor's direct report should conduct the incident investigation. An accurate and thorough investigation includes observing the area where the incident occurred and having the employee reconstruct the incident.

C. Procedure for investigation of Incidents

1. Complete the Supervisor's section of the Incident Report form (Appendix F) as soon as possible and forward it to the Human Resources Department at the County Office within 24 hours. This is to ensure corrective action of the unsafe condition is completed in a timely manner. Also, the workers compensation system mandates short time frames for completing the workers compensation paperwork.
2. Ensure the immediate and long-term corrective action is assigned to the applicable department/person.
3. Follow-up to ensure the corrective action(s) have or are on schedule to be completed by the estimated completion date.

D. Procedure for reporting a serious injury or death

The County Office will notify Cal-OSHA when it has knowledge of a work-related serious injury or death. (See Appendix E)

VII. DOCUMENTATION/RECORDKEEPING

A. Location

All documented safety related training, investigations, inspections, and safety committee meeting minutes will be retained by each site/Department.

B. Retention Period

All safety event documentation, as listed in this document, shall be retained for at least one year plus the current year, except for specified job safety categories which have longer periods for certain activities under other code sections.

C. Each department/site supervisor shall ensure all safety communication, inspections, training, and all other forms of safety compliance/prevention efforts will be maintained on the County Office's IIPP Recordkeeping sheets.















REVISION DATE: (February 2022)

APPENDIX A

(Add your County Office's current IIPP Safety and Health Policy in this appendix. Your County Office should already have a Safety and Health Policy)

















APPENDIX B

County Office Safety Committee Guidelines

-  Safety committee members should consist of a representative from each site and each classified department. Attempt to have an equal number of certificated and classified members. Ensure someone is recording the minutes.
-  Meet at least quarterly. Try to keep the meetings to less than an hour.
-  The committee members should help decide how to best spend JPA (Joint Powers Authority) Safety Dollar funds. Ensure the funds are distributed equitably among all departments and sites. There should be a full accounting of the funds at every County Office Safety Committee Meeting. There should be an opening balance, a list of purchased/encumbered items, and an ending balance.
-  Participation from each site/department is paramount. Sending out the agenda one week before the meeting acts as a reminder. Every committee member should have a designated alternate.
-  Initiate programs to stimulate and maintain employee interest in safety. For instance, recognize those sites and departments who are complying with the IIPP (Injury and Illness Prevention Program). Consider presenting any awards at the County Office Board of Director's Meeting.
-  Ensure there is two-way communication between the site/department safety committees and the County Office safety committee. In other words, each committee member should act as a safety communication liaison between the department/site and County Office safety committee. The member should also be responsible for communicating information covered in the County Office Safety Committee meeting to their respective site/department safety committee.
-  Ensure Risk Control Checklists are utilized by each department and site on a semi-annual basis. Identified hazardous discrepancies should be addressed and tracked through a work order system or other means.
-  Monitor injury statistics to determine trends and problem areas and address them accordingly.
-  Review the root causes and corrective actions of injury reports and discuss lessons learned that may need to be shared with sites/departments.
-  Review and evaluate safety recommendations from employees as well as any complaints that may affect sites/departments.
-  Discuss ideas of how to increase safety awareness and improve the safety culture of the County Office.
-  Discuss, review hazardous conditions identified by employees or parents.
-  Review the status of recording safety events and online training.
-  As soon as possible, following the meeting, email the minutes to all site/department supervision and committee members.

APPENDIX C

Site/Department Safety Committee Guidelines

-  Safety committee members should consist of the following as a minimum: Custodian, Food Services, Teacher(s), Principal or Assistant Principal and someone to record the minutes.
-  Meet at least quarterly. Try to keep the meetings no longer than an hour.
-  Schedule the meetings for the entire school year.
-  Try to email the agenda 1 week prior to the meeting.
-  Encourage the County Office Safety Committee member to briefly communicate the actions of the last County Office Safety Committee meeting at a staff meeting and/or Site/Department Safety Committee.
-  Initiate programs to stimulate and maintain employee interest in safety. For instance, recognize staff members during staff meetings who report unsafe conditions and those who are up-to-date with online training. Recognize staff members who have completed their semi-annual safety inspection. Recognize staff for doing their online training.
-  Try to schedule a meeting after the County Office Safety Committee Meeting.
-  Ensure safety inspections are being performed at the beginning of the school year and half way through the school year.
-  Ensure all discrepancies, identified in the safety inspections, have been or are in the process of being completed.
-  Monitor injury statistics to determine trends and problem areas and address them accordingly.
-  Review and evaluate safety recommendations from employee suggestions as well as any complaints.
-  Monitor the status of safety-related work orders. Ask office staff to report on the status of any outstanding safety-related work orders. Follow-up, in writing, with the maintenance department for each outstanding safety related work order that has not been addressed by the maintenance department in a timely manner.
-  Provide feedback, via your County Office Safety Representative, on how best to spend the County Office Safety Dollar funds that are overseen by the County Office Safety Committee.
-  Review the root causes and corrective actions of injury reports and discuss lessons learned that may need to be shared with sites/departments.
-  Review the status of recording safety events and online training.
-  As soon as possible, following the meeting, email the minutes to all staff members and post them in the staff break room.

APPENDIX D

Occupation	Length of module	Occupation																															
		26	28	25	2	18	14	20	17	20	17	20	25	31	24	1	15	20	25	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Administrator K-6	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Administrator 7-12	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Administrator Classified	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Administrator DO	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Administrator Spec. Ed.	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Bus Driver	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Campus Supervisor	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Clerical Non-School Office	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Clerical School Office 7-12	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Clerical School Office K-6	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Coach/PE Teacher	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Crossing Guard	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Custodian	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Delivery Driver	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Food Service Worker	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Groundskeeper	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Health Clerk/Nurse	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Instr. Aide - Spec. Ed.	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Instructional Aide	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Itinerant Worker	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Maintenance	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Mechanic	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Occupational Therapist	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Security	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Teacher Elementary	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Teacher Science	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Teacher Secondary	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Teacher Special Ed.	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Technology	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Warehouse	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT

* MAY NOT BE APPLICABLE TO THE OCCUPATION LISTED ON THE MATRIX

** MAY BE APPLICABLE TO OTHER OCCUPATIONS NOT LISTED ON THE MATRIX

*** BLOODBORNE PATHOGENS HIGH RISK JOBS (CUSTODIANS, SPECIAL ED, PE TEACHERS, PRIMARY 1ST AID OFFICE, HEALTH CLERKS, ETC.) MUST HAVE A QUALIFIED PERSON (NURSE, PROFESSIONAL TRAINER), TO ANSWER QUESTIONS

**** AND DISCUSS THE CONTENT OF THE DISTRICT'S EXPOSURE CONTROL PLAN

***** CLASSIFIED STAFF WHO ATTEND ANNUAL IN-PERSON TRAINING ARE NOT REQUIRED TO TAKE THE FOLLOWING ONLINE TRAINING CLASSES: BACK INJURY PREVENTION, LADDER SAFETY, PPE, FALL PREVENTION, COVID-19 PREVENTION

CAL-OSHA Serious Injury/Death Reporting Requirements

California Law requires the employer of a seriously injured employee or an employee who has died to accurately report the work related deaths and serious injuries immediately.

MANDATORY REPORTING REQUIREMENTS FOR A WORK-RELATED DEATH OR SERIOUS INJURY

- **Serious Injury** - any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. This does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of section 385 of the Penal Code, or an accident on a public street or highway.
- All serious injuries and deaths must be reported immediately (as soon as you have knowledge that it is a work-related injury and meets the definition of a Serious Injury), to the Fremont Cal-OSHA office, by fax, telephone or email (see below).
- Each report shall include:
 1. Time and date of accident,
 2. Employer's name, address and phone number,
 3. Name and job title of person reporting the accident,
 4. Address of the accident site or event,
 5. Name of person to contact at site of accident,
 6. Name and address of injured employees,
 7. Nature of injury(ies),
 8. Location where injured employee(s) was (were) moved to,
 9. List and identity of other law enforcement agencies present at the site of the accident,
 10. Description of the accident and whether the accident scene or instrumentality has been altered.
- The requirement for reporting serious injuries and deaths are based on employer knowledge of the time the serious injury occurred, not the date of injury. For example, if a person has a work-related heart attack and dies two months later from complications of the heart attack, you must report the fatality immediately to Cal-OSHA.
- **Cal-OSHA phone number** (510) 794-2521
Cal-OSHA fax number (510) 794-3889
Cal-OSHA email caloshaaccidentreport@tel-us.com

APPENDIX F

GUIDELINES FOR UTILIZING COMPANY NURSE

OVERVIEW -- Company Nurse is a confidential program provided by our insurance provider PIPS (Protected Insurance Program for Schools) to assist employees reporting an injury sustained while working. After reporting the injury to their supervisor or designee, the injured worker is required to call Company Nurse. The injured employee will be asked questions, from a Company Nurse Injury Care Coordinator, that are applicable to the employee's injury. They will then speak to a Registered Nurse who will triage the injury and advise the injured employee to either seek medical care from a preferred medical provider or self-treat. If the injured employee self-treats, the Registered Nurse will provide information to the injured employee on how to self-treat their injury.

