



Injury and Illness Prevention Program

SCOPE

Chino Valley Unified School District (CVUSD) has developed this Injury and Illness Prevention Program for the purpose of minimizing safety and health risks to all employees of CVUSD, to include the District Administration Offices (see Appendix A) and all school sites (see Appendix B).

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) primary administrator, Whitney Fields, Director, Risk Management and Human Resources has the authority and the responsibility for implementing and maintaining this program for CVUSD. In Whitney Field's absence, the alternate program administrator will be Richard Rideout, Assistant Superintendent, and Human Resources.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the Risk Management Office and from each manager and supervisor. A copy of this program will be available at the District Office and at each school site.

The management of CVUSD is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, all employees are responsible for their own safety, as well as the safety of the people they work with.

COMPLIANCE

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

- Informing employees of the provisions of the IIPP when first hired;
- Evaluating the safety performance of all employees;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to employees whose safety performance is deficient; and
- Disciplining employees for failure to comply with safe and healthful work practice.

PROGRESSIVE DISCIPLINARY POLICY

Any CVUSD employee that does not comply with this IIPP may be subject to progressive disciplinary action. Progressive discipline will follow those guidelines as presented in the California Education Code and applied by the Chino Valley Unified School District.

For details, see:
https://www.chino.k12.ca.us/cms/lib/CA01902308/Centricity/domain/693/series_4000/AR%204218.pdf

RECOGNITION POLICY

CVUSD recognizes employees who perform safe and healthful work practices. This recognition is accomplished by a thorough review of safe work practice trends and identifying incentive options that exemplifies the safety trend accomplishment(s).

COMMUNICATION

All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes: (See examples in Glossary) IIPP Glossary.doc

- Internal staff bulletins distributed electronically;
- Distribution of Southern California School Risk Management's "Safety Bill Says..." to a targeted audience;
- Staff and departmental meetings;
- Material postings in high-traffic public areas;
- A policy prohibiting reprisal for reporting a safety concern; and
- Training.
- A system that allows for anonymous communication by employees regarding hazards

Employees will be encouraged to take a proactive approach to safety at their facility. Employees will be required to report unsafe conditions as soon as safely possible. In the event direct communication with a supervisor or manager is impossible, or when the employee would prefer to alternately report unsafe conditions anonymously, the following link to the CVUSD "Report a Safety Concern" page can be used:

<https://www.chino.k12.ca.us/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=356>

HAZARD ASSESSMENT

Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

- When CVUSD initially established the IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;

- Whenever workplace conditions warrant an inspection; and
- Any other time deemed necessary by the Program Administrator.

The inspection procedure, including the form that will be used for the inspection can be found in **Appendix C1 through Appendix C-3** of this document. Appendix C-1 Covers the inspection process for elementary school locations, appendix C-2 Covers the inspection process for Jr. High School and High School Settings and appendix C-3 covers the inspection process for office areas.

Note: Diagrams depicting common safety violations for classrooms and office areas can be found in **Appendix E (Classroom)** and **Appendix F (Office)**

ACCIDENT/EXPOSURE INVESTIGATION

Accidents and exposure incidents must be reported as soon as safely possible. Procedures for responding to an accident can be found in the CVUSD “Injured Worker Information Sheet”. The link to this document is:

<https://www.chino.k12.ca.us/site/handlers/filedownload.ashx?moduleinstanceid=6259&dataid=103040&FileName=Workers%20Compensation%20Injured%20Worker%20Information%20Sheet.pdf>

Key elements for effective reporting include:

- Immediately notifying your supervisor/ site secretary and report the injury (Ensure reporting is done even if you are not seeking treatment at the time.)
- In the event of an emergency or when necessary make sure to call 911.
- If medical care is needed and the supervisor/ site secretary is not available, report your injury immediately to risk management at the district office at (909) 628-1201, 1303 or to laurie_griego@chino.k12.ca.us
- Contact the company nurse on call at (888) 375-0280 to begin the claims process.

Further information regarding the accident/ exposure incident investigation can be found in CVUSD “Injured Worker Information Sheet” document at the link listed above.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for contributing factors associated with the incident/exposure;
- Determining the cause of the incident/exposure;
- Taking corrective action to prevent the incident/exposure from reoccurring; and
- Recording the findings and actions taken (Completed work orders).

Supervisor’s/ Managers must use the accident investigation form found in Appendix D of this document.

For additional information regarding injury / illness Recordability and / or Reportability refer to the Southern California School Risk Management Incident Investigation Reference Guide.

HAZARD CORRECTION

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

- When observed or discovered; and
- When an imminent hazard exists which 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. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP was first established
- To all employees with respect to hazards specific to each employee's job assignment;
- To all employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; (See attached Hazard Communication Plan)
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To all new employees.

CODE OF SAFE PRACTICES

Our general workplace safety and health practices can be found in CVUSD's Code of Safe Work Practices.

General Work Areas

It is CVUSD policy that everything possible will be done to protect employees, students, and visitors from accidents.

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable CVUSD, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator;
2. Report all accidents, injuries and illnesses, no matter how slight, to their supervisor or safety coordinator immediately;
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition;
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited;
5. Means of egress shall be kept unblocked, well lighted, and unlocked during work hours.

