

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**SAVANNA SCHOOL DISTRICT**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Savanna 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 Savanna School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Savanna 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**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Savanna School District. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Superintendent the final authority.

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

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

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

The Principal is responsible for developing and managing this Injury & Illness Prevention Program.

## **COMPLIANCE**

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

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

Savanna 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 Director of MOT to ensure that appropriate, systematic safety inspections are conducted periodically.

### **Scheduled Safety Inspections**

Upon initial implementation of this Program inspections 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 inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### **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 Director of MOT (Superintendent/Site Administrator) will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

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

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

## **HAZARD CORRECTION**

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

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. 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, Fire Extinguisher, and Emergency Procedures
2. Hazard Communication – Right to Understanding GHS (Use of Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program
5. Mandated Reporter
6. AB1825 Sexual Harassment for Supervisorial Staff
7. SB1343 Sexual Harassment for Non-Supervisorial Staff

### **Specific Safe Work Practices**

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

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

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

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



## COMMUNICATION

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

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

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

<u>  X  </u> Posters	<u>  X  </u> Meetings	<u>      </u> Manuals
<u>      </u> Newsletters	<u>  X  </u> Bulletins	<u>  X  </u> Warning Labels

Other, please specify:

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

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

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

## **DOCUMENTATION**

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

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

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. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Savanna 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 (714) 236-3800.

**APPENDIX A**  
**ACCIDENT INVESTIGATION TOOL**

## ACCIDENT INVESTIGATION TOOL

When you are involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who, what, when, where, how,** and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

### **Who...**

- Was involved in the accident?
- Was injured?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

### **What...**

- Happened?
- Company property was damaged?
- Evidence was found?
- Was done to secure the accident scene?
- Was done to prevent the recurrence of the accident?
- Level of medical care did the victims require? Was being done at the time of the accident? Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used? Did others do to contribute to the accident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

### **When...**

Did the accident happen?

Was it discovered?

Was the accident reported?

Did the employee begin the task?

Were the hazards pointed out to the employee?

Did the Supervisor last check the employee's progress?

### **Where...**

Did the accident happen?

Was the employee's Supervisor when the accident occurred?

Were co-workers when the accident occurred?

Were witnesses when the accident occurred?

Does this condition exist elsewhere in the facility?

Is the evidence of this investigation going to be kept?

### **How ...**

Did the accident happen?

Was the accident discovered?

Were employees injured?

Was the equipment damaged?

Could the accident have been avoided?

Could the Supervisor have prevented the accident from happening?

Could co-workers avoid similar accidents?

### **Why...**

Did the accident happen?

Were employees injured?

Did the employees behave that way?

Was protective equipment not used?

Weren't specific instructions given to the employee?

Was the employee in that specific position or place?

Was the employee using that machine or those tools?

Didn't the employee check with the supervisor?

Was the Supervisor not there at the time?

**APPENDIX B**  
**EMPLOYEE SAFETY RECOMMENDATION FORM**

**SAVANNA SCHOOL DISTRICT**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

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


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


**DO NOT WRITE BELOW THIS LINE**

Date complaint was investigated:

Investigated by:

Action taken:


Date Action was reported to the employee:

Comments:


**APPENDIX C**  
**OFFICE SAFETY INSPECTION CHECKLIST**



**SAVANNA SCHOOL DISTRICT OFFICES**

**OFFICE SAFETY INSPECTION CHECKLIST**

Date: 07/20/2020 Location: DISTRICT OFFICES/MOT/WAREHOUSE/FOOD SERVICES

Supervisor: J HARRIS

Department: MOT

Inspector: J HARRIS

Job Title: DIRECTOR Phone: (714) 236-3826

**ADMINISTRATION AND TRAINING**

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 2. Have all of the employees attended an IIPP training class?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have a completed Emergency Action Plan?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are annual workplace inspections being performed? Are records being maintained?  |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | 7. Have there been any employee accidents from this department? Are Accident Investigation Reports completed for each accident? N/A   |

**GENERAL SAFETY**

- |   |                          |                          |  |
|---|--------------------------|--------------------------|--|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all exits, fire alarms, pull boxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?   |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?   |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

### GENERAL SAFETY (continued)

- | Yes | No                       | N/A                      |   |
|-----|--------------------------|--------------------------|---|
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers?  |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?   |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?  |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly?  |

### ELECTRICAL/MECHANICAL SAFETY

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled?   |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | 18. Are fused power strips being used in lieu of receptacle adapters?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is lighting adequate throughout the work environment?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; 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.) |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)  |

### COMMENTS

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## HAZARDOUS MATERIALS

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are chemicals labeled to identify contents and hazards?  |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 23. Are regulated carcinogens handled safely to reduce employee exposure?  |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 24. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?                                |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 27. Are all hazardous wastes disposed of and not poured into the sewer system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 28. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?                |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 29. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 30. Are either and other peroxide formers dated?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?                                  |

## FIRE AND ELECTRICAL SAFETY

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 32. Are fire doors unobstructed and readily closeable?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 33. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?   |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are flammable liquids limited to 60 gallons per fire area?  |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | 36. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)? Is all equipment properly grounded? Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.) |

### FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	39. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
X	<input type="checkbox"/>	<input type="checkbox"/>	40. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
X	<input type="checkbox"/>	<input type="checkbox"/>	41. Are circuit breakers labeled to indicate what equipment is served by each?
X	<input type="checkbox"/>	<input type="checkbox"/>	42. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

### COMMENTS

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**APPENDIX D**  
**FACILITY SAFETY INSPECTION CHECKLIST**

## SAVANNA SCHOOL DISTRICT OFFICES

### FACILITY SAFETY INSPECTION CHECKLIST

Date: 07/20/2020 Location: DISTRICT OFFICES/MOT/WAREHOUSE/FOOD SERVICES

Supervisor: JHARRIS

Department: MOT

Inspector: J HARRIS

Job Title: DIRECTOR Phone: (714) 236-3826

#### ADMINISTRATION AND TRAINING

- | Yes | No                       | N/A                      |   |
|-----|--------------------------|--------------------------|---|
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of MSDSs?  |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use?                       |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?       |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockdown, fire drills, AED use, etc.) needed?               |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee?   |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?            |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?   |

#### FIRE SAFETY

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all fire exits clearly marked and unobstructed?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?     |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?       |
| <input type="checkbox"/> | <input type="checkbox"/> | X                        | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?                     |

### **FIRE SAFETY (continued)**

- | Yes | No                       | N/A                      |  |
|-----|--------------------------|--------------------------|--|
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?                  |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?              |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?                   |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?         |
| X   | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?      |

### **ELECTRICAL SAFETY**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas?  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?   |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

### **MECHANICAL SAFETY**

- |   |                          |                          |   |
|---|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|---|--------------------------|--------------------------|---|

### MECHANICAL SAFETY (continued)

Yes	No	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
X	<input type="checkbox"/>	<input type="checkbox"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
X	<input type="checkbox"/>	<input type="checkbox"/>	30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
X	<input type="checkbox"/>	<input type="checkbox"/>	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
X	<input type="checkbox"/>	<input type="checkbox"/>	32. Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
X	<input type="checkbox"/>	<input type="checkbox"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
X	<input type="checkbox"/>	<input type="checkbox"/>	34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
<input type="checkbox"/>	<input type="checkbox"/>	X	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
X	<input type="checkbox"/>	<input type="checkbox"/>	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
X	<input type="checkbox"/>	<input type="checkbox"/>	37. Are potable water, soap, and towels available for hand washing?
<input type="checkbox"/>	<input type="checkbox"/>	X	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
X	<input type="checkbox"/>	<input type="checkbox"/>	39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
X	<input type="checkbox"/>	<input type="checkbox"/>	40. Are excessive noise levels adequately controlled?
X	<input type="checkbox"/>	<input type="checkbox"/>	41. Is an approved first aid kit available and its location known to all employees?
X	<input type="checkbox"/>	<input type="checkbox"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake?
<input type="checkbox"/>	<input type="checkbox"/>	X	43. Are cross-connections between potable water and sewer inlets promptly abated and leaking backflow protection devices promptly repaired?



## HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	44. Are chemicals stored to prevent spills?
<input type="checkbox"/>	<input type="checkbox"/>	X	45. Are carcinogens handled safely to reduce employee exposure?
<input type="checkbox"/>	<input type="checkbox"/>	X	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	X	47. Are chemicals inventoried with copies provided to the Personnel Office?
X	<input type="checkbox"/>	<input type="checkbox"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
X	<input type="checkbox"/>	<input type="checkbox"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="checkbox"/>	<input type="checkbox"/>	X	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
X	<input type="checkbox"/>	<input type="checkbox"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
X	<input type="checkbox"/>	<input type="checkbox"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	X	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
X	<input type="checkbox"/>	<input type="checkbox"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="checkbox"/>	<input type="checkbox"/>	X	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
X	<input type="checkbox"/>	<input type="checkbox"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
X	<input type="checkbox"/>	<input type="checkbox"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
X	<input type="checkbox"/>	<input type="checkbox"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

### COMMENTS

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**APPENDIX E**  
**COVID-19 SPECIFIC PROCEDURES**  
**ADDENDUM**

# COVID-19 SPECIFIC PROCEDURES ADDENDUM

## Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Savanna School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, Savanna School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

## Introduction

### What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

### What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

# Procedures to Help Prevent the Spread of COVID-19

## **Protect Yourself**

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

## **How Does It Spread?**

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

## **Hand Hygiene**

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

### **Coughing and Sneezing Etiquette**

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

### **Avoid Close Contact – Distancing**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

## **Cloth Face Coverings**

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/ guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
  - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

## **If an Employee is Sick**

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Savanna School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
  - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
  - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

## **Personal Protective Equipment**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

## **Washing Facilities**

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

## **Cleaning and Disinfecting**

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

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

## **Electronics**

For electronics, such as tablets, touch screens, keyboards, and remote controls:

- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### **Cleaning and Disinfecting Building or Facility if Someone is Sick:**

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean or disinfect.
  - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

### **Employee Training**

Savanna School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

### **Compliance**

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.