Employees who are injured on the job, must notify their supervisor or designee immediately after the injury occurs.

Once the injured employee has notified their supervisor or designee, they are required to call Company Nurse and provide answers to all questions during a confidential discussion.

The phone number to call Company Nurse, is posted in conspicuous locations frequented by all employees.

APPENDIX G



SANTA CRUZ - SAN BENITO

County Schools Insurance Group

Guidelines for Utilizing JPA Safety Dollars

JPA Safety Dollars are designed to be used to purchase or rent equipment that will minimize or eliminate work-related risks for employees and volunteers (a person who freely offers to take part in a work related task or activity – students are not volunteers) based on Risk Identification, JPA and County Office employee injury statistics, and Cal-OSHA Compliance. The highest priority for utilizing JPA Safety Dollars should be to reduce/eliminate hazards associated with falls and back injuries. The goal is to reduce risks to the lowest possible level, based on County Office resources, which in turn reduces injuries and subsequently lowers insurance premiums.

RISK IDENTIFICATION:

- Semi-annual Risk Identification Checklists should be used to identify unacceptable risks or discrepancies.
- Employees should be encouraged to report unsafe conditions or potentially unsafe conditions. JPA Safety Dollars should be used to eliminate or reduce these risks.

EMPLOYEE INJURY STATISTICS:

- The County Office and Site Safety Committees should review and analyze County Office and JPA employee injury statistics at every meeting to ensure all risks associated with employee injuries have been identified and corrective measures implemented.

Cal-OSHA COMPLIANCE:

- Complying with Cal OSHA regulations is another effective risk control tool where JPA Safety Dollars should be utilized. Supervisors should be familiar with the Cal OSHA regulations associated with their sites or departments.
- Outside consultant reports should contain prioritized risks associated with Cal-OSHA compliance as well as risks associated with school employees/volunteers.

Further Clarification

- JPA Safety Dollars should be used to eliminate or reduce moderate to high priority risks. Emergency equipment is not a moderate or high priority risk. Security risks such as radio communication is an acceptable use of JPA Safety Dollars.
- JPA Safety Dollars are designed to be used during the fiscal year they are assigned. Minimal carryovers are acceptable.
- JPA Safety Dollars should be overseen and managed by the County Office Safety Committee.
- JPA Safety Dollars are not designed to be the only means for reducing or eliminating risks. County Offices may need to supplement allocated JPA Safety Dollars.
- JPA Safety Dollars can be used for paying an instructor to provide safety training if the JPA does not provide that type of training (i.e. Special Education Training).
- JPA Safety Dollars should not be used to pay for employee salaries or stipends.
- JPA Safety Dollars should not be used for purchasing maintenance agreements for the purposes of maintaining safety equipment (i.e. fire extinguishers).

We hope this helps clarify how JPA Safety Dollars should be spent. If you have any questions or need further clarification, please contact the JPA Risk Manager at dougevers@ymail.com or 831-818-8080.

Ideas for Utilizing JPA Safety Dollars

- Cord covers: Use Velcro cord covers for carpeted surfaces.
- Floor stripping machines that reduce or eliminate falls
- High Visibility Safety Vests for employees who are working around moving vehicles.
- Guards for powered equipment.
- Powered tailgates for lifting heavy items into the back of a truck.
- Powered lifting equipment for special ed. students
- Renting power equipment to remove or reduce a hazard such as a concrete grinder
- Book carts for transporting teaching materials
- Assistive devices for transferring special needs students
- Table and chair dollies
- Desk movers
- Hooks for backpacks
- Office Ergonomic Equipment
- Maintenance/Custodial Ergonomic Equipment
- 3-step or 4-step stepladders (Must have a 300 lb. rating)
- Full size ladders (Must have a 300 lb. rating)
- Floor mats: they should always have cleats on the bottom of the mat.
- Custodial/Maintenance Protective Equipment (hearing protection, hand protection, dollies, handcarts, garbage carts, cordless drill (if using a hand-held screwdriver a lot) cleaning equipment that is uncomfortable or heavy i.e. backpack vacuum, backpack blower, etc.
- Two-way radios for security purposes.
- Protective equipment for science teachers (emergency eyewash station, goggles, gloves, chemical splash apron)
- Surge protectors (power strips)
- Protective equipment for food services personnel (Cut-resistant gloves, rubber gloves, oven mitts etc.)
- Safety Box cutters
- Cones/barricades/non-slip signs
- Cost for repairing/removing uneven walking surfaces (i.e. renting a concrete grinder)
- Outdoor lighting
- Housekeeping/Organization (shelving/hooks/bins or items that will allow materials to be stored off walking surfaces.
- Approved Safety gasoline containers
- Paper cutters with safety features (Preferably Rotary Paper Cutters)

TRANSITIONAL JOB ASSIGNMENTS (TJA's)

STEPS FOR TEMPORARILY ACCOMMODATING AN INJURED EMPLOYEE

1. While an employee is recovering from an injury, the County Office should make every effort to offer work while the injured employee is recovering. Doing so will aid the employee's recovery and reduce or eliminate unnecessary temporary disability (TD) benefits. The first step to accommodating an injured employee is to obtain the temporary work restrictions from the injured employee's medical provider. The medical provider is required to provide temporary work restrictions for every injured employee. Depending on the severity of the injury, the medical provider may not release the injured employee back to work with temporary work restrictions. If this is the case, and depending on the extent of the injury, the Keenan examiner and JPA Risk Manager will coordinate with the medical provider to release the injured employee back to work with temporary work restrictions. (Some medical providers may not be aware of the County Office's commitment for accommodating medical provider-driven temporary work restrictions.)
2. Once the temporary work restrictions are obtained from the injured employee's medical provider, the County Office should decide how they plan to accommodate the temporary work restrictions. Two choices are available: 1. Provide temporary changes to the employee's regular job. 2. Provide a temporary assignment to a different job or tasks. Both types of accommodations must comply with the employee's medical provider's temporary work restrictions. The employee's supervisor, in conjunction with the HR department, should decide if the work restrictions can be accommodated within the employee's regular job. If so, proceed to step 4.
3. If it is determined by the employee's supervisor and HR that the medical provider's temporary work restrictions cannot be accommodated within the employee's regular job, HR should then utilize the next option of assigning the injured employee a Transitional Job Assignment (TJA) or tasks from multiple TJA's. (A list of TJA's and associated tasks can be viewed following this document). When accommodating temporary work restrictions, consider making every effort to keep the employee at their usual and customary site/department as well as their usual and customary shift. (Depending on the employee's shift and work site, it may not be possible to keep the injured employee at their site and/or shift while recovering from an injury). If using tasks from one or more TJA, document the tasks on the County Office's Interactive Process form.
4. Begin the interactive process by reviewing and documenting the TJA tasks, the County Office would like to assign to the injured employee, on the Interactive Process form. Conduct an in-person meeting with the injured employee and HR representative. (Note: The injured employee's new or existing supervisor can be invited to attend the interactive process). During the meeting, the medical provider's temporary work restrictions must be communicated and discussed in a way the injured employee understands. In conjunction with the temporary work restrictions, the TJA and/or tasks associated with a TJA(s) should be reviewed and communicated in a way understood by the injured employee (Communicate openly and encourage a genuine meaningful dialogue). Once the injured employee has signed the completed interactive process form, he/she should sign the form along with the HR representative. The completed form should be shared with the injured employee's supervisor who will be overseeing the injured employee's temporary work restrictions. HR should also verbally reiterate to the supervisor the need for ensuring the injured employee always complies with the medical provider's temporary work restrictions.
5. Follow-up. The HR representative should follow-up with the injured employee periodically to determine if the TJA or TJA tasks continue to be appropriate. If the medical provider temporary work restrictions change, a new interactive process form should be completed and

signed. If the injured employee's medical provider temporary work restrictions do not improve after 3 visits, contact the Keenan Examiner and JPA Risk Manager to discuss the next step. The whole idea behind accommodating an injured employee's temporary work restrictions is to transition them back to their normal and customary job.

6. Be sure to track the number of days the employee is restricted while using the temporary assignment agreed upon by the County Office and employee during the interactive process. If the injured employee begins to approach 60 days with the same TJA or TJA tasks, the County Office should consider engaging in the interactive process to change the TJA or TJA tasks. This will help protect the County Office from the risk having to permanently accommodate the TJA and/or TJA tasks.

