“Injury & Illness Prevention Program”

701 W McCabe Rd., El Centro, CA 92243

Injury & Illness Prevention Program

Responsibility

The Injury and Illness Prevention Program ("I&IPP," also "Safety Program," also "Program") administrator, **Nick Curry**, has the responsibility for implementing the provisions of this program for the **McCabe Union Elementary School District**.

All managers and supervisors are responsible for implementing and maintaining MCCABE UNION ELEMENTARY SCHOOL DISTRICT's safety Program in their work areas and for answering worker questions about the Program. A copy of this Program is made available from each manager and supervisor and should be kept in their respective office(s) for immediate reference.

Compliance

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

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

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

1. Informing workers of the provisions of our safety Program;
2. Evaluating the safe performance of all workers;
3. Recognizing employees who perform safe and healthful work practices;
4. Providing training to workers whose safety performance is deficient;
5. Disciplining workers for failure to comply with safe and healthful work practices; and
6. The following practices: General Code of Safe Practices, Unsafe Acts & Conditions, and Specific Code of Safe Practices as outlined in the safety Program.

Communication

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

New worker orientation including a discussion of safety and health policies and procedures.
Review of I&IP Program.
Workplace safety and health training programs.
Regularly scheduled safety meetings.
Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
Posted or distributed safety information.
A system for workers to anonymously inform management about workplace hazards.
Hiring of outside consulting firm to assist in implementation of I&IP Program.

Hazard Assessment

Periodic inspection to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Area of our Workplace	Competent Observer
Superintendent	Laura Dubbe
Principal – Instruction & Operation Services	Armando Lopez
Director – Administrative & Fiscal Services	Liz Goff
Food Services	Cindy Worthington
Maintenance & Operations	Nick Curry
Transportation	Moises Delgado

Periodic inspections are performed according to the following schedule:

1. Monthly
2. When we initially established our I&IPP;
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;

4. When new, previously unidentified hazards are recognized;
5. When occupational injuries and illnesses occur;
6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist **and** any other effective methods to identify and evaluate workplace hazards.

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from reoccurring; and
6. Recording the findings and corrective actions taken.

Hazard Correction

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

1. When observed or discovered;
2. When an imminent hazard exists this cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
3. All such actions taken and dates they were completed shall be documented on the appropriate forms.

Training and Instruction

All workers, including managers, supervisors, and key personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the safety Program is first established;
2. To all new workers,
3. To all workers given new job assignments for which training has not be previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the District is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all industries include, but are not limited to, the following:

1. Explanation of the District's I&IPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
2. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
4. Availability of toilet, hand-washing, and drinking water facilities.
5. Provisions of medical services and first aid including emergency procedures.

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

Recordkeeping

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our I&IP Program:

1. Records of hazard assessment inspections, including the person or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and

2. Documentation of safety and health training for each worker, including the workers' name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following:

□ For 5 years, except for training records of employees who have worked for less than one year which are provided to the worker upon termination of employment

List of Training Subjects

We train our workers about the following training subjects:

- □ General Code of Safe Practices
- □ Unsafe Acts and Conditions
- □ COVID-19 Infection Prevention Program
- □ Hazardous Materials Communication Safety
- □ Maintenance and Construction General Safety
- □ Janitorial Safety – *Working Safer and Easier* (See attached document)
- □ Defensive Driving
- □ Driver Safety
- □ Heat Illness Prevention Procedures
- □ Ladder Safety
- □ Back Safety and Lifting Safely
- □ Slips, trips, and falls
- □ Office Safety
- □ Forklift Safety
- □ Flammable and Combustible Materials
- □ Personal Protective Equipment (PPE)
- □ Housekeeping Safety
- □ Air Compressor Safety
- □ Machine Guarding
- □ Electrical Safety
- □ Power Tool Safety
- □ Lock Out and Tag Out Safety
- □ Material Handling Safety
- □ Bloodborne pathogens and other biological hazards
- □ Emergencies (Fire, Earthquakes, Floods, and Explosions)

GENERAL CODE OF SAFE PRACTICES

It is the policy of the **McCabe Union Elementary School District** that everything possible will be done to protect our employees from accidents and injuries while on the job. The following information is presented for your safety and benefit and you are expected to know and observe these practices.

1. All employees will follow these safe practice rules; render every possible aid to safe operations, and immediately report all unsafe conditions and practices to their immediate supervisor.

2. All employees will be given periodic accident prevention and safety instructions. This may come by means of tailgate safety meetings, verbal instructions provided by supervisors, and by means of handout material.

3. Anyone known to be under the influence of alcohol and/or drugs ***WILL NOT*** be allowed on the job while in that condition and is subject to either immediate suspension or termination. Additionally, no one will be knowingly permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other cause that might necessarily expose the individual or others to injury.

4. Employees should be alert to see that all guards or protective devices are in proper places for all heavy equipment and power tools. Any deficiencies must be reported to the supervisor. Heavy equipment, forklifts, golf carts, lawnmowers, and power tools will not be used without their protective guards/devices.

5. Horseplay and other acts which tend to endanger the safety or well-being are **strictly prohibited**. This also includes all forms of violent acts (verbal/physical) and any forms of sexual harassment as defined by the State of California and the Department of Fair Employment & Housing (DFEH-185).

7. Employees must not attempt an operation that they are not familiar with unless they have received instructions/training on specific safe practice procedures. All employees are encouraged to first ask for specific instructions from their supervisor. This includes but is not limited to electrical equipment, machinery, air or water lines.

8. Good housekeeping MUST be practiced at all times by all employees at the job site. This includes general cleaning and maintenance of the work area and equipment/tools and also any new cleaning/disinfecting procedures related to COVID-19 prevention and other aerosol transmissible diseases.

9. All employees will participate in safety meetings on a regular basis. The only exceptions will be if an employee is out sick, on vacation, or has a personal obligation that cannot be rescheduled.

10. All affected personnel will stay clear of heavy equipment, forklifts, golf carts, lawnmowers, etc. while these are in operation. All employees are required to be aware of warning devices such as bells, horns or whistles.

11. Use of hard hats is required where necessary and other Personal Protective Equipment is required when exposed to physical hazards created by the job site or work assignment and/or as required by the product's label or Safety Data Sheet. Wear suitable work clothes at all times such as heavy soled shoes to guard against puncture injury.

12. In order to prevent accidents all employees must abide by District policies concerning safety & safe practices. All employees must abide by suggestions provided in posters and other safety material that is displayed throughout the work area.

13. All injuries will be reported immediately to the supervisor or management so that arrangements can be made for first aid treatment and/or medical. Failure to immediately notify a supervisor or management of a work-related injury or illness constitutes a violation of McCabe Union Elementary School District policy and may subject the employee to disciplinary action.

UNSAFE ACTS & CONDITIONS

The following unsafe acts and conditions are regarded as unacceptable in all industries. The **McCabe Union Elementary School District** asks its employees to exercise "common sense" at all times and to make his/her personal safety of foremost importance as they perform their daily work activities.

Unsafe Acts Definition: "*The unsafe act is a violation of an accepted safe procedure which could permit the occurrence of an accident*."

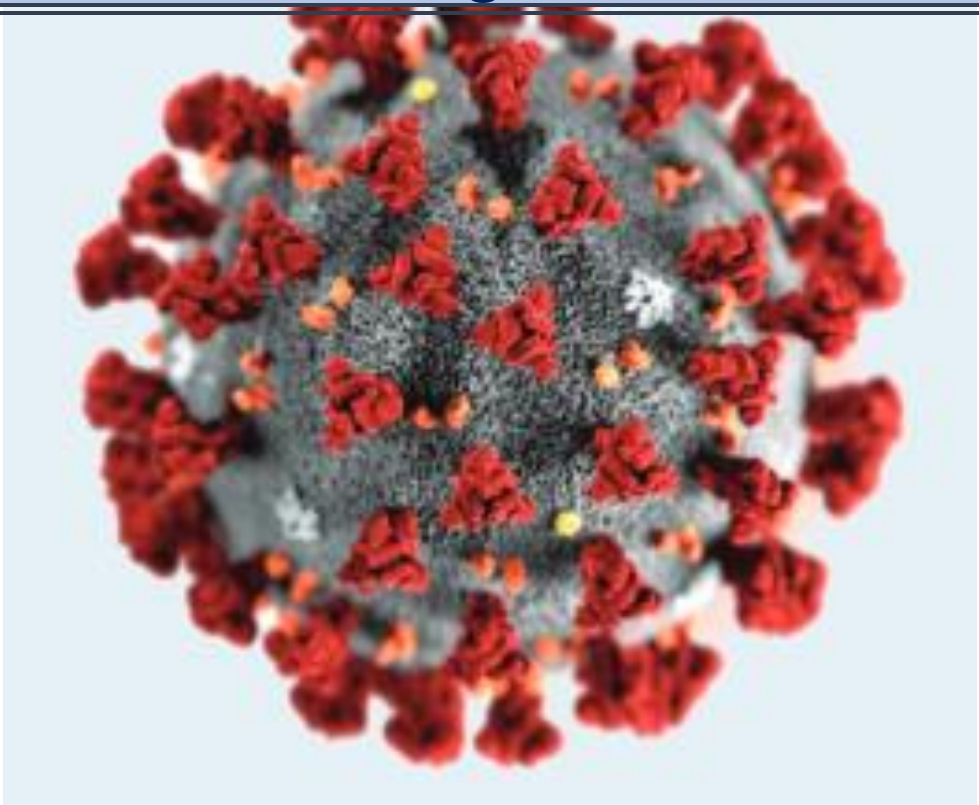
1. Operating without authority or safety training
2. Failure to warn or secure
3. Operating at improper speed
4. Making safety devices inoperable
5. Using defective gear or equipment
6. Using gear or equipment improperly or inconsistent with its purpose and design.
7. Failure to use personal protective equipment
8. Improper loading or placement
9. Improper lifting
10. Servicing equipment that is in motion or which has not been rendered inoperable
11. Horseplay
12. Drinking alcoholic beverages, using any type of drugs prior to or during work hours or prescribed medication that contains a narcotic drug.
13. Failure to wear safety belt or shoes
14. Failure to use safety devices
15. Failure to read hazardous materials product label or Safety Data Sheet.
16. Inspecting hydraulic/pneumatic hoses with hands.

Unsafe Conditions Definition: "*The unsafe condition is a hazardous physical condition or circumstance which could directly permit the occurrence of an accident*."

1. Inadequate guards or protection
2. Defective tools, equipment, substances
3. Congested working conditions or work areas
4. Inadequate warning system(s)
5. Fire and explosion hazards
6. Substandard housekeeping
7. Hazardous atmospheric conditions, e.g., gases, dust, fumes, vapors, etc.
8. Excessive noise
9. Inadequate ventilation or lighting
10. Confined spaces
11. Failure to "lock-out" and "tag-out"

NOTE: Any employee who directly or willfully violates any of the above practices or conditions is subject to disciplinary action(s) that may lead up to or include immediate suspension or termination.

COVID-19 Infection Prevention Program



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I. OUR POLICY

Our Injury and Illness Prevention Program (I&IPP) administrator is **Nick Curry.** He has the responsibility for implementing the provisions of this program for the **McCabe Union Elementary School District,** including the I&IPP's Aerosol Transmissible Disease Exposure Control Plan (ATD) and COVID-19 Infection Prevention Program addendum.

McCabe Union Elementary School District is committed to preventing workplace hazards that could result in injuries and illnesses. We are working to comply with all applicable local county health department orders, State laws, and related safety regulations. Our ATD Exposure Control Plan has been established to protect our employees and train them about the dangers of COVID-19 and how to prevent the spread of similar diseases at our workplace. We understand that an aerosol transmissible disease (ATD) is a disease that is transmitted either by inhalation of infectious particles/droplets or direct contact of the particles/droplets with mucous membranes in the respiratory tract, eyes or mouth. We are implementing the following plan in all District locations to protect our employees while they conduct their job duties or during offsite work activities. This program is available for all employees to review and for those that do not read English we will arrange for this plan to be communicated to them in their language.

II. OUR RESPONSIBILITIES

At **McCabe Union Elementary School District** we will work in harmony with any orders that require Shelter in Place, Stay at Home or any other County and State regulatory guidelines that require the District to protect employees. Additionally, our principal source of information for our procedures will be from the Centers for Disease Control and Prevention (CDC) and any local county and State recommendations. The following is our responsibilities to our employees:

- We will develop an Aerosol Transmissible Disease Exposure Control Plan (ATD Plan)
- We will implement infection prevention measures such as social distancing, frequent hand washing, disinfecting of common touch surfaces and if practical or possible working from home
- We will develop policies and procedures for identification and isolation of sick employees if an exposure at work occurs
- We will implement workplace controls where possible so that any hazards related to COVID-19 are addressed. This may include the

use of PPE and how to use it, employee training that discusses how risk factors and protective behaviors, discontinuing nonessential travel, and any up-to-date training.

III. Our Employee Training Program

McCabe Union Elementary School District training program requires the cooperation of supervisors and employees. Our training program on COVID-19 will consist of the following:

- Explaining what COVID-19 is and how it is spread
- Preventing the spread of COVID-19 if an employee is sick
- Reviewing what are the symptoms of COVID-19 and when to seek medical attention. The following are COVID-19 symptoms that may appear **2-14 days after exposure to the virus** (per CDC instructions):

  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

  *This is not an all-inclusive list

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  If you develop any of the following ***emergency warning signs**** for COVID-19 get ***medical attention immediately*****:**

  Trouble breathing
  Bluish lips or face
  New confusion or inability to arouse
  Persistent pain or pressure in the chest

- The importance of frequent hand washing with soap and water. This includes:

Following CDC guidelines to wash for at least 20 seconds
Washing hands upon arrival at work and before leaving work
Washing hands before and after eating or using the toilet
Washing hands after close interaction with other persons
Washing hands after contacting shared surfaces or tools
Washing hands before and after wearing masks or gloves
Washing hands after blowing nose or sneezing

- Employees will be informed that hand sanitizer is not as effective as hand washing but can be used as an interim measure if a hand washing station is not available.
- Employees will be shown methods to avoid touching eyes, nose and mouth.
- Employees will be instructed on coughing and sneezing etiquette such as covering a cough or sneeze with a tissue or sleeve instead of hands.
- Employees will be given instruction on how to safely use cleaners and disinfectants on surfaces and objects. This includes:

  Following product label and Safety Data Sheet directions
  Assessing the hazards of all cleaners and disinfectants used at the worksite by requiring thorough reading and understanding of product
  label and Safety Data Sheet
  Wearing PPE as required by product label and Safety Data Sheet
  Ensuring cleaners and disinfectants are used in a manner that does not endanger the user or other employees

- Training employees to avoid close contact with others as much as possible and maintaining safe physical distance (See our “Physical Distancing Section”).
- Employees will be informed of the importance of not coming to work if they are experiencing COVID-19 symptoms, or if they live with or have had close contact with someone diagnosed as being positive for COVID-19.

