Injury & Illness Prevention Program

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SECTION I

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

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

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

Statutory Authority
♦ California Labor Code Section 6401.7.
♦ California Code of Regulations Title 8, Sections 1509 and 3203.

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

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

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

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

**Compliance**

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

1. Site Administrators, Directors, Managers and Leads will set positive examples for working safely and require that all staff under their direction work safely.

2. Site Administrators, Directors, Managers and Leads will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Administrators, Directors, Managers and Leads will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Site Administrators, Directors, Managers and Leads will establish appropriate means of recognition for employees who demonstrate safe work practices.

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

**Hazard Identification**

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

**Scheduled Safety Inspections**

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

Thereafter, safety inspections will be conducted at the frequency described below:
1. Annual checklist inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist with additional periodic visual inspections.

2. Annual checklist inspections of all potentially hazardous areas (shop, cafeteria, gymnasium, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist with additional periodic visual inspections.

**Unscheduled Safety Inspections**

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. The Superintendent and Director of Fiscal Services will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

**Accident Investigations**

The Superintendent and Director of Fiscal Services will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events. (Appendix A)

To ensure timely accounting for Workers’ Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure/Incident Report at the District Office.

**Hazard Correction**

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

**Training**

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

**General Safe Work Practices**

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

1. Fire Safety, Evacuation, and Emergency Procedures
2. Slips, Trips, and Falls
3. Blood Borne Pathogens
4. Injury & Illness Prevention Program
5. Suicide Awareness and Prevention
Specific Safe Work Practices

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

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

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

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

Communication

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

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

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

• Posters
• Meetings
• Labels

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

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.
Compliance will be reinforced by appropriate comments, oral or written or on performance evaluations.

Non-compliance will be addressed by an immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner. Disciplinary procedures up to and including dismissal will be applied as appropriate.

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

**Documentation**

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

1. Copies of all IIPP Safety Inspection Forms.
2. Copies of all Accident Investigation Forms.
5. Documented records of OSHA 300 log must be kept.

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

A safe and healthy workplace must be the goal of everyone at the Wheatland Union High School District with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (530) 633-3100.
SECTION II

General Safe Work Practices

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

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

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

1. It is important that all employees report all work-related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.

2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.

3. Safe lifting and moving practices must be used when lifting or moving heavy or bulky objects which could cause injury to the back and other body parts. You are requested to seek assistance.

4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property.

5. If it is necessary to use a fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Maintenance Department as soon as possible so the extinguisher can be recharged or replaced.

6. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Maintenance Department. Failure to report faulty conditions for repair can result in injuries.

7. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.

8. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Training should be given to those who utilize the file cabinet’s equipment. Filing cabinet drawers should never be left open unattended.

9. Because of the ever-pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.
10. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.

11. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities’ defects which create accident hazards, should be reported to the Maintenance Department so repairs can be completed. If possible, remove the objects from service.

12. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

Safe Work Practices

Custodial / Groundskeeper / Maintenance

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

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

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

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:
   a) Try to increase salt intake by adding extra salt to your food, unless advised by a physician to avoid salt.
   b) During break, go to a shaded spot or air-conditioned room.
   c) Drink lots of water, taking small amounts often, rather than large quantities at infrequent intervals.

2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Always follow a standard lifting procedure.

3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.

4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top-heavy loads are likely to topple in sharp turns.
5. Operate heavy equipment, i.e. the backhoe, with great care (in many operations, such as when digging with the backhoe, someone will be assigned to act as a spotter).

6. Trenching and excavation work presents serious risks to all workers. The greatest risk and one of the primary concerns, is that of a cave in. The following safety precautions must be taken when performing trenching and excavation.
   a) Someone will be assigned to act as the spotter.
   b) Barriers will be placed around the excavations as soon as it is possible.
   c) Trenches 5’ deep or deeper will be braced with approved trench shields to avoid cave-ins.
   d) Keep materials or equipment that might fall into the trench at least 2’ away from the edge of the excavation.

7. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment.

8. Only certified drivers can use the forklift. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the Maintenance Lead or the Director of Fiscal Services immediately for repair. No riders are permitted on these vehicles.

9. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.

10. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.

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

12. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

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

14. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the SDSs to understand the hazards of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received.

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

**Custodial**

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

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

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

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

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

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.

3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.

4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.

5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.

6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.

7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord should be reported to the supervisor immediately. Equipment should not be used until cord is repaired.
8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.

9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.

10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.

11. All employees should read the Safety Data Sheets that are available for all hazardous materials used in custodial operations.

12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:

13. Never mix chemicals, other than to dilute them with water or following the manufacturer’s instructions.

14. Wear appropriate safety equipment (goggles, gloves, boots, etc.).

15. Check the MSDSs for details for the chemical’s properties, hazards, and first aid procedures.

16. If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.

17. Ladders (either wood or fiberglass) are provided for cleaning light fixtures or high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces.

18. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.

19. All custodians should wear appropriate safety clothing and safety equipment.

20. Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage.

21. Rain gear is provided for inclement weather.

22. When work is at night, carry a flashlight.

23. Rubber boots are to be used when using the floor scrubber.

24. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.

25. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently.

26. Certain job activities require the use of a respirator.

27. Only certified drivers can use the forklift. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.

28. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:
   a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
b) Clean visible soil with a detergent solution.

c) Rinse with water.

d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.

e) Remove the gloves and wash your hands immediately.

29. Blood and bodily fluids can contain infectious materials. Always use the appropriate personal protective equipment. If you are exposed to blood or bodily fluids, (i.e., on your skin or needle puncture), please see your supervisor immediately.

30. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3 feet or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower.

Ladder Safety

1. Use a straight ladder if you must lean the ladder against a support. Avoid using an “A” frame ladder in this situation – it is not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

2. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs, or side rails. Make certain spreaders can be locked in place. Make sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

3. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it is fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – meaning for every four feet of the ladder’s length it should be one foot away from the support point. Never lean a ladder against an unstable surface.

Vehicle Maintenance

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.

2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.

3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.
4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment.

5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.

6. Collection of chlorofluorocarbons / air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.

7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

**Welding**

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

2. Properly approved eye protection should always be worn when performing welding or brazing activities.

3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.

4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.

5. Arc welders should be inspected periodically, and all necessary repairs should be completed.

6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special airtight, covered metal containers.

7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

**Fine Arts & Career and Technical Education (CTE)**

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

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

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

**Ceramics / Art / Drama/CTE**
1. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.

2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized if conducted in the classroom.

3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.

4. Proper eye protection should always be worn when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.

5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

6. Properly approved eye protection should always be worn when performing welding or brazing activities.

7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.

8. All welders should be inspected periodically, and all necessary repairs should be completed.

9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the number of airborne particles.

11. Because of possible contamination of food products, eating and drinking is not allowed in the art room. Food or beverage containers should never be used to store materials in the art room.

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

13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.

14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.

16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Maintenance Lead or Director of Fiscal Services.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.

18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

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

20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.

21. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs to understand the hazard of the material and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received.

22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special airtight, covered metal containers.

**Drama**

1. Activities in the drama area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.

2. Several safeguards must be in place when using all power equipment.
   a) The saw should not pull or extend past the worktable being used.
   b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
   c) The blade of the saw should be covered except at the actual work surface.

3. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

4. All tools are properly maintained and in safe working order.
**Food Services**

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

**General Kitchen Safety Rules**

A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Sweep or pick up food or items that have fallen on the floor. Always mop up liquid spills immediately and put out “Caution Wet Floor” signs before damp mopping a hard surface floor.

B. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.

C. Do not wear loose clothing when operating equipment or working in food preparation areas. Clothing can get caught in equipment.

D. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury. A simple “behind you” will let a co-worker know you are there.

E. Rolling carts should be pushed, not pulled. If carts do not move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them too heavy.

F. Know the general layout of the kitchen and the location of the nearest exit in case you must leave the area in a hurry.

G. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.

H. Assume all heat-producing equipment, such as stoves and steamers are hot. Do not leave potholders, towels, or flammable materials on the stovetop.

I. Do not use wet potholders or mittens to pick up a hot pan or tray. The moisture will transmit heat to your hands and you will receive a steam burn.

J. Water and hot grease can be a burn hazard. Do not put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.

**Storeroom Safety Rules**

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.
A. **Store supplies safely.** All chemical containers must be properly labeled and kept away from all food items. Chemicals are to be stored according to instructions on container labels. Be aware of where the Safety Data Sheets (SDSs) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. *Cleaning supplies must always be stored separately from food and paper supplies.*

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Do not store flammable materials in rooms with water heaters.

D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Stay alert to potential hazards.

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

**Lifting Rules**

1. **Before lifting, prepare and plan the move.** Make sure the body is limber and physically fit enough to do the task safely. Daily stretching exercises will keep your body ready for lifting. Size up the load to make sure it can be handled safely. If the load is too bulky or too heavy, ask someone to help or try to break it up into smaller, more manageable loads. Use a hand truck, cart, or dolly if necessary. Plan the route and make sure the path is clear of trip, slip, and fall hazards.

2. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart; squat down, bending at the hips and knees. Keep the back straight. As the load is gripped, arch the lower back inward by pulling the shoulders back and sticking the chest out with the chin tucked in. Be sure to keep the load close to the body. When the load is set down, squat down, bending at the hips and knees, keeping the lower back arched in.