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Campus Monitor (Job can be performed in a wheelchair)

RESPONSIBILITIES (circle all that apply)

- Conduct daily visual inspections of the perimeter of the school. (Walk on approved walking surfaces only. Do not walk on natural turf).
- Ensure perimeter fences are in good condition. Report all anomalies to supervisor.
- Ensure walkways are in good condition. Report all unsafe conditions such as but not limited to mud/dirt/leaves on walking surfaces.
- Conduct daily visual inspections of the interior of the school campus. (Walk on approved walking surfaces only. Do not walk on natural turf).
- Lock perimeter access gates after school is in session in accordance with school policy.
- Monitor perimeter campus for suspicious activity that may jeopardize student safety such as but not limited to homeless encampment, suspicious/abandon vehicles, suspicious person(s), etc. Report all anomalies to supervisor or designated staff.
- Watch online training videos.
- Report broken glass, syringes, trash accumulation, etc. as soon as possible to your supervisor or other designated staff.
- Visually inspect play areas for unsafe conditions. Report any unsafe conditions to your supervisor or designated staff.
- Greet and assist visitors with directions on where to check in at the office.
- Assist visitors with finding classrooms or other buildings on campus.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- You may be required to wear high visibility clothing.
- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, where sunscreen and/or a hat.
- Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform the following Online Training modules prior to Transitional Job Assignment:

Slip/Fall Prevention
Playground Supervision

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Elementary Student Helper (Job can be performed in a wheelchair)

RESPONSIBILITIES (circle all that apply)

- Assist students with arriving and leaving school.
- Assist students with safely crossing intersections. (This task can be accomplished in a wheelchair).
- Watch online training videos.
- Monitor play structure activities. Report problems concerns.
- Assist with recess activities by monitoring students.
- Assist with lunch time activities. Report unsafe activities such as bullying (verbal and physical).
- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Encourage students to throw their garbage in the trash receptacle.
- Help staff pick up remaining trash from ground and tables. (Use a grabber)
- Monitor hallways in between recesses.
- Assist injured or sick students to the health/First Aid office.
- Assist staff with wiping down outside tables.
- Assist staff with wiping down cafeteria tables.
- Monitor student behavior by being a silent rider. Report unsafe activity to the bus driver.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- You may be required to wear high visibility clothing.
- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, where sunscreen and/or a hat.
- Do not walk on natural turf areas.
- When picking up trash, use a grabber.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform the following Online Training modules prior to Transitional Job Assignment:

Slip/Fall Prevention
Playground Supervision

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Library Advocate

RESPONSIBILITIES (circle all that apply)

- Help monitor the library.
- Catalog new materials, including labeling/covering/stamping as needed.
- Provide clerical assistance as needed.
- Assist with coding new books
- Shelf returned books
- Assist students with finding books.
- Listen to students read.
- Process new materials including books, audiovisual materials, and computer software.
- Clean tables, desks and work surfaces.
- Read to students.
- Assist Librarian with student activities as needed
- Contact guest speakers.
- Repair damaged books.
- Assist in making/arranging book displays/bulletin board displays
- Help maintain an organized, clean, attractive and inviting Library Media Center
- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- Always watch the walking surface while walking.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform Online Training for the following modules:

Slip/Fall Prevention
Back Injury Prevention

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Office Support

RESPONSIBILITIES (circle all that apply)

- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Provide clerical assistance as needed.
- Complete Office Risk Identification checklist.
- Greets office visitors, including students, parents and the general public; ensures all visitors/students sign in and out as required.
- Monitors inventory of goods and equipment.
- Types, copies, and files forms, correspondence, memos, reports, spreadsheets, and notices.
- Distributes mail to teacher mailboxes.
- Run errands for secretaries/counselors.
- Performs filing/shredding.
- May assist with playground supervision.
- Clean and sanitize counters.
- Provide clerical assistance as needed.
- Watch applicable online training videos.
- Translate Risk Identification forms.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, where sunscreen and/or a hat.
- Only walk on designated and approved walking surfaces. Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform Online Training, if applicable, for the following modules:

Slip/Fall Prevention
Office Ergonomics
Playground Supervision

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Restoration Specialist

RESPONSIBILITIES (circle all that apply)

- Walk the entire campus and pick up trash with a grabber/picker.
- Observe or inspect the bathrooms when students are in class.
- Sanitize countertops in multi-use buildings.
- Sanitize the bathroom sinks when students are in class.
- Clean and sanitize the Staff Lounge/breakroom.
- Clean the inside and outside of refrigerator in staff lounge/break room.
- Paint the top of parking blocks to increase visibility.
- Redistribute playground surface material with a rake when students are in class.
- Clean windows that are within your reach from ground level. Do not use a ladder.
- Clean and sanitize all handrails, outside doorknobs, bathroom doors, bathroom stall partitions, inside doorknobs (when students are not in classrooms).
- Inspect all light fixtures and document which light bulbs need replacing.
- Dust areas that are accessible from ground level. Do not use a ladder.
- Clean and sanitize cafeteria tables/benches, picnic tables/benches, library tables and chairs, etc.
- Clean and sanitize outside of lockers and benches. (Obtain permission from PE Teacher prior to entering opposite sex locker rooms).
- Watch applicable online training videos.
- Translate Risk Identification Inspection Forms.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Wear personal protective equipment when using chemicals. Check the SDS (Safety Data Sheet) of each chemical to ensure you are wearing proper protective equipment.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Only walk on designated and approved walking surfaces. Do not walk on natural turf areas.
- Always watch the walking surface while walking.
- Do not ask students for help.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform Online Training in the following modules:

- Safety Data Sheets (SDS)
- Hazard Communication
- Slip/fall Prevention
- Personal Protective Equipment
- General Bloodborne Pathogen

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Risk Control Specialist

RESPONSIBILITIES (circle all that apply)

- Visually check fire extinguishers monthly for the following:
 - Mounted on the wall.
 - Gauge needle points to green area on round indicator.
 - Nozzle is clear of any obstruction.
 - Extinguisher is easily accessible (no obstacles – no reaching required).
 - Record the inspection on the site's recordkeeping Doc.
- Visually check the illuminated exit signs monthly
 - Use a long pole to depress the "Test" button. If the light stays on, the battery is good. If the light goes off, the battery is not good. Record the inspection on the site's recordkeeping Doc.
- Visually check the emergency lighting monthly
 - Use a long pole to depress the "Test" button. Do not stand on a ladder. If the light stays on, the battery is good. If the light goes off, the battery is not good. Record the inspection on the site's recordkeeping Doc.
- Visually check the Automatic External Defibrillators monthly per manufacturer's instructions. Record the inspection on the site's recordkeeping Doc.
- Visually inspect all outside walking surfaces for the following:
 - Bark, mud, sand, fallen tree pods, excessive leaf accumulation, uneven surfaces, curbing that is difficult to see, etc.
- Visually inspect all walking surfaces inside buildings for the following:
 - Cords that cross the walking surface, curled or frayed floor mats, curled or frayed rugs, missing floor mats at entrances to buildings with smooth floors, wet floors in bathrooms or adjacent to sinks, uneven surfaces, etc.
- Complete risk identification checklists. These are the same forms completed twice per year. For a list of forms, go to Appendix M.
- Visually check all stairs and handrails for the following and document any discrepancies:
 - Nose of each step is painted a contrasting color or has non-slip grooves embossed on the top of the concrete.
 - Handrail(s) are secure.
 - No debris is present on the stairs or at the bottom of the stairs.
- Visually check the play area structures for the following and document any discrepancies:
 - Ball wall is intact, sturdy, and no deterioration.
 - Climbing play structures have no loose or missing bolts/fasteners, all plastic components are in good condition (no burrs, cuts or damage).
 - All volleyball and basketball posts are in good condition and secure.
 - Soccer goals are anchored or if not in use, secured or locked to a fence or other suitable structure.
- Visually check all bookshelves and storage cabinets, over 5 feet tall, for wall anchoring (enter classrooms during recess/lunch periods only).

- Visually check for material stored on top of cabinets/shelving. No materials should be stored on top of cabinets.
- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, wear sunscreen and/or a hat.
- Do not walk while performing visual checks. Stop, Observe, Record, Continue walking. Always watch the walking surface while walking.
- Do not ask students to help you find risks.
- Do not record discrepancies while walking.
- Do not inspect areas where students are playing.
- Do not walk on natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform Online Training for the following modules:

Slip/Fall Prevention

Prepared: September 2020

TRANSITIONAL JOB ASSIGNMENT (TJA)

DO NOT PERFORM ANY TASKS THAT EXCEED YOUR DOCTOR'S RESTRICTIONS.

Room Assistant (may work in multiple rooms)

RESPONSIBILITIES (circle all that apply)

- Assist teachers with project preparation which may include but not limited to:
 - Cutting out shapes from butcher/construction paper
 - Stapling
 - Collating
 - Laminate
 - Make photocopies, handouts or worksheets
- Help monitor the classrooms, Computer Labs, recess, and lunch time.
- Provide clerical assistance as needed.
- Assist with experiment preparation.
- Provide homework assistance.
- Listen to students read.
- Simple grading (multiple choice tests).
- Pencil sharpener.
- Help organize classroom books/materials.
- Help plan parties or special classroom days.
- Contact parent volunteers.
- Clean tables, desks and work surfaces.
- Read to students.
- Help students catch up on missed work.
- Chaperone field trips.
- Contact guest speakers.
- Conduct research for upcoming lessons.
- Repair damaged books.
- Watch applicable online training videos.
- Perform other tasks as assigned that do not exceed your doctor's restrictions.