IV. Employee Responsibilities

McCabe Union Elementary School District requires all employees to abide by all of the following guidelines:

- If you are experiencing COVID-19 symptoms you must stay at home
- Physical distancing must be practiced at all times, whether outdoors, in vehicles, or in structures. This means staying at least 6 feet (about 2 arms length) from others.
- At work do not shake hands, fist bump, hug or touch others.
- Always avoid touching mouth, nose and eyes with dirty hands.
- When washing hands, always wash hands with soap and water for at least 20 seconds. If it is necessary to use hand sanitizer due to a lack of soap and water, make sure it contains at least 60% alcohol.
- Everyone should wash or sanitize hands multiple times during the day. This should be performed before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- All employees will **remember to always cover mouth and nose** with a tissue when coughing or sneezing or use the inside of the elbow. Used tissues will be thrown in the trash and hands should be washed with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

V. Increased Cleaning and Disinfection of Workplace

McCabe Union Elementary School District will make arrangements to provide routine cleaning and disinfecting of common touch areas within the workplace in line with current CDC guidelines. Employees who clean and disinfect these areas will wear the PPE as required by the product label and the Safety Data Sheet. Employees will use the disinfecting product only as instructed by the manufacturer in the product label and Safety Data Sheet. Employees will be instructed to NEVER mix bleach or other cleaning or disinfection products; mixing chemicals can cause dangerous or deadly chemical reactions.

Outdoor work:

- **Tractors, forklifts, District trucks, other vehicles used to transport employees** – We will make efforts to disinfect all District vehicles regularly which will include the following parts: steering wheels, controls, gear shift handles, emergency brake handle, dashboards, seat belts, glove box, radio and A/C

controls, armrests, mirrors, and door handles. If keys are shared amongst employees these will be disinfected.

- **Refueling activities** (gasoline, diesel, propane) – We will instruct employees to wear appropriate PPE such as gloves and a face covering while refueling. Disinfect to sanitize pump handle and surfaces (ie. buttons and hose) that may have been touched.
- Shared **hand tools** and **power tools** – areas disinfected will include handles, touch surfaces, buttons, adjustment parts, storage cases, etc.
- All **restrooms** – areas disinfected shall include all handles, touch surfaces, light switches, and restrooms will be equipped with toilet paper, hand towels, and soap or sanitizers for hand washing.
- **Breakrooms** – areas disinfected will include tables, chairs or benches and other touch surfaces. Refrigerator/microwave handles, ice storage handles, and communal drinking fountains shall be disinfected.

Indoor work:

- **Reception/waiting areas** – Where public access occurs touch surfaces shall be disinfected. This includes door handles, chair armrests, sign in clipboards, pens used by public will be disinfected, water drinking fountains, light switches.
- **Breakroom** – areas disinfected will include tables, chairs, touch surfaces such as refrigerator/microwave handles, countertops, coffee makers, trash cans, and light switches.
- **Personal work stations** – areas disinfected can include desk surfaces, drawer handles, computer/laptop keyboards, mouse and mouse touch pad, monitors, tablet touch screens and buttons, mobile phones, phones, personal and public trash cans, and light switches.
- **Restrooms** – areas disinfected included doorknobs, counter surfaces, handles, faucets/sinks, and light switches. Restrooms will be equipped with toilet paper, hand towels, and soap or sanitizers for hand washing.

VI. Requirements for Social Distancing

McCabe Union Elementary School District understands that social distancing, also called “physical distancing,” means keeping space, at

least 6 feet or 2 arms' length, between yourself and other people. Social distancing will be required and practiced to the greatest extent possible for all outdoor and indoor activities. Social distancing will be implemented in the following activities:

Outdoor work:

- Workers will not crowd one another when checking in to start work or while refilling cool cans or performing other pre-shift activities.
- We will try to limit crew sizes where possible.
- We may provide additional seating and shade structures to allow employees to be 6' apart when taking breaks.
- Any meetings and trainings will be held in small groups (less than 10 employees) so workers can maintain 6' of distance and outdoors where practical. Also, we will discourage employees from being in large groups and encourage physical distancing between each other at all times.
- During breaks and meal times we will encourage workers to maintain social distancing.
- While working on equipment such as forklifts, tractors, lawnmowers, and other District vehicles, employees will practice physical distancing between each other. We will encourage employees to not ride in vehicles if they will be sitting close to others.

Indoor work

- Receiving personnel working at reception areas or vendor waiting areas will maintain 6' apart from all those entering from the outside.
- To the extent possible, we will limit access to our facilities for all visitors/drivers/vendors outside of receiving areas.
- Vendors will be required to respect our social distancing policy and will be required to wear face coverings if needing to access areas where our employees are working. There will be no exceptions.
- Deliveries and drop offs will be received at pre-designated locations.
- Personal work spaces will be set so that all employees can maintain 6' clearance between each other

VII. How We Will Care for a Sick Employee

The District requires employees who show symptoms of COVID-19 or believe that they have been exposed to someone who may have COVID-19 to not come to work but seek medical attention. Therefore, supervisors will be mindful of any employees displaying symptoms of COVID-19. In cases where an employee does become sick while at work, we will implement the following procedure:

- If an employee appears to have symptoms upon arrival at work or becomes sick during the day, they will immediately be separated from other employees, customers, and visitors, and sent home. The employee's identity will be held as confidential and will be divulged on a "Need To Know" basis.
- To minimize potential exposure to respiratory droplets, we will wait 24 hours before cleaning and disinfecting exposed or affected areas. We will clean dirty surfaces with soap and water before disinfecting them. If it is not possible to wait 24 hours, then we will adjust this time period accordingly.
- For disinfecting surfaces, we will use products that meet EPA criteria for use against COVID-19 and are appropriate for surfaces.
- Employees performing cleaning and disinfecting will wear the proper PPE according to the product label and Safety Data Sheet. Depending on circumstances, we may contract outside professional cleaning services to assist us with disinfecting these areas.
- Additionally, we will open outside doors and windows to increase air circulation in these areas where the employee was working.

Once we determine which employees may have been exposed, (with in 6 ft, with no face mask for a prolonged period of time) to the virus, we will take the following additional precautions:

- We will inform these employees of their possible exposure to COVID-19 but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- We will instruct the potentially exposed employees to stay home for 14 days, (or if possible allow them to telework) and self-monitor for symptoms. We will instruct the employee to contact management prior to returning to work.
- We will contact County of Imperial Public Health Department for any recommended suggestions that should be implemented.

VIII. Plan Review:

Since COVID-19 and similar viruses can evolve, this can necessitate making adjustments to how we can safely perform our work. Therefore, management will review the present COVID-19 Infection Prevention Program to determine what, if any, procedures need to be adjusted, adapted or removed from this written plan. We will continue to monitor local County guidelines, State requirements, and Federal direction as it relates to this pandemic to keep our employees safe and protect our interests. The following represents how we will conduct this review:

- Management will review with supervisors any observations and concerns regarding present measures for disinfecting work site and all employee activity.
- Based on observations and concerns, adjustments will be made to the current written plan and employees will be informed of this as it relates to their job assignments.
- Once management is in agreement with adjustments or changes, this plan will be updated and the new date below will be changed to reflect the latest version of this written plan.
- As necessary, management, supervisors and employees will be properly trained on any updated made to this plan.

HAZARD COMMUNICATIONS STANDARD
"RIGHT TO KNOW"

Dear Employee,

In November 1986, the voters of California passed Proposition 65, officially California Health and Safety Code Section 24249.5 **et sec.** This law became effective on January 1, 1987. It requires the Governor of California to Publish a list of Chemicals "... known to the State to cause cancer or reproductive toxicity ..." according to a specified procedure established by the Proposition. This list was first published on February 27, 1987 covering 29 chemicals. The list has been revised since then to include additional chemicals, and other revisions will be forthcoming. A copy of this list is included in this binder and can also be obtained from the California Department of Health services.

Proposition 65 requires that a clear and reasonable warning to be given to persons potentially exposed to listed chemicals at the levels specified by the regulations adopted by the California Health and Welfare Agency ("CHWA").

The **McCabe Union Elementary School District** operates under numerous health, safety, and environmental laws which protect employee and public health. Many of these laws already require work place warnings regarding the potential health hazards from certain chemicals. In conformance with regulations adopted by CHWA on February 16, 1988, the following warning is provided:

WARNING

This area contains chemicals known to the State of California to cause cancer, birth defects, and other reproductive harm. Unauthorized entry is prohibited. Authorized personnel entering this area should refer to the applicable SDS and follow appropriate safety procedures. Persons having questions regarding this warning should write to **McCabe Union Elementary School District, 701 W McCabe Rd., El Centro, CA 92243 Attention: Nick Curry .**

(Proposition 65 – California Health and Safety Code 24249.5)

Things to Remember…

"CAUTION" Means … less dangerous than "Warning" or "Dangerous," however, 1 oz. to 1 pint of the material can cause death.

"WARNING" Means … moderately poisonous; 1 to 3 table spoons full can cause death.

"DANGER" Highly poisonous; a few drops or a table spoon full can cause death.

GHS SDS Numerical Coding…

5 Means… MINIMAL danger
4 Means… SLIGHT danger
3 Means… MODERATE danger
2 Means… SERIOUS danger
1 Means… EXTREME danger

Color Code…

RED Means… **Flammability**
BLUE Means… **Health**
YELLOW Means… **Reactivity**
Means… **Protective Equipment**

Secondary Containers …

ALL secondary containers must be clearly labeled and clearly spell out the material inside the container. Information on the label shall meet the minimum requirements as set by Cal OSHA standard. NEVER use unmarked or unidentified containers.

Personal Protective Equipment (PPE) …

Use of PPE shall be as required by product label and Safety Data Sheet
The District is responsible for providing and training on the required PPE
The employee is responsible for taking good care of the equipment
The employee is responsible for inspecting PPE prior to putting it on
PPE is helpful only if it is used correctly. If you're not sure how, ASK your supervisor

Fact Sheet

1. **Hazardous Chemical**

A hazardous chemical is any chemical that poses a physical or health hazard.

2. **Physical Hazards**

Physical hazards include: **1)** Combustible liquids, **2)** Compressed Gases, **3)** Explosive liquids, **4)** Flammable liquids, and **5)** Oxidizers.

3. **Health Hazards**

Includes those chemicals creating acute (immediate) or chronic (long term) effects. Basically, anything that can damage the eyes, lungs, skin, or mucous membranes.

4. **ALL Chemicals**

Practically ALL chemicals can present a physical or health hazard to some degree or another. READ and FOLLOW the INSTRUCTIONS and WARNING labels and Safety Data Sheet on all chemicals BEFORE using.

5. **Your "Right to Know"**

You have the right to know what chemicals you have in your place of work. You really **NEED TO KNOW** what these are and how they can affect you. Being informed about this is very important. **TREAT ALL CHEMICALS WITH RESPECT.**

6. **Information on the Product Being Used**

First, there's the information on the product label. **Secondly,** there's the chemical manufacturer's Safety Data Sheet (SDS).

7. **Safety Data Sheet (SDS)**

Safety Data Sheet (SDS) provides detailed information about the product being used. They are an excellent source of information on how to handle the product. Each chemical being used in the work place must have an SDS. SDS information is available to ALL employees. **AS OF JUNE of 2015 ALL SDS MUST BE GHS COMPLIANT (Global Harmonized System).**

8. **Safety Policies & Programs**

The SDS serves as a basis for the District's safety policies and procedures in regards to reducing physical or health hazards. This includes procedures on how to safely **1)** use, **2)** store, **3)** handle, and **4)** dispose of a particular chemical.

9. **Waste Disposal**

The proper disposal of hazardous waste materials is very important. Improper disposal can cause long lasting environmental effects including, groundwater or soil contamination, fire or other catastrophe. Each chemical has specific waste disposal procedures which must be followed.

10. **Mixing Chemicals**

NEVER mix any chemicals unless you have been **TRAINED** and **AUTHORIZED** to do so. Improper mixing of chemicals can be extremely hazardous. For example, mixing a simple household CHLORINE CLEANER with AMMONIA can produce **CLORAMINE**, a DEADLY GAS. Avoid the common mistake of "MORE IS BETTER." Always follow the instructions on the label and SDS.

11. **District Responsibility**

The District is responsible to properly train you in the general and specific hazards of your job. In regards to the basic and potential hazards of chemicals today's safety meeting serves that purpose.

12. **Employee Responsibility**

It is up to the employee to work and act safely. Safety is YOUR responsibility. All the rules, regulations, policies, labels, or SDS won't do any good if **YOU** don't take the responsibility to perform every job safely. Take the time to think safety; it really does make a difference.

Sincerely,

McCabe Union Elementary School District

MAINTENANCE AND GENERAL CONSTRUCTION SAFETY

The **McCabe Union Elementary School District** has multiple areas of safety concerns. The following are commonly accepted specific safe practices that are true at work sites where employees are engaged in maintenance or construction related work activities.

1. All employees will report in good physical condition, alert and ready for work. The use of illicit drugs and alcohol is prohibited at all times. This includes prescribed medication that adversely affects motor and sensory skills.

2. If involved in excavation, which requires the use of heavy equipment ALWAYS, call DIG ALERT at **1-800-227-2600** for help. You MUST call with 2 working days notice BEFORE you dig.

3. Proper PPE must be worn at all times, e.g., Hard Hats, Safety Glasses, Gloves, Closed Toed Shoes, etc. as required by the hazards of the job.

4. ALL employees MUST KNOW the dangers of the specific work area(s). If not sure, you MUST ALWAYS ask your supervisor, Safety Director, or Safety Coordinator.

5. Proper precautions must be taken at all times while working around heavy equipment; pedestrians are not easily visible and can be run over. Proper precautions may include high visibility cones, cordoning off with “CAUTION” tape, and others.

6. Trenches and other excavated areas present a fall hazard. NEVER jump over these. If planks are available, ALWAYS use these to cross. Always inspect and make sure planks are sturdy enough to sustain your weight.

7. NEVER work with heavy equipment next to excavations or trenches. These present a “cave in” especially if dirt is damp/wet and should be avoided when working with heavy equipment. The “rule of thumb” is to maintain a distance away from the excavation equivalent to the depth of the trench or hole.

8. When moving heavy objects utilize the “buddy system.” In so doing, only one person must **verbally coordinate** the actual lift. ALWAYS lift with your legs, NOT your back.

9. When working with hazardous substances, you MUST ALWAYS read the appropriate SDS form BEFORE handling the substance. Use the required PPE as described in the product label and SDS.

10. NEVER work in Confined Spaces without obtaining the Work Permit; you **MUST** have received specialized training and authorization before entering a Permit Required Confined Space. DO NOT enter if you have not been properly trained and authorized – your life may depend on this.

11. NEVER work with tools or equipment without the proper guarding and proper training. **ALWAYS INSPECT TOOLS/EQUIPMENT BEFORE USE.**

12. NEVER work with electric power tools, equipment, etc. with frayed, cut or damaged cords, or if missing the GROUND prong.

13. NEVER eat, smoke, and drink around work areas especially if there are hazardous or combustible substances in the immediate work area.