3. **Turn - do not twist.** Instead of twisting, turn the whole body in the direction that you want to go; twisting while carrying a load puts a lot of avoidable stress on the back.

4. **Push - do not pull.** Whenever there is something to move that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on the back.

5. **Do not store heavy objects higher than your waist.** Lifting objects overhead puts a lot of needless stress on the back. It is one of the surest ways to injure the back.
Office and Administrative Employees

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

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

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

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

Computer Users

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

1. Keyboard should be positioned so wrists and hands are straight or at no less than a 10% upward angle.
2. Keyboard slope should be between 0-25 degrees.
3. Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel, can support the lower back).
4. Adjust chair height so weight is shifted forward off spine and at keyboard level.
5. Keep feet flat on the floor to help maintain good posture and leg circulation.
6. If above adjustments do not permit your feet to rest on the floor, a footrest should be used.
7. Shift position frequently.

8. If possible, alternate different tasks throughout the day.

9. Beware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begins to feel tired or strained, the body is signaling that it needs to take a break from that activity.

10. Adjust computer screen to avoid glare. Use contrast/brightness controls, position angle of screen, adjust nearby blinds or drapes, or use anti-glare filter.

11. Regularly clean the screen.

12. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard.

13. Adjust computer screen to be at least 18-30” from eyes.

14. Eye to keyboard distance when seated should be 17-20”.

15. Eye to copy reading distance should be 12-16”.

16. Adjust computer so that the top of the screen is below eye level; viewing angle should be 20 degrees or less.

17. Learn and practice exercises that relieve eyestrain and fatigue, for example:
   - Blink slowly and frequently to keep eyes moist.
   - Rest eyes from light - shape hands into shadow cups and place lightly over closed eyes and hold for one minute.
   - Periodically look away from screen and focus on another object at least 20’ away.
   - Roll eyes clockwise, then counterclockwise three times.

**Physical Education**

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

1. Always use proper body mechanics when lifting individuals, weights, and equipment to avoid back injuries.

2. Always place mats and equipment out of the student’s pathway.

3. Check cables regularly on exercise equipment.

4. Secure cords to avoid falling accidents.
5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.

6. All instructors should have clear procedures in place in the event of an emergency.

7. Employ proper techniques to avoid heat stress.

8. The following cleaning and sanitizing procedures must be followed whenever equipment or facilities are contaminated with potentially infectious materials:
   a) Use latex gloves.
   b) Remove visible soil with a detergent solution.
   c) Rinse in water.
   d) Wash area with a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed daily to ensure the solution is not weakened by evaporation of chlorine.
   e) Air-dry or rinse after 20 minutes.
   f) Remove gloves and wash hand immediately.

Science, Chemistry, Biology, Physics

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

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

2. All employees should know the location of the fire blankets and should have some training in rapid response in how to use fire blankets.

3. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

4. All chemical storage areas should have containment in the form of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.

5. Scalpels and dissecting needles for the lab experiments should be stored in clear beakers with the sharp edge or points in a downward position.

6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverages containers should never be used to store materials in laboratories.
7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.

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

9. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

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

11. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.

12. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs to understand the hazard of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received.

13. Place broken glass in the appropriate waste containers. If broken glass containers are not available, place the broken glass in a paper bag. Seal the bag and label it as broken glass. Place next to the garbage can for Custodial Department to see. Please be cautious about disposing of broken glass and other sharp objects. Be aware that another person must handle your trash.

**Tools/Equipment Safety Rules**

1. Because tools and equipment are used daily, they begin to be taken for granted. This safety hazard must be avoided. Always think “safety” when using tools and equipment.

   A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before using the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before it is used. Practice using the equipment prior to beginning a project.

   B. **Prepare the equipment and yourself for work.** Examine the tool/equipment for safety defects before using. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear protective clothing as recommended by the equipment manufacturer.

2. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in the way while working. When working with electrical equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and
your surroundings. Students should not be allowed to operate tools or equipment without proper training or supervision.

3. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.

4. **Report any inoperative or unsafe equipment to the supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

5. **Properly use and maintain appropriate Personal Protective Equipment.** The district has provided protective gloves and aprons. Closed toe, sturdy, slip resistant footwear is recommended.


**Transportation**

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

1. Never get under a vehicle to perform maintenance, even if only for a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.

2. Whenever possible, eliminate using brake shoes, pads, or other materials containing asbestos as a raw material. If this is not possible, or if you are absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.

3. Proper eye protection should always be worn when using or observing others who are using equipment which produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted toll rests and shields.

4. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

5. Proper eye protection should always be worn when performing welding or brazing activities.

6. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.

7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.

8. Arc welders should be inspected periodically, and all necessary repairs should be made to faulty equipment immediately or it should be removed from service.

9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe working environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.

11. Because of possible contamination of food products, eating and drinking is not allowed in the area. Food or beverage containers should never be used to store materials in the area.

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

13. If fire blankets are available in the shop, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in the front portion of the shelves.

16. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your supervisor.

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

18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

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

20. Gloves and goggles should always be worn while handling acids i.e. in car batteries, working with volatile materials i.e. cleaning solvents, or utilizing flammable liquids.

21. All employees should know the location of the Safety Data Sheets (SDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the SDSs to understand the hazards of the materials and know emergency procedures and first aid response. New SDSs or revised SDSs should be reviewed as soon as received.

22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special airtight, covered metal containers.

23. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
   - NO SMOKING
   - OILY RAGS are placed in the safety cans after use
   - SPRAY CANS and other containers of flammable substances are kept in flammable storage cabinet.

24. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment.

25. Automotive batteries are recharged outside to avoid the possible build-up of flammable gasses. Avoid causing an arc when connecting the charging cables, the hydrogen and oxygen gasses, which evolve in charging operations, could explode.
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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

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

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

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.

3. A pallet jack is an expensive investment and a potentially dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.

4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.

5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.

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

7. Only certified drivers can use the forklift. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.

8. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.

9. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.
10. Never accept a leaking hazardous material container from a distributor.

11. Warehouse employees should wear appropriate safety clothing and equipment if required: steel-toe safety shoes, gloves, safety glasses, and lifting belts.

12. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the nose plate of the hand truck as you return it empty. The nose plate could cause an injury to the feet or ankles of others.

13. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seatbelt, etc. Report any defects to maintenance for repair.


15. Location, amount and use of fire extinguishers, first aid kits, and flashlights (power outages).

16. Lighting (within shop, conex container, etc.).

17. Proper uses of hydraulic lift on delivery trucks.

18. Clean up of acid overflow from charging batteries of forklift.

19. Proper precaution around electric & manual dock doors (clearance for forklift).
**Fire Emergencies**

Be prepared for a fire emergency:

1. Learn evacuation procedures and established escape routes. Participation in school fire alarm drills is mandatory.
2. Keep aisles and exit routes free of obstructions at all times.
3. Know where the fire alarm pull stations and fire extinguishers are located.
4. Do not block access to firefighting equipment and alarm systems.

**When to Use a Fire Extinguisher**

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

Extinguish the fire only if:

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

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

**Other Emergencies / Disasters**

Work site-specific emergency/disaster plans have been established and are included in your red Safety Procedures Binder. If you do not have a binder in your work area, please contact the Vice Principal.

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

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

Wheatland Union High School District is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

To help meet this commitment, the district has developed this Bloodborne Pathogens Exposure Control Plan. This program is intended to eliminate or minimize employee occupational exposure to blood or other infectious body fluids, thereby preventing the transmission of bloodborne diseases to employees in the workplace. This program also serves to meet the requirements of Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.1030.
2.0 Definitions

**Bloodborne Pathogens**  Microorganisms and viruses in infected human blood that can cause diseases such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

**Sharps**  Any sharp object that can penetrate the skin.

**Universal Precautions**  Taking appropriate protective measures to prevent exposure to bloodborne pathogens, assuming all blood and bodily fluids to be potentially infectious.

**Work Practice Controls**  Methods in which tasks are performed that reduce the likelihood of exposure to blood, body fluids or other potentially infectious materials.

3.0 Responsibilities

3.1 District Program Manager

The Program Manager is responsible for the implementation and management of the district Bloodborne Pathogens Program. This includes coordination of: a) necessary supplies such as personal protective equipment, b) hepatitis B vaccinations, and c) training.

3.2 Principals, Supervisors & Leads

The school principals are responsible for implementing, maintaining, and enforcing all aspects of the district safety programs within the schools. Managers and supervisors are responsible for the safety of all personnel under their direction and control, and ensuring they comply with the provisions of this program.

3.3 All Employees

All employees of the school district are expected to familiarize themselves with and abide by the precautions and provisions of this Bloodborne Pathogens Program.

3.4 Outside Volunteers, Contractors and Other Third Parties Working in the District

Outside volunteers, contractors and other third parties will be notified of the district Bloodborne Pathogens Program to ensure that they work safely within district property and do not affect the safety of district employees.
4.0 Details and Procedures

4.1 Jobs with Higher Risk of Exposure

The district has identified job classifications of district employees which have a high risk of occupational exposure to other people’s blood and/or bodily fluids. These employees are identified as belonging to the following Group 1.