6. In the event of fire, sound the alarm and evacuate;
7. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated safe evacuation location;
8. Only trained workers may attempt to respond to a fire or other emergency;
9. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks or any other mechanism that prevents the full instant use of exits must never be used;
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles;
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations;
12. Aisles must be kept clear at all times;
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers;
14. All spills shall be wiped up promptly;
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object;
16. Never stack material precariously on top of lockers, file cabinets, or other relatively high places;
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.;
18. Do not stack material in an unstable manner;
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly;
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors;
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance;
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated;
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground;
24. All cords running into walk areas must be inserted through cord protectors to preclude them from becoming tripping hazards and to protect the integrity of the cord;
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use;
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles;
27. Inspect pallets and their loads for integrity and stability before loading or moving;
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs, or high temperature equipment. All cylinders must be secured to prevent them from falling;
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi;
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe;
31. Wear hearing protection in all areas identified as having high noise exposure;
32. Goggles or face shields must be worn when grinding;
33. Do not use any faulty or worn hand tools;

34. Guard floor openings by a cover, guardrail, or equivalent;
35. Do not enter into a confined space unless you have successfully participated in OSHA-compliant Confined Space Entry training that ensures the proper use of permits, equipment, and support personnel;
36. Always keep flammable or toxic chemicals in closed containers when not in use;
37. Do not eat in areas where hazardous chemicals are present;
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace. All flammables should be stored in an approved flammables storage cabinet;
39. Cleaning supplies should be stored away from edible items on kitchen shelves;
40. Cleaning solvents and flammable liquids should be stored in appropriate containers;
41. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers;
42. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body;
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers;
44. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets;
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over, shutoff switches must be used;
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat, or fraying of cords; and
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

CODE OF SAFE PRACTICES

General Office and Classrooms

It is CVUSD's policy that everything possible will be done to protect employees, students, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable CVUSD, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator;
2. Report all accidents, injuries and illnesses, no matter how slight, to their supervisor or safety coordinator immediately;
3. Means of egress shall be kept unblocked, well lighted, and unlocked during work hours;
4. In the event of fire, sound the alarm and evacuate;
5. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated safe evacuation location;
6. Only trained workers may attempt to respond to a fire or other emergency;
7. Exit doors must comply with fire safety regulations during business hours. Deadbolt locks or any other mechanism that prevents the full instant use of exits must never be used;
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles;
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations;
10. Aisles must be kept clear at all times;
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers;
12. All spills shall be wiped up promptly;
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be closet to the floor and lightweight items stored above;
14. All cords running into walk areas must be inserted through cord protectors to preclude them from becoming tripping hazards and to protect the integrity of the cord;
15. Never stack material precariously on top of lockers, file cabinets or other high places;
16. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers;
17. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets;
18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object;
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.;
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground;

21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over, shutoff switches must be used;
22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords;
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards;
24. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user;
25. Cleaning supplies should be stored away from edible items on kitchen shelves;
26. Cleaning solvents and flammable liquids should be stored in appropriate containers;
27. Solutions that may be poisonous are not intended for consumption should be kept in well labeled containers; and
28. Use appropriate climbing equipment such as stepstools or ladders in lieu of desks, chairs and countertops.
29. Do not use ladders unless you have participated in ladder safety training.

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Records of scheduled and periodic inspections to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and
- Documentation of safety and health training for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

Injury & Illness Prevention Program Access

The District will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, the District will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

The Program provided to the employee or designated representative will not include any of the records of the steps taken to implement and maintain the written Program.

If the District establishes distinctly different and separate operations with distinctly separate and different Programs, the District will limit access to the Program (or Programs) applicable to the employee requesting it.

The District will communicate the right and procedure to access the Program to all employees.

The District policy does not intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

RESOURCES & GLOSSARY

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection

http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

IIPP Glossary of Terms

Accident

The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator:

One who is responsible for the execution of public affairs, as distinguished from policy-making.

Implementing:

To carry out or accomplish.

To ensure fulfillment by concrete measures.

Maintaining:

To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

Examples should include the following:

- Internal staff bulletins, whether distributed electronically or materially.
- Distribution of SCSRM’s “Safety Bill Says...” throughout the site, approximately bi-monthly.
- Staff and departmental meetings (documentation of attendance required)
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required)
- Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of minutes in public areas
- New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

COMPLIANCE

Conformity in fulfilling a legal requirement.

Imminent hazard:

An immediate source of danger.

Competent Person:

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person:

A qualified person is a person **designated** by the employer; and by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Appendix A

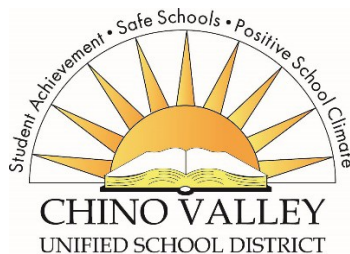
District Administration Offices Department
• Superintendent's Office
• Communications
• Curriculum, Instruction, Innovation, & Support
• Access & Equity
• Alternative Education
• Assessment & Instructional Technology
• Curriculum & Instruction-Elementary
• Curriculum & Instruction-Secondary
• Health Services/Child Development
• Special Education
• Student Support Services
• Technology
• Business Services
• Innovation & Creative Services
• Nutritional Services
• Facilities, Planning & Operations
• Maintenance
• Transportation
• Human Resources
• Risk Management
• Security