14. ALWAYS wash your hands before and after using the bathroom.

15. NEVER smoke around combustible materials such as, gas, diesel, oxygen, acetylene, liquefied petroleum, in enclosed areas, etc.

16. NEVER work inside trenches/excavations without proper shoring protection. You MUST have received specialized training before entering.

17. Respiratory protection is not common in our work sites. However, should you ever have the need for this form of PPE, please see your supervisor. You MUST have received specialized training, as well as medical clearance and be authorized to use before using a respirator to perform work duties.

18. When working with cement, always wear the appropriate PPE. At a MINIMUM this should include, rubber gloves, rubber boots, and safety glasses with side shields. If you are working next to the cement truck's shoot or a pump's overhead hose a Hard Hat is also a MUST.

19. If performing maintenance, fixing, or otherwise working on electric power tools, or other type of power operated equipment ALWAYS follow the correct LOCK OUT and TAG OUT procedure BEFORE working on these.

20. NEVER adjust or give maintenance on a piece of equipment that is running or while it is in operation. Always observe established LOTO procedures.

21. When involved in "tilt up" operations, unless you are part of the actual work crew which is setting the walls in place you MUST stay away from the actual work area. These types of operations present in themselves specific safety hazards that you should not be around or exposed to.

DEFENSIVE DRIVING

1. NEVER drink and drive. NEVER use illicit or medically prescribed controlled substances (drugs), which will impair your motor or sensory skills.

2. NEVER insist in the right of away. ALWAYS be courteous when driving and give the other driver the right of right of way.

3. DO inspect your vehicle to make sure it is in proper working order BEFORE you start it. ALWAYS check your vehicle gears BEFORE engaging the starter. **PARKING BRAKE MUST BE ENGAGED.**

4. ALWAYS drive the posted speed limit unless weather or other conditions make this unreasonable to do so.

5. ALWAYS check your mirrors as you drive. ALWAYS turn your head and look behind you when backing-up in your vehicle. **DO NOT RELY ONLY ON BACK UP CAMERA IF VEHICLE IS EQUIPPED WITH ON.**

6. NEVER make a "conventional 3-point" U turn in a commercial or residential street UNLESS it is absolutely safe to do so. **McCabe Union Elementary School District** policy prefers that you drive forward and execute at least 2 rights or left turns on subsequent streets to make the "U" turn. This method may be more time consuming but in the long run it is safer.

7. NEVER drive without your seat belt on or allow passengers to ride without their seat belts securely fastened. If your vehicle is equipped with both a single lap and a single shoulder belt, **McCabe Union Elementary School District** policy requires you to utilize both belts.

8. ALWAYS drive with your headlights on (even during day time). This allows the other drivers better visibility of your presence, especially in sunny days. **THIS IS MANDATORY IN SCHOOL BUSES.**

9. ALWAYS maintain at least 3 seconds distance between your vehicle and the one directly in front of you.

10. ALWAYS "look ahead" of the vehicle directly in front of you to see what other cars are doing. This will help you to "anticipate" what maneuvers others might make. DO NOT make the mistake to "assume" that what you observed is what "actually" is going to take place. For example: a vehicle in front of you arrives to a red light and is going to make a right turn just as you are. You SEE the vehicle make the complete stop and "assume" that his next move is to accelerate and complete the right-hand turn. Since you "assumed" and "anticipated" this maneuver, you accelerate to also make your complete stop as you look to your left for oncoming traffic. **What if the vehicle that you "assumed" already made the right turn did not accelerate after all?** Who's going to hit who?

11. ALWAYS pull over to the right hand side of the road in order to allow an emergency vehicle pass that has on their red lights and siren.

12. NEVER pick up hitch hikers, transport non-employee personnel, etc. while working on **McCabe Union Elementary School District** time, this includes driving District owned vehicles or your own personal vehicle. To do so unnecessarily exposes yourself and the **District** to potential dangers, harm and liability.

13. ALWAYS honk your horn as you back up. Look closely at your mirrors and look behind your right shoulder. Think about "little people" as well as "adults" when checking your mirrors. Remember, children are not as easily visible as are adults – they are smaller in size and they move faster.

14. ALWAYS come to a complete stop at red lights or stops. **ROLLING STOPS** are prohibited by State law and **McCabe Union Elementary School District** policy.

15. Any fine subsequent to a moving violation will be the responsibility of the driver to pay. Failure to pay will cause for a DMV imposed restriction on driving privilege. As such, driving privileges at work will hinder and restrict your work activities. This could result in disciplinary action against the employee, leading to and may include suspension or termination.

16. ALWAYS decrease your speed when driving into a curve. This becomes especially crucial when you are carrying either a stable or unstable load inside your vehicle.

17. ALWAYS secure your load before transporting. Failure to do so could result in unnecessary damage to goods and an accident.

18. If for some reason you are expected to use your own personal vehicle for **McCabe District** business your vehicle must be properly insured within the legal requirements of the State of California. A "Certificate of Insurance" must be on file with **McCabe Union Elementary School District's Safety Director, Nick Curry.** The "Certificate of Insurance" will list **McCabe Union Elementary School District** as "Additional Insured". IT IS YOUR RESPONSIBILITY TO ADVISE the **District** OF ANY CHANGES IN YOUR INSURANCE COVERAGE AND TO PROVIDE **McCabe Union Elementary School District** WITH THE NECESSARY DOCUMENTS.

DRIVER SAFETY

McCabe Union Elementary School District acknowledges that it may or may not hire individuals designated specifically as "Drivers." However, it also acknowledges that on occasions **McCabe Union Elementary School District** employees may be asked to perform job tasks requiring the use of **McCabe Union Elementary School District** or personal vehicle. **McCabe Union Elementary School District** will expect ALL concerned with this activity to be familiar with and obey the following:

1. ALL drivers are expected to follow these rules, render every possible aid to safe operations and report all unsafe conditions and/or practices to their supervisor.

2. ALL Class A and Class B drivers will participate in the **McCabe Union Elementary School District's** Alcohol & Drug Program. This is a "Condition of Employment" as required and regulated by the Department of Transportation- Federal Motor Carrier Safety Administration and the California Highway Patrol.

3. It is against the law and **McCabe Union Elementary School District** policy for drivers to drink alcohol and/or consume drugs (prescribed or illegal) while driving on **District** time or business.

4. Drivers must be alert to their work surroundings and drive their vehicles in a defensive, courteous, and safe manner AT ALL TIMES.

5. Visual acuity and alertness MUST NOT be impaired. The drive MUST inform his/her supervisor of illness, fatigue or other conditions that impair safe operations of a vehicle on **District** time or business.

6. Drivers MUST inspect their vehicles BEFORE operating. UNSAFE vehicles MUST NOT be used. Drivers MUST inform their supervisor of unsafe vehicles.

7. Drives MUST wear seat belts at all times while driving. Additionally, drivers must obey posted speed limits, weights, heights, etc. while operating on **District** time.

8. Drivers MUST obey weather conditions as they relate to safe vehicle operations and MUST adjust speed, weights and height limits.

9. Drivers MUST wear closed toed shoes as all times while operating. He/she must be careful not to damage property, trucks, docks, etc.

10. Drivers will follow the posted instructions in the event of a vehicle accident and render **McCabe Union Elementary School District** all reasonable assistance in obtaining pertinent accident information.

11. It is PROHIBITED to jump off a vehicle while on **McCabe Union Elementary School District** time or business. ALL drivers must exit their vehicles in a safe manner in order to prevent injury. If the vehicle is equipped with handrail then getting "On" and "Off" requires 3-point of contact at all times.

12. BEFORE unloading, drivers must make sure ramps or docks have been properly secured. Vehicles must be properly secured while loading or unloading.

13. SPEED does not reduce driver's skills. It simply reduces REACTION TIME.

14. Fatigue reduces REACTION TIME. Reduced reaction time can be fatal.

15. Drivers MUST ALWAYS maintain a safe distance from the vehicle in front of them. Follow the "3-Second" rule.

16. NEVER operate a vehicle that is mechanically unsafe.

17. NEVER tamper with a vehicles safety mechanisms or otherwise render a vehicle unsafe to operate.

18. ALL new Class A or B drivers will undergo a Pre-Employment Drug test. You cannot drive until we have MRO written confirmation of the results in our office. ALL positive test results will disqualify you from employment with **McCabe Union Elementary School District.**

19. ALL existing Class A or B drivers will be subject to the following Alcohol and Drug testing requirements: a) Random Selection, b) Reasonable Suspicion, c) Post-Accident, d) Return to Duty and, e) Follow up.

20. If for some reason you must leave your vehicle unattended in an area other than **McCabe Union Elementary School District** premises you must lock your vehicle and secure your cargo. Failure to do so could result in theft or damage of/to vehicle and cargo. Negligence on your part will result in disciplinary action. Bus Drivers MUST always attend to the children and MUST NEVER leave them unattended.

McCabe Union Elementary School District

Heat Illness Prevention Procedures

In compliance with:

California Code of Regulations, Title 8, Section 3395

Name	Title	Phone Number
Nick Curry	Safety Director	760-335-5200

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Section 1 - Procedures for Provision of Water:

1.1 - The supervisor is responsible for providing drinking water containers to the site, so that at least 2 quarts per employee are available at the start of the shift. At times another employee may be assigned to assist with providing cool cans, single-use disposable cups, checking on drinking water levels, and replenishing drinking water when necessary.

1.2 – The supervisor will provide single-use disposable cups and the necessary cup dispensers to ensure that they are made available for each employee and are kept clean until used.

1.3 – As part of **McCabe Union Elementary School District's** (hereinafter referred to as **MUESD** or **District**) Effective Replenishment Procedures, the container water levels will be checked every hour and or every 30 minutes, when the temperature exceeds 95°F. Container with water levels of below 50% will be refilled with cool water. The supervisor or an assigned person will replenish with a clean water container with cool drinking water. In so doing, work employees will **NEVER** be left without sufficient water when replenishing efforts are being conducted.

1.3.1 – Water will be fresh, pure and cool and provided to employees free of charge. The supervisor will visually examine the water and pour some on his skin to insure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort when drinking, e.g. brain freeze, throat freeze.

1.3.2 – Water containers shall be placed closer to employees than shade structures. If any employees are working across large areas, the water will be placed in multiple locations. Care will be taken to not store in the shade and not in direct sunlight.

1.3.3 – All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources is not acceptable.

1.4 – When the temperature equals or exceeds 95 degrees or during a heat wave, a pre-shift meeting will be conducted to encourage employees

to drink plenty of water and remind employees of their right to take a 10-minuted, paid, cool-down rest every 2-hours, and to identify signs and symptoms of heat exhaustion or heat stroke.

1.5 – The supervisor will check the work site and place the water as close as practicable to the areas where employees are working. If field terrain prevents the water from being placed as close as possible to the employees, the supervisor will bring bottled water or individual containers and these will be adequately identified to eliminate the possibility of drinking from another employee's container or bottle.
1.6 – The supervisor will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.

1.7 – The supervisor will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition.

1.8 – MUESD will reimburse the supervisors for any cost incurred for them to fill up their water containers as needed on a daily basis or to purchase necessary disposable cups or cleaning supplies.

1.9 – The supervisor will point out daily the location of the water coolers to the employees and remind them to drink water frequently.

1.10 – When the temperature equals or exceeds 95 degrees F or during a heat wave, the supervisor will increase the number of water breaks, and will remind employees throughout the work shift to drink water.

1.11 – During employee training, the importance of frequent drinking of water will be stressed.

1.12 – If working in a school facility the **District** will fulfill the provision of water by instructing employees and allowing them to drink from the water drinking fountains. In so doing, the **District MUST** first ensure that all drinking fountains meet the following safety requirements: ALL drinking fountains designated for use **MUST 1)** be in good working condition, e.g. sufficient water pressure and water volume flow, **2)** be clean and sanitary for use by employees, **3)** water being dispensed is cool and clean as required by Cal OSHA safety standard.

Section 2 - Access to Shade:

2.1 – Shade will be present when the temperature exceeds 80° F. When necessary, the supervisor will provide shade structures for the site. The shade structures will at least accommodate the number of employees who are on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. If necessary, we may need to rotate employees in and out of meal periods, as with recovery and rest periods. **Note:** Employees must observe social distancing and other COVID-19 safety rules pertinent protection from airborne transmittable aerosols.

2.2 – The supervisor will ensure that shade structures are located as close as practicable to the areas where employees are working, when the temperature exceeds 80° F. When temperatures do not exceed 80°F, the shade structures will still be made available and set in place upon an employee's request.

> *Note*: **MUESD** understands that the interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on even when employee is not inside.

2.3 – The supervisor will point out the daily location of the shade structures to the employees as well as allow and encourage employees to take a 5-minute cool-down rest in the shade when they feel the need to do so. Any employee who takes a preventative cool down rest break will be monitored for the rest of the work shift and asked if he or she is experiencing symptoms of heat exhaustion or heat stroke. No employee will be ordered back to work until signs or symptoms of heat exhaustion or heat stroke have abated.

2.4 – The supervisor will ensure that the shade structures are relocated to follow along with the crew and double-check that they are as close as practical to the employees, so that access to shade is provided at all times.

Employees are free to adjust shade structures closer if they feel that this is more practical. All employees on a recovery, rest break or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

2.5 – In situations where trees or other vegetation are used to provide shade the supervisor will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

***SPECIAL NOTE*: In situations where it is not safe to provide shade (such as when there are high winds), the Supervisor will document how this determination was made, and what steps will be taken to provide shade upon request or other alternative cooling measures with equivalent protection. (See Document 2-A *When it is Unsafe to Provide Shade*)**

Document 2-A - ***When it is Unsafe to Provide Shade***

(This document is only to be used when providing shade [i.e. umbrellas, canopies, etc] would cause possible injuries due to environmental issues. This would include but not be limited to high winds and would be verified through news outlets such as on TV, Radio or Internet)

Name of Supervisor: _____

1. In this situation and worksite, why is it unsafe to provide shade to employees?

_____
_____
_____
_____
_____
_____
_____
_____

2. What evidence do you know of that makes it unsafe to provide shade to employees?

_____
_____
_____
_____
_____
_____
_____
_____

3. What measures will be taken if/when an employee requests access to shade? How will water be provided for this temporary measure of shade?

_____
_____
_____
_____
_____
_____
_____
_____

4. Have you conferred with upper management to approve this temporary measure? Who gave this final approval?

_____
_____
_____
_____
_____
_____
_____
_____

5. Is there any other pertinent information that needs to be documented regarding this situation?

_____
_____
_____
_____
_____
_____
_____
_____

Section 3 –Monitoring the Weather:

3.1 – MUESD will monitor predicted weather temperatures in advance by television, radio or on the Internet to know when the temperature will exceed 80 degrees and to know whether a heat wave is expected. This will assist in order to plan in advance the work schedule and to schedule work modifications if necessary. This type of advance planning should take place all summer long. We will train and instruct our supervisor to check in advance the extended weather forecast. We will monitor the weather through one of the following means:

3.1.1 – Internet: www.nws.noaa.gov.