**Group 1**
- School administrators
- Nurses and health aides
- Physical therapists and assistants, occupational therapists and assistants, and speech pathologists
- Teachers
- Paraprofessionals, instructional aides and educational aides
- Instructors in Health Occupations programs
- Clerical, front-office staff and office aides
- Delegated caregivers
- Athletic coaches, trainers and locker-room attendants
- Bus drivers
- Custodians
- School security personnel
- Maintenance personnel

**Group 2**
This group includes all other school district job classifications not listed in Group 1. These employees may have occupational exposure, however, these job types are determined not to be at high risk.

4.2 Universal Precautions

Universal precautions will be observed by all employees in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious, even if it is difficult or impossible to differentiate among body fluid types, and regardless of the perceived status of the source individual. Employees must adhere to the following standard practices.

4.3 Safety Procedures (Work Practice Controls)

**Standard Practices**
- Wash hands or other exposed skin with soap and running water as soon as possible after any possible contact with blood or body fluids from an injured person.
- Wear latex or vinyl gloves when anticipating contact with blood, body fluids, mucous membranes, and/or contaminated surfaces.
- Wash hands immediately after removal of gloves or other personal protective equipment. (Note, because most district buildings are public access, they will have available hand washing facilities in public restrooms and custodial closets.)
Wheatland Union High School District
Bloodborne Pathogens Program
Written Exposure Control Plan

- Wear a mask, eye protection, or a gown if fluid splattering is likely to occur when caring for an injured person.
- Handle sharp objects carefully.
- Needles or other sharps should not be bent, recapped or moved.
- All sharps will be disposed of in a red sharps containers.
- Broken glassware that may be contaminated is not picked up directly with the hands but is picked up using appropriate hand protection and tools.

**Athletic Safety Practices**
- Cover any open wounds before practicing or competing.
- Athletes should render first aid to themselves and cover their own wounds whenever possible.
- When rendering first aid to others, wear protective gloves any time blood, open wounds, or mucous membranes are involved. Dispose of the gloves and use clean gloves for each person.
- Wash hands after removing gloves.
- If you get someone else’s blood on yourself, wear protective gloves and wipe it off with a disposable towel using an antibacterial soap and water.
- If blood is present during practice or competition, play should be stopped to allow any contaminated surface to be cleaned with the appropriate disinfectant by someone using protective gloves.
- If clothes are contaminated with blood or other potentially infectious materials, they must be changed before resuming athletic involvement.
- As soon as possible after each practice and competition, take a shower using liberal amounts of soap and water.
- Do not use common towels to clean blood off any contaminated surface. The use of common towels at any time during athletics should be discouraged.
- In general, use good hygienic practices. Avoid the sharing of towels, cups, and water bottles.

**Cleaning and Disinfecting**
- All spills, contamination, and surfaces exposed to blood, body fluids or other potentially infectious materials must be immediately contained and cleaned by employees trained and equipped to work with potentially infectious materials.
- All surfaces exposed to blood, body fluids or other potentially infectious materials shall be wiped clean and appropriately disinfected using a 1:10 bleach solution or other EPA registered disinfectants.
- Cleanup kits shall be used to clean items or equipment and surfaces that are exposed to blood, body fluids or other potentially infectious materials.

**4.4 Personal Protective Equipment**

The district will provide appropriate personal protective equipment (PPE) to employees, including gloves, eye protection, disposable and non-disposable masks, face shields, and gowns, at no cost to employees.

Personal protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through to reach the employee’s clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use.
Appropriate protective clothing shall be worn in occupational exposure situations. The type and characteristics will depend on the task, location, and degree of exposure anticipated.

**Gloves**
- Gloves shall be worn when it is anticipated that the employee may have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin as well as when handling or touching contaminated items or work surfaces.
- Disposable gloves shall be replaced as soon as possible when they are contaminated, torn, punctured, or are not adequate as a barrier.
- Disposable gloves shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. They must be discarded if they are cracked, torn, peeling, punctured, or show other signs of deterioration.
- Hypo-allergenic gloves, glove liners, powderless gloves, or similar alternatives shall be available for employees requiring them.

**Masks & Eye Protection**
Masks, in combination with eye protection devices such as goggles or glasses with solid side-shields, shall be worn whenever splashes, sprays or droplets of blood or other potentially infectious materials are present and eye, nose, or mouth contamination may be anticipated. An example of this situation would be cleaning a clogged toilet.

**Garments**
- Appropriate protective clothing includes gowns, aprons, lab coats, or similar outer garments that are worn in occupational exposure situations. The type and characteristics of such protective clothing must be appropriate to the task and degree of exposure anticipated.
- Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible.
- Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to bloodborne pathogens.

If an employee declines to use PPE because in his or her judgment in a particular situation it would pose an increased hazard to the employee or others, the district shall investigate and document the circumstances to determine whether changes need to be instituted to prevent such occurrences in the future.

**4.5 Housekeeping**
The district will work to ensure that:
- Work sites are maintained in a clean and sanitary condition.
- All equipment, environmental areas and working surfaces are cleaned and decontaminated by trained staff after contact with blood, body fluids or other potentially infectious materials.
- All contaminated surfaces are decontaminated with an appropriate disinfectant.
4.6 Hepatitis B Vaccine

Pre-Exposure Vaccination
School district employees whose job classifications are outlined in Group 1 will be offered the hepatitis B vaccine. The vaccine will be offered within ten (10) working days of the initial job assignment, unless the employee has previously had the vaccine or wishes to submit results of antibody testing verifying sufficient immunity. Employees who agree to receive the hepatitis B vaccine will sign a hepatitis B vaccine consent form. Employees who decline the vaccine will be requested to sign a waiver. Such employees may change their mind at any future time and request immunization (which will be given at no cost to the employee) by completing the Hepatitis B Vaccination Request Form. Any employee in Group 2 may request immunization due to unique circumstances of their individual job duties by completing the Hepatitis B Vaccination Request Form.

Post-Exposure Vaccination
School district employees who have had an exposure incident will receive the hepatitis B vaccine, if recommended by the assigned health care provider.

4.7 Post-Exposure Procedures
All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported immediately (see Employee Responsibilities below).

Employee Responsibilities
Following an exposure incident, the employee shall:
- Report the incident by completing the district online “Employee Accident/Exposure Incident Report.”
- Go to an assigned health care provider for a confidential medical evaluation and follow-up.

Employer Responsibilities
The employer shall make available, to all employees who incur an occupational exposure, a confidential post-exposure medical evaluation and follow-up at no cost to the employee.

The district must ensure the following information is given to the health care professional:
1. A copy of the district Bloodborne Pathogens Exposure Control Plan.
3. A copy of the completed Employee Accident/Exposure Report.
4. A copy of the results of the source individual's blood testing (if available).
5. A copy of all medical records applicable to treatment of the employee, including vaccination status.

Health Care Provider Responsibilities
During the medical evaluation, the health care professional will:
- Review and confirm the documented route(s) of exposure.
• Review and confirm the description of the circumstances under which the exposure occurred.
• Identify and document the source individual, if possible.
• Collect and test the source individual's blood for HBV and HIV serological status, if possible.
• Collect and test the exposed employee’s blood for HBV and HIV serological status, after the employee consents
• Discuss and provide post-exposure treatment, which could include post-exposure prophylaxis.
• Provide medical counseling and evaluate any reported illness.

Follow Up
The employee will receive a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation, in accordance with 29 CFR 1910.1030(f)(5).

The health care professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:
• Confirmation that the employee was informed of the results of the evaluation.
• Confirmation that the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

The health care professional's written opinion for the Hepatitis B vaccination is limited to the following:
• Whether the employee needs the Hepatitis B vaccination.
• Whether the employee has received such a vaccination.

All other findings or diagnoses will remain confidential and will not be in the written report.
All medical evaluations must be made by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee.

5.0 Training

5.1 Training Frequency
All employees will participate in a training program about the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. Training will occur when the employee is first hired and at least annually thereafter.

5.2 Training Content
The training program will include at least the following elements:
• An explanation of and access to the bloodborne pathogens standard.
• A general explanation of bloodborne diseases and associated symptoms.
• An explanation of the modes of transmission of bloodborne pathogens.
• A list of job classifications and activities that may involve exposure.
• An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate universal precautions, work practices, and personal protective equipment.
• A description of how to properly choose, handle and dispose of personal protective equipment, as well as an explanation of biohazard signs and labels.
• An explanation of the hepatitis B vaccine, its benefits and how an employee can request it free-of-charge.
• An explanation of what to do and who to contact in an emergency involving blood or other potentially infectious materials.
• An explanation of the procedure to follow if an exposure incident occurs, including how to report the incident and the medical follow-up that will be made available.
• An explanation of the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
• An explanation of the employer's exposure control plan and how the employee can obtain a copy of the written plan.

6.0 Recordkeeping

6.1 Training Records
Records of all employee training will be maintained electronically. These records will include the name of the employee, the subject of the training, and the date and time the training was completed. These training records will be retained by the district for at least 3 years. Upon request, training records will be provided for examination and copying to employees, to employee representatives, to the Director, and to the Secretary to the Superintendent.