Appendix B

<u>ELEMENTARY SCHOOLS</u>	<u>NUMBER</u>	<u>JUNIOR HIGH SCHOOLS</u>	<u>NUMBER</u>
BORBA (ANNA)	(909) 627-9638	BRIGGS (LYLE) K-8	(909) 628-6497
BUTTERFIELD RANCH	(909) 591-0766	CAL AERO K-8	(909) 606-8531
CATTLE (HOWARD)	(909) 591-2755	CANYON HILLS	(909) 464-9938
CHAPARRAL	(909) 606-4871	MAGNOLIA	(909) 627-9263
CORTEZ (ALICIA)	(909) 627-9438	RAMONA	(909) 627-9144
COUNTRY SPRINGS	(909) 590-8212	TOWNSEND	(909) 591-2161
DICKEY (LEVI)	(909) 947-6693	WOODCREST	(909) 923-3455
DICKSON (DORIS)	(909) 591-2653	<u>HIGH SCHOOL</u>	
EAGLE CANYON	(909) 590-2707	AYALA	(909) 627-3584
GLENMEADE	(909) 393-4087	CHINO HIGH	(909) 627-7351
HIDDEN TRAILS	(909) 597-0288	CHINO HILLS HIGH	(909) 606-7540
LIBERTY	(909) 947-9749	DON LUGO	(909) 591-3902
LITEL (GERALD)	(909) 591-1336	<u>ALTERNATIVE SCHOOLS</u>	
MARSHALL (E.J.)	(909) 627-9741	ADULT SCHOOL	(909) 627-9613
NEWMAN	(909) 627-9758	ALTERNATIVE EDUCATION	(909) 591-3682
OAK RIDGE	(909) 591-1239	BOYS REPUBLIC	(909) 628-1217
RHODES (EDWIN)	(909) 364-0683	BUENA VISTA HS	(909) 628-9903
ROLLING RIDGE	(909) 628-9375	CHINO VALLEY LEARNING ACADEMY	(909) 628-1201
WALNUT	(909) 627-9817		
WICKMAN (MICHEAL G.)	(909) 393-3774		

Appendix C-1

The following safety checklist should be used as required by this program for the pertinent locations of the designated facility.



SAFETY INSPECTION CHECKLIST

Elementary

(Reports due to Risk Management in the months of August, November, March & June)

School Site: _____ Date: _____

Person Conducting Inspection: _____ Quarter (1st, 2nd, 3rd, 4th)

Site Administrator: _____ Site Admin's Signature: _____

This checklist is intended to use as a guide to look for unsafe conditions.

S = Satisfactory, U = ~~Unsafe~~ Unsafe, N/A = Not Applicable,

PP = Principal Priority, and WO# = Work Order Number

PLAYGROUND EQUIPMENT	S	U	N/A	PP	WO#
Backstops securely anchored					
Backstop fencing in safe condition					
Slide ladder secure					
Slides free of cracks and sharp edges					
Slides securely anchored					
Climbing apparatus securely anchored					
Climbing apparatus free of sharp edges					
Cushioning material under all equipment					
Chains on any other apparatus such as ring sets and climbers, paying particular attention to the end links and other points of pivot or wear.					
Moveable apparatus connection points functioning properly					
Bolts and other fasteners for all connecting points on assembled equipment being sure that bolts are not too long and extend into playing area					
Wood equipment inspected for dry rot deterioration and splinters					
Basketball hoops free of sharp edges					
Swing sets securely anchored					
Swing set seats, chains, and hooks in safe condition					
Equipment platforms in good condition and free of tripping or falling hazards					

GROUPS & ATHLETIC FIELDS	S	U	N/A	PP	WO#
Condition of blacktop and sidewalks free of holes or cracks\sand\gravel					
Condition of basketball courts					
No dirt or water flowing on sidewalk					
Area free of debris and broken glass					
Shrubs and trees – no low branches hanging over walkways					
Fencing free of sharp corners and edges					
Condition of field is level, free of holes and foreign objects					
Field free of indicators of animals (tracks, holes, droppings, etc.)					
Sprinklers in proper repair and not protruding					
Sprinklers showing signage of reclaimed non-potable water					
Check for exposed roots, gopher holes, broken glass or debris					
Check condition of bleacher seats					
Check condition of bleacher walkways, & bleacher side & back rails					
Check players' benches					
Check field fencing and backstops					
Baseball batting cages and storage spaces					
Check condition of Snack Bars, football and baseball field					
Curb clearly painted/marked i.e.: red for fire; green for loading, etc.					
Irrigation boxes not protruding and have clear access					
Unused irrigation boxes removed or properly maintained in a safe condition					
Lunch Tables in good working condition, free of sharp edges, rust, etc.					
Drinking fountain are in good working condition					

ADJACENT PROPERTIES	S	U	N/A	PP	WO#
Adjacent vegetation not a fire or intruder concealment hazard					
Adjacent water channels free of debris that could block drainage					
Animals in adjacent property adequately contained and controlled					
Gates in restricted areas closed and locked					

AUDITORIUM / GYMNASIUM / THEATER STAGE AREA	S	U	N/A	PP	WO#
Stairs, ramps, floors and aisles are kept clean and dry					
Floors free of tripping hazards, material defects					
Seats free of splinters, torn upholstery, or loose hardware					
Bleacher seats and steps tight and in good condition					
Stage rigging, ropes, block and tackles in good repair					
Stairs are equipped with treads and handrails					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Lighting inside and outside					
Doors, including panic devices, in good condition					
Ensure that maximum occupancy signs are posted					
Exits properly marked; exit light working and unobstructed					
Maximum Occupancy sign posted					
Emergency lighting system operating properly					

INDUSTRIAL ARTS	S	U	N/A	PP	WO#
All materials safely racked or stored & properly labeled					
Floors clean, and free from tripping & slipping hazards					
Dust controlled and surfaces clean					
Extension cords and cables secured					
Oily rags kept in closed metal containers					
Guards provided on machinery					
Ladders maintained in good condition					
Compressed gas cylinders secured and unobstructed					
Grinding wheels have guards/shields; tool rests adjusted					
Heavy items stored on lower shelves in storage room (not above shoulder height).					