INJURY PREVENTION TECHNIQUES

- Do not perform tasks repetitively (no more than 2 hours per task per day). Alternate repetitive tasks throughout the day.
- Only perform tasks at ground level. Do not use a ladder.
- Wear comfortable closed-toe shoes with good rubber-soled tread. No heels.
- If working outside, where sunscreen and/or a hat.
- Always watch the walking surface while walking.
- Always observe students during recess and lunchtime from the perimeter of the play area.
- Do not actively play sport games with students.
- Be cautious of hidden uneven natural turf areas.

VEHICLES AND/OR EQUIPMENT DRIVEN

You may need to drive your vehicle to other County Office sites.

OTHER JOB REQUIREMENTS

Perform Online Training for the following modules:

Slip/Fall Prevention
Playground supervision

Prepared: September 2020

APPENDIX I

SAFETY TRAINING ATTENDANCE

District_____ **Location**_____ **Date Completed**_____

Name of Person(s) Providing the Training:_____

Training Subject(s)_____

Attach applicable training material (outlines)

Personnel in Attendance

[illegible]

CAL-OSHA INSPECTION GUIDELINES

INITIAL CONTACT

- Compliance personnel shall conduct inspections during normal business hours unless special circumstances necessitate otherwise.
- Compliance personnel shall identify themselves to the employer as State of California Division of Occupational Safety and Health.
- Compliance personnel shall obtain the employer's permission (from a management level representative), to enter the worksite and shall obtain the employer's permission to conduct an inspection of the worksite prior to beginning an inspection. When a management level or other acceptable employer representative is not present at the worksite, compliance personnel shall contact the employer by telephone and request permission to conduct the inspection. The employer has the right to deny access, but it is not recommended—you only delay the inevitable. CAL-OSHA may expand the scope of their inspection if they are denied access.
- The employer has the right to request an additional employer representative. The employer typically has 30-60 minutes for the additional employer representative to show up. Consider contacting the JPA Loss Control Coordinator at 818-8080. The JPA Loss Control Coordinator is familiar with CAL-OSHA inspections and the CAL-OSHA regulations.

OPENING CONFERENCE

Compliance personnel shall hold a joint opening conference with the employer, or his or her representative, and bargaining unit representative of the employee(s). When it is not possible to hold a joint opening conference, compliance personnel shall hold separate opening conferences when appropriate. The following format contains the essential items compliance personnel need to include in an opening conference.

- Show their State of California Identification and exchange business cards with the employer;
- Explain the purpose and scope of the inspection;
- Inform the employer about the inspection walk-around procedures;
- Inform the employer about the employee complaint process;
- Explain to the employer the elements of the Cal/OSHA program in general terms;
- Review the employer's Injury and Illness Prevention (IIP) Program;
- Ask the employer for consent to proceed with the walk-around part of the inspection;
- Explain the Title 8 injury and illness recordkeeping requirements and verify that the employer maintains the Log (OSHA Form 300), (Schools are not required to maintain the OSHA Form 300) and has a file of employer reports of employee injuries or illnesses (Form 5020 or equivalent);
- Ensure the employer has workers' compensation insurance

WALK-AROUND

- After the opening conference and while conducting the walk-around, compliance personnel may expand the scope of an inspection from partial to comprehensive if workplace conditions or employee comments suggest the need for a comprehensive inspection.
- An authorized employee representative shall be offered the opportunity by the employer to accompany compliance personnel during the walk-around.
- Where there is no authorized employee bargaining unit representative at the inspected worksite, compliance personnel shall consult with a representative number of the employer's employees concerning matters of workplace safety and health.

EXIT CONFERENCE

If there were no violations observed

- If compliance personnel are certain that no violations were observed during the walk-around and that no Citations or Notices will be issued, compliance personnel shall inform the employer that no violations were observed.

If violations were observed

- **Field-Issued Violations**
If violations are observed during the walk-around and citation(s) are issued in the "field" without County Office Manager review and approval, a Closing Conference with the employer or the employer's representative shall be conducted.
- **Office-Issued Violations**
If violations are observed during the walk-around, and citations are going to be issued at a Closing Conference to be scheduled at a date following the walk-around, compliance personnel shall conduct an Exit Conference with the employer prior to leaving the worksite.
During the exit conference, compliance personnel shall provide the employer, or the employer's representative with:
 - (a) A preliminary report about any violations observed during the walk-around;
 - (b) An anticipated date of when a closing conference will be held and citations will be issued; and
 - (c) Information about any recommended interim corrective action(s).

CLOSING CONFERENCE

Prior to conducting a closing conference, compliance personnel shall:

- Notify the employer, or the employer's representative, of the date and time of the Closing Conference and the employee's representative. The employer may choose to exclude the employee's representative at the closing conference. It is not recommended you exclude the employee representative unless there are extenuating circumstances such as safety and security.

During the closing conference, compliance personnel will:

- Discuss all conditions affecting occupational safety and health which were noted during the initial walk-around, and during any subsequent visits to the worksite.
- Issue, and explain, any Citations, Notices, etc.
- Discuss the methods to abate the alleged violation conditions referenced in the citation.

- Explain the proposed penalties for each Citation Item, how the penalties were calculated, the adjustment factors which affect calculation of the proposed penalties, the revocation of the 50% abatement credit (or doubling of the penalty) if abatement is not completed by the agreed upon abatement date, the penalty for failure to abate the violation condition, and the penalty for a repeated violation in the future;
- Explain the requirement that the employer must post a copy of the Citation at the required location in the worksite and the penalties for failure to post;
- Inform the employer that he or she may request an informal conference with the County Office Manager to discuss the inspection and the enforcement action within ten (10) working days of issuance of the enforcement document;
- Explain to the employer that he or she has the right to contest the enforcement action by filing an appeal with the Occupational Safety and Health Appeals Board in Sacramento within 15 (fifteen) working days of the issuance of the Citation, Special Order or Order to Take Special Action;
- Inform the employer that a follow-up inspection of their worksite may be conducted;
- Remind the employer that he or she is prohibited from discriminating against an employee for making a complaint, or having their labor union representative make a complaint, to the Division about workplace safety and health hazards, for participating in the walk-around part of the inspection, for being interviewed by compliance personnel during the inspection, for participating in the closing conference or for exercising any other right given to employees by the California Labor Code.

APPENDIX K

COUNTY OFFICE SAFETY RULES

- If you can, correct any unsafe condition(s) immediately. We all need to do our part to keep our campus safe. For unsafe conditions that cannot be resolved by you, report those to your supervisor immediately.
- Cal-OSHA requires all employees to be properly trained on the hazards associated with their job. Strive to attend and complete all safety training classes and online safety training modules assigned to you. It is not a good idea to use machines or powered equipment until you have been trained on the safe operating rules.
- Only lift an object if you can safely do so. If the object is too heavy or you need to carry it a long distance, ask for help or use a mechanical device such as a dolly or book cart.
- Many injuries occur when demonstrating techniques in a sport or playing competitively with students. Reminiscing your glory days should be done on your own time. Consider using a video, demonstrating in slow motion, or using a proficient student. Do not demonstrate or interact with students with a high degree of effort or competitiveness. Always wear athletic shoes in addition to proper warm-up and stretching techniques.
- Be responsible for your own safety. Injuries cost the County Office and taxpayers a lot of money. Know all the hazards associated with your job and how to prevent them.
- Keep your work area free of clutter. Do not place any material on top of cabinets except for empty boxes. Never place any boxes/materials in an area where employees walk. If you must place deliveries adjacent to a walking surface, cordon off the area with tall cones or caution tape.
- Distracted walking is a substantial risk of injury. Distracted walking consists of doing anything that prevents you from watching the walking surface. This includes using a cell phone, reading, carrying an item(s) that block your view of the walking surface, etc.
- Never use anything but an approved stepladder to access high surfaces. If you do not have access (your room or an adjacent room) to a stepladder, ask your supervisor to purchase one with Safety Dollars. Contact your custodian if you need assistance.
- When you are required to drive during work, always drive defensively and without distraction.
- If you sustain any type of injury at work, you must report it to your supervisor immediately. Your injury must be documented on the County Office's Incident Report form. If it is a minor injury and you prefer not to seek medical care, notify your Human Resources Department. If you do not document the injury immediately and report it after the fact, the workers comp insurance company will perform a full investigation which wastes everybody's time and money. The primary goal of reporting an injury is to correct the unsafe condition, without blame, so the same incident does not happen to you or someone else.
- Safety Dollars are available to your County Office to help mitigate hazardous conditions that cause injuries to employees. Your County Office Safety Committee may oversee how Safety Dollars are spent. You should receive the minutes of all Safety Committee meetings.
- Always use the handrails when descending stairs.
- The County Office and the public are paying you to work safely; your students depend on it.

APPENDIX L

SAFE WORK PRACTICES BUS DRIVER

TASK	BODY PART	HAZARD	PREVENTION
Sitting	<ul style="list-style-type: none"> Elbow Lower Back Shoulder 	<ul style="list-style-type: none"> Prolonged driving Driving with a poor posture Vibration of uneven road surfaces through seat No lumbar support 	<ul style="list-style-type: none"> Supply a lumbar support Supply an air seat Conduct stretches while waiting for students to exit or enter. Ensure the seat is properly adjusted. Stretch between routes
Shifting	<ul style="list-style-type: none"> Lower Back Shoulder Hand/Wrist Foot 	<ul style="list-style-type: none"> Direct pressure on the palm of the hand Clutch pedal pressure against the foot 	<ul style="list-style-type: none"> Wear driving glove(s) Remove hand after shifting.
Opening the door for students	<ul style="list-style-type: none"> Hand/Wrist Shoulder 	<ul style="list-style-type: none"> Direct pressure on the palm of the hand Reaching from an extended position 	<ul style="list-style-type: none"> Get as close to the lever as possible. Properly maintain the lever mechanism. Wear driving gloves
Positioning and strapping wheelchairs	<ul style="list-style-type: none"> Upper back Lower back Shoulders Hands/Wrists 	<ul style="list-style-type: none"> Awkward back position Overextended reaching 	<ul style="list-style-type: none"> Use proper body mechanics. Receive back injury prevention training. Use straps that are easy to connect and disconnect
Positioning handicapped students in the bus seat.	<ul style="list-style-type: none"> Shoulder Elbow Lower Back 	<ul style="list-style-type: none"> Awkward back position 	<ul style="list-style-type: none"> Have the parent strap the child in during the morning route. Obtain assistance from the parent or teacher.
Driving (Holding on to the steering wheel)	<ul style="list-style-type: none"> Wrist/Hand Shoulder 	<ul style="list-style-type: none"> Gripping 	<ul style="list-style-type: none"> Use driving gloves. Grip should be loose but holding on to the steering wheel.
Crossing Guard	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Slip/Fall 	<ul style="list-style-type: none"> Hold on to the railing while ascending and descending Be aware of uneven surfaces when stepping down from the bus.

Cleaning the inside of the bus	<ul style="list-style-type: none"> Arms Back 	<ul style="list-style-type: none"> Bending over Picking up trash Closing windows 	<ul style="list-style-type: none"> Receive Back Injury Prevention training Encourage students to close windows prior to leaving the bus Pick up trash with a grabber Use a broom to clean the floors
Driving a vehicle	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Vehicle collision 	<ul style="list-style-type: none"> Use defensive driving tactics Follow all State driving rules and regulations
<p>By signing below, you understand the Safe Work Practices for your job occupation.</p>			
Print Employee's Name		Signature of employee	
		Date	

SAFE WORK PRACTICES GROUNDSKEEPING

TASK	BODY PART	HAZARD	PREVENTION
Lifting power machinery (e.g. mowers, edgers)	<ul style="list-style-type: none"> • Lower Back • Shoulder 	<ul style="list-style-type: none"> • Equipment is too heavy. • No mechanism for moving the machinery onto the back of a truck. 	<ul style="list-style-type: none"> • Use a ramp or TommyLift. • Obtain assistance if necessary. • Receive training on Back Injury Prevention
Using a compactor	<ul style="list-style-type: none"> • Lower Back • Shoulder • Hand/Wrist • Ears, eyes 	<ul style="list-style-type: none"> • Direct pressure on the palm of the hand • Vibration • Noise • Improper use 	<ul style="list-style-type: none"> • Alternate tasks. • Use anti-vibration gloves. • Contract out the work. • Use personal protective equipment • Receive training on the safe operating procedures
Using a jack hammer	<ul style="list-style-type: none"> • Hand/Wrist • Shoulder • Back • Ears, eyes 	<ul style="list-style-type: none"> • Direct pressure on the palm of the hand • Vibration • Noise 	<ul style="list-style-type: none"> • Alternate tasks. • Use anti-vibration gloves. • Contract out the work. • Use personal protective equipment • Receive training on the safe operating procedures
Weed Trimming	<ul style="list-style-type: none"> • Upper back • Lower back • Shoulders • Hands/Wrists • Ears, eyes, face 	<ul style="list-style-type: none"> • Vibration • Gripping • Improper use • Noise 	<ul style="list-style-type: none"> • Alternate tasks. • Alternate hands. • Use anti-vibration gloves. • Use personal protective equipment • Receive training on the safe operating procedures
Blower	<ul style="list-style-type: none"> • Shoulder • Elbow • Ears, eyes 	<ul style="list-style-type: none"> • Gripping • Improper use • Noise 	<ul style="list-style-type: none"> • Alternate tasks. • Control the source if possible. (e.g. replace sand with wood chips). • Use Personal Protective Equipment • Receive training on the safe operating procedures
Using a hedge trimmer	<ul style="list-style-type: none"> • Shoulder • Elbow • Back • Ears, eyes 	<ul style="list-style-type: none"> • Gripping • Excessive weight • Vibration • Improper use • Noise 	<ul style="list-style-type: none"> • Keep work below shoulder level. Use a ladder if necessary. • Alternate tasks. • Alternate hands. • Use anti-vibration gloves. • Receive training on the safe operating procedures
Riding a mower	<ul style="list-style-type: none"> • Lower back • Ears, eyes 	<ul style="list-style-type: none"> • Vibration • Impact • Improper use • Noise 	<ul style="list-style-type: none"> • Use an air seat or additional cushion or anti-vibration cushion. • Control the gopher population. Fill in holes with soil. • Renovate the fields. • Use personal protective equipment.

Lifting green waste material	<ul style="list-style-type: none"> • Lower back 	<ul style="list-style-type: none"> • Bags full of green waste are too heavy 	<ul style="list-style-type: none"> • Keep bags at a manageable weight. Use more bags if necessary. • Obtain assistance if necessary. • Move the vehicle closer to where your waste is located. • Use a mechanical device for assistance such as a wheelbarrow.
Using a chain saw	<ul style="list-style-type: none"> • Back • Hands/wrists • Shoulders • Ears, eyes • Legs 	<ul style="list-style-type: none"> • Vibration • Gripping • Excessive weight • Improper use • Noise 	<ul style="list-style-type: none"> • Contract out the big jobs. • Alternate hands. • Alternate tasks. • Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Using a shovel	<ul style="list-style-type: none"> • Lower back • Shoulders 	<ul style="list-style-type: none"> • Gripping • Excessive weight 	<ul style="list-style-type: none"> • Alternate tasks. • Use a backhoe or other mechanical device • Alternate hands. • Use proper lifting technique. Obtain training. • Shovel smaller loads.
Heavy Equipment	<ul style="list-style-type: none"> • All Body Parts 	<ul style="list-style-type: none"> • Falls • Improper use 	<ul style="list-style-type: none"> • Contract out the big jobs. • Alternate hands. • Alternate tasks. • Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Driving a vehicle	<ul style="list-style-type: none"> • All body parts 	<ul style="list-style-type: none"> • Vehicle collision 	<ul style="list-style-type: none"> • Use defensive driving tactics • Follow all State driving rules and regulations
Ladder	<ul style="list-style-type: none"> • All body parts 	<ul style="list-style-type: none"> • Fall • Carrying a ladder • Broken ladder 	<ul style="list-style-type: none"> • Always use 3 points of contact when ascending or descending a ladder. • Inspect the ladder prior to each use. • Receive training on ladder safety • Use an extension ladder dolly
Chemicals	<ul style="list-style-type: none"> • Eye • Skin • Lungs 	<ul style="list-style-type: none"> • Improper use • No protection • No SDS • No Label 	<ul style="list-style-type: none"> • Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

SAFE WORK PRACTICES MAINTENANCE/FACILITIES

TASK	BODY PART	HAZARD	PREVENTION
Remove and replace toilets, sinks, etc.	<ul style="list-style-type: none"> • Elbow • Lower Back • Shoulder 	<ul style="list-style-type: none"> • Awkward positions of the lower back because of confined space 	<ul style="list-style-type: none"> • Get assistance. • Use a Johnny Lift if space permits. • Receive proper training on back injury prevention. • Use proper lifting technique.
Removing wall plates and switch plates by hand	<ul style="list-style-type: none"> • Hand/Wrist 	<ul style="list-style-type: none"> • Gripping • Direct pressure on the palm of the hand 	<ul style="list-style-type: none"> • Use a portable power tool. • Alternate hands. • Keep work below shoulder level by utilizing a ladder or scaffolding. • Perform stretches and exercises throughout the day.
Use of a hand held portable snake	<ul style="list-style-type: none"> • Upper back • Lower back • Shoulders • Hands/Wrists 	<ul style="list-style-type: none"> • Vibration • Gripping 	<ul style="list-style-type: none"> • Utilize a support (blocks of wood) to rest the tool on. • Alternate tasks. • Alternate hands. • Use a portable snake that rests on the floor.
Remove and replace heavy appliances/equipment	<ul style="list-style-type: none"> • Lower back • Shoulder 	<ul style="list-style-type: none"> • Gripping • Improper lifting 	<ul style="list-style-type: none"> • Use proper material handling equipment. • Get assistance. • Receive proper training on back injury prevention. • Use proper lifting technique.
Blower	<ul style="list-style-type: none"> • Hand/wrist • Shoulder • Ears, eyes 	<ul style="list-style-type: none"> • Vibration • Gripping 	<ul style="list-style-type: none"> • Use leather gloves • Alternate tasks • Use anti-vibration gloves • Use personal protective equipment
Repair, remove and replace flooring	<ul style="list-style-type: none"> • Knees • Lower back • Shoulder 	<ul style="list-style-type: none"> • Direct pressure on knee • Prolonged flexed knee position 	<ul style="list-style-type: none"> • Use knee pads • Get assistance
Portable hand tools	<ul style="list-style-type: none"> • Hand/wrist • Elbow • Shoulder • Ears, eyes 	<ul style="list-style-type: none"> • Excessive vibration • Direct pressure on palm of hand 	<ul style="list-style-type: none"> • Alternate hands. • Keep work below shoulder level by utilizing a ladder or scaffolding. • Perform stretches and exercises throughout the day. • Limit tool use above shoulder level by alternating tasks. • Limit tool use above shoulder level by alternating personnel. • Use personal protective equipment.
Driving a vehicle	<ul style="list-style-type: none"> • All body parts 	<ul style="list-style-type: none"> • Vehicle collision 	<ul style="list-style-type: none"> • Use defensive driving tactics • Follow all State driving rules and regulations
Ladder	<ul style="list-style-type: none"> • All body parts 	<ul style="list-style-type: none"> • Fall • Carrying a ladder • Broken ladder 	<ul style="list-style-type: none"> • Always use 3 points of contact when ascending or descending a ladder. • Inspect the ladder prior to each use.

			<ul style="list-style-type: none"> • Receive training on ladder safety • Use an extension ladder dolly
Heavy Equipment	<ul style="list-style-type: none"> • All Body Parts 	<ul style="list-style-type: none"> • Falls • Improper use 	<ul style="list-style-type: none"> • Contract out the big jobs. • Alternate hands. • Alternate tasks. • Ensure the chain saw is the right size for the job. • Receive training on the safe operating procedures
Material Handling (boxes)	<ul style="list-style-type: none"> • Lower back • Shoulder 	<ul style="list-style-type: none"> • Boxes are too heavy • Boxes are in a confined area • No mechanical device available 	<ul style="list-style-type: none"> • Obtain assistance if necessary. • Use a dolly or cart. • Location of boxes should not subject the employee to lifting incorrectly. Boxes should be easily accessible. Rearrange storage area or obtain an additional storage area.
Using a shovel	<ul style="list-style-type: none"> • Lower back • Shoulders 	<ul style="list-style-type: none"> • Gripping • Excessive weight 	<ul style="list-style-type: none"> • Alternate tasks. • Use a backhoe or other mechanical device • Alternate hands. • Use proper lifting technique. Obtain training. • Shovel smaller loads.
Lifting power machinery	<ul style="list-style-type: none"> • Lower Back • Shoulder 	<ul style="list-style-type: none"> • Equipment is too heavy. • No mechanism for moving the machinery onto the back of a truck. 	<ul style="list-style-type: none"> • Use a ramp or TommyLift. • Obtain assistance if necessary. • Receive training on Back Injury Prevention
Chemicals	<ul style="list-style-type: none"> • Eye • Skin • Lungs 	<ul style="list-style-type: none"> • Improper use • No protection • No SDS • No Label 	<ul style="list-style-type: none"> • Ensure you read the SDS prior to using the chemical. • Ensure the product is labeled • Received Hazard Communication training • Use personal protective equipment in accordance with the SDS
Electricity	<ul style="list-style-type: none"> • All body parts 	<ul style="list-style-type: none"> • Improper use of electrical conductors 	<ul style="list-style-type: none"> • Receive training in electrical hazards • Use Lockout/Tagout techniques
By signing below, you understand the Safe Work Practices for your job occupation.			
Print Employee's Name		Signature of employee	Date

SAFE WORK PRACTICES OFFICE

TASK	BODY PART	HAZARD	PREVENTION
Lifting material	<ul style="list-style-type: none"> Upper back Lower back Shoulders 	<ul style="list-style-type: none"> Material is too heavy Material is too high Material is too low Material is in a confined space requiring an awkward lifting position 	<ul style="list-style-type: none"> Request assistance from the custodian. Receive training in proper lifting techniques. Use dollies or carts. Get help from a co-worker. Use the correct lifting technique.
Working at a computer	<ul style="list-style-type: none"> Lower back Shoulder Neck 	<ul style="list-style-type: none"> Keyboard is too high or too low. Chair is not adjusted Excessive mouse use 	<ul style="list-style-type: none"> Ensure workstation is properly adjusted. Do not work at the computer longer than 45 minutes without taking a short break. Alternate hands when using the mouse.
Falls	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Uneven surface Using a non-approved surface. Slip on food Standing on an inappropriate surface. Trip on cord 	<ul style="list-style-type: none"> Always watch the surface you are walking on. Do not take short cuts Be extra cautious of food on the walking surface on the playground and cafeteria. Always use an appropriate ladder Install cord covers or re-route cords that may cause someone to trip
Chemicals	<ul style="list-style-type: none"> Eye Skin Lungs 	<ul style="list-style-type: none"> Improper use No protection No SDS No Label 	<ul style="list-style-type: none"> Ensure you read the SDS prior to using the chemical. Ensure the product is labeled Received Hazard Communication training Use personal protective equipment in accordance with the SDS
Stepladder	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Fall Carrying a ladder Broken ladder 	<ul style="list-style-type: none"> Always use 3 points of contact when ascending or descending a ladder.
Cuts	<ul style="list-style-type: none"> Hands 	<ul style="list-style-type: none"> Cut from guillotine style paper cutter 	<ul style="list-style-type: none"> Use paper cutters as intended. Always use the provided finger guard.
Providing first aid to students	<ul style="list-style-type: none"> Face, hands, arms 	<ul style="list-style-type: none"> Blood from student 	<ul style="list-style-type: none"> Assume every student has a blood disease. Always protect yourself with gloves—no exceptions Receive proper training in Bloodborne pathogen prevention and first aid.
By signing below, you understand the Safe Work Practices for your job occupation.			
Print Employee's Name		Signature of employee	Date

SAFE WORK PRACTICES STUDENT NUTRITION

TASK	BODY PART	HAZARD	PREVENTION
Standing on concrete floor or hard surface	<ul style="list-style-type: none"> Back Feet Legs 	<ul style="list-style-type: none"> Hard surface Prolonged standing 	<ul style="list-style-type: none"> Install anti-fatigue mats Install a foot rest (a device for raising one foot off of the ground and resting it on an elevated surface) Supply or recommend shoes with a firm soft sole Rotate tasks
Assembly line (working at a counter or prep surface)	<ul style="list-style-type: none"> Lower back Shoulders Neck 	<ul style="list-style-type: none"> Counter is too high or too low 	<ul style="list-style-type: none"> If the person is too short, supply a stool or platform. Lower or raise the counter or table accordingly. If the person is too tall, build a platform to be placed on top of the counter. Alternate tasks.
Lifting heavy items	<ul style="list-style-type: none"> Upper back Lower back Shoulders 	<ul style="list-style-type: none"> Material is too heavy Material is too high Material is too low Material is in a confined space requiring an awkward lifting position 	<ul style="list-style-type: none"> All heavy items should be stored on the middle shelves. Build additional shelves if necessary. Train employees in proper lifting techniques. Dollies or carts should be available. Ladders should be available for lifting items off of the top shelves. No lifting should be done above the shoulders. Employees should be counseled to obtain help when lifting heavy or bulky items.
Using a manual meat slicer	<ul style="list-style-type: none"> Shoulder Elbow Hand 	<ul style="list-style-type: none"> Slicer is too high Slicer is at an awkward angle 	<ul style="list-style-type: none"> Alternate tasks Purchase an automatic slicer Use cut resistant gloves
Stirring in a large vat cooker	<ul style="list-style-type: none"> Shoulder Elbow 	<ul style="list-style-type: none"> Too much food—too heavy to stir 	<ul style="list-style-type: none"> Cook in smaller portions Alternate tasks
Working at a computer	<ul style="list-style-type: none"> Lower back Shoulder Neck 	<ul style="list-style-type: none"> Scanner is too far away Keyboard is too high or too low 	<ul style="list-style-type: none"> Ensure workstation is properly adjusted.
Manual cutting with knives	<ul style="list-style-type: none"> Lower back Wrist Shoulder Hand 	<ul style="list-style-type: none"> Dull knife Counter is too high or too low 	<ul style="list-style-type: none"> Purchase items pre-cut. Ensure knives are maintained in a sharp condition. Ensure counter is at proper height. Use a platform on the floor if the person is too short or a raised platform on the counter if the person is too tall.
Washing pots, pans and utensils	<ul style="list-style-type: none"> Lower back 	<ul style="list-style-type: none"> Sink is too deep 	<ul style="list-style-type: none"> Put a milk crate or similar in the bottom of the sink to rest heavy pans on.
Chemicals	<ul style="list-style-type: none"> Eye Skin Lungs 	<ul style="list-style-type: none"> Improper use No protection No MSDS No Label 	<ul style="list-style-type: none"> Ensure you read the MSDS prior to using the chemical. Ensure the product is labeled Received Hazard Communication training Use personal protective equipment in accordance with the MSDS
Ladder	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Fall Carrying a ladder 	<ul style="list-style-type: none"> Always use 3 points of contact when ascending or descending a ladder.

		<ul style="list-style-type: none"> • Broken ladder 	<ul style="list-style-type: none"> • Inspect the ladder prior to each use. • Receive training on ladder safety • Use an extension ladder dolly
Burns	<ul style="list-style-type: none"> • Hand • Forearm 	<ul style="list-style-type: none"> • Removing pans from oven 	<ul style="list-style-type: none"> • Use long oven mitts that protect the forearm • Minimize haste • Be aware of your surroundings when working in the vicinity of an oven or deep fryer.
<p>By signing below, you understand the Safe Work Practices for your job occupation.</p>			
Print Employee's Name		Signature of employee	
		Date	

SAFE WORK PRACTICES TEACHER/AIDE

TASK	BODY PART	HAZARD	PREVENTION
Lifting material	<ul style="list-style-type: none"> Upper back Lower back Shoulders 	<ul style="list-style-type: none"> Material is too heavy Material is too high Material is too low Material is in a confined space requiring an awkward lifting position 	<ul style="list-style-type: none"> Request assistance from the custodian. Receive training in proper lifting techniques. Use dollies or carts. Get help from a co-worker. Use the correct lifting technique
Working at a computer	<ul style="list-style-type: none"> Lower back Shoulder Neck 	<ul style="list-style-type: none"> Keyboard is too high or too low. Chair is not adjusted 	<ul style="list-style-type: none"> Ensure workstation is properly adjusted. Do not work at the computer longer than 45 minutes without taking a short break.
Falls	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Uneven surface Using a non-approved surface. Slip on food Standing on an inappropriate surface. Trip on cord 	<ul style="list-style-type: none"> Always watch the surface you are walking on. Do not take short cuts Be extra cautious of food on the walking surface on the playground and cafeteria. Always use an appropriate ladder Install cord covers or re-route cords that may cause someone to trip
Chemicals	<ul style="list-style-type: none"> Eye Skin Lungs 	<ul style="list-style-type: none"> Improper use No protection No SDS No Label 	<ul style="list-style-type: none"> Ensure you read the SDS prior to using the chemical. Ensure the product is labeled Received Hazard Communication training Use personal protective equipment in accordance with the SDS
Stepladder	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Fall Carrying a ladder Broken ladder 	<ul style="list-style-type: none"> Always use 3 points of contact when ascending or descending a ladder.
Cuts	<ul style="list-style-type: none"> Hands 	<ul style="list-style-type: none"> Cut from guillotine style paper cutter 	<ul style="list-style-type: none"> Use paper cutters as intended. Always use the provided finger guard.
Lecturing	<ul style="list-style-type: none"> Vocal cords 	<ul style="list-style-type: none"> Increased volume (lecturing over students' voices) 	<ul style="list-style-type: none"> Ensure students are quiet when lecturing.
Driving a vehicle	<ul style="list-style-type: none"> All body parts 	<ul style="list-style-type: none"> Vehicle collision 	<ul style="list-style-type: none"> Use defensive driving tactics Follow all State driving rules and regulations
Providing first aid to students	<ul style="list-style-type: none"> Face, hands, arms 	<ul style="list-style-type: none"> Blood from student 	<ul style="list-style-type: none"> Assume every student has a blood disease. Always protect yourself with gloves—no exceptions Receive proper training in Bloodborne pathogen prevention and first aid.

By signing below, you understand the Safe Work Practices for your job occupation.

Print Employee's Name	Signature of employee	Date

APPENDIX M

Risk Control Checklists

The forms are updated every year and distributed to all County Offices via email twice per year (September and February). To obtain a copy of the Risk Control Checklists in between distribution, please contact the JPA Risk Manager at dougevers@ymail.com and request the applicable forms from the list below. To help determine which forms are applicable, please refer to your County Office's Recordkeeping Sheet(s).

1. Auto Shop Risk Control Checklist
2. Bicycle Repair Shop Risk Control Checklist
3. Ceramics Risk Control Checklist
4. Child Development Risk Control Checklist
5. Classroom Risk Control Checklist
6. Custodian Site Risk Control Checklist
7. Elementary School Play Structure Risk Control Checklist
8. Elementary School Playground Area Risk Control Checklist
9. High School Exterior Athletic Risk Control Checklist
10. Home Economics Risk Control Checklist
11. Maintenance/Facilities Risk Control Checklist
12. Mechanic Shop Risk Control Checklist
13. Metal Shop Risk Control Checklist
14. Middle/Junior High Play Area Risk Control Checklist
15. Office Risk Control Checklist
16. Performing Arts Risk Control Checklist
17. Science Area Classroom Risk Control Checklist
18. Student Nutrition Risk Control Checklist
19. Transportation Risk Control Checklist
20. Visual Arts Risk Control Checklist
21. Warehouse Risk Control Checklist
22. Wood Shop Risk Control Checklist

APPENDIX N

SAFETY ORIENTATION GUIDELINES FOR ALL NEW EMPLOYEES (GENERAL OVERVIEW OF COUNTY OFFICE RISK CONTROL PROGRAM)			
Name of New Employee		Name of HR Representative	
Areas to be Covered	Description	Completed	
		Yes	No
Occupational Health and Safety Rights	<p>Employees have the right to work in a safe environment.</p> <p>Employees have the right to suggest or recommend ways to improve the County Office's Safety Program without the fear of reprisal.</p> <p>Employees have the right to refuse work if it is unsafe (Violates Cal-OSHA Regulations and is dangerous to life or health) without the fear of reprisal.</p>		
County Office Safety Rules	Provide the County Office Safety Rules. Have the employee read and sign they understand.		
County Office Policy	Explain the County Office health, safety and wellness policy.		
Training prior to beginning orientation	<p>Assign the following online training modules to be completed prior to beginning work:</p> <ul style="list-style-type: none"> New Hire Orientation Slips/Trips Fall Prevention Back Injury Prevention Bloodborne Pathogen Prevention PPE Training (If applicable) Ladder Training (If applicable) Any other applicable general training 		
Emergency Evacuation	Review the company's emergency evacuation plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		
Safety Committee	Supply a copy of the facility telephone list with names of the Health and Safety Committee members or representative highlighted. Identify the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
Reporting unsafe acts and conditions	Explain the procedure for reporting acts or conditions that may be unsafe.		
Recordkeeping	Maintain this record in the new employee's file.		

SAFETY ORIENTATION GUIDELINES FOR EXISTING EMPLOYEES WITH A NEW JOB (JOB SPECIFIC RISK CONTROL FOR SITE/DEPARTMENT LEVEL)

Name of employee (print)		Name of New Employee's Supervisor		Date	
Areas to be Covered		Description		Completed	
				Yes	No
In Case of Injury or Illness	Ensure employees know to report all injuries, as soon as they happen, to their supervisor.				
Potential hazards	Tour the work areas and facility and discuss associated work area hazards and safe work practices. Be sure to include all sources of hazards, including biological, chemical, ergonomic, physical, and safety, etc.				
Job Shadow	Depending on the new employee's experience, instruct the employee to shadow an experienced employee. Duration of the shadowing should be evaluated on a case-by-case basis.				
Emergency Procedures	Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.				
Hazardous Products	Identify workspaces where hazardous products are used, stored or disposed. Provide training as necessary.				
Hygiene	Explain the importance of washing hands before eating, drinking, or using the washroom as well as bacteria/virus prevention.				
Emergency Notification Form	Have employee complete an emergency notification form. Keep a copy for your files and send a copy to human resources and/or emergency coordinator.				
Safety Data Sheets (SDS)	Identify the location of the Safety Data Sheets (SDS's). Review the SDSs for all hazardous products to be used by the employee. Explain hazardous product labelling requirements. Conduct job specific training.				
Personal Protective Equipment (PPE)	Review the PPE program and provide education and training if the employee will be required to wear protective equipment. Discuss appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.				
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in the workplace in case of emergency.				
Powered Equipment Training	Powered Equipment training such as but not limited to: Forklift, Aerial Boom Lift, Scissor Lift, Ride-on Mower, Backhoe, golf cart, food service powered equipment, powered equipment used by a mechanic, etc.				
Safe Work Practices	Provide and discuss the applicable Safe Work Practices (see appendix L) and have the new employee sign indicating they understand.				
Applicable Online Training	Ensure the employee is assigned applicable online training modules commensurate with the type of work they will be performing. Allow the employee time to complete the modules prior to performing work.				
Recordkeeping	Maintain this record in the new employee's file.				

APPENDIX O

Wildfire Smoke: Communication and Respiratory Protection

The following information will be communicated to all affected employees when the AQI (Air Quality Index) is over 150 and what protective measures are available to employees.

(a) The health effects of wildfire smoke.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

PM 2.5 is the smallest and usually the most harmful particulate matter because it has a diameter of 2.5 micrometers or smaller. A human hair is about 70 micrometers in diameter. A 2.5 micrometer particle is about 30 times smaller than a human hair.

(b) The right to obtain medical treatment without fear of reprisal.

We allow employees, who show signs of injury or illness due to wildfire smoke exposure, to seek medical treatment, and will not punish affected employees for seeking such treatment. We will also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

(c) How employees can obtain the current Air Quality Index (AQI) for PM2.5.

MBARD (Monterey Bay Air Resources County Office) monitors the air at locations throughout the Monterey Bay Area. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several pollutants, Title 8, section 5141.1 concerns wildfire smoke only and uses the AQI for PM2.5. The easiest way to find the current and forecasted AQI for PM2.5 is to go to Fire.AirNow.gov and enter the zip code of the location where you will be working or allow the website to detect your location. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air County Office, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact their County Office for the current AQI. The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

(d) The requirements in Title 8, section 5141.1 about wildfire smoke.

If employees are exposed to wildfire smoke, the County Office will determine the current AQI Applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the County Office will:

- (1) Check the current AQI before and periodically during each shift.
- (2) Provide training to employees.
- (3) Lower employee exposures.
- (4) Provide respirators and encourage their use.

(e) Two-way communication system.

The COE will alert employees when the air quality is harmful and what protective measures are available to employees.

The County Office will encourage employees to inform their County Office if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

The COE will take action to protect employees from wildfire smoke when the AQI is 151 or greater. Examples of protective methods include:

- (1) Locating work in enclosed structures or vehicles where the air is filtered.
- (2) Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
- (3) Reducing work time in areas with unfiltered air.
- (4) Increasing rest time, frequency, and providing a rest area with filtered air.
- (5) Reducing the physical intensity of the work to help lower the breathing and heart rates.

(g) The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke.

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, the COE will provide our workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. The COE may elect to keep employees indoors when the AQI is greater than 500 due to the difficulty of complying with the Cal-OSHA respiratory program. (Note: compliance with the Cal-OSHA respiratory program consists of the following: written respiratory program, evaluation by a doctor for each affected employee, formal training, and formal respirator fit check).

A respirator should be used properly and kept clean.

The following precautions shall be taken:

- (1) The COE will select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 or KN95 (Chinese version is a slightly more difficult to breathe through) filtering facepiece respirator is the minimum level of protection for wildfire smoke.

- (2) Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. (Note: The manufacturer's instructions are not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.

- (3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.

(4) Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator. An example would be a "Ziploc" type baggie with the employee's name on it.

(5) Employees who have a heart or lung health issues should ask their doctor before using a respirator voluntarily.



(h) How to properly put on, use, and maintain the respirators provided by the COE.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator. For those who use an N95/KN95 or other filtering facepiece respirator mask that is made of filter material:

- (1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- (2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face (rubber or silicone), check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

APPENDIX P

SUPERVISOR'S GUIDE TO MANAGING EMPLOYEE INJURY RISKS

The following documents are designed to assist supervisors with managing employee injury risks under their jurisdiction. There is a crib sheet for each major occupation.

Guide for Managing Employee Injury Risks (COE Risk Manager)

- You have the authority and responsibility for ensuring all San Benito County Office of Education employees are provided a safe and healthful place to work in accordance with all applicable Cal-OSHA regulations and the COE IIPP (Injury and Illness Prevention Program) known as the “Program for Managing Employee Injury Risks”. See section II paragraph F2, of the Program for Managing Employee Injury Risks, for more information regarding responsibilities.
- Familiarize yourself with all crib sheets.

Guide for Managing **Employee** Injury Risks

(Main Office Supervisor)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of County Office Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - A representative should attend the COE Safety Committee meetings.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your County Office is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident. See Appendix F for more information.
- **TEMPORARILY ACCOMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, County Office, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **CAL-OSHA INSPECTION** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.
- **SAFETY DOLLARS** – Money is provided to each County Office at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each County Office distributes Safety Dollars differently. Please contact your County Office Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.
- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly as outlined in Appendix F. Share your County Office's plan with all employees and communicate what their role is during an emergency.

- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your County Office. See your County Office Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify discomfort early. Be attentive to office employees who may be experiencing discomfort at their workspace. Ensure employees have received online training in office ergonomics. Request an ergonomic evaluation from your County Office risk manager if discomfort persists.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.

Guide for Managing **Employee** Injury Risks (Principal)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of County Office Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - There are two types of meetings; one at the County Office level and one at the department level. Safety committee meetings at the department level should be conducted every other month. See Appendix C for guidelines.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your County Office is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident. See Appendix F for more information.
- **TEMPORARILY ACCOMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, County Office, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **CAL-OSHA INSPECTION** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.
- **SAFETY DOLLARS** – Money is provided to each County Office at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each County Office distributes Safety Dollars differently. Please contact your County Office Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.

- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly as outlined in Appendix F. Share your County Office’s plan with all employees and communicate what their role is during an emergency.
- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your County Office. See your County Office Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify discomfort early. Be attentive to office employees who may be experiencing discomfort at their workspace. Ensure employees have received online training in office ergonomics. Request an ergonomic evaluation from your County Office risk manager if discomfort persists.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Ensure custodians have been supplied with PPE to protect their hearing, sight, hands, and lungs.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.

Guide for Managing **Employee** Injury Risks (Transportation Supervisor)

- **TRAINING** - Employees under your jurisdiction should receive adequate training on how to perform their job safely. Please refer to the JPA Safety Matrix Spreadsheet found in appendix D.
- **TRAINING** - All new employees should know how to perform their specific job tasks safely. Please refer to Appendix K and Appendix L for a list of County Office Safety Rules and Safe Work Practices for each job occupation respectively.
- **TRAINING** - If a new job task(s) are introduced to an employee, ensure they know how to safely perform those tasks.
- **COMMUNICATING SAFETY** - Verbally communicating safety information to all your employees at least monthly helps keep safety on the forefront. 5-Minute Safety Meeting information is sent to you via email at the beginning of every month. If you are not receiving this communication, please contact the JPA Risk Manager.
- **IDENTIFICATION OF INJURY RISKS** - We can help control facility hazards by encouraging employees to identify unsafe conditions when observed. Providing a checklist for each occupation, can help identify hazardous conditions before someone gets injured. Risk Control Inspections should be completed twice per year in October and February. For a list of checklists and instructions for completing them, please refer to Appendix M.
- **SAFETY COMMITTEE MEETINGS** - There are two types of meetings; one at the County Office level and one at the department level. Safety committee meetings at the department level should be conducted every other month. See Appendix C for guidelines.
- **REPORTING SERIOUS INJURIES/DEATHS** – You or someone at your County Office is responsible for notifying Cal-OSHA if there is a serious injury or death as soon as possible. See Appendix E for more information.
- **EMPLOYEE INJURIES** – When one of your employees sustains an injury, they are required to notify you immediately. They should then call Company Nurse.
- **INVESTIGATION OF EMPLOYEE INJURIES** - When one of your employees is injured, it can be a traumatic experience physically and emotionally. Except for the injuries that are caused by students, 99% of injuries are preventable. Post Injury prevention is best accomplished by investigating the incident. See Appendix F for more information.
- **TEMPORARILY ACCOMODATING WORK RESTRICTIONS** – An injured employee's doctor may provide work restrictions. Accommodating those work restrictions always benefits the injured employee, County Office, and insurance company. See Appendix H for a list of temporary job assignments and tasks.
- **CAL-OSHA INSPECTION** – Cal-OSHA may conduct an inspection at your site due to an employee complaint or to a serious injury or death. To know your rights and how to respond to a Cal-OSHA inspection, see Appendix J.
- **WILDFIRE SMOKE** – If there is a wildfire in the vicinity of your school, ensure that employees are not exposed to poor air quality as defined in Appendix O.
- **SAFETY DOLLARS** – Money is provided to each County Office at the beginning of each fiscal year from the Workers Compensation JPA Board of Directors. Each County Office distributes Safety Dollars differently. Please contact your County Office Risk Manager for more information on how Safety Dollars are distributed. Please see Appendix G for more information on how to spend Safety Dollars.

- **EMERGENCY PREPAREDNESS** – Ensure the three major drills are conducted regularly as outlined in Appendix F. Share your County Office’s plan with all employees and communicate what their role is during an emergency.
- **IIPP RECORDKEEPING SHEETS** – Employee risk control programs should be documented and maintained. At the beginning of each fiscal year a new recordkeeping sheet is shared with your County Office. See your County Office Risk Manager for access to the document.
- **ERGONOMICS** – The best time to prevent cumulative trauma injuries is to identify symptoms early. Be attentive to office employees who may be experiencing discomfort at their workspace.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Ensure the mechanic has been supplied with PPE to protect their hearing, sight, hands, and lungs.
- **SLIP AND FALLS ARE THE MOST COMMON INJURY TO EMPLOYEES** – Reiterate periodically to your employees the necessity of situational awareness and reporting slip/fall hazards.