6.2 Exposure Records
Medical records following the occurrence of an exposure incident will be maintained for each affected employee, in accordance with 29 CFR 1910.1020(h)(1)(iv). The school district is responsible for maintaining these confidential medical records for at least the duration of the affected worker’s employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee.

The school district will evaluate each exposure incident to determine if the case meets the recordkeeping requirements of OSHA found in 29 CFR 1904.
Wheatland Union High School District
Chemical Hygiene Program (Laboratory Safety)
Written Plan

Chemical Hygiene Program (Laboratory Safety)

1.0 INTRODUCTION

Wheatland Union High School District is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

To help meet this commitment, the district has developed and implemented this Chemical Hygiene Program and associated Chemical Safety and Use Procedures, to ensure the safety of employees and students whose work involves the laboratory use of hazardous chemicals. It sets forth procedures and practices for both employees/students who work with hazardous chemicals and for those whose responsibilities include the supervision of such work.

This program also serves to meet the requirements of OSHA Regulation 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories (commonly known as the OSHA Lab Safety Standard).
2.0 DEFINITIONS

Chemical Hygiene Officer
An employee who is designated by the employer and who is qualified by training or experience to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Program.

Hazardous Chemical
A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.

Hazardous Waste
Any solid, liquid or contained gaseous material that is to be discarded that, because of its hazard to health and the environment, cannot be disposed of by placing in the trash or pouring down a drain. Disposal of hazardous wastes is governed by EPA regulations and Federal law.

Laboratory
A facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

Permissible Exposure Level

3.0 RESPONSIBILITIES

3.1 School Chemical Hygiene Officer (CHO)
Each district school involved in the laboratory use of hazardous chemicals is responsible for the adaptation and implementation of the district’s Chemical Hygiene Program within the laboratories under its administrative control. Each school must designate a Chemical Hygiene Officer (CHO) who will be specifically responsible for this effort (see “Chemical Hygiene Officer Assignment" form). The CHO is required to assist each laboratory teacher/supervisor in adapting the District’s Chemical Hygiene Program to the needs of individual laboratories, including but not limited to:

- Work with administrators and other employees to develop and implement appropriate chemical hygiene policies and practices.
- Monitor procurement, use, and disposal of chemicals used in the lab.
- See that appropriate audits are maintained.
- Providing or ensuring laboratory employee training,
- Help science teachers develop precautions and adequate facilities.
- Know the current regulations.
- Seek ways to improve the chemical hygiene program.
3.2 Laboratory/Science Teachers

Laboratory/science teachers and the immediate supervisors of laboratory employees and students are responsible for coordinating with the school CHO to adapt and implement the policies and procedures of the Chemical Hygiene Program. This includes:

- Developing written standard operating procedures for chemical safety and use.
- Reporting hazardous conditions to the school CHO.
- Maintaining adequate records to demonstrate compliance with all aspects of the Chemical Hygiene Program.
- Ensuring that employees and students know and follow the chemical hygiene rules, that protective equipment is available and in working order, and that appropriate training has been provided.
- Providing regular, formal chemical hygiene and housekeeping inspections including routine inspections of emergency equipment.
- Determining the required levels of protective apparel and equipment.
- Ensuring that facilities and training for use of any material being ordered are adequate.

3.3 All Employees

Employees are responsible for observing all appropriate practices and procedures contained in the Chemical Hygiene Program as well as other general safety practices, for attending designated training sessions, and for reporting hazardous or unsafe conditions.

4.0 DETAILS AND PROCEDURES

4.1 Chemical Procurement, Distribution, and Storage

Ordering Chemicals

- Estimate the amount of each chemical required by carefully pre-planning the experimental procedure.
- Select only those chemicals for which adequate ventilation is available.
- Obtain approval from the lab supervisor before ordering whenever:
  - a new laboratory procedure or significant change in a previous procedure is to be conducted.
  - it is likely that an OSHA Permissible Exposure Limit (PEL) or other hazard limit could be exceeded during the course of the procedure.
- When laboratory personnel are not familiar with a chemical, obtain and review hazard information prior to placing an order. Read the MSDS or talk with a chemical specialist by calling 1-866-school-0.
- Order chemicals in small container lots to avoid the hazards associated with repackaging.
- Notify storeroom personnel that the material has been ordered (if the storeroom will be the location of receipt).
• Transmit proper handling information to all those who will be involved with the chemical (for most chemicals, this information can be found on the MSDS).

• Prepare the laboratory for the arrival of the substance (e.g., establish storage location, post appropriate signs, obtain and check personal protective equipment).

**Receipt and Distribution of Chemicals**

• Do not accept any chemical whose container is not properly labeled.

• Review and observe information on the safe handling and storage of the chemical.

• Place all chemical containers which are to be delivered by hand within shock-resistant carriers, containers or buckets.

• When transporting chemicals by cart, ensure that the cart is stable under the load and has wheels large enough to negotiate uneven surfaces such as expansion joints and drainage depressions without tipping or stopping suddenly.

• Whenever possible, transport chemicals on freight-only elevators to avoid potential exposure to passengers.

• When transporting gas cylinders, use an appropriate hand truck (never drag or roll cylinder), leave valve cover cap on until cylinder is in place, and handle only one cylinder at a time.

**Safe Storage of Chemicals**

The proper storage of chemicals is a highly complicated subject due to the diverse individual physical properties of the numerous chemicals which may be present in the laboratory. Some general procedures for chemical storage are listed below. These procedures are not intended to be all-inclusive but should serve instead to supplement more specific procedures adopted for particular laboratory situations. Specific instructions on chemical storage may be obtained from the MSDS, container label, and by contacting 1-866-school-0.

• Do not store chemicals alphabetically in the storeroom or storage cabinets.

• Store incompatible chemicals separately.

• Segregate chemicals by hazard class (e.g., flammable liquids, organic acids, oxidizers, etc.).

• Do not store acetic acid and nitric acid together.

• Store highly reactive or corrosive liquids in spill trays.

• Secure all storage shelves and cabinets to prevent tipping.

• Ensure that storage locations are dry and adequately vented.

• Do not store liquid chemicals above eye level.

• Ensure all containers are in good condition and properly labeled (including the purchase date).

• Store flammable liquids in safety cans where quantities exceed 4 liters.

• Store flammable liquids in approved safety cabinets where the quantities in a single laboratory exceed 40 liters.

• Use only explosion-proof refrigerators and freezers for storage of flammable liquids.

• Indicate the date of purchase and the date of opening on each container of peroxide forming chemicals.

• Dispose of all peroxide forming chemicals within one year of purchase or six months of opening.

• Secure gas cylinders away from heat sources.
4.2 Personal Protective Equipment

Personal protective equipment (PPE) is personal apparel which includes, but is not limited to the following: hard hats; plain and prescription safety glasses; goggles; welders helmets or similar head protection; safety shields; safety shoes; protective clothing such as aprons, gloves, lab coats; respirators; hearing protection; etc. These protective apparel items should be compatible with the required degree of protection for the chemicals being handled.

The laboratory teacher is responsible for coordinating and overseeing the use of any PPE items after consultation with the Chemical Hygiene Officer. Following are short explanations of some typical PPE items.

**Respirators**

In certain situations where engineering controls (i.e., fume hoods) cannot effectively control the amount of chemical air contaminants within the work environment, personnel may be required to wear respiratory protective equipment. Personnel designated to use respiratory equipment (including disposable dust masks) must first have appropriate medical exams and approvals, fit tests and training.

**Eye and Face Protection**

Eye and face protection is required where there is reasonable probability that injury could result without it. Any PPE designated for eye and face protection should meet the requirements listed in ANSI Z87.1 and appropriate OSHA regulations. General eye and face protective requirements include the following:

- Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
- Safety glasses with permanent side shields are required in any operation where there is potential for eye exposure to projectiles.
- Face shields are required where there is potential face exposure to projectiles or chemicals. Face shields should not be used as a substitute for eye protection. Under certain circumstances it may be necessary to use both safety glasses/goggles and a face shield.

**Hand and Body Protection**

Skin contact is a potential source of exposure to chemicals. Therefore, necessary precautions must be taken to protect the skin when working with chemicals that can cause a significant exposure through skin contact. Appropriate gloves, lab coats, etc., should be selected to meet the needs of the specific chemical work environment. General requirements include the following:

- Lab coats should be worn by personnel in any area where chemicals are routinely used or stored. Lab coats should be laundered frequently and removed immediately if contaminated with hazardous chemicals.
- Gloves should be worn whenever there is potential for contact with corrosive or toxic materials. Glove materials must be chosen with the specific chemical use in mind (type of material, thickness, permeation rate, etc.). Gloves should be washed appropriately before removal and inspected periodically for wear and effectiveness.
- Other protective items (i.e., rubber aprons, rubber suits, coveralls, etc.) should be specified and used depending on the specific chemicals involved and the work environment. Laboratory teachers and chemical hygiene officers should be involved in this decision-making process.
**Foot Protection**

The requirement and need for safety shoes and other foot protection in a chemistry lab is a judgmental process and can only be made after careful review of the chemicals and work operations involved. This should be conducted by the lab teacher with assistance from the chemical hygiene officer, if necessary.