3.1.2 –National Weather Service Phone Numbers (see CA numbers below)

CALIFORNIA Dial-A-Forecast
San Diego (858) 675-8706(#1);
Eureka (707) 443-7062;
Hanford (559) 584-8047;
Los Angeles (805) 988-6610(#1);
Sacramento (916) 979-3051;

San Francisco (831) 656-1725(#1)

3.1.3 – The Weather Channel TV Network.

3.2 – Prior to each workday, the **Supervisor** will review the forecasted temperature and humidity for the worksite and compare it against the National Weather service Heat Index (***see chart below***) to evaluate the risk level for heat exhaustion or heat stroke, for instance whether or not employees will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat exhaustiones such as heat stroke. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees under consideration are in direct sunlight.

NOAA's National Weather Service

Heat Index

Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	118	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Streuous Activity

Caution Extreme Caution Danger Extreme Danger

3.3 – Prior to each workday, the supervisor will be responsible for monitoring the weather (by means of any of the options mentioned in section **3.1.2**) at the worksite. This critical weather information will be taken into consideration, to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

3.4 – The supervisor will be responsible for checking the temperature hourly to monitor for sudden increases in temperature, to ensure that once the temperature exceeds 80º F that shade structures are opened and accessible to the employees, and to make certain that if the temperature equals or exceeds 95°F that High Heat Procedures are implemented.

Section 4 - Handling a Heat Wave:

4.1 – During a heat wave the work day will be adjusted and/or some jobs will be rescheduled or possibly ceased for the day. A heat wave is any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

4.2 – If schedule modifications are not possible and employees have to work during a heat wave, the supervisor will provide a tailgate meeting (***See attached material in tab #4***) to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the employees (***Review Sections 6.1 – 6.8***). In addition, the supervisor will institute alternative preventive measures such as provide employees with an increase number of water and rest breaks every hour, supervise employees to ensure that they do stop work and take these breaks, and observe closely all employees for signs and symptoms of heat illness.

4.3 – During a heat wave and at the start of the workday, the supervisor will hold a tailgate meeting with the employees to review:

4.3.1 – McCabe Union Elementary School District heat illness prevention procedures (***Review applicable points from Section 1 and Section 2 of Heat Illness Prevention Procedures***)

4.3.2 – The weather forecast (**Radio, Internet or TV**)

4.3.3 – McCabe Union Elementary School District emergency response plan. (***Review Sections 6.1 – 6.8***)

4.4 – The supervisor will assign each employee a "buddy" to be on the lookout for signs and symptoms of heat exhaustion or heat stroke and ensure that emergency procedures are initiated when someone displays possible signs or symptoms.

4.4.1 – During heat waves, new employees during their first two weeks will be monitored closely to observe their acclimatization to the weather. Either the supervisor or another employee designated by him will monitor the new employee and will try to find ways to lessen the intensity of work during a heat wave.

High Heat Procedures

(The following is McCabe Union Elementary School District High Heat Procedures that will be used when the temperature equals or exceeds 95 degrees Fahrenheit)

4.5 – When the temperature equals or exceed 95 degrees Fahrenheit, the supervisor shall be extra vigilant by observing and monitoring employees. The supervisor will observe and monitor employees by one of the following means:

4.5.1 – The supervisor or an employee designated by him will observe 20 or fewer employees.
4.5.2 – The supervisor may implement a mandatory buddy system.
4.5.3 – If there are any employees working alone, the supervisor will check up on employees by radio or cellular phone.
4.5.4 – If the supervisor is unable to be near the employees to observe them or communicate with them, then an electronic device,

such as a mobile phone, radio, or text messaging device, may be used for this purpose only if reception in the area is reliable.

4.6 – High heat procedures will include designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.

4.7 – The supervisor will remind employees throughout the work shift to drink plenty of water.

4.8 – The supervisor will conduct a pre-shift meeting before the start of work and review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

4.8.1 – This pre-meeting will include reminders to stay hydrated, the importance of taking cool-down breaks, identifying the employees who should call for emergency medical services, and how employees will be observed.

4.8.2 – For any employees working remotely, the supervisor may conduct this meeting by cell phone, radio or video conferencing (i.e. Zoom).

Section 5 - Procedures for Acclimatization:

5.1 – Acclimatization is a process by which the body adjusts to increased temperature exposure. Acclimatization is fully achieved in most persons with 4 to 14 days of regular work involving at least 2 hours per day in the heat.

5.2 – Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. **McCabe Union Elementary School District** is responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

5.3 – McCabe Union Elementary School District will monitor the weather daily (***See Sections 3.1.1 – 3.1.3***) and the supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

5.4 – During a heat wave or heat spike, we may cut short the work day (example end at 12 PM), reschedule certain jobs (example conducted at night or during cooler hours) or if possible cease for the day.

5.5 – During the hot summer months, the work shift will start earlier in the day or later in the evening.

5.6 – For new employees and any employees who have been newly assigned to a high heat area, the supervisor will try to find ways to lessen the intensity of the employees work during the first 14 days (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented by the supervisor and will be made available for inspection.

5.7 – The supervisor, or someone designated by him, will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms. New employees shall be closely observed for the first 14 days of the employee's employment.

5.8 – The supervisor will assign new employees a "buddy" or other experienced employee to watch each other closely for discomfort or symptoms of heat illness.

5.9 – During a heat wave, the supervisor will observe all employees closely (or maintain frequent communication via phone or radio) and be on the lookout for possible symptoms of heat illness.

5.10 – McCabe Union Elementary School District training for employees and supervisors will include the importance of acclimatization, how it is developed and how these company procedures address it. We will NOT allow employees who are not accustomed to working in extreme weather and work load conditions to participate in those jobs or work activities that, by virtue of the job or work, exposes them to these extreme weather and workload conditions. This is particularly true of younger and older employees.

Section 6 - Emergency Response Procedures:

6.1 – Prior to assigning a crew to a particular worksite, the supervisor will provide employees with a map along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads) of the site, to avoid a delay of emergency medical services.

6.1.1 – When contacting Emergency Medical Services (EMS), the supervisor will remain on the phone with EMS until EMS has clear and precise instructions to the worksite. For example:

1. 2305 E. Hoyt Road in Holtville
2. NORTH of Interstate 8
3. Traveling DUE NORTH on BONDS CORNER RD.
4. Which turns into SNYDER RD. about 1 mile up.
5. Follow the curve to the left, VEER EAST on SNYDER ROAD
6. We're on the SOUTH EAST corner of SNYDER and HOYT RD, approximately 5 miles NORTH of Interstate 8.

6.1.2 – The Supervisor will provide the name of the location, address of the location, and the phone number of the location. For example:

1234 E. Barbell Road, Holtville, CA 92250 with phone number (760) 123-456.

6.1.3 – If in an isolated area, or area where there is no "physical address" available, the Supervisor will provide instructions which will include the use of directions such as:

a. NORTH, SOUTH, EAST, and WEST.
b. Southeast Corner

6.2 – Prior to assigning a crew to a particular worksite, the **McCabe Union Elementary School District** management will ensure that a qualified, appropriately trained and equipped person will be available at the site, to render first aid if necessary.

6.3 – Prior to the start of the shift, the supervisor will determine if a language barrier is present at the site and take steps (such as assigning the responsibility to call EMS to an English speaking employee or the

Supervisor will handle this himself) to ensure that EMS can be immediately called in the event of an emergency.

6.4 – All supervisors will carry cell phones or other means of communication, to ensure that EMS can be called and check that these are functional at the worksite prior to each shift.

6.5 – When an employee is showing symptoms of possible heat exhaustion or heat stroke, the supervisor will take immediate steps to keep the stricken employee cool and comfortable once EMS responders have been called (to reduce the progression to more serious illness). ***The affected employee will never be left unattended***.

6.6 – At remote locations the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible form the road or highway.

6.7 – During a heat wave or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

6.8 – McCabe Union Elementary School District training for employees and supervisors will include a review of these written emergency procedures.

Handling a Sick Employee:

6.9 – When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. Do not leave a sick employee alone as he or she can take a turn for the worse!

6.10 – When an employee displays possible signs or symptoms of heat exhaustion or heat stroke and no trained first aid employee or supervisor is available at the site, call 911 immediately.

6.11 – Call emergency service providers immediately if an employee displays signs or symptoms of heat exhaustion/stroke (For example: decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face),

does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid:

6.11.1 – Remove employee from heat, take employee to the shade.

6.11.2 – Loosen clothing to expose skin to surface air. Remove excess layers of clothing. If conscious, give small sips of cool water.

6.11.3 – Place ice pack or cloth soaked in cold water in the armpits, forehead or neck. Fan the victim. The objective is to bring down the core body temperature to within normal range.

6.11.4 – Place person in comfortable position, elevate feet about 12" (30cm). Be careful that victim does not vomit. If victim does vomit, roll over on side so that they do not choke.

6.11.5 – Do not let a sick employee leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital.

6.12 – If an employee does not look OK and displays signs or symptoms of severe heat exhaustion or heat stroke (For example: decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request immediate emergency medical response and care.

Section 7 - Procedures for Employee and Supervisory Training:

7.1 – McCabe Union Elementary School District will ensure that all supervisors are trained prior to being assigned to supervise other employees. Training will include **MUESD** written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat exhaustion or heat stroke. The following will be a part of the supervisor and employee training:

7.1.1 – The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.

7.1.2 – MUESD procedures for complying with the requirements of this standard, including, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation..

7.1.3 – The importance of frequent consumption of water, up to 4 cups per hour , when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties..

7.1.4 – The concept, importance, and methods of acclimatization pursuant to the employer's procedures.

7.1.5 – The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from heat exhaustion to heat stroke, a serious and life threatening illness.

7.1.6 – The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs in themselves, or in other employees.

7.1.7 – MUESD procedures for responding to symptoms of possible heat illness, including how EMS will be provided should they become necessary.

7.1.8 – MUESD procedures for contacting EMS.

7.1.9 – The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

7.2 – Supervisors will be trained on their responsibility to provide water, shade, cool down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.

7.3 – Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from heat exhaustion to heat stroke, a serious and life threatening illness.

7.4 – Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

7.5 – McCabe Union Elementary School District will ensure that all employees and supervisors are trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to providing sufficient water, providing access to shade, high heat procedures, emergency response procedures and acclimatization contained in **MUESD** written prevention procedures.

7.6 – Employees will be trained on the steps that will be followed for contacting EMS, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided as well as stress the need to make visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

7.7 – When the temperature exceeds 95°F, the supervisor will hold short 'tailgate' meetings to review the weather report, reinforce heat illness prevention with all employees and provide reminders to drink water frequently, to be on the lookout for signs and symptoms of heat illness and inform them that shade can be made available upon request.

7.8 – The supervisor will assign new employees a "buddy" or other experienced employee to ensure that they understood the training and follow company procedures.

LADDER SAFETY

1. FIRST and FOREMOST, ALWAYS select the CORRECT ladder for the job.

2. Always check your ladder and equipment before using it. Check for broken rungs, split side rails, or damaged safety feet. Defective or broken ladders should be put out of service immediately and report it to your supervisor.

3. Make sure the ladder has the correct height you wish to reach, e.g., fixed or portable, wood, fiberglass and aluminum.

4. The greatest hazard associated with ladders is falls. A fall can result in anything from a minor injury with some bruises or broken bones to an injury that involves a permanent disability or even death.

5. When climbing a ladder always face forward, use both hands on the rails and takes one step at a time. Hoist tools, DO NOT carry in your hands while climbing the ladder.

6. Clean your footwear before stepping onto the rungs. When working from a ladder don't over-reach. As a "rule of thumb" always keep your belt buckle between the side rails.

7. ALWAYS CHECK FOR OVERHEAD POWER LINES AND NEVER USE A METAL LADDER WHEN WORKING WITH ELECTRICITY.

8. If an extension ladder is required be sure that the base of the ladder is on an even, hard surface. Extend the ladder to the height needed and be sure that the extension hooks are securely engaged.

9. If using an extension or straight ladder, it must extend 3 feet above the upper landing AND the ladder MUST be tied off or secured before using it.

10. Use the 1 to 4 rule to determine how far from the vertical support to locate the base of the ladder. That's 1 foot of horizontal support for every 4 feet of vertical height.

11. If the base of the ladder is in a high traffic area, rope it off and/or secure it to prevent it from shifting or being bumped. Otherwise, you must have a "spotter" while you are on the ladder working.

11. Before using a stepladder check that the spreader lock is working properly; and never stand on the top 2 steps.

BACK SAFETY AND LIFTING SAFELY

1. We were all born with only ONE back, take care of it and it will take care of you. ONCE it's broken ... that's it, there are NO "replacement parts."

2. The most common causes of back pain are:

   a) **Poor Posture**. This increases strain on the back muscles and may bend the spine.
   b) **Poor Physical Condition**. Proper diet and exercise is the sensible way to help avoid back problems.
   c) **Repetitive Trauma**. The worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments.

3. Body weight in your stomach and/or weight being lifted transfers an estimated 10 pounds of strain on your back.

4. The "basics" of good lifting include:
   a) Size up the load before trying to lift it
   b) Bend the knees; lift with your leg muscles NOT your back
   c) Always "push" a load, don't "pull." By pushing you use your leg muscles
   d) Do not twist or turn your body once you have executed the lift. This causes strain on your back and body.
   e) Make sure you can carry the load to its destination before attempting to move it
   f) Set down your load, don't throw it or drop it

5. Plan ahead before lifting. Ask for help to perform a proper lift. If possible, split the load into smaller ones.

6. When using someone else to help lift, make sure that only one person calls out the lift commands and directs the lift. Work as a team and not independent of each other.

7. Always use “common sense” when lifting. THINK before you lift. Make an “ attitude adjustment” when lifting.

8. Use back supports or braces ONLY at the time you perform the lift. Having them on snug during other “non-lifting” activities is not recommended. The support will have a tendency to “weaken” or make your back muscles “lazy”.

9. ALWAYS report back injuries, no matter how minor, to you immediate supervisor. Failure to do so could result in disciplinary action.

Repetitive Trauma occurs when the body undergoes a movement which causes trauma to the body. Repetition of this movement submits the body to an accumulation of the same trauma which with time causes a temporary or permanent disability injury. Sometimes, all it takes is a simple lift or movement to cause the final trauma and injury.

SLIPS, TRIPS AND FALLS

This information provides the basics on the physical forces involved in slips, trips, and falls. By understanding these forces, the worker may better understand how to prevent injuries.

1. The physical forces at work in a fall are: a) Friction, b) Momentum, and c) Gravity

2. Slips, trips and falls are most likely to happen when you are in a hurry or run, wear the wrong kind of shoes or don’t pay attention where you’re walking.

3. All spills should be cleaned up right away, regardless of who caused the spill. Avoid “*But, I didn’t do it*” type of attitude. This is a negative attitude and is non-productive in the workplace.

4. Don’t let grease accumulate on a floor, especially if there is equipment or machinery around. Be extra cautious on smooth services, especially on wet or rainy days.

5. INCREASED FRICTION reduces chances of slip, trip and fall injuries.

6. Make sure your footwear matches the working conditions present on your job. Consult a specialist for details.

7. Pine tar disinfectants used on ceramic floors sometimes leave a slippery residue and can cause bathroom falls. **Floors should be rinsed with clean water only.**

8. Post signs or place barricades to warn others of a wet surface.

9. When working on a ladder use both hands when you climb the ladder, never overreach, never carry items when climbing.

10. Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. Contributing factors also include: a) cluttered work area, b) poor lighting, c) area has loose footing, and others.

11. Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic in your work area.

12. Extension or power tool cords can be dangerous tripping hazards. Tape them to the floor or arrange them so that they won't be in the way for pedestrians.

13. You and your attitude are the most important factor against Slips, Trips and Falls.

OFFICE SAFETY

Face covering should be worn whenever employee can't maintain 6ft or more of distance.

1. Practice safe walking skills. If you must walk on or over wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outward. Move slowly and pay attention to the surface you're walking on.

2. Clean up spills yourself or report it to a maintenance person. Even minor spills can be very hazardous.

3. Be more cautious on smooth surfaces. Move slowly on floors which have been waxed but not buffed, and other very slippery surfaces.

4. Wear the right shoes. High heels are more likely to cause slips or twisted ankles as compared to flat shoes. Consider this in your dress attire.

5. When carrying objects, make sure you can see where you are going. Keep your work area well lit.

6. Keep your work area clean and don't clutter aisles or stairs. Please store materials in closets, file cabinets, or desks. Be careful to not OVER stack. DO NOT store materials inside Electrical Room, near heaters, or other heat sources.

7. Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic in your area.

8. Extension or power tool cords can be dangerous tripping hazards. If they must be used, tape them to the floor or arrange them so that they won't be in the way for pedestrians.

9. When using stairs, use the handrails at all times. If you're carrying something and can't grip the handrail, use extra caution. Don't run or jump from landing to landing when using stairs. Remember to always report broken stair treads,

floor boards, or handrails to your immediate supervisor.

10. Always use a ladder to obtain objects beyond your reach. Never use a swivel chair with wheels as a makeshift ladder.

11. Dispose of broken glass or other sharp objects carefully. If you believe they could present a hazard to cleaning or maintenance staff, put the sharp pieces into another container before putting them in the wastebasket.

12. Practice good housekeeping at all times in your office work area. Cluttered work areas are a breeding ground for accidents.

13. Practice good common sense in your work area at all times. Think "safety first".

FORKLIFT SAFETY

1. ALL individuals required to drive **McCabe Union Elementary School District** forklift as part of their job duties will be trained in the safe operations thereof prior to operating. **YOUR EMPLOYER IS RESPONSIBLE FOR DETERMINING IF YOU ARE A COMPETENT OR QUALIFIED DRIVER**.

2. ALL individuals required to drive a **McCabe Union Elementary School District** forklift as part of their job duties will be responsible to obey and follow these rules. Failure to do so will result in disciplinary action(s) leading up to and including termination of employment.

3. Operating a forklift takes skill, mechanical knowledge, compliance with safety rules and safety driving under unique conditions.

4. The Driver is responsible for checking the forklift PRIOR to use (checking fluid levels, hydraulics, steering, wheels and tires, brakes, forks, mast, and any potential mechanical problems). If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, **the truck must be taken out of service until it is safe to operate**.

5. ALWAYS be aware of and obey the following "rules of the road" while operating:

- **Keep to the right**, the same as highway driving with an automobile
- **Obey speed limits.** Remember that a forklift is not a street rod, but is a slow moving vehicle, designed that way for safety
- **Keep 3 vehicle lengths away from other vehicles**. This creates a "space cushion" around the vehicle
- **Slow down at all intersections** and always sound the horn at blind ones
- **The pedestrian always has the right of way**
- **No horseplay is allowed**. It's basic common sense
- **No riders are allowed** on any forklift vehicle

- **Always keep arms and legs inside the vehicle**
- **Face direction of travel**, keep your mind on what you are doing, and never travel forward with the load blocking your view
- **Know the position of your forks at all times**
- **Be aware of overhead clearances** such as pipes, sprinklers, door beams, etc.
- **Know the limits of elevators**
- **Be alert for oil and grease spots** which could result in an accident
- **Cross railroad tracks at an angle** never a right angle
- **Wear protective equipment when required** such as safety glasses, ear protection, and seat belt if truck is equipped with one.
- **Be careful of changing light conditions**, such as coming in from bright daylight into dimly lit areas and vice-versa
- **Beware of edges on loading docks**
- **Always chock the wheels of a truck being loading or unloaded**

- **Stop completely before raising or lowering a load**
- **Make sure forklifts are all the way into a pallet** and tilt the mast back to stabilize the load before moving
- **Never travel with a load raised high.** When moving, always have the unloaded forks no more than six inches high
- **Make sure the load is balanced** and secure on the forks
- **Do not attempt to move loads with broken pallets,** loads beyond the capacity of the forklift or loads that are unbalanced
- **When you leave a forklift unattended and remain within 25 feet of the truck**, completely lower the load engaging means, neutralize controls, and set the brakes to prevent movement. (NOTE: A powered industrial truck is “unattended” when the operator is 25 feet or more away from the vehicle which remains in view, or whenever the operator leaves the vehicle and it is not in view.)

6. Because of the design of forklifts, they have a very short rear wheel swing. High speeds, sudden turns can tip them and cause serious injury and damage.

7. A good rule of thumb is to “travel slowly and avoid sudden turns”.

8. Tilting the mast back is necessary for safe operation when traveling with a load to create better vehicle/load balance.

9. FORWARD up a ramp and REVERSE down a ramp.

10. Never park in front of fire equipment, doors, exits, or high traffic areas.

11. DO NOT pass another vehicle in narrow aisles.

12. NEVER SMOKE in fueling areas.

13. If you cannot see past a load in front, travel backwards, carefully.

14. Know the load capacity and limits of your vehicle.

15. Never attempt to lift a load beyond the load limits of your forklift.

16. Do only maintenance or repair work that you are authorized to do. Leave the rest to maintenance or other contracted personnel.

17. When leaving your vehicle, lower the forks, put the controls in neutral, set the brakes, block the wheels if on an incline, shut the power off, and remove key.

FLAMMABLE & COMBUSTIBLE MATERIALS

1. Always read the SDS on the flammable and/or combustible liquid you will be handling. This will familiarize you with its potential hazards, handling methods, PPE to be used, first aid procedures and other safety data.

2. ALWAYS handle and store flammable and combustible liquids in containers designed for these. NEVER use secondary containers not designed or authorized for the specific flammable or combustible liquid you are utilizing. Consult your SDS for more details.

3. NEVER utilize flammable and/or combustible liquids in an enclosed area without proper ventilation.

4. NEVER utilize flammable and/or combustible liquids in or around open flames, sparks, heaters, and other heat sources. These can ignite and or explode causing great bodily injury and/or death as well as property damage.

5. ALWAYS utilize the proper PPE when handling flammable and/or combustible liquids.

6. All containers holding flammable and/or combustible liquids shall have a label which clearly identifies the liquid. The proper wording and marking on the label shall be present. NEVER remove a label from a primary or secondary container of flammable and/or combustible liquids as they offer important safety alert and warning information.

7. NEVER leave flammable or combustible liquids unattended. If you will be leaving your work area and/or momentarily interrupting your work activities whereby you will no longer be there to properly handle or supervise the liquid, please store these in a safe and proper manner according to the instructions in the SDS and/or the label. DO NOT STORE flammable liquids inside PLASTIC CONTAINERS. ONLY use United Laboratories (UL) approved, metal, safety cans.

8. NEVER smoke, eat, or drink when handling flammable or combustible liquids.

9. Always practice good hygiene when working with these liquids as these may enter your body via dirty hands, contaminated cigarettes, using the bathroom, etc. and cause illness or injury. Always wash your hands before eating and before and after using the bathroom when you have been handling flammable or combustible liquids.

10. Always clean up spills immediately. DO NOT use tools that create sparks. Consult the SDS for details for instructions on first aid, safety, and PPE. Dispose of according to local, state, and federal safety guidelines.

11. Containers must be fully closed, stored in a cool dry place, inside a fire rated cabinet if possible, and NEVER be used as "parts cleaners". Always consult with your immediate supervisor if you have questions.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye and Face Protection

1. The employee must understand: 1) when eye and face protection is necessary, 2) what eye and face protection is necessary, 3) how to properly don, doffing, adjust, and wear goggles, face shields, etc., 4) PPE limitations, 5) proper care, maintenance, useful life, and disposal of eye and face protection.

2. You must show that you understand the training, and can use eye and face protection properly before you will be allowed to perform work requiring its use.

3. Proper eye protection reduces your chances of injury and reduces the severity of injury if an accident does occur.

4. The following is a list of some hazards which can pose danger to eye and face safety:

   a. **Injurious gases, vapors, and liquids**. Workers handling acids or caustics, and doing welding are subject to these hazards.

   b. **Dusts or powders, fumes and mists.** Some sources are scaling, light grinding, spot welding, and woodworking; they can also include very small flying particles.

   c. **Flying objects or particles.** Some sources include caulking, chiseling, grinding, hammering, and metal working; these cause the majority of eye injuries.

   d. **Splashing metal.** Some sources are babbitting, casting of hot metal, dripping in hot metal baths.

e. **Thermal and radiation hazards such as heat, glare, ultraviolet, and infrared rays.** Sample sources are welding, metal cutting, and furnace tending.

f. **Lasers.** Recent addition to the list of eye hazards, laser beams can present dangerous and unusual exposure. Different kinds of laser beams require different methods of eye protection.

g. **Electrical hazards.** Sample sources are arcing and sparks.

5. When engineering controls, e.g. guards, screens, and shields do not provide total eye protection, PPE must be utilized. Familiarize yourself with the requirements of your job assignment and ask for the appropriate PPE.

6. It is important that your work station have appropriate ventilation and lighting. Proper lighting reduces glare and eye strain and enables you to see your work clearly. A good ventilation system will carry away fling debris that might be hazardous to the eyes if it remains in the atmosphere, e.g. spray booth, de burring, grinding area, etc.

7. You should become familiar with the location and operation of emergency eyewash facilities. If you believe that one should be closer to your work area, consult with your immediate supervisor and/or submit an “Employee Safety Suggestion” form right away.

8. The first 15 seconds after the eye injury is the critical period. An eyewash station must be readily available within 100 feet or a 10 second walk of the work area where the potential danger exists.

9. If you get something in your eye - dirt, wood, metal, or a flying particle - go immediately to the nearest eyewash. ALL eye injuries, no matter how minor, MUST be reported to the supervisor or management immediately.

10. Flush the eye with water until the foreign object has been rinsed out. Don’t rub your eye, this can scratch the eye or embed the object. If you can’t rinse out the object, bandage your eye loosely and get additional medical attention immediately. NEVER drive by yourself, request that someone else drive you to obtain medical attention.

11. You should become familiar with how the eyewash works. You might even practice holding your eyes open in a stream of water.

12. OSHA states that contacts should not be worn by workers in contaminated atmospheres while wearing respirators (29 CFR 1910.134(e)(5)(ii)).

13. Situations where contacts SHOULD BE WORN WITH CAUTION include workplaces where you might be exposed to chemical fumes, vapors or splashes, intense heat, and molten metals. Contacts should be removed immediately if redness of the eye, blurring of vision, or pain develops on the job.

14. If you do wear contacts on the job you should: a) keep a spare pair of contacts or prescription glasses with you, b) make sure your supervisor or plant first aid personnel know that you wear contacts, in the event of an injury on the job, c) advise Human Resources who your eye doctor is.

15. Affected employees who wear prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, OR SHALL wear eye protection that can be over the prescription lenses without distributing the proper position of the prescription lenses or the protective lenses.

16. Absorptive lenses are used to absorb or screen out unwanted light and glare. Always wear proper eye protection while welding or working with torches. Goggles or helmets are available with filter lenses to shield the eyes from radiation and glare.

17. Inspect eyewashes and showers frequently to make sure they work effectively and that the water is potable. Immediately report any deficiencies to your supervisor or management.

18. Street-wear eyeglasses are not designed to be safety glasses and should never be used as such.

19. Safety equipment should be maintained in good condition and replaced when defective, e.g. scratched glasses or face shield which obstruct proper visibility.

20. The pair of eyes you were born with is the eyes that have to last you a lifetime. Protect them. Remember, "*You can walk with a wooden leg, you can chew with false teeth, but you can't see with a glass eye*!"

Foot Protection

1. Foot protection is a must while working in the manufacturing plant. All safety shoes must meet **ANSI Z41-1991** standard on protective footwear. The shoe manufacturer can inform you if your shoe meets this standard. (Protective footwear purchased before July 5, 1994 shall comply with the **ANSI** standard "USA Standard for Men's Safety Footwear," **Z41.1-1967**.)

2. **When is protective footwear necessary?** Any time you are in the manufacturing work areas; regardless if it is just for "passing through."

3. **What footwear is necessary? Answer:** That which meets the **ANSI Z41-1991** consensus standard on protective footwear.

4. **How to properly don, doff, adjust, and wear protective footwear?** All protective footwear must fit comfortably on your feet. Too large or too small footwear may actually cause discomfort and/or harm to your feet. Wear good socks with your shoes, preferably white cotton material. This helps absorb moisture and adds to your comfort. When removing your shoes, always inspect them for any damage, cracks, unusual wear, etc. If steel toed, make sure that it is properly secured and in good functional order. Clean any oil, grease, metal, and/or foreign materials on the soles since this will decrease surface friction and cause a slip and fall. Adjust the laces but not too tight. Since our feet support all of our body weight, if they are tired and hurting, the rest of our body will also feel tired.

5. Some type of foot injuries include: skin disease, cuts, punctures, burns, sprains, and fractures. Sharp and heavy objects falling on the foot are the primary source of injury.

6. Other hazards include:
   a. **Compression** - the foot or toe is squeezed between two objects or rolled over.
   b. **Puncture** - a sharp object like a nail breaks through the sole.
   c. **Electricity** - a hazard in jobs where workers use power tools or electric equipment.
   d. **Slipping** - contact with surface hazards like oil, water, or chemicals cause falls.
   e. Chemicals - chemicals and solvents corrode ordinary safety shoes and

can harm your feet.

f. **Extreme heat or cold** - insulation or ventilation is required depending on climate.
g. **Wetness** - the primary hazard may be slipping but others may also include discomfort and even fungal infections if your feet are wet for long periods of time.

7. Our **McCabe Union Elementary School District's** facility and plant operations or manufacturing processes involve a combination of hazards listed above. Always know the type of hazards you might encounter on your day-to-day work activities and use the proper protective footwear.

8. Foot protection includes guarding your: a) toes, b) ankles, and c) feet from injury. As such, there are some specific types of safety shoes. These include:

a. **Safety Shoes**. Standard safety shoes have toes that meet testing requirements found in the ANSI standard. Steel, reinforced plastic, and hard rubber are used for safety toes, depending on their use.
b. **Metatarsal Guards**. Shoes with metatarsal or instep guards protect the upper foot from impacts. In these shoes, metal guards extend over the foot rather than just over the toes.
c. **Conductive Shoes**. Conductive shoes permit the static electricity that builds up in the body of the wearer to drain off harmlessly into the ground. By preventing accumulation of static electricity, most conductive shoes keep electrostatic discharge from igniting sensitive explosive mixtures. **DO NOT USE THESE SHOES IF YOU WORK NEAR OPEN ELECTRICAL CIRCUITS.**
d. **Safety Boots**. Rubber or plastic safety boots offer protection against oil, water, acids, corrosives, and other industrial chemicals. They are also available with features like steel-toe caps, puncture-resistant insoles, and metatarsal guards. Some rubber boots are made to be pulled over regular safety shoes.
e. **Electrical Hazard Shoes**. Electrical hazard shoes offer protection against shock hazards from contact with open circuits of 600 volts or less under dry conditions. These shoes are used in areas where employees work on live or potentially live electrical circuits.
f. **Sole Puncture Resistant Footwear**. Designed to protect against hazards of stepping on sharp objects that can penetrate standard shoe soles. They are used primarily in construction work.
g. **Static Dissipative Shoes**. Designed to reduce accumulation of excess static electricity by conducting body charge to ground while maintaining a sufficiently high level of resistance to protect your from electrical shock

due to live electrical circuits.

h **Foundry Shoes**. Used by welders and molders in foundries or steel mills where there is a hazard from hot splashes or molten metal or flying sparks. Because they do not have laces but elastic gores, they can be removed quickly in case hot metal or sparks get inside.

9. ALWAYS use the right shoe for the right job. If you are not sure which of the above shoe or shoe types you may need, consult with your supervisor or management.

10. REMEMBER, when purchasing and selecting safety footwear, it is important to look for shoes and boots that meet the **ANSI Z41-1991** standard.

Hand Protection

1. **When is hand protection necessary? McCabe Union Elementary School District** will select and require employees to use appropriate hand protection when employees' hands are exposed to the following hazards: a) skin absorption of harmful substances, b) sever cuts or lacerations, c) sever abrasions, d) punctures, e) chemical burns, f) thermal burns, and g) harmful temperature extremes.

2. **What type is necessary?** It is requested that the employee advise **McCabe Union Elementary School District** of Imperial on the selection of the appropriate hand protection relative to the task(s) to be performed conditions present, duration of use, and the hazards and potential hazards identified.

3. **How to properly don, doff, adjust, and wear gloves, mitts, or other protection?** Hand protection should be donned prior to beginning your work task which exposes your hands to the hazards already discussed. Glove protection should fit reasonably snug to your hands; too large or small gloves may pose discomfort and/or a hazard. Long sleeve shirt or other sleeve protection should be worn OUTSIDE of the glove and NEVER tucked into the glove. If designed with a wrist strap, adjust snuggly so as to prevent foreign particles entering, but not so tight that it cuts off circulation.

4. **Hand protection has its limitations.** Be aware that all hand protection has its limitations. They are not designed for TOTAL hand protection but to act as a barrier and to minimize injuries and their severity if they do occur. Hand protection is prone to punctures, tearing, burning and other type of damage. Recognize this along with the hazards your are working around with.

5. **Proper care, maintenance, useful life, and disposal of hand protection.**

If of a washable type, thoroughly clean/wash your hand protection after use (preferably with soap and water) inside and out. Allow to dry completely and store in an uncontaminated area. This is especially true when working with pesticides or other harmful chemicals. Discard hand protection if it becomes damaged, e.g., torn, punctured, burned, change in shape, hardening, stretching, ripped, etc.

6. Recognize the three basic kinds of hazards. These include (but not limited to):
   a. **Mechanical hazards** - present wherever machinery is used. Injuries resulting from machinery use might include cuts, punctures, abrasion, crushing, or avulsions, or amputations.

   b. **Environmental hazards** - like extreme heat or cold, electricity and materials handling.
   c. **Contact with irritating substances** - skin conditions such as dermatitis can be caused by contact with chemicals and biological agents (bacteria, fungi, anti viruses). Chemicals and toxic substances can also enter the blood stream through abrasions or cuts.

7. Gloves should be worn with great caution near moving equipment or machinery parts.

8. REMEMBER, the most used tool in almost any workplace is the human hand. We only have two and their parts are numbered. There are NO replacement parts.

HOUSEKEEPING SAFETY

"Housekeeping" is serious when it comes to employee safety while at work. The California Labor Code, Section 142.3 and Title 8 of the California Code or Regulations Sections 1513 and 8391 provide LEGISLATIVE MANDATES as to the "MUST HAVE" in housekeeping while at work. Here are the Mandatory Requirements and the **McCabe Union Elementary School District** incorporates these as part of its "Housekeeping Safety" requirements.

1. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails and all other debris shall be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures.

2. The ground area within 6 feet of a building under construction shall be reasonable free from irregularities wherever it is practicable to attain this condition by grading or similar methods, and open ditches shall be bridged to provide passageways at convenient places.

3. Material storage areas and walkways on the construction site shall be maintained reasonably free of dangerous depressions, obstructions, and debris.

4. Combustible debris accumulated within the building or structure shall be removed promptly during the course of construction. Safe means shall be provided to expedite such removal.

5. Flammable or hazardous wastes shall be placed in covered containers separate from the normal debris.

6. ALL WASTE shall be disposed of at intervals determined by the rate of accumulation and capacity of the job site container.

7. Waste, materials, or tools shall not be thrown from buildings or structures to areas where employee(s) may be located, unless the area where the material falls is guarded by fences, barricades, or other methods/means to prevent employee(s) from entering and being struck by falling objects. Signs shall be posted to warn employees of the hazard.

8. Good housekeeping conditions shall be maintained. Adequate aisles and passageways shall be maintained in all work areas. All staging platforms, ramps, stairways, walkways, aisles, and passageways shall be kept reasonably clear of all tools, materials, and equipment except that which is in use, and of all debris such as welding rod tips, bolts, nuts, and similar material. Hose and electric conductors shall be elevated over or placed under the walkway or working surfaces or covered by adequate cross-over structures.

9. All working areas on vessels and dry docks shall be kept reasonably free of debris, and construction material shall be so piled as not to present a hazard to employees.

10. Slippery conditions on walkways or working surfaces shall be eliminated as they occur.

11. Free access shall be maintained at all times to all exits and to all fire-alarm boxes or fire-extinguishing equipment.

12. All oils, paints, thinners, solvents, waste, rags, or other flammable substances shall be kept in fire-resistant covered containers when not in use.

ALL MCCABE UNION ELEMENTARY SCHOOL DISTRICT EMPLOYEES WILL PRACTICE GOOD HOUSEKEEPING WHILE WORKING AT ANY OF ITS JOB SITES.

NO EXCEPTIONS.

AIR COMPRESSOR SAFETY

1. ALWAYS inspect air compressors BEFORE using them. NEVER use a defective air compressor which may cause you harm. ALWAYS make sure that the Air Compressor has a current and valid “Air Compressor Permit” posted next to its immediate location.

2. Air compressors are the most common forms of obtaining compressed air. These must have protective guards around pulleys and belts.

3. Proper Lock Out & Tag Out procedures MUST be observed when servicing, adjusting, fixing, or providing maintenance to any air compressor.

4. NEVER use air compressor air hose to dust off clothing or any part of your body. Serious damage can be cause such as: pressure contusions, conjunctivitis (eyes), and in extreme cases perforation of the colon.

5. Be careful when working around air compressors which have an oil leak. Aside from being a slip hazard, this can also create a fire hazard.

6. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment to include, but not limited to: safety glasses or goggles, dust mask, face shield in absence of goggles, and a dust mask.

7. Bottles of CO^2 gas is another way of obtaining compressed gas/air. Be careful, this type of gas/air is cold and can cause serious burns to the skin.

8. You should wear gloves if using bottles of CO^2 gas.

9. REMEMBER, when blowing cement dust out drilled holes in cement the air pressure and dust particles have ONLY ONE WAY to go … UP. If you are in the path it will come back straight at you.

10. ALWAYS wear safety glasses with face shield or safety goggles and dust mask when blowing out dust from holes drilled in cement.

11. You MUST maintain a maintenance record on every air compressor. ALWAYS make a note of the last time water was released from the air compressor.

12. Air hose fittings MUST be CRIMPED and must NEVER be secured with "screw driver ratchet" type clamps.

13. Always report a defective or malfunctioning air compressor. NEVER use if not in proper working conditions.

MACHINE GUARDING

The **McCabe Union Elementary School District** has numerous pieces of equipment which have moving parts and require proper guards to be in place. The following is general information which must be observed at all times. Specific safety hazards relative to your specific work assignment need to be reviewed directly with your immediate supervisor.

1. Guards and decals which identify the danger must be kept in place whenever the machine is operated.

2. Guards or shields removed for maintenance must be properly replaced before use.

3. Repair or replace damaged guards and shields. Replace decals if in the process they become damaged or torn off.

4. Moving parts present the greatest hazard because of the swiftness of their action and **unforgiving** relentless motion. **NEVER** place your hand or other body parts into moving machine parts.

5. Long hair, loose clothing, and jewelry can easily get caught in machine moving parts and cause severe bodily injury. Secure your hair and loose clothing and NEVER wear jewelry when working with or around machines.

6. **Pinch Points** are found where two parts move together and at least one of them moves in a circle; also called mesh points, run-on points, and entry points. Some examples are: belt drives, chain drives, gear drives, and feed rolls. When shields cannot be provided, operators must avoid contact with hands or clothing in pinch point areas.

7. NEVER attempt to service or unclog a machine while it is operating or the engine is running.

8. **Wrap Points** are found in any exposed component that rotates. An example is rotating shafts such as a PTO shaft or shafts that protrude beyond bearings or sprockets.

9. Splined, square, and hexagon shaped shafts are usually more dangerous than round shafts because the edges tend to grab fingers or clothing more easily than a round shaft, but round shafts may not be smooth and can also grab quickly.

10. Once a finger, threat, article of clothing, or hair is caught it begins to wrap; pulling only causes the wrap to become tighter. IMMEDIATELY turn off the machine.

11. **Shear Points** are found where the edges of two moving parts move across one another or where a single sharp part moves with enough speed or force to cut soft material.

12. Some examples of shear points include sickle bar mowers, rotary shredders and cutters [think of your paper shredder], augers in tubes, chain and paddle conveyors, and certain points in an implement frame during raising or lowering, hedge-trimming shears, and rotary mower blade.

13. **Crush Points** are found between two objects moving toward each other or one object moving toward a stationary object. Some examples include working under a raised heavy object like a truck-n-pup trailer, hitches, telescoping shafts, hoods, and doors.

14. NEVER stand between two objects moving toward one another.

15. Make certain the driver knows where the help is at all times when hitching a vehicle to an implement. Do not move between the two objects to complete the hitching until the backing vehicle is completely stopped and the brake is set.

16. NEVER stand between the tires of vehicles. Use adequate blocking or lock-out devices when working under equipment.

17. **Pull-In Points** are found where objects are pulled into equipment, usually for some type of processing. Some examples are feed rolls, grinders, and forage harvesters.

18. Machines are faster and stronger than people. NEVER attempt to hand-feed materials into moving feed rollers. Always stop the equipment before

attempting to remove an item that has plugged a roller or that has become wrapped around a rotating shaft. [Example: That would be like putting your hand inside your washer when the spin dry cycle is on.]

19. Remember that guards cannot be provided for all situations – equipment must be able to function in the capacity for which it is designed.

20. Freewheeling parts, rotating or moving parts that continue to move after the power is shut off are particularly dangerous because time delays are necessary before service can begin.

21. **Thrown Objects** can be dangerous as the object could strike a person at any part of the body. Any object that can become airborne presents a dangerous projectile. Some examples include rocks, stones, sticks, and pieces of chopped or cut trees, weeds, etc.

Personal Protective Equipment (PPE) and Machine Guarding:

1. ALWAYS wear the appropriate PPE when working with machines and around machines.

2. Some PPE may include: Hearing Protection, Safety Glasses, Dust Mask or Respirator, Face Shield [never wear face shield by itself, you must have safety glasses on as well], Hard Hat, Steel Toed Shoes, and others.

3. NEVER wear gloves when working with machines that have moving parts. The gloves can become caught on the moving machine part(s).

Emergency Shut Off Switches and Machine Guarding:

1. ALWAYS know HOW to turn ON and OFF every machine you work with.

2. ALWAYS make sure that EMERGENCY SHUT OFF switches are working properly.

3. ALWAYS inspect your machine and machine guards before operating.

4. ALWAYS make sure that safety censors are working properly.

ELECTRICAL SAFETY

Electricity is necessary to get work done at construction sites. However, with its benefits come deadly hazards you should be aware of and guard against when working with electrically-powered equipment or wiring. Primary hazards are shock and possible electrocution, burns, arc-blasts, explosions, and fires.

Electricity travels in closed circuits; its normal route is through a conductor and load. You can get a shock when some part of your body becomes part of the circuit. An electric current enters your body at one point and exits at another.

Shock normally occurs when you touch: both wires of an electric circuit or one wire of an energized circuit and ground, or a metallic part that is "hot" because it is contacting an energized wire and you are in contact with the ground.

The severity of the shock depends on three factors:

1) how much current flows through your body (measured in amperes),
2) what path the electric current takes through your body, and
3) how long your body is part of the electric circuit.

The effects of an electric shock on your body can range from: a faint tingle at 1 milliamp, to cardiac arrest, severe burns, and probable death, at 10,000 milliamps. A severe shock can also cause considerably more damage to your body than is visible. You can suffer internal bleeding and destruction of tissues, muscles, nerves, and internal organs. In addition, shock is often only the beginning in a chain of events. The final injury may be from a fall, cuts, burns, or broken bones. The most common shock-related injury is a burn. Burns suffered in electrical accidents are of three types: electrical burns, arc burns, and thermal contact burns.

Electrical burns — are the result of current flowing through tissue or bone, generating heat, and causing injury. They are serious injuries and should be given immediate attention.

Arc or flash burns — are the result of high temperatures near the body. They are produced by an electric arc or explosion.

Thermal contact burns — are those experienced when the skin contacts hot surfaces of overheated electric conductors, conduits, or other energized equipment. Additionally, clothing may be ignited in an electrical accident and a thermal burn will result.

Other injuries — of an indirect or secondary nature, caused by involuntary muscle reaction from the shock, can result in bruises, bone fractures, and even death resulting from collisions or falls.

Fire, explosion, and flying metal — hazards are created from resulting arcs when a short circuit occurs. If high current is involved, arcs can cause injury or start a fire. Extremely high-energy arcs can damage equipment, causing fragmented metal to fly in all directions. Even low-energy arcs can cause violent explosions in atmospheres that contain flammable gases, vapors, or combustible dusts.

Work which requires power tools in order to complete the job, workers can't do their job without electricity. However, constant activity at a job site makes it a particularly hazardous environment. Extension cords, temporary wiring panels, water hoses, materials laying around, and constant use of electric tools, make it extremely important that you are careful around electricity.

Your life may depend on it.

Electrical Safety—Extension Cords

Extension cords are one of the most misused pieces of electrical equipment. When exposed to "normal" construction use, extension cords can experience rapid deterioration. When you subject the cord to additional misuse, such as removing the ability to ground the cord, the cord can be a ticket to the emergency room or even the morgue.

3-prong connectors

One of the most common tricks to get extension cords to work faster is to remove the third prong from a 3-prong connector. Removing this third prong can result in electrocution because the path to ground is now lost.

Repair extension cords with electrical tape

Another common mistake is to use electrical tape to repair extension cords. OSHA doesn't recommend it for a couple reasons: If the tape is applied too thickly if could change the cord's original flexibility and lead to internal damage, and the depth of the abrasions and cuts cannot be monitored to see if they get worse (unless of course you remove the tape).

Hard or Extra Hard Service cords

OSHA often cites construction companies because they fail to use extension cords that are rated correctly. For instance, a two-wire ribbon type cord is not designed for hard usage. OSHA requires that construction extension cords must be either Hard or Extra Hard Service cords. Hard Service or Extra Hard Service cords are marked with one of the following designations: S, ST, SO, STO, SJ, SJO, SJT, and SJTO.

Strain relief

Another common citation OSHA issues deals with the lack of stain relief on extension cords. The plug area of an extension cord is one of the weakest areas of the cord. When devices or fittings designed to relieve cord strain are not used, insulation tends to pull back and expose conductors.

What you can do to prevent accidents when using extension cords

- Visually inspect all electrical equipment prior to use. Any defects such as frayed cords, missing ground prongs, etc., should be corrected by taking the tool out-of-service.
- Frequently inspect electrical systems to insure the path to ground is continuous. Continually audit extension cords at your jobsite. Take any cords that are not hard or extra hard out-of-service immediately.
- Use only cords that are equipped with strain relief.
- Remove cords from receptacles by pulling on the plug, not the cord; you will damage the prongs (usually the ground) and render the cord ineffective to protect your from shock.

POWER TOOL SAFETY

ALL **McCabe Union Elementary School District** employees will be expected to follow these safety rules as they apply to any and all power tools used while working.

1. NEVER use power tools if you are under the influence of alcohol, drugs, medication which makes you drowsy, or in such a physical or mental condition that doing so is unsafe.
2. NEVER use a power tool unless you have 1) experience, or 2) have received specific safety training, or 3) YOU do not feel comfortable using the power tool.
3. ALWAYS inspect your power tools BEFORE using every day. NO EXCEPTIONS!
4. NEVER use a power tool that is defective, such as a damaged electrical cord or a malfunctioning safety guard.
5. Report ALL damaged or defective power tools to your immediate supervisor. He/she will instruct you on what to do. Supervisors SHOULD NOT ALLOW EMPLOYEES TO WORK WITH DAMAGED OR DEFECTIVE POWER TOOLS.
6. Provide maintenance, change blades, and make adjustments ONLY WHEN POWER TOOL IS DISCONNECTED FROM ELECTRICAL POWER SOURCE AND PROPER LOCK OUT AND TAG OUT PROCEDURES ARE FOLLOWED.
7. Damaged or Defective power tools should be RED TAGGED and placed OUT OF SERVICE.
8. ALWAYS wear the appropriate PPE when using power tools. For example, Cal OSHA requires safety glasses as mandatory when using ANY power tool that creates a danger of injury from flying particles or substances. This includes, but not limited to: 1) Power Nail Guns, 2) Skills Saws, 3) Power Drills, 4) Powder Actuated Tools, 5) Brad Guns, and many others. (Title 8, CCR, §3303)

9. NEVER use gloves when using drills, skill saws and other power tools with rotating parts. The glove may come in contact with the power tool's rotating parts and cause you injury.

10. NEVER use a power tool if your hands are wet. The tool may conduct electricity and shock you. NEVER operate a power tool when standing on water.

11. NEVER use a power tool when in an "awkward position" where the probability exists that the power tool may fall on you should it slip from your hands.

12. TAKE GOOD CARE OF YOUR POWER TOOLS. NEVER LIFT OR HAND A POWER TOOL FROM ITS CORD.

13. ALWAYS REPORT WORK INJURIES IMMEDIATELY TO YOUR SUPERVISOR. NO MATTER HOW MINOR THEY MAY BE. DO NOT SELF DIAGNOSE THE SERIOUSNESS OF AN INJURY; to do so is a violation of the MCCABE UNION ELEMENTARY SCHOOL DISTRICT's safety policy.

LOCK-OUT AND TAG-OUT SAFETY

Lock Out / Tag Out

Failure to lock out and tag out machinery before working on it is a major cause of serious injury, amputations, and death in California. Workers are electrocuted---or lose fingers, hands, arms---or suffer severe crushing injuries--- because machinery is inadvertently turned on while it is being maintained, repaired, adjusted, set-up, or cleaned. Additionally, actions related to un-jamming machinery and equipment contribute to a large number of accidents. Electrocution hazards are addressed in the Electrical Safety Orders.

Summary of Safety Order 3314

Hazardous Energy Control Procedures

The District must develop a hazardous energy control procedure when employees are engaged in the cleaning, repairing, servicing, setting-up or adjusting of machinery or equipment. Separate procedural steps must be developed for each piece of equipment unless like equipment is essentially the same. Employees involved in these activities must be trained on these procedures and on related hazards. Since every machine may have a different energy source and procedure to effectively lock out and block out, every employee needs to be trained by their specific supervisor on the LOTO procedures for each machine. THIS HAND OUT MATERIALS DOES NOT ACCOMPLISH THIS SPECIFIC SAFETY TRAINING REQUIREMENT.

Lockout/Tag Out

During machine servicing operations, the power source must be de-energized or disengaged and the moveable parts of the machine locked or blocked to prevent movement. Potential power sources might include hydraulic, pneumatic, chemical, electrical, thermal, mechanical (including springs or gravity), or other hazardous energy sources. If you have to be able to move parts of a machine in

order to service it, the District will provide you with extension tools or other means of protection, **and thoroughly train you in their safe use**. If the machine you are working with has lockable controls, lock them out or seal them in the off position, tag them. If the machine doesn't have lockable controls, de-energize or disconnect it from the power source and place accident prevention signs or tags. The **District** has a supply of accident signs or tags, padlocks and seals.

Also be aware that some accidents occur when control switches short out and the machine restarts. Machines should be de-energized at the power source and not just shut off at the controls or emergency stop. If you work on a repetitive process machine that requires power to maintain indexing, special requirements have to be met when you are servicing, setting-up or testing the machine. The operating station must be under the control of a **qualified worker** who is in constant communication with the servicing worker, or who keeps that person in

sight at all times. When the operator has to leave the operating station to install tools, machine parts that could move rapidly must be individually locked out. When repair procedures require adjustment or replacement of parts, de-energize the machine, and disconnect it from the power source.

Discussion Questions

♦ Do you have any questions about how to lock out or block out the machinery in this shop?

♦ Are there times when you aren't sure whether to lock out or block out?

♦ When are workers most likely to fail to lock out or block out the machinery?

♦ How can the requirements of safety order 3314 be enforced in this shop?

Resources

Requirements for working on energized electrical systems are prescribed in Title 8, California Code of Regulations, Sections 2320.9 or 2940.

Title 8, California Code of Regulations can be reviewed at:
http://www.dir.ca.gov/samples/search/query.htm

Publication: *Lockout/Tag out* can be ordered from the Cal/OSHA publications website at:
http://www.dir.ca.gov/dosh/puborder.asp

Note: The information provided is not meant to be either a substitute for or legal interpretation of the occupational safety and health regulations. Readers are cautioned to refer directly to Title 8 of the *California Code of Regulations* for detailed information regarding the regulation's scope, specifications, and exceptions and for other requirements that may be applicable to their operations.

MATERIAL HANDLING SAFETY

Compressed Gas Cylinders

Compressed gas cylinder bottles usually contain gases which are highly flammable. Special care must be taken when loading, unloading, using, and storing.

Cylinders of compressed gas shall be stored in areas where they are protected from external heat sources such as flame impingement, intense radian heat, electric arc, or high temperature steam lines.

Inside of buildings, cylinders shall be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials such as oil or excelsior. Assigned storage spaces shall be located where cylinders will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons. Note: Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways.

Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high, or a minimum of 18 inches (46 centimeters) above the tallest cylinder and having a fire-resistance rating of at least one hour.

Compressed gas cylinders shall be stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling. Liquefied fuel-gas cylinders shall be stored or transported in a position so that the safety relief device is in direct contact with the vapor space in the cylinder at all times.

All cylinders which are designed to accept valve protection devices shall be equipped with such devices when the cylinders are not in use or connected for use.

Unless cylinders are secured on a special truck or rack, regulators shall be removed and valve-protection devices, when provided for, shall be put in place before cylinders are moved.

Compressed gas cylinders in portable service shall be conveyed by suitable trucks to which they are securely fastened; and all gas cylinders in service shall be securely held in substantial racks or secured to other rigid structures so that they will not fall or be knocked over.

Compressed gas cylinder bottled must be stored in a cool, dry place, in an upright position and be secured to prevent tipping over or falling. VIOLATION OF THIS IS CLASSIFED AS “SERIOUS” AN CARRIERS AN $18,000 FINE!!!

Exception: When it is not practicable to transport cylinders by truck, nor to bring in racks to point of operation, as in some construction work, cylinders may be carried in, and properly secured in an adequate manner. For short distances, cylinders may be moved by tilting and rolling them on their bottom edges.

Gas cylinders transported by crane, hoist or derrick must be handled in suitable cradles, nets or skip boxes, and shall never be lifted by magnet or by slings, unless the slings are designed and constructed to prevent accidental release of the cylinders.

Valve protection devices shall not be used for lifting cylinders.

Exception: Valve protection devices may be used for manual lifting if they were designed for that purpose.

Bars shall not be used under valves or valve protection caps to pry cylinders loose when frozen to the ground or otherwise fixed; the use of warm (not boiling) water is recommended. Note: Valve protection devices are designed to protect cylinder valves from damage.

Cylinder valves shall be closed before moving cylinders.

Cylinder valves shall be closed when work is finished.

Valves of empty cylinders shall be closed.

Cylinders shall not be dropped or struck or permitted to strike each other violently.

Cylinder valves not provided with fixed hand wheels shall have keys or handles on valve spindles or stems while cylinders are in service. In multiple cylinder installations only one key or handle is required for each manifold.

Leaking regulators, cylinder valves, hose, piping systems, apparatus and fittings shall not be used. Note:(1) Cylinder valves shall not be tampered with nor should any attempt be made to repair them. If trouble is experienced, the supplier should be sent a report promptly indicating the character of the trouble and the cylinder's serial number. Supplier's instructions as to its disposition shall be followed. Note:(2) Complete removal of the stem from a diaphragm-type cylinder valve shall be avoided.

Cylinders shall never be used as rollers or supports, whether full or empty.

Cylinders must not be placed where they might form part of an electric circuit.

No one shall use a cylinder's contents for purposes other than those intended by the supplier.

Acetylene shall never be brought into contact with unalloyed copper, except in a blowpipe or torch.

When flammable gas lines or other parts of equipment are being purged of air or gas, open lights or other sources of ignition shall not be permitted near uncapped openings.

Steel Drums

A common steel drum holding 55 gallons may weigh up to 700 pounds, depending on its contents. It can crush your hand, flatten your foot, or roll out of control and crash into a passerby. That's why workers who must handle heavy barrels and drums need special training.

Full drums should always be trucked or transferred by hoist. Use equipment with drum-gripping devices.

An empty drum may be tilted and rolled on its chime when you master the knack. Wear suitable gloves. Grasp the upper chime edge nearest you with both hands and pull, don't jerk, to balance on the lower chime edge. Face the way you will travel and support the leaning drum on the thigh nearest to it. Then rotate the

drum by grasping the chime hand over hand.

Watch out for burred edges, lock rims, and bungs that may catch your gloves or clothing and throw you.

Drums usually are stored and trucked upright. When stored on their sides they must be chocked, strapped to a skid or pallet, or cradled. Use a mechanical device to upend or lay down. First squat, and then straighten your legs. Don't bend your back.

When drums are rolled on their sides, even for short distances, control them all the way. Use your hands and push against the sides. Never roll drums out of elevators, trucks, or storage past blind corners without posting a guard. Rolling out of control down ramps, they may spring a leak. Beware of partly filled drums containing viscous liquid—they roll in spasms.

Empty drums MUST be fully closed. They MUST have an “EMPTY” label and the date written on the label when it became empty. There is a one (1) year maximum storage from the “EMPTY” date.

WHEELBARROW SAFETY

The following guidelines are to be followed while using a wheelbarrow at the worksite:

1. Make sure to only put in a wheelbarrow the amount of weight you can physically handle on a hill or when turning a corner.

2. Make several trips for large loads; don't try to carry it all at once.

3. When you raise and lower the handles of a wheelbarrow, follow proper lifting techniques (See Section Back Safety & Lifting Safely).

4. Balance the load over the wheel for good control.

5. Don't move too quickly so as to avoid tipping and keep a tight grip on the handles.

6. If you lose control of a wheelbarrow, let go of the handles and warn others.

7. Avoid trying to move such things as planks with a wheelbarrow. Use a hand truck for long or awkward loads.

8. Keep wheelbarrow wheels properly lubricated.

9. Store wheelbarrows out of the way of aisles, stairways, and emergency equipment.

10. Check the path where you will move the wheelbarrow to ensure that the surface is free of obstructions, pot-holes and grading problems.

11. Employees must wear proper and complete PPE when hauling loads with a wheelbarrow. The proper PPE usually includes a hard hat, cover-all clothing, heavy-duty gloves, safety goggles/safety glasses, and safety boots or shoes.

12. All ramps must be clean and strong enough to withstand the weight of anticipated loads that will be moved over them.

13. Each ramp must have adequate blocking under them that can eliminate any deflections that may happen when wheelbarrows are moved over the ramp.

14. All ramps must be wide enough that employees will have sure footing while hauling loads with wheelbarrows over them. **McCabe Union Elementary School District** will follow CCR 1623 regarding Wheelbarrow Runways, "Ramps or runways over three feet high, used for wheelbarrows, shall be not less than two feet, six inches wide and secured at each end to prevent ramp from sliding. Platform planks shall be firmly cleated together."

15. Doorways must be wide enough that employees have free movement through them while handling a loaded wheelbarrow.

16. Toe boards and railings must be installed on sections of ramps that are six feet or higher. The same thing should be done with ramps with trenches below them that are at least six feet deep.

BLOOD BORNE PATHOGENS

Definition: Blood Borne Pathogen is a "Micro Organism" that can cause infection or disease in the human body. It is "Blood Borne" because it "travels" via blood and all blood by-products, e.g., Plasma, Red Blood Cells, White Blood Cells and Platelets.

1. **Universal Precautions**

"Universal Precautions" means: Treating all human body fluids (visible or not visible contaminated with human blood) as if they were contaminated with a blood borne pathogen and then taking the necessary precautions.

2. **Blood Borne Pathogens regulated under the California and Federal OSHA Standards.**

- Hepatitis B (HBV)
- HIV – HIV (Virus that causes AIDS)

3. **Where are the California and Federal OSHA Standards Found?**

California: General Industry Safety Orders, California Code of Regulations, Title 8, Section 5193.
Federal: General Industry Safety Orders, 29 Code of Federal Regulations, 1910 Series, Section 1030.

These standards mention that any employer that has work duties which expose its employees to Blood Borne Pathogens (as a means of the employee's "Primary" work duties) must have an "Exposure Control Plan". Additionally, the employer must provide the following: necessary training on the Exposure Control Plan, provide the necessary Personal Protective Equipment (PPE) and related training, provide monitoring housekeeping measures to observe OSHA recommendations, provide for the Hepatitis B Vaccination with no charge to the employee, provide medical attention and follow up care in the event of an exposure, maintain medical records for a period of 30 years following the date of the last day of the employee's employment. For more details, review the standard.

4. **Potentially infections body fluids.**

- Human Blood, including Blood Components and Products made from Human Blood – (Red Blood Cells, White Blood Cells, Plasma, and Platelets.)
- Saliva in Dental Procedures
- Semen
- Vaginal Secretions

4. **Potentially infections body fluids. (continued)**

- Cerebrospinal Fluid
- Synovial Fluid
- Pleural Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Amniotic Fluid
- Any body fluid visibly contaminated with blood

5. **Potential entry routes into my body.**

- Eyes
- Mouth
- Mucus Membrane
- Cut or Scrape in your Skin
- Acne or other similar skin condition
- Unsafe or Unprotected Sex
- Blood Transfusions

6. **Ways to protect yourself.**

1. ALWAYS take “Universal Precautions” when helping out in a work-related accident that involves blood or any other body fluid.
2. “Universal Precautions” could include the following: 1) Putting on Surgical Gloves, 2) Using Safety Goggles or Face Shield, 3) Using Surgical Mask, 4) Calling 9-1-1 for Professional help.
3. NEVER touch body fluids without proper barrier protection.
4. NEVER pick up sharp objects with your hands that are contaminated with body fluids. Use any mechanical means available, e.g, brush and dust pan, forceps, etc.
5. ALWAYS wash and disinfect your hands after handling any body fluids or other contaminated materials.
6. Household Clorox bleach diluted in water is a good disinfectant
7. ALWAYS dispose of infected waste in a Biohazardous Waste bag or container. NEVER press a plastic bag against your body to prevent possible puncture from any sharps.

Emergencies

Fire

1. If you discover a “small fire” use a Fire Extinguisher to extinguish the fire. Follow these instructions when using the Fire Extinguisher:

    a. **Pull** the pin or ring from the nozzle.
    b. **Aim** the nozzle low, at the base of the fire.
    c. **Squeeze** the handle to release the agent.
    d. **Sweep** the nozzle from side to side at the base of the fire. Reuse the Fire Extinguisher if the fire re-starts.
    e. Immediately contact your Immediate Supervisor and follow their instructions.

NOTE: Most Fire Extinguishers will last approximately 8 - 10 seconds and will then become empty. There is no exact answer as to what constitutes a “small fire” which can be effectively controlled with only a Fire Extinguisher. It becomes a matter of personal judgment. In any event, you don’t have a lot of time to decide since a “small fire” can spread rapidly and become larger.

2. If you discover fire (other than a small one) or smell smoke, immediately contact your Immediate Supervisor and follow their instructions.

3. In a large fire, immediately close any doors to confine the fire. Immediately contact your Immediate Supervisor and follow their instructions.

4. If your clothes catch on fire **STOP, DROP,** and **ROLL.** The objective is to smother the flames. If you are a bystander and observe someone in this predicament, grab a blanket, jacket, or other material which you can use to help smother the flames.

5. NEVER open a door until it has been touched at the top and bottom with the back of your hand before opening. If hot, DO NOT OPEN. If not hot, open door slowly. Proceed with CAUTION.

6. If you become trapped in a room:
    a. Close doors to separate you from the fire or smoke.
    b. Place a cloth under and around the door frame to prevent smoke from entering. Use your clothing if necessary.
    c. Call the in-house OPERATOR and advise them of you situation and location. DO NOT hang up until your location has been confirmed.
    d. Signal from windows. DO NOT break glass unless absolutely necessary.
    e. If glass is broken, smoke may be drawn inside the room or additional oxygen might spread the fire to your immediate area.

f. Lay low to the floor. Get on your knees or stomach since hot air rises. The oxygen you need to breath will be low and nearest the floor.
g. REMAIN CALM. You can think more clearly this way. DON'T PANIC. Panic does not let you think clearly and will induce you to make bad decisions and mistakes.

7. The #1 killer in fires is SMOKE INHALATION. Cover your nose and mouth with a damp cloth or whatever other means is available to you. The idea is to prevent from having to inhale smoke as this can cause you to pass out.

Earthquake

1. REMAIN CALM and alert others around you.
2. If INSIDE, DO NOT leave, IMMEDIATELY take cover under tables, desks, doorways and similar protective places.

DUCK, COVER & HOLD

3. Stay away from over head fixtures such as: skylights, windows, filing cabinets, bookcases, etc. These can break or become loose and turn into flying projectiles and can cause severe harm and damage to people.
4. In a HALLWAY, or CORRIDOR, brace yourself against the wall and duck down covering your head and eyes with your arms.
5. Most earthquakes will last a few seconds or minutes. REMAIN CALM an ride the quake through.
6. If OUTSIDE but close to building, move into a doorway or building lobby if close by.
7. If OUTSIDE but in an open space away from the building stay there. Keep away from overhead objects such as shelving, stacked pallets, windows, etc. Keep away from power lines, poles, flammable liquid storage tanks, etc.
8. If you're in a WHEELCHAIR, stay in it. Move to cover if possible. Lock your wheels and protect your head with your arms.

AFTER THE EARTHQUAKE...

1. Check for persons around you for injuries and provide assistance where possible.
2. Contact your Immediate Supervisor and wait for his/her instructions. The Safety Coordinator should be contacted in the absence of the Immediate Supervisor.
3. EXPECT AFTERSHOCKS. Report any fallen wires, suspicious smells or odors, broken water lines, etc.

4. Make sure telephones are on their cradles. DO NOT use the telephone unless for emergency assistance calls. These can become unnecessarily over used with calls.
5. Evacuate the building if instructed to do so. Meet at the pre-determined Staging Area; ask your immediate supervisor to find out where the Staging Area is in your place of work.
6. While congregating in the Staging Area, MAKE SURE to stay away from the path of ON COMING Emergency Vehicles.

Floods

For SUDDEN, SEVERE flooding:

1. Evacuate all office spaces immediately and relocate to a safe place or the rooftop. If you have a portable radio, take it with you. Know your General Public Information Radio Stations**. (Radio Station KICO @ 1230 AM in the immediate area.)**

2. The Safety Director will seek direction from the REGULATORY AGENCY IN CHARGE DURING THE RESPONSE. Services and provide further instructions.

3. HYPOTHERMIA is a major cause of injury in sudden or severe flooding. Hypothermia is the loss of CORE BODY HEAT. Our normal body temperature is 98.6 degrees Fahrenheit. HYPOTHERMIA begins setting in when our CORE BODY TEMPERATURE falls to approximately 90 degrees. Elderly and disabled persons are more susceptible to HYPOTHERMIA. Try to keep warm with extra clothing, blanket pressing our and/or other persons' bodies close or next to the victim. Our bodies generate heat, gathering together generates more heat.

Action for SLOW flooding:

The Safety Director and the rest of the Emergency Response Safety Team must take immediate action to prevent or lessen damage.

1. Shut down all power and utilities as soon as possible.
2. Remove records and supplies whenever possible from danger areas.
3. Cooperate with local Police, Emergency Agencies, and co-workers to take appropriate action as soon as possible.

Water is likely to flood through the offices indiscriminately. Remember, water follows the path of less resistance and flows where gravity pulls it to; it flows "downward." Each office should follow this basic plan of instructions:

1. Disconnect all electrical equipment.
2. Cover computers, typewriters, calculators, and other equipment with plastic covers if possible to prevent or lessen water damage.
3. Move records and files to dry location if time permits.
4. Locate your extra clothing, e.g. coats, jackets, sweaters, etc. and other items such as blankets, and bring with you if instructed to evacuate.
5. If you have a portable radio and/or flashlight, bring these items with you.
6. Locate your office First Aid kit and Fire Extinguishers and bring them with you.
7. Cooperate with and follow instructions given by those in charge.

Explosions

In the event of an explosion in the building, such as those caused by leaking gas, faulty boilers or explosives, terrorist actions, etc., employees should take the following actions:

1. FIRST, TAKE COVER under desks, tables, or other similar objects which will give protection against flying glass or debris.

2. AFTER the explosion, look for any wounded and render care to the level of injury and your certified training.

3. DIAL 9-1-1 for fire, medical and police protection. Let them know that there has been an explosion. Answer any questions emergency personnel might have and DO NOT hang up the phone until they tell you to do so.

4. Notify your respective Immediate Supervisor who will then immediately report in to the appropriate personnel within the **McCabe Union Elementary School District** Organization.

5. After the effects of the explosion have subsided, the immediate supervisor or the local Police will determine if evacuation is necessary.

6. If evacuation is ordered, proceed to your nearest EXIT as instructed by emergency personnel, following evacuation procedures. Take along wounded as well as your abilities allow.

7. If assistance is needed in evacuating disabled personnel, the immediate supervisors should coordinate this effort and solicit assistance from qualified personnel.

8. Proceed to the evacuation staging area and await instruction from emergency or **McCabe Union Elementary School District** personnel who may be in charge of the emergency situation.

9. DO NOT leave staging area unless instructed to do so. Remember, being in the staging area allows responsible parties to make sure there is no one missing.

10. In the Staging Area, MAKE SURE to stay away from the path of ON COMING Emergency Vehicles. If there is a fire, be conscious that wind currents make fire and smoke change direction. Be prepared to change staging area position if the wind shifts the smoke or fire into your path.

McCabe Union Elementary School District

Written Hazard Communication Program

To enhance our employees' health and safety, **McCabe Union Elementary School District** has developed, implemented and maintains a hazard communication program as required by the Hazard Communication Regulation (T8 CCR 5194). The hazard communication manager is our **Safety Director**, **Nick Curry.** The Safety Director has full authority and responsibility for implementing and maintaining this program. We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive communication program that includes the elements listed below.

1. List of hazardous substances

The **Safety Director** will prepare and keep current an inventory list of all known hazardous substances present in our workplace. Specific information on each noted hazardous substance can be obtained by reviewing the SDSs **(See Section 2, "Hazardous Substances Inventory List").**

2. List of hazardous substances

The **Safety Director** is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of the listing. **(See Section 4, "Chemicals known to the State to cause cancer or reproductive toxicity.")**

3. Safety Data Sheets (SDSs)

The **Safety Director** is responsible for obtaining SDSs, reviewing them for completeness, and maintaining the data sheet system for the District. In the review of incoming data sheets, if new and significant health/safety information becomes available, this new information is passed on **immediately** to the affected employees by additional training sessions, posting of memos, and other means of communication.

Legible SDS copies for all hazardous substances to which employees of the District may be exposed are kept in 1) The Main Business Office, and/or 2) Work areas where chemicals are present. SDSs are readily available for review to all

employees in their work area and during each work shift. If SDSs are missing or new hazardous substance(s) in use do not have SDSs, or if an SDS is obviously incomplete, please contact the **Safety Director** immediately, and a new SDS will be requested from the manufacturer. If we are unable to obtain the SDS from the vendor within 25 calendar days of the request, we will either call our local Cal/OSHA compliance office or write to:

Division of Occupational Safety and Health
Deputy Chief of Health and Engineering Services
P.O. Box 420603
San Francisco, CA 94142-0603

If anyone has a specific question or needs additional information on an SDS, please call the Cal/OSHA Consultation Service at **1-800-963-9424**.

If we use alternatives other than paper SDSs – computer or microfiche machines with printers or telefax machines – we will make sure that employees have ready access to and know how to operate these devices for retrieval and printing of legible hard copies. Our back up system in the event of failure of the primary SDS retrieval system will require employees to request paper SDSs by telephone. An SDS hard copy will be provided to the requester as soon as possible after the telephone request is made. Requests can be made directly to the **Safety Director**.

4. Labels and other forms of warning

Before hazardous substances are released to the work area, it is the policy of McCabe Union Elementary School District that the **Safety Director** will verify that all primary and secondary containers are labeled as follows:

Label Information	Primary Container	Secondary Container
Identity of the hazardous substance(s)	√	√
Applicable hazard warnings	√	√
Name and address of the manufacturer	√	

To address exposures to Proposition 65 chemicals the **Safety Director** will provide clear and reasonable warnings to individuals prior to exposure by means of posting signs conspicuously, labeling consumer products, and training employees.

If applicable the **Safety Director** will arrange for labels, signs, and other warnings to be printed in other languages, if necessary.

5. Employee information and training

Employees are to attend a health and safety training session set up by the **Safety Director** prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- Any operation in their work area, including non routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices the District has taken to minimize or prevent exposure to these substances
- How to read labels and review SDSs to obtain hazard information
- Physical and health effects of the hazardous substances
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
- The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employers work site.

6. Hazardous non-routine tasks

Periodically, our employees may be required to perform hazardous non routine tasks. Prior to starting work on such projects, affected employees will be given

information by their supervisor on hazards to which they may be exposed during such an activity.

This information will cover:

- Specific hazards
- Measures the District has taken to reduce the risk of these hazards, such as providing ventilation, ensuring the presence of another employee, providing a respiratory protection program, and establishing emergency procedures
- Required protective/safety measures

Sample Non-Routine Task	Hazardous Substance
Entry into Permit Required Confined Spaces	Does Not Apply
Annual Maintenance of Equipment and Machinery	

7. Labeled/unlabeled pipes (if applicable)

Above-ground pipes transporting hazardous substances (gases, vapor, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, and “Identification of Piping.”

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, the **Safety Director** will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe
- Potential hazards
- Safety precautions

8. Informing contractors

To ensure that outside contractors work safely in our work areas, and to protect our employees from chemicals used by outside contractors, the **Safety Director** is responsible for giving and receiving the following information from contractors:

- Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace. To this end, we will provide contractors with information on our labeling system and access to SDSs.
- Precautions and protective measures the employees may take to minimize the possibility of exposure.

If anyone has questions about this place please contact:

Nick Curry Tel: (760) 335-5200
McCabe Union Elementary School District
701 W McCabe Rd.
El Centro, CA 92243

Our plan will be maintained by the **Safety Director** to ensure that the policies are carried out and the plan is effective.

_____
XXXXXXX, Safety Director

Hazard Assessment and Correction Record

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:

Accident/Exposures Investigation Report

Date and time of Accident:

Location:

Accident Description:

Employees Involved in Accident/Exposure:

Witnesses to Accident/Exposure:

Preventive Action Recommendations:

Corrective Action Taken:

Manager Responsible: **Date Completed:**