

# **Folsom Cordova Unified School District**



## **Illness and Injury Prevention Program & Heat Illness Prevention Plan**

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## **SAFETY POLICY STATEMENT**

The Folsom Cordova Unified School District has developed a comprehensive Injury and Illness Prevention Program (IIPP). The goal of this program is to minimize the frequency and severity of employee accidents and comply with the laws and regulations that pertain to the Injury and Illness Prevention Program. The program has been designed to eliminate physical hazards from the work environment and train employees in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost production. Efficient accident prevention can be directly related to employee health and safety, and performance.

Although the ultimate responsibility for the safety program lies with the manager and supervisors, the program cannot succeed without the cooperation of all our employees. Everyone must be one hundred percent safety conscious in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

## **DISTRICT COMMITMENT TO SAFETY AND HEALTH**

It is the policy of the Folsom Cordova Unified School District to provide safe working conditions as well as a safe environment for all employees and to promote continuing, vital Safety Awareness at all levels, from top management to the individual worker. It is our belief that Safety Awareness is the basis on which a safety program must be founded.

The Folsom Cordova Unified School District recognizes its responsibility to furnish a place of employment which shall be safe for employees, students and visitors: to provide safety devices and mechanical safeguards; to use methods and processes to protect the life, health and safety and welfare of employees, visitors and the general public and to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be considered each employee's responsibility not only to assure his/her own personal safety, but also to develop a concern for safety for all who work with him/her. It is the employee's responsibility to report any unsafe conditions to his/her immediate supervisor. In response, it is the immediate supervisor's responsibility to correct or resolve the unsafe condition.

Employees shall at all times, while on duty, conduct themselves and perform work in a safe manner consistent with existing safety rules. Failure by an employee to comply with any of the safety rules may be reflected on the employee's performance evaluation and grounds for disciplinary action.

### **GOALS/PURPOSE OF THE INJURY AND ILLNESS PREVENTION PROGRAM**

It is the goal of the District's Injury and Illness Prevention Program to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by CAL-OSHA (California Occupational Safety Health Act) because of new legislation (SB 198) effective July 1, 1991.

### **LOCATION OF THE WRITTEN INJURY AND ILLNESS PREVENTION PROGRAM**

A copy of the District's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e. completed inspection checklists, safety training rosters, staff meeting minutes, etc.) implemented at that site. The Safety Coordinator shall keep a master copy of the District's written Injury and Illness Prevention Program.

### **GENERAL SAFETY RULES**

The Folsom Cordova Unified School District has established the following general safety rules designed to prevent accidents and injuries. All new and current employees will be required to review and agree to abide by these safety rules. In addition, each department will have a site or job specific safety rules for their employees. Compliance with these rules will be mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions/training on their operation
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work and unnecessary shouting are forbidden
4. Always wear appropriate protective equipment (goggles, gloves, ear protection, shoes, etc.)
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.

6. Use the right tool or equipment for the job. Any defective tool or equipment must be reported to your supervisor
7. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice or warning
8. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help
9. Good housekeeping shall be maintained in all work areas. Clean up spilled waste materials (oil, grease, water) promptly.
10. Do not run power cords, computer cables, or telephone wires across walkways creating a tripping hazard
11. Do not block passageways or exits
12. Observe all traffic rules and regulations when driving a district vehicle