However, it is mandatory that solid, non-perforated shoes be worn at all times by personnel who work in laboratories where chemical exposures are possible. Bare feet, sandals and open-toed shoes are not permitted in chemical labs.

### 4.3 Safety Equipment (Engineering Controls)

**Fume Hoods / Safety Shields**

Fume hoods with drawn sashes, glove boxes, face shields or other devices should be employed whenever procedures with a high potential for sudden splattering (e.g., those involving concentrated acids, bases, oxidizers or reducing agents) are involved. Chemicals which react explosively require special safety shields and/or containment.

**Criteria for Use**

A fume hood should be employed for any chemical procedure which has the potential of creating:

- Airborne concentrations of one or more chemicals approaching the corresponding Occupational Safety & Health Administration (OSHA) Permissible Exposure Limit (PEL).
- Flammable vapors approaching one tenth of the lower explosion limit.
- Materials of unknown toxicity.
- Odors which are potentially annoying to other personnel.

**Procedures Not Requiring Fume Hoods**

Procedures which can generally be conducted safely outside the fume hood include those involving:

- Water-based solutions of salts, dilute acids, bases or other reagents.
- Very low volatility liquids or solids.
- Closed systems which do not allow significant escape to the laboratory environment.

**Safety Showers**

An easily accessible, drench-type safety shower shall be available within 100 feet or 10 seconds travel time of each area where corrosives or flammable liquids are used or stored.

**Eyewash Fountains**

An eyewash fountain shall be available in all areas where corrosives, hot liquids, or other eye irritating materials (e.g., formaldehyde) are used or stored.

**Fire Extinguishers**

Each chemical laboratory shall be provided with a carbon dioxide or dry chemical fire extinguisher (or both). Other types of fire extinguishers should be available if required by the work being performed.
First Aid Kits

Each chemical laboratory should have available a properly stocked first aid kit. First aid kit contents should include items such as Band-Aids, sterile gauze pads, bandages, scissors, antiseptic wipes or ointments, and a first aid card. All kits should also contain examination gloves for response to emergencies in which blood is present. Pocket masks for CPR procedures are also recommended. The following items are not recommended for use in a first aid kit:

- Iodine – tissue damage can be caused by improper use.
- Ice pack compress – if there is swelling of soft tissue, or other need for an ice pack, the person should be examined by a physician.
- Ammonia inhalants – if an individual is unconscious, obtain help. DO NOT USE AMMONIA.
- Tourniquet – not required for minor injuries; use the pressure technique until medical assistance is available.

Laboratory Refrigerators

Flammables which require refrigeration must not be stored in domestic refrigerators. The light switch or thermostat in such refrigerators could ignite flammable vapors causing an explosion. Flammables which require refrigeration must be stored in explosion-proof refrigerators.

4.4 Signs and Labels

Laboratory Entrance Posting

The entrance to each laboratory in which chemicals are used or stored shall be posted with the following:

- Emergency information including the names and phone numbers of the lab supervisor or other responsible party to be contacted in the event of a fire, accident or spill.
- Classification of hazardous materials present in the lab (e.g., flammable, radiological, biological and electrical). Standard signs and symbols (e.g., NFPA 704) have been established for warning of many of these hazards.

Container Labeling

All incoming containers from chemical manufacturers should have proper labels. Employees must ensure that the manufacturer's labels are not removed or defaced.

Each secondary chemical container (including flasks, beakers, test tubes, carboys, etc.) must be labeled. For further information about container labeling, see the written plan for the district Hazard Communication Program.

4.5 Spills, Exposures and Accidents (Emergency Response Procedures)

Despite strict adherence to laboratory safety practices, spills and accidents involving chemicals will occur in the laboratory. The amount of damage sustained by personnel and property from these accidents will be directly related to the quality of the laboratory's emergency plan and procedures. The procedures listed below are recommended for each laboratory's emergency planning.
Preplanning
To be prepared for spills and accidents in the laboratory, the following factors should be considered:

- The nature of the operation (e.g., experimental design, equipment used and type of injury that could occur).
- The potential location of a release or spill (e.g., outdoors versus indoors, in a laboratory, in a corridor or storage area, on a table, in a hood or on the floor).
- The quantities of material that might be released and the type of containment (i.e., compressed gasses, bottles, in pipes, etc.).
- The chemical and physical properties of the material (e.g., its physical state, vapor pressure and air or water reactivity).
- The hazardous properties of the material (its toxicity, corrosivity and flammability).
- The availability and locations of emergency supplies and equipment.
- A contingency plan posted in the lab which identifies building evacuation routes, emergency telephone numbers, chemical containment procedures, fire extinguisher usage, etc.

Equipment and Supplies
Each laboratory in the district should have appropriate equipment and supplies on hand for managing spills and accidents involving chemicals. Equipment should include a safety shower, eyewash, appropriate fire extinguisher(s) and first aid kit. The supplies available should include, but are not limited to various neutralizing agents (such as sodium carbonate and sodium bisulfate) and absorbents (such as vermiculite, calcium bentonite and sand). These and other spill control items are often contained within various commercially available spill control kits. If an individual is injured in a laboratory, non-injured persons should be prepared to:

Accidents Involving Personnel Injury
- Call 911 for medical emergencies.
- Assist persons involved and administer immediate first aid which may include:
  - Washing under a safety shower (in case of burning clothing or chemical exposures).
  - Removing contaminated clothing.
  - Irrigating the eyes at an eyewash.
  - Administering artificial respiration.
  - Notify personnel in adjacent areas of any potential hazards (e.g., activate building or area alarms).
  - Move injured personnel only if necessary to prevent their exposure to further harm.
- Call 1-866-school-0 if you should require assistance or additional information.

Employees shall report all accidents including exposure incidents or symptoms as soon as possible using the district Employee Accident/Exposure Report.

Medical Evaluation
A medical evaluation shall be performed for employees when:

- An employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the workplace.
• Exposure monitoring reveals exposure levels routinely above the action level or permissible exposure level for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.

• An event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation (consultation shall be for the purpose of determining the need for a medical examination)

Fire and Fire-Related Emergencies

Small isolated fires within the laboratory may be extinguished using the appropriate portable fire extinguisher if lab personnel are confident, they can safely extinguish the fire. For large or rapidly spreading fires, the following procedures should be observed:

• Call 911 to report the fire.
• Activate building and area alarms.
• Evacuate the building, shutting doors and providing assistance to others on the way out.
• Provide fire or police officials with the details of the problem upon their arrival.
• Call 1-866-school-0 if you should require assistance or additional information.

Minor Chemical Spills

The following general procedures should be observed by laboratory personnel for minor spills of chemicals:

• Attend to any persons who may have been contaminated.
• Notify people in the immediate area about the spill.
• Evacuate all nonessential personnel from the spill area.
• If the spilled material is flammable, turn off ignition and heat sources.
• Avoid breathing vapors of the spilled material and, if necessary, use a respirator.
• Maintain or establish the exhaust ventilation if it is safe to do so.
• Secure supplies to effect cleanup. Many necessary supplies are contained in laboratory spill kits. Laboratory spill kits are recommended for all laboratories using chemicals.
• During cleanup, wear appropriate personal protective equipment (PPE) to prevent contamination.
• Call 1-866-school-0 if you should require assistance or additional information.

Major Chemical Spills

In the event of a large chemical release (a volume which exceeds the capacity of a standard cleanup kit) or a situation in which readily available personal protective equipment (PPE) is inadequate to ensure worker safety, the following measures must be followed:

• Dial 911 and report incident.
• Activate fire alarms (or chemical safety alarms if applicable).
• Evacuate the area and secure entrances.
• Call 1-866-school-0 if you should require assistance or additional information.
Chemical Releases to the Environment

If chemicals are spilled outside of buildings or intentionally released to a direct conduit such as a sewer or fume hood:

- Contact 1-866-school-0 to determine if the chemical release is subject to special regulatory reporting requirements.
- Be prepared to provide the name of the chemical(s) involved, quantities released and approximate time of the incident.
- The chemical specialist at 1-866-school-0 can provide information regarding appropriate regulatory agency involvement and reporting if necessary.

Compressed Gas Cylinder Leaks

Occasionally a gas cylinder or one of its component parts will develop a leak. Most of these leaks occur at the top of the cylinder in areas such as the valve threads, pressure safety device, valve stem and valve outlet. Suspected leaks should be verified using a flammable gas detector or soapy water solution (a flame should not be used for detection). If the leak cannot be stopped by tightening a valve gland or packing nut, the supplier should be notified and emergency action procedures initiated. Users of compressed gas cylinders should be familiar with necessary safety precautions. Additional information on the safe usage of cylinders and regulators can be obtained from 1-866-school-0.

Minor Leaks

- For flammable, inert or oxidizing gases, move the cylinder to an isolated, well-ventilated area (e.g., within a fume hood) away from combustible materials. Post signs that describe the hazard.
- For corrosive and toxic gases, move the cylinder to an isolated, well-ventilated area (e.g., within a fume hood) and use suitable means to direct the gas into an appropriate chemical neutralizer. Post signs that describe the hazards.
- If it is necessary to move a leaking cylinder through populated portions of the building, place a plastic bag, rubber shroud or similar device over the top and tape it (duct tape preferred) to the cylinder to confine the leaking gas.