CLASSROOMS/OFFICE/LIBRARY/LOUNGE/WORKROOM	S	U	N/A	PP	WO#
Exits are properly marked					
Doors, including panic devices, operating properly and unobstructed					
Exit lights in working & in good condition					
Emergency lighting system operating properly					
Bookcases over 48" properly anchored					
Stairs, ramps, floors, and aisles are kept clear and dry					
Floors free of material defects					
Ceiling tiles free from cracks/damage					
Evacuation Maps posted					
Paper postings & decorations must be less than 50% of wall space & not block fire sprinkler spray path					
Availability of SDS (Safety Data Sheets)					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					
Portable classrooms free of dry rot					
Portable classrooms electrical/AC box fenced off					

ROOF AND ELEVATED ACCESS	S	U	N/A	PP	WO#
Ladders, roof access and elevated location access locked and restricted					
Fall protection in place for elevated areas and exposed leading edges (Employees closer than 6 feet from the exposed leading edge will require protection)					
Skylights are adequately protected					

MISCELLANEOUS (These items must be evaluated for each area)	S	U	N/A	PP	WO#
All fire extinguishers properly maintained/charged / unobstructed/tagged					
Fire Extinguishers showing monthly inspections conducted					
First aid kits properly stocked					
Hallway exits properly marked					
Access to electrical, gas and water shutoffs unobstructed					
Are electrical, gas and water shut off valve locations posted					
Storage of Hazardous Material Chemicals and flammable solvents (stored away from food)					
Flammable storage cabinets properly stocked and segregated (acids and bases not stored together)					
Student medicine stored in locked cupboard					
Student CUM files stored in locked cabinets					
Student Registration cards stored in locked cabinets					
Trophies overhead secured					
TV, projectors or other audio/ video on carts properly secured					

Stored items have 24" clearance from ceiling if no sprinklers; 18" if there is sprinklers					
Upholstered furniture (classroom sofas) must be labeled as fire retardant/resistant or certified of fire retardant/resistant and kept on file					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Inspect eye wash stations in Chemical Lab. Does the faucet work, water drain and is the water clear? Unobstructed and Inspection tags in place and visible. Please sign inspection tag(s)					
Heavy items stored on lower shelves in storage room (not above shoulder height).					
Extension cords not permitted as permanent wiring					
Extension cords properly maintained (not damaged or cut)					
Portable ladders maintained in good condition					
Locations are adequately lit and lights are maintained in good working condition					
Vehicles are stored properly and keys are removed					
Any hazardous material or equipment is properly stored					

Describe any unsafe conditions not listed above. Attach additional pages if needed.

What are you doing in the interim?

Appendix C-2

The following safety checklist should be used as required by this program for the pertinent locations of the designated facility.



SAFETY INSPECTION CHECKLIST

Jr. High School/ High School

(Reports due to Risk Management in the months of August, November, March & June)

School Site: _____ Date: _____

Person Conducting Inspection: _____ Quarter (1st, 2nd, 3rd, 4th)

Site Administrator: _____ Site Admin's Signature: _____

This checklist is intended to use as a guide to look for unsafe conditions.

S = Satisfactory, U = ~~Unsatisfactory~~ N/A = Not Applicable,

PP = Principal Priority, and WO# = Work Order Number

GROUND & ATHLETIC FIELDS	S	U	N/A	PP	WO#
Condition of blacktop and sidewalks free of holes or cracks\sand\gravel					
Condition of basketball courts					
No dirt or water flowing on sidewalk					
Area free of debris and broken glass					
Shrubs and trees – no low branches hanging over walkways					
Fencing free of sharp corners and edges					
Condition of field is level, free of holes and foreign objects					
Sprinklers in proper repair and not protruding					
Check for exposed roots, gopher holes, broken glass or debris					
Check condition of bleacher seats					
Check condition of bleacher walkways, & bleacher side & back rails					
Check players' benches					
Check field fencing and backstops					
Baseball batting cages and storage spaces					
Check condition of Snack Bars, football and baseball field					
Curb clearly painted/marked i.e.: red for fire; green for loading, etc.					
Irrigation boxes not protruding and have clear access					
Lunch Tables in good working condition, free of sharp edges, rust, etc.					
Drinking fountain are in good working condition					

Athletic Facility/ Lockers/ Weight Room	S	U	N/A	PP	WO#
Emergency lighting operating properly					
Exits clearly marked, doors unlocked and unobstructed					
Emergency Evacuations posted at the exits					
Condition of all doors and panic devices					
Condition of electrical receptacles					
Condition of electrical equipment (fans, stereos, speakers, etc.)					
Equipment is properly racked, stored and anchored in weight training rooms					
Floors and walkways clear of equipment, material and debris					
Condition of indoor gymnasiums, basketball courts, rims and nets (no metal nets)					
Gymnastics equipment in good condition					
Adjacent Properties	S	U	N/A	PP	WO#
Adjacent vegetation not a fire or intruder concealment hazard					
Adjacent water channels free of debris that could block drainage					
Animals in adjacent properly are contained and controlled					
No signs of wild animals (nests, holes, etc.)					
Irrigation systems properly set up, not damaged					
Irrigation systems have appropriate signage to warn students not to drink the water					
Swimming Pool	S	U	N/A	PP	WO#
Swimming pool facilities, storage spaces, locker rooms cleanliness					
Pool ladders anchored and free of corrosion and rust					
Condition of benches and bleacher brackets					
All surfaces free of cracks and foreign matter					
Maintenance Log- Current					
All chemical storage areas locked up					
Life-saving devices (first aid kits, life preservers, etc.) are on site and readily available					
Appropriate warning signs present (i.e. no diving)					
Auditorium/ Gymnasium/ Theater Stage Area	S	U	N/A	PP	WO#
Stairs, ramps, floors and aisles are kept clean and dry					
Floors free of tripping hazards, material defects					
Seats free of splinters, torn upholstery, or loose hardware					
Bleacher seats and steps tight and in good condition					
Areas below bleachers clean and free of debris					
Stage rigging, ropes, block and tackles in good condition					
Ensure that maximum occupancy signs are posted					
Cords are being used only as temporary wiring					
Stairs are equipped with treads and handrails					
Silk plants are flame retardant and rugs and draperies are documented as "fire retardant treated"					
Curtains labeled as fire retardant or certified of fire retardant/ resistant and kept on file					
Lighting inside and outside in good condition					
Doors including panic devices in good operable condition					
Maximum occupancy signs posted					
Exits properly marked, exit signs lighting working and unobstructed					
Emergency lighting system operating properly					

Industrial Arts	S	U	N/A	PP	WO#
All materials safely racked, stored and properly labeled					
Floors clean of tripping and slipping hazards					
Walkways maintained clear and free of material and debris					
Extension cords and cables secured					
Extension cords are not being used as a replacement for permanent wiring					
Oily rags kept in closed containers					
Verify oily rags containers are being disposed of properly and in a timely basis					
Machinery is properly guarded to assure safe use					
Ladders maintained in good condition					
Compressed gas cylinders secured and unobstructed					
Grinding wheels have appropriate guards/ shields and tool rests					
Heavy items stored on lower shelves in storage rooms (not above shoulder height)					
Shop material is being stored properly; chemicals separated and areas kept in sanitary condition					
Any emergency stops, are clearly marked and/or red					
Areas kept clean of fire hazards/ obstructions					
Chemical eyewash stations are present and being inspected on a continuous basis					
Are eyewash stations and chemical showers functioning properly					
Appropriate fire extinguishers are present and properly charge					

Classrooms/ Office Areas/ Library/ Lounge/ Workrooms	S	U	N/A	PP	WO#
Exits are properly marked					
Doors including panic devices, operating properly and unobstructed					
Exit lights in good and working condition					
Emergency lighting system operating properly					
Book cases over 48" properly anchored					
Stairways, ramps, floors and aisles are kept clear and dry					
Floor free of material defects					
Ceiling tiles free of cracks					
Desks are in clean and sanitary condition					
Evacuation maps posted					
Paper postings not taking up more than 50% of the wall area and not blocking fire sprinkler spray path					
Papers and files not stacked closer than 24" from the ceiling when no sprinklers are present; 18 inches when sprinklers are present					
Safety Data Sheet (SDS) binders along with the appropriate SDS					
All containers properly labeled as to their contents					
Verify a chemical inventory has been conducted, annually, and is present in each of the binders					
Extension cords not being used as a substitute for permanent wiring					
Silk plants flame retardant, rugs and draperies are documented as "flame retardant treated"					

Science Rooms/ Laboratories	S	U	N/A	PP	WO#
Sinks are free from debris and other materials					
Work benches are free from debris					
Heavy items stored on lower shelves in storage room (not above shoulder height)					
Inspect eye wash stations and shower in chemical lab. Does the faucet work, water properly draining and is the water clear? Unobstructed and inspection tags in place and visible. Are the signatures in place on the eyewash station inspection tags?					
Extension cords not permitted as a substitute for permanent wiring					
Gas cylinders are stored upright, chained and supply valves are closed/ capped when not in use					
Storage racks are in good condition (e.g. no bowed shelves)					
Step ladder is available and in good condition					
Incompatible chemicals stored separately (i.e. flammable and combustible, acids and bases, etc.)					
Flammable storage cabinets are being properly maintained					
Chemical areas are being kept locked up					
Spill trays are available for liquids					
Food or drinks not stored in laboratory refrigerator and freezers					
Signs are posted to remind employees of the prohibition of eating or drinking in the lab area					
Lab areas kept in good sanitary condition					

Bunsen Burner	S	U	N/A	PP	WO#
Bunsen burner hose fits securely on the gas valve and burner					
Bunsen burner hose is free from cracks, holes, or pinch points					
Bunsen burner inspected and not damaged					

Fume Hoods	S	U	N/A	PP	WO#
Fume hoods cleaned and not used for general storage					
Fume hood inspection tag is clearly visible and current (within the last 12 months)					
Inspect eyewash station in chemical lab. Does the faucet work, is the water draining properly and is the water clear? Assure inspection tags are being signed.					

Hazardous and Biological Waste	S	U	N/A	PP	WO#
All hazardous material containers labeled					
Waste disposal containers separated according to dangerous goods class					
Sharps containers are provided and in good condition					

Personal Protective Equipment/Emergency Management	S	U	N/A	PP	WO#
A personal protective equipment evaluation has been conducted (verify proof of the ppe evaluation)					
Personal protective equipment (PPE) is available and in good condition					
PPE storage facilities are accessible and clean					
First aid kit and emergency equipment readily available					
First aid kit is properly stocked					
A spill response kit is available and easily accessible					
A fire blanket is available, accessible and has been tested within the last 6 months					
Emergency exit signs are clearly posted illuminated and unobstructed					

Fall Protection	S	U	N/A	PP	WO#
All elevated locations (roof access, scaffolds, vehicle mounted platforms, etc.) are properly secured					
Fixed ladders to elevated areas are in good condition					
Fall protection is set up for employees working near the exposed leading edge					
Skylights have adequate protection					
Vehicle mounted platforms (aerial and scissors lifts) are being stored with the key removed					

Vehicle Storage	S	U	N/A	PP	WO#
Vehicles are being stored in their designated areas					
Vehicles are properly maintained in good working condition					
Vehicles are stored without the key					

Miscellaneous; Other items to check for (These items may need to be evaluated for in every section posted above)	S	U	N/A	PP	WO#
All fire extinguishers throughout the school are appropriate for the type of fire they are to extinguisher					
All fire extinguishers are properly maintained/ charged and inspected					
Hallway exits are properly marked					
Access to electrical, gas, and water shutoff is unobstructed					
Hazardous materials and solvents are stored away from food					
Safety Data Sheet binders are present					
Chemical containers are properly labeled					
Student medicine stored, locked and secured					
Student CUM files stored in locked cabinets					
Student registration cards stored in locked cabinets					
Stored items have a 24" clearance from ceiling when no sprinklers are present; 18 inch clearance when sprinklers are present					
Item on portable carts (TV, projectors, etc.) are secured					
Ladders are properly maintained with appropriate decals					
Vehicles maintained in good working condition					
Tools, equipment, material kept in good working condition					
General sanitary condition of the campus is acceptable					

Describe any unsafe conditions not listed above. Attach additional pages if needed.

What are you doing in the interim?

Appendix C-3

The following safety checklist should be used as required by this program for the pertinent locations of the designated facility.



SAFETY INSPECTION CHECKLIST

Office Environment

(Reports due to Risk Management in the months of August, November, March & June)

Office Site: _____ Date: _____

Person Conducting Inspection: _____ Quarter (1st, 2nd, 3rd, 4th)

Site Administrator: _____ Site Admin's Signature: _____

This checklist is intended to use as a guide to look for unsafe conditions.

S = Satisfactory, U = ~~Unsatisfactory~~ N/A = Not Applicable,

PP = Principal Priority, and WO# = Work Order Number

Adjacent Properties	S	U	N/A	PP	WO#
Adjacent vegetation not a fire or intruder concealment hazard					
Adjacent water channels free of debris that could block drainage					
Animals in adjacent property are contained and controlled					
No signs of wild animals (nests, holes, etc.)					
Irrigation systems properly set up, not damaged					
Irrigation systems have appropriate signage to warn students not to drink the water					

Office Areas/ Lounge/ Workrooms	S	U	N/A	PP	WO#
Exits are properly marked					
Doors including panic devices, operating properly and unobstructed					
Exit lights in good and working condition					
Emergency lighting system operating properly					
Book cases over 48" properly anchored					
Stairways, ramps, floors and aisles are kept clear and dry					
Floor free of material defects					
Ceiling tiles free of cracks					
Desks are in clean and sanitary condition					
Evacuation maps posted					
Paper postings not taking up more than 50% of the wall area and not blocking fire sprinkler spray path					

Papers and files not stacked closer than 24" from the ceiling when no sprinklers are present; 18 inches when sprinklers are present					
Safety Data Sheet (SDS) binders along with the appropriate SDS					
All containers properly labeled as to their contents					
Verify a chemical inventory has been conducted, annually, and is present in each of the binders					
Extension cords not being used as a substitute for permanent wiring					
Silk plants flame retardant, rugs and draperies are documented as "flame retardant treated"					

Personal Protective Equipment/Emergency Management	S	U	N/A	PP	WO#
A personal protective equipment evaluation has been conducted (verify proof of the ppe evaluation)					
Personal protective equipment (PPE) is available and in good condition					
PPE storage facilities are accessible and clean					
First aid kit and emergency equipment readily available					
First aid kit is properly stocked					
A spill response kit is available and easily accessible					
A fire blanket is available, accessible and has been tested within the last 6 months					
Emergency exit signs are clearly posted illuminated and unobstructed					

Fall Protection	S	U	N/A	PP	WO#
All elevated locations (roof access, scaffolds, vehicle mounted platforms, etc.) are properly secured					
Fixed ladders to elevated areas are in good condition					
Fall protection is set up for employees working near the exposed leading edge					
Skylights have adequate protection					
Vehicle mounted platforms (aerial and scissors lifts) are being stored with the key removed					

Vehicle Storage	S	U	N/A	PP	WO#
Vehicles are being stored in their designated areas					
Vehicles are properly maintained in good working condition					
Vehicles are stored without the key					

Miscellaneous; Other items to check for (These items may need to be evaluated for in every section posted above)	S	U	N/A	PP	WO#
All fire extinguishers throughout the school are appropriate for the type of fire they are to extinguisher					
All fire extinguishers are properly maintained/ charged and inspected					
Hallway exits are properly marked					
Access to electrical, gas, and water shutoff is unobstructed					
Hazardous materials and solvents are stored away from food					
Safety Data Sheet binders are present					
Chemical containers are properly labeled					
Student medicine stored, locked and secured					
Student CUM files stored in locked cabinets					
Student registration cards stored in locked cabinets					

Stored items have a 24" clearance from ceiling when no sprinklers are present; 18 inch clearance when sprinklers are present					
Item on portable carts (TV, projectors, etc.) are secured					
Ladders are properly maintained with appropriate decals					
Vehicles maintained in good working condition					
Tools, equipment, material kept in good working condition					
General sanitary condition of the campus is acceptable					

Describe any unsafe conditions not listed above. Attach additional pages if needed.

What are you doing in the interim?

Appendix D

Supervisors/ Managers should use this appendix for accident investigation.

SUPERVISOR: In an effort to reduce workplace accidents and injuries, it is imperative that every accident is effectively investigated, and corrective/preventive measures taken. Please **conduct an appropriate, immediate investigation** of the accident documenting the **cause**, **correction** and **prevention** of future, similar accidents.

Name of injured employee: _____

Date of accident/injury: _____ Job Title: _____

Hours/Day: _____ Shift Start Time: _____ Shift End Time: _____ Time of Injury: _____

Date you were first notified of this accident/injury: _____

Name of person who notified you: _____

Did accident/injury occur at a CVUSD site? **Yes / No**

Where (what site) did accident/injury occur:

Please list parts of the body involved/injured:

What was employee doing at the time of the accident/injury?

Describe details of accident/injury (How did accident/injury occur? Be specific.):

What equipment, materials or chemicals was employee using when injury or exposure occurred?

What have you done to investigate the cause(s) of the accident/injury?

What caused the accident/injury?

Was weather a factor? **Yes / No** If yes, what was weather condition?

What have you done to correct a reoccurrence of this accident/injury?

What will be done to prevent future accidents/injury like this from occurring?

If there is a safety issue, please describe:

Have you submitted a Work Order? **Yes / No** If yes, W.O. # _____

Date submitted: _____

If you would like to consult with Risk Management, please check here ☐

Name and title of person who conducted investigation (please print):

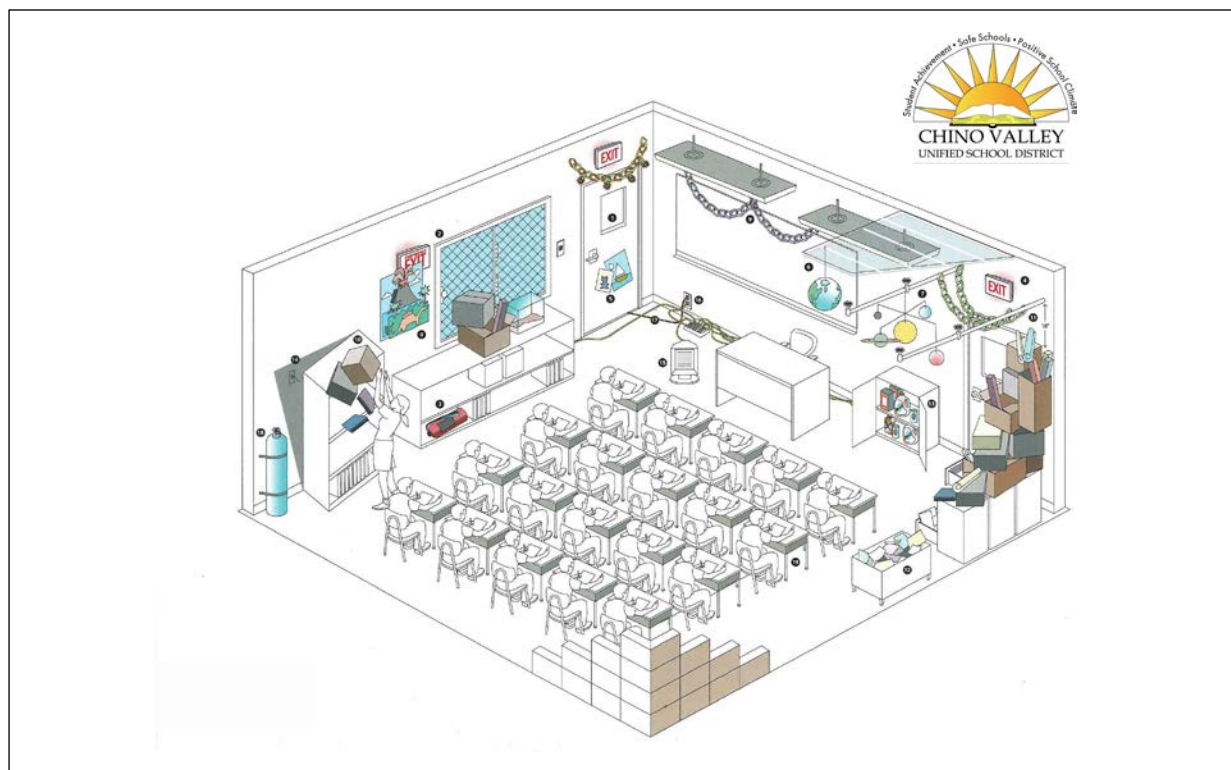
Supervisor's Name

Title

Supervisor's Signature

Date of investigation

Appendix E: Common Safety Violations for Classroom



CVUSD Common Safety Violations in a School Classroom

- 1 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
- 2 Classroom emergency exit windows shall not be blocked by items stored under or in front of the windows.
- 3 Classroom fire extinguishers shall be mounted in plain view and not blocked or hidden.
- 4 Exit signs for emergency window exits shall be visible at all times. Illuminated exit signs, when provided shall be illuminated at all times.
- 5 Classroom exit doors shall not have decorations on the door.
- 6 Decorations or classroom materials that are suspended from the ceilings or walls shall be treated to be flame retardant and never impede an exit.
- 7 Suspending or hanging decorative items from fire sprinkler pipes is prohibited.
- 8 Classroom wall decorations shall not extend out from the walls or cover exits signs.
- 9 Suspending decorative or instructional items from the signs hanging from the ceiling is not allowed.
- 10 Material stored on top of shelves or cabinets may not be closer than 18" to the ceiling. This material shall also be secured so that, during an earthquake, it will not fall. Unfastened or unrestrained materials shall be removed.
- 11 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
- 12 Excess paper and other supplies, shall be stored in an orderly manner in approved storage closets and not in open classrooms.
- 13 Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of the reach of students. Science chemicals and hazardous materials must be kept and stored in accordance with the CVUSD, Hazardous Communications and Chemical Hygiene Plans, respectively. Log onto <https://www.chino.k12.ca.us/Page/24311> to access the CVUSD Hazardous Communications & Chemical Hygien Plans.
- 14 All bookcases and cabinets over 42" tall shall be secured to walls.
- 15 Approved portable heaters shall be positioned so that they are not close to combustibles.
- 16 Do not plug more than one extension cord and one power strip into a single electrical outlet. Extension cords shall be removed and stored at the end of the day. Extension cords shall not be used for permanent use. Extension cords and power strips may not plugged in series.
- 17 Extension cords shall not be extended from one classroom to another or create a trip hazard.
- 18 All compressed gas cylinders shall be attached with restraints to prevent from overturning.
- 19 Do not exceed the classroom occupancy load by putting too many student or desks in the room. (20 square feet per student.)

Most classrooms safety violations can be avoided by keeping classrooms clean, neat and well organized. Do not try and store more materials than your room was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not exceed the electrical capacity of the room with plug strips and extension cords. Always look for conditions that have the potential to hurt students, staff and faculty.

In addition to the illustrated classroom violations, fire/safety violations occur outside of the classroom. For violations outside of your control notify your Campus Site Administrator and or Department Head, if applicable.

Do not store items in basements or under stairs unless the entire area has fire sprinklers.

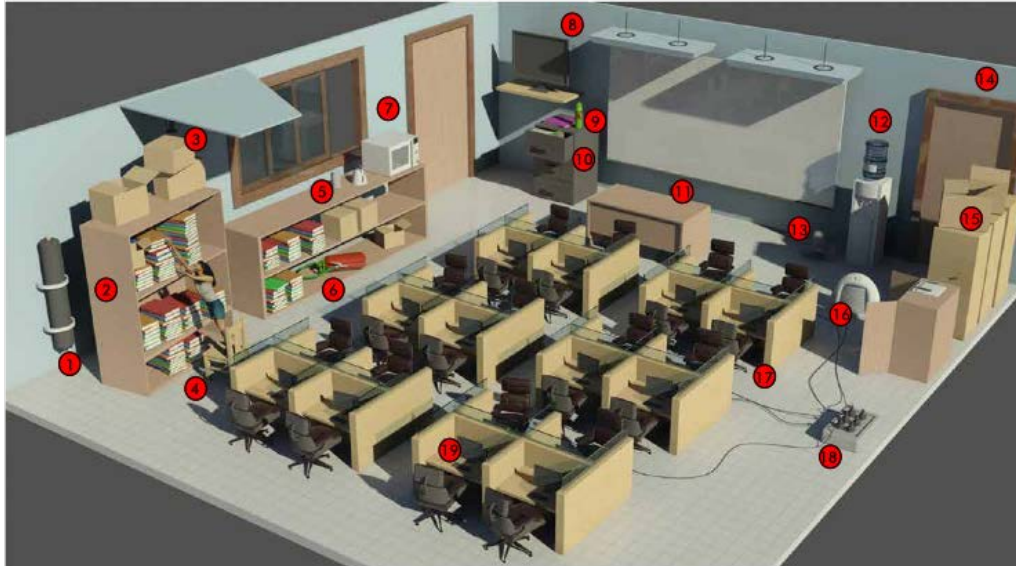
When storing items in closets or workrooms, maintain in 3 foot (36") clearance around all water heaters, electrical panels, fire alarm panels, and portable fire extinguishers.

When parking vehicles on campus walkways or grounds, do not block main walkways or any fire lanes.

Appendix F: Common Safety Violations for Office

Common Safety Violations in CVUSD Offices

The following are common safety violations found in office environments whose corresponding numbers and explanations are listed on the following page. Please review the diagram and follow the CVUSD, Risk Management recommendations to ensure the safety of staff. For questions contact CVUSD, Risk Management at (909) 628-1202X1300, or email risk_management@chino.k12.ca.us.



- | | |
|--|---|
| <p>1 All compressed gas cylinders shall be attached with restraints to prevent from overturning.</p> <p>2 All bookcases and cabinets over 42" tall shall be secured to walls.</p> <p>3 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.</p> <p>4 Only use approved ladders or step stools to reach items at heights. Chairs are never to be used as a step stool.</p> <p>5 Electrical appliances such as coffee pots should be kept in designated kitchen areas. Only approved appliances may be used in the office.</p> <p>6 Fire extinguishers shall be mounted on walls and checked on a monthly basis.</p> <p>7 Microwaves shall be kept in designated kitchen areas. Only approved appliances may be used in the office.</p> <p>8 TV's, projectors and other wall mounted equipment shall be secured to prevent tipover during an earthquake.</p> <p>9 Only approved chemicals and pesticides may be utilized in the office environment. All chemicals must be stored in approved cabinets.</p> <p>10 Filing cabinet drawers need to be closed when not in use.</p> <p>11 Office furniture shall be located against walls. Exit routes shall not be blocked by office furniture.</p> | <p>12 Water coolers shall be secured to the wall. All spills and leaks will be cleaned and reported immediately.</p> <p>13 Power tools shall be properly stored and unplugged after use.</p> <p>14 Exit routes shall be properly marked with Exit signage. Exit routes shall not be blocked.</p> <p>15 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.</p> <p>16 Approved portable heaters shall be positioned so that they are not close to combustibles.</p> <p>17 Power cables shall be properly routed and secured to prevent trip hazard. Extension cords shall be removed and stored at the end of the day. Extension cords shall not be used for permanent use.</p> <p>18 Do not plug more than one extension cord and one power strip into a single electrical outlet. Extension cords and power strips may not be plugged in series.</p> <p>19 Computer equipment should be ergonomically adjusted to fit you and your workspace.</p> |
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Most office safety violations can be avoided by keeping areas clean, neat and well organized. Do not try and store more materials than your office was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not exceed the electrical capacity of the room with plug strips and extension cords. Always look for conditions that have the potential to injure staff.

For violations outside of your control notify your Campus Site Administrator and or Department Head.

Do not store items in basements or under stairs unless the entire area has fire sprinklers. When storing items in closets or workrooms, maintain in 3 foot (36") clearance around all water heaters, electrical panels, fire alarm panels, and portable fire extinguishers.