Major Leaks

When the nature of the gas or the size of the leak constitutes a serious hazard, one or more of the following steps may be necessary:

- Call 911 to report the situation.
- Evacuate personnel from the area.
- Observe procedures for personal injury accidents or fire as appropriate.
- Call 1-866-school-0 if you should require assistance or additional information.

Accidents Involving Broken Glass

- All broken glass requires special handling and disposal procedures to prevent injury not only to lab personnel, but members of the janitorial staff as well.
- If a spill involves broken glassware, the glass should never be picked up directly with the hands. It must be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
- All broken glass shall be disposed of in rigid, puncture proof containers such as a cardboard box with taped seams, or a plastic bucket or metal can with a sealing lid. All broken glass disposal
4.6 Environmental Monitoring

An employee's exposure to a chemical must be assessed through monitoring if there is reason to believe that a hazard exists or may develop in the workplace.

*Initial Monitoring*

The laboratory teacher shall contact the Chemical Hygiene Officer to initiate environmental monitoring when:

- A laboratory employee or student exhibits signs or symptoms of overexposure to a chemical used in the lab; or,
- There is reason to believe that the level of employee/student exposure to a hazardous chemical exceeds the OSHA "action level" or permissible exposure level (PEL).

*Periodic Monitoring*

If the initial monitoring indicates a problem, the Chemical Hygiene Officer will make recommendations for corrective actions or alternative procedures. Each department supervisor and laboratory teacher is responsible for ensuring that the recommended corrective actions are followed. Additional monitoring will be conducted if necessary in order to establish the effectiveness of the corrective actions and periodically thereafter as specified by the particular standard involved.

*Employee Notification*

The employee must be notified in writing by his/her supervisor of the outcome of any laboratory environmental monitoring within 15 days of the receipt of those results.

4.7 Waste Disposal

- Sites shall seek to minimize the generation of hazardous waste by:
  - Purchasing and maintaining smaller quantities of chemicals.
  - Seeking to transfer unneeded or excess chemical stock to other site or facility which may have a legitimate use.
- Hazardous wastes can be accumulated on-site for as long as six-months, provided on-site accumulation poses no immediate safety hazard.
- Store hazardous waste in closed containers clearly labeled with contents and marked "WASTE."
- Do not mix hazardous wastes.
- Document date accumulation of hazardous waste was started on container.
- When ready for disposal, contact the Central Office to arrange for transport.
- Call 1-866-school-0 if you should require assistance or additional information.
4.8 Housekeeping, Maintenance and Inspections

In order to ensure that overall safety is being maintained in district labs, a program of inspections and maintenance is conducted throughout all laboratories in the district. Inspections consist of formal reviews of chemical and general safety practices, housekeeping, and maintenance checks of safety-related equipment. Documentation of inspections is maintained by each laboratory or department. Inspections and associated maintenance (if appropriate) include but may not be limited to the following:

- Chemical and general safety practices, housekeeping.
- Personal protective equipment.
- Eyewash fountains.
- Emergency showers.
- Fume hoods.
- Fire extinguishers.
- First aid supplies.

4.9 Student Laboratory Safety Contract

The district recognizes the need to convey the safety expectations of this chemical hygiene program, and the district chemical safety and use procedures, to the students involved in laboratory activities. The district believes that safety in the science classroom requires a commitment to safety by students, teachers, and parents. Therefore, the district has developed a student laboratory safety contract defining the safety rules and procedures that students must follow at all times while in the laboratory.

At the beginning of each school year or term as appropriate, students involved in laboratory activities will be required to sign the district student laboratory safety contract, agreeing to follow all the safety rules set forth in the contract. The contract must also be signed by a parent or guardian of the student before the student can participate in laboratory activities.

Two copies of the contract will be given to each student. The first copy will be returned to the laboratory teacher and the second will be kept by the student in his/her science notebook as a constant reminder of the safety rules.

5.0 TRAINING

Prior to or shortly after starting work at the district, laboratory employees are required to take the district online Chemical Safety and Laboratory Safety courses (in addition to the required training under the district Hazard Communication program). This training includes, but is not limited to:

- Content of the OSHA Lab Safety Standard.
- Location and availability of this Chemical Hygiene Program.
- Methods to detect the presence or release of chemicals.
- The physical and health hazards of chemicals in the work area.
- The measures which employees/students can take to protect themselves from these hazards including Standard Operating Procedures, control measures, personal protective equipment and emergency procedures.
Every year thereafter, laboratory employees are required to take the district online Laboratory Safety course and will be periodically reminded via Safety Notices of key safety precautions and responsibilities. If an employee uses a hazardous material without proper training, it is the employee’s responsibility to inform the employer so that proper training can be given.

6.0 RECORDKEEPING

Records of all employee training will be maintained either electronically or on paper. These records will include the name of the employee, the subject of the training, and the date and time the training was completed. These training records will be retained by the district.
Hazard Communication (Chemical Safety)

1.0 INTRODUCTION

The school district is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

To help meet this commitment, the district has developed this Hazard Communication Program. This program is intended to inform district employees, volunteers, contractors and other third parties of the chemical hazards they may encounter in the district and measures they should take to protect themselves from these hazards. This program also serves to meet the requirements of OSHA Regulation 29 CFR 1910.1200.

2.0 DEFINITIONS

3.0 RESPONSIBILITIES
   3.1 District Program Manager
   3.2 District Hazard Communication Coordinator
   3.3 All Employees
   3.4 Outside Volunteers, Contractors and Other Third Parties Working in the District
   3.5 Product Suppliers

4.0 DETAILS & PROCEDURES
   4.1 Labels
   4.2 Safety Data Sheets
   4.3 Hazardous Nonroutine Tasks
   4.4 A List of Typical Hazardous Substances in Schools

5.0 TRAINING

6.0 RECORDKEEPING
   6.1 Documentation of Training
2.0 DEFINITIONS

Label
Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

SDS
Safety Data Sheet – a written description of a hazardous chemical or chemical product in a 16-section format that contains comprehensive technical information about a particular substance and explains the risks, precautions, and remedies to exposure related to the chemical. It is prepared by the manufacturer or distributor of the hazardous substance in accordance with OSHA regulations.

Container
Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Hazardous Chemical
Any chemical which is a physical hazard or a health hazard.

3.0 RESPONSIBILITIES

3.1 District Program Manager
The Program Manager is responsible for the implementation and management of the district hazard communication program. This includes completing or arranging to complete:
1. An annual review of this hazard communication program; and
2. A periodic review of hazardous chemicals to ensure that proper labeling is in place.

3.2 District Hazard Communication Coordinator
The district Hazard Communication Coordinator (which may be the same as the Program Manager or may include multiple people – e.g., one person at each school) is responsible for ensuring hazardous substances are properly labeled and that notices and other appropriate program information are posted at each district site.

3.3 All Employees
The faculty and staff of the school district are expected to familiarize themselves with and abide by the precautions and provisions of this hazard communication program.

3.4 Outside Volunteers, Contractors and Other Third Parties Working in the District
Outside volunteers, contractors and other third parties will be notified of the district hazard communication program to ensure that they work safely within district property and do not affect the safety of district employees.

It is the responsibility of volunteers, contractor and other third parties to read and understand the district hazard communication program, to familiarize their people with the compliance issues involved, including:

• The types of hazardous substances to which they may be exposed,
• Methods to obtain SDSs,
• The labeling system employed, and
• To seek clarification of any topics that may be unclear.

If the volunteers, contractors or other third parties will potentially expose district employees to hazardous chemicals brought on a district site, then it is the responsibility of the volunteers, contractors and other third parties to ensure that all potentially affected employees, including, but not limited to building occupants and district maintenance people, are provided information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals. If necessary and appropriate, the volunteers, contractors and other third parties should arrange a briefing and include appropriate protective measures people should take to minimize the possibility of exposure.

3.5 Product Suppliers
To meet hazard determination requirements, the district will rely on material safety data sheets from product suppliers obtained through the PublicSchoolWORKS online and call center services.

4.0 DETAILS & PROCEDURES

4.1 Labels
All containers or tanks of hazardous substances will be labeled and contain at least the following:

• Product identifier
• Supplier information
• Precautionary statements
• Pictograms
• Signal word
• Hazard statement
• Supplement information, if needed.

To ensure that district employees are informed of the potential hazards of these substances, any package or container of hazardous materials received at a district site must retain all original markings, placards, and labels until the container or package is empty and has been sufficiently cleaned of residues to prevent any potential hazard.

To further ensure that employees are aware of the hazards, all containers into which a hazardous substance is poured will also be labeled with either an extra copy of the original manufacturer’s label or with generic labels which have a section for material identity and sections for the appropriate hazard warning.

4.2 Safety Data Sheets
SDSs for hazardous chemicals to which district personnel, outside volunteers, contractors and other third parties working in the district may be exposed will be available:

• By calling the PublicSchoolWORKS hotline at 1-866-school-0 (1-866-724-6650) - to get SDS information over the phone or have an SDS faxed, or
• By going to the district web site
4.3 Hazardous Non-routine Tasks
Tasks not done on a routine basis will be handled through specific pre-task actions and training. Prior to starting work on such projects, each affected employee must seek and obtain information about hazards to which they may be exposed during such an activity. This information will include the following:

- Specific hazards associated with the activity;
- Protective/safety measures that must be used by the employee; and
- Measures the district has taken to lessen the hazards anticipated that may include but are not necessarily limited to ventilation, respiratory protection, protective clothing, and emergency procedures.

4.4 A List of Typical Hazardous Substances in Schools
The following lists the types of hazardous chemicals that may be used at a district site. District employees, volunteers, contractors and other third parties can find substance-specific information on labels and SDSs. (Note, materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list.)

<table>
<thead>
<tr>
<th>Office Products</th>
<th>Maintenance Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Glue</td>
<td>o Lubricants</td>
</tr>
<tr>
<td>o Liquid paper</td>
<td>o Paints &amp; paint remover</td>
</tr>
<tr>
<td>o Copier toner</td>
<td>o Flammable substances</td>
</tr>
<tr>
<td>Laboratory Chemicals</td>
<td>o Degreasers/solvents/cleaners</td>
</tr>
<tr>
<td>o Toxic substances</td>
<td></td>
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<tr>
<td>o Flammable compounds</td>
<td></td>
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<tr>
<td>o Acids and corrosive chemicals</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Janitorial Products</th>
<th>Pool Maintenance Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Waxes</td>
<td>o Chlorine</td>
</tr>
<tr>
<td>o Floor strippers</td>
<td>o Muriatic acid</td>
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<tr>
<td>o Cleaners/soaps</td>
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<tr>
<td>o Acids</td>
<td></td>
</tr>
<tr>
<td>o Disinfectants</td>
<td>o Poisons</td>
</tr>
<tr>
<td>o Bleach</td>
<td>o Bug spray</td>
</tr>
</tbody>
</table>

5.0 TRAINING
Prior to or shortly after starting work at the district, employees are required to take the district online Hazard Communication “Orientation” training. This training includes, but is not limited to:

- How to detect the presence or release of hazardous chemicals in a work area
• How to read labels, review and understand SDSs, and obtain and use appropriate hazard information;

• The physical and health hazards of the chemicals in the work area;

• The measures employees can take to protect themselves from hazards.

• The location and availability of the district’s written hazard communication program and safety data sheets

Each year, all employees will periodically receive notices recapping key elements of the district Hazard Communication Program (e.g., hazardous chemicals in the workplace, where to get a SDS, their responsibility to understand chemicals they use, how to protect themselves, and what to do in case of emergency).

If an employee is instructed to use a hazardous material without proper training, it is the employee’s responsibility to inform the employer so that proper training can be given.

6.0 RECORDKEEPING

6.1 Documentation of Training

Records of all employee training will be maintained either electronically or on paper. These records will include the name of the employee, the subject of the training, and the date and time the training was completed. These training records will be retained by the district.
COVID – 19 Workplace Specific Plan

Introduction
In order to maintain a safe and healthy work environment during the COVID-19 pandemic, the Wheatland Union High School District has developed this COVID-19 Workplace Specific Plan for all employees, students and community members to follow while on the Wheatland Union High School campus. This document was developed using the COVID-19 General Checklist and guidance from the CDPH, CDC, and CDE. It addresses risk assessment, control measures, training and communication, compliance processes, required postings, and outbreak management as well as additional protocols established to prevent and mitigate the COVID-19 impact. Employee safety is the number one priority and the District, and its staff will utilize the Workplace Specific Plan to ensure this priority is met.

A. Person(s) Responsible for plan implementation
1. Nicole Newman, Superintendent
2. Jesse Castillo, Director of Fiscal Services
3. Cy Olsen, Principal,
4. Jim Anderson, MOT Lead
5. Candace Dushane, Health Aide

B. Risk Assessment
Classifying Worker Exposure – In classifying worker exposure the District has conducted its risk assessment under three different models that each have unique characteristics that could impact their exposure level. The exposure assessment was performed using the guidelines provided by OSHA here: https://www.osha.gov/Publications/OSHA3993.pdf

1. Learning Model 1 – 100% Distance Learning
   i. Employee Classes Examined: Teachers, Counselors, Custodial Staff, Transportation Staff, Instructional Aides, Food Service Staff, Office Staff, Administrators
   ii. Risk Exposure Level: Low
   iii. Risk Measures in Place: See section C – Control Measures for control measures established.

2. Learning Model 2 – Hybrid Learning, 50% of student body on campus four days per week
   i. Employee Classes Examined: Teachers, Counselors, Custodial Staff, Transportation Staff, Instructional Aides, Food Service Staff, Office Staff, Administrators
   ii. Risk Exposure Level: Medium
   iii. Risk Measures in Place: See section C – Control Measures for control measures established

3. Learning Model 3 – Traditional Classroom Setting
   i. Employee Classes Examined: Teachers, Counselors, Custodial Staff, Transportation Staff, Instructional Aides, Food Service Staff, Office Staff, Administrators
   ii. Risk Exposure Level: Medium
   iii. Risk Measures in Place: See section C for control measures established
C. Control Measures

1. Individual Control Measures – Individual control measures are essential to the prevention and mitigation of COVID-19 exposure. Employees, students, and community members must comply with the control measures below when on the WUHS campus:
   i. Self-screen for COVID-19 symptoms including temperature checks
      • Must stay home if temperature exceeds 100.2 degrees
   ii. Stay home if sick or exhibiting sick symptoms
   iii. Frequently wash hands and use hand sanitizer
   iv. Minimize contact both at work and off work time
   v. Proper use of a facial covering in all indoor spaces
   vi. Maintain a minimum of 6 feet social distance where practicable
   vii. Wear disposable gloves for tasks that involve high touch surfaces
   viii. Wear disposable gloves when sanitizing and disinfecting surfaces
   ix. Avoid sharing items such as phones, work supplies, computing devices or other materials
   x. Never share Personal Protective Equipment (PPE) such as facial coverings, gloves, or other items
   xi. If a student, teacher or staff member begins exhibiting symptoms during the school day, it must be immediately reported. The individual will be taken to a designated isolation area until they are able to leave campus

2. Cleaning and Disinfecting Protocols
   i. Hand sanitizing stations will be available in all classrooms, gyms, labs, offices, etc.
   ii. Disinfecting spray bottles and paper towels will be available in all classrooms, gyms, shops, and offices for student and staff interim disinfecting
   iii. Disinfecting foggers are on site and will be used daily to disinfectant indoor spaces
   iv. High touch surfaces such as doorknobs, handrails, toilets, and handwashing facilities, drinking fountains copy machines and reception areas will be disinfected and sanitized multiple times per day
   v. Shared use or high traffic spaces such as restrooms, break rooms and lunch areas will be disinfected and sanitized multiple times per day
   vi. Buses and other vehicles for student transportation will be disinfected and sanitized between each use including the seats, seat backs, and touch points
   vii. All indoor spaces will be sanitized daily or twice daily when practicable
   viii. All dispensers including paper towels, toilet paper, seat coverings, hand sanitizer and hand soap will be inspected and restocked multiple times per day
   ix. Food service stations will be sanitized and disinfected between meal servings
x. Only those products approved for use against COVID-19 by the EPA will be used for sanitization and disinfection

3. Physical Distancing Guidelines
   i. Employees, students and community members must maintain a physical distance of at least six feet when practicable while on the WUHS campus
   ii. Floor markings will denote appropriate physical distancing for lines entering the office
   iii. Common areas will be closed or restricted to allow for social distancing and prevent congregating
   iv. Barriers have been installed in reception areas
   v. Nonessential travel has been discontinued and distance meetings via phone or internet are encouraged
   vi. Handshakes or similar greetings are prohibited to limit contact and maintain physical distancing
   vii. Customer service stations have been established using teller windows on either side of the office
   viii. Student cohorts will be limited to the extent practicable to allow for social distancing

D. Training and Communication
   1. Training information and materials are sourced directly from the CDC and include the following information:
      i. Information on COVID-19
      ii. Preventing the Spread
      iii. Vulnerable/High Risk Individuals
      iv. Self-Screening Instructions/Symptom Checks based on the CDC Guidelines
      v. Sick Employees: The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
      vi. When to seek medical attention: Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face. *This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
      vii. The importance of hand washing
      viii. The importance of physical distancing, both at work and off work time
      ix. Face Coverings:
         1. Face coverings, masks, and respirators – Information & Overview
2. **Face coverings, masks & respirators – Handout**
3. **Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations**

x. **Healthy Schools Act** – Integrated Pest Management Training: Provide annual Healthy Schools Act (free online) training to all teachers, staff, and volunteers who use sanitizing wipes or sprays.

xi. Information on paid leave benefits, including the Families First Coronavirus Response Act

### E. Plan Compliance and Updates

1. In order to maintain the efficacy of the COVID-19 Workplace Specific Plan, WUHSD staff will monitor updates and additional information provided by the CDC, CDPH, Yuba County Health as well as CDE and will update this plan accordingly on a periodic basis

### F. COVID-19 Case Management

1. Designated Workplace Infection Prevention Coordinator: Nicole Newman
2. Outbreak Management –
   i. In accordance with CDPH, Yuba County Health, CDC and CDE guidance, when a student, teacher or staff member or member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be implemented:
      1. Notification of the Local Health Department (LHD) if a there is a known or suspected case in the workplace
      2. Consultation with local public health officials to determine if school closure is warranted and for what duration if necessary
      3. Classroom or office where the COVID-19 positive individual was will be disinfected and may also be temporarily closed if advised by local health department
      4. For employees exhibiting symptoms all applicable employee leave rights and laws will be following including but not limited to **H.R. 6021 Families First Coronavirus Response Act**
      5. The LHD will contact the employee and notify them of positive results
      6. The LHD will gather information including close household and work contacts and advise the individual to isolate for the length of their infectious period
      7. The LHD will provide a note allowing the individual to return to work when safe
      8. Individuals in the workplace identified as having close contact with the positive case will be requested to undergo quarantine for a period of 14 days from the date of the last contact with the positive case. WUHSD will work with and under the guidance of the LHD to determine close contacts

### G. Required Postings

1. The district will post the following required postings throughout the workplace:
   i. **COVID-19 Symptom Screening Prior to Entry**
   ii. **Social Distancing Guidelines**
iii. COVID-19 Fact Sheet
iv. Facial Covering Required
v. How to Wear Facial Covering

H. Additional Resources

1. California COVID-19 Website
2. Yuba County Coronavirus Information
3. OSHA Worker Exposure Pyramid
4. CPDH COVID-19 Resources
5. CDC COVID-19 Resources
6. CDE COVID-19 Resources
7. Families First Coronavirus Response Act: Employee Paid Leave Rights
8. School Insurance Authority Resource Page
WHEATLAND UNION HIGH SCHOOL DISTRICT

IIPP ACKNOWLEDGEMENT FORM

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

Name: ________________________________

Signature: ____________________________

Date: ________________________________

Supervisor Name: ______________________

Supervisor Signature: __________________
APPENDIX A

ACCIDENT INVESTIGATION FORM / HAZARD ASSESSMENT & CORRECTION FORM
Wheatland Union High School District

ACCIDENT INVESTIGATION REPORT

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

NAME OF INJURED: ____________________________________________

JOB TITLE: ___________________________ SEX ______________________ DATE OF BIRTH __________________

DATE OF INCIDENT: _______________________________ HOUR: _______________________________

PHOTOS: _____ Yes _____ No DATE REPORTED: _______________

ACCIDENT LOCATION ___________________________________________

WITNESSES: Names, Addresses and Phone Numbers
1. ____________________________________________________________
2. ____________________________________________________________

TIME NOTIFIED __________________ TIME ON SCENE ________________ TIME OFF SCENE ________________

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT __________________________________

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

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

Describe demeanor of person involved and include statements made as “Excited Utterances”: ________________________________

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

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence: ________________________________
Steps taken to prevent similar incident:


Did employee seek medical care? (Check one) Yes___________________ No_________________

If yes, name of medical facility/Doctor: ____________________________ Date/Time_________________


Investigators Signature Date / Time form completed Print Investigators Name
HAZARD ASSESSMENT AND CORRECTION

Date of Inspection:

Person Conducting Inspection: Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection: Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection: Unsafe Condition or Work Practice:

Corrective Action Taken:
APPENDIX B

ACCIDENT INVESTIGATION QUICK REFERENCE
GUIDE/CHECKLIST
QUICK REFERENCE GUIDE: ACCIDENT INVESTIGATION

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

Step 1:

A. Act at once. Talk with injured employee immediately if possible (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.

B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident; including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.

C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees’ safety record for past accidents, if any.

D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.

E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

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

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

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

FACILITIES INSPECTION CHECKLIST
WHEATLAND UNION HIGH SCHOOL DISTRICT
FACILITIES INSPECTION CHECKLIST

Date: __________ Location: _____________________________ Phone: ____________

Supervisor: ___________________________ Department: _________________________

Inspector: ___________________________ Job Title: _____________________________

ADMINISTRATION AND TRAINING

Yes No N/A

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

Comments

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

69
WHEATLAND UNION HIGH SCHOOL DISTRICT
LABORATORY SAFETY INSPECTION CHECKLIST
(Science, Chemistry, Biology, Physics)

Date: ______________ Location: ____________________________ Phone: ______________
Supervisor: __________________________________ Inspector: ________________________

HEALTH AND SAFETY MANAGEMENT

GENERAL SAFETY

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td></td>
<td>1. Are personnel trained in chemical health/physical hazards and laboratory safety?</td>
</tr>
<tr>
<td>☑</td>
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<td></td>
<td>2. Do lab personnel have access to and are familiar with the use of Safety Data Sheets?</td>
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<tr>
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<td>3. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?</td>
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<tr>
<td>☑</td>
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<td>4. Have personnel been instructed on how to respond in the event of a chemical spill?</td>
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<td>5. Do laboratory personnel perform periodic lab inspections? (Must retain records of inspections)</td>
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<td>☑</td>
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<td></td>
<td>6. Are work areas clean and uncluttered?</td>
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<td>7. Do employees know the location of the first aid kit and is it accessible?</td>
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<td>8. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?</td>
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<tr>
<td>☑</td>
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<td></td>
<td>9. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?</td>
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<tr>
<td>☑</td>
<td></td>
<td></td>
<td>10. Are fire extinguishers accessible and charged?</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td></td>
<td>11. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?</td>
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<tr>
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<td>12. Are safety glasses or other eye protection available and worn in the laboratory?</td>
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</tbody>
</table>

LABORATORY EQUIPMENT

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

HAZARDOUS MATERIALS

<table>
<thead>
<tr>
<th></th>
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<th>21. Are chemicals labeled to identify contents and hazards?</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>22. Are regulated carcinogens handled safely to reduce employee exposure?</td>
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<tr>
<td></td>
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<td>23. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?</td>
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<td>24. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?</td>
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<tr>
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<td>25. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?</td>
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<td>26. Are hazardous wastes disposed of and not poured into the sewer system?</td>
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<td>27. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>28. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?</td>
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<td>29. Is a plumbed emergency eyewash station available within 100 feet of where chemicals may splash onto an employee’s body or mechanical hazards such as grinding?</td>
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<td>30. Are peroxide formers dated?</td>
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<td>31. Are sharp objects stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?</td>
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COMMENTS

Biosafety Cabinet: Date last inspected? Types of regulated carcinogens  
Types and quantity of compressed gasses  
Gallons of flammable liquids  
Types of personnel protective equipment
WHEATLAND UNION HIGH SCHOOL DISTRICT
MAINTENANCE / FACILITY / TRANSPORTATION SAFETY INSPECTION
CHECKLIST

Date: __________  Location: ___________________________________________  Phone: __________

Supervisor: ___________________________________________________________
Inspector: ____________________________________________________________

ADMINISTRATION AND TRAINING

Yes  No  N/A

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

COMMENTS

GENERAL SAFETY

Yes  No  N/A

11. Are employees familiar with the use of MSDS?
12. Have employees been instructed in how to operate the equipment they are required to use?
13. Have employees been trained in how to protect themselves from the hazards identified in their work area?
14. Are employees current on any specialized training (lockout, confined space, Respirators, etc.) needed?
15. Do employees have access to the Departmental Emergency Action plan and know their responsibilities?
16. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?

17. Are aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?

18. Are flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?

19. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

20. Are flammable and combustible materials stored at least 25 feet away from oxygen cylinders or ignition sources?

21. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?

22. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?

23. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of workstations?

24. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

25. Are plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?

26. Are circuit breaker panels accessible with labels identifying each switch’s

27. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?

28. Are Ground Fault Circuit Interrupters available for use in wet areas?

29. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
30. Are the machine guards for belts, gears, and points of operation in place and adjusted properly?

31. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?

32. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?

33. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?

34. Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?

35. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?

36. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?

37. Are plumbing fixtures served by Industrial Water labeled to prohibit

38. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?

39. Are excessive noise levels adequately controlled?

40. First aid kit available and its location known to employees?

41. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations).

HAZARDOUS MATERIALS/PERSONAL PROTECTION

42. Are chemicals stored to prevent spills?

43. Are carcinogens handled safely to reduce employee exposure?

44. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammable, etc.)?

45. Are chemicals inventoried?
46. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?

47. Is hazardous waste disposed of and not poured into the sewer system?

48. Is a plumbed emergency shower available within 100 feet of areas where chemicals may splash onto an employee’s body?

49. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?

50. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?

51. Is a plumbed emergency eyewash station available within 100 feet of chemical splash or mechanical hazards such as grinding operations?

52. Is hearing protection suitable for the hazards warranting protection available?

53. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?

54. Are hard hats available for employees subject to falling objects, how overhead obstructions, etc.?

55. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

56. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS
APPENDIX D

EMPLOYEE SAFETY RECOMMENDATION FORM
### Wheatland Union High School District

#### EMPLOYEE SAFETY RECOMMENDATION FORM

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>DEPT:</th>
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<td>SUPERVISOR:</td>
<td>DATE:</td>
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<tr>
<th>IDENTIFICATION OF SAFETY OR HEALTH HAZARD</th>
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<th>SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD</th>
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<th>DO NOT WRITE BELOW THIS LINE</th>
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<tr>
<td>Date complaint was investigated:</td>
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<td>Investigated by:</td>
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<tr>
<td>Action taken:</td>
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</tbody>
</table>

Date Action was reported to the employee:
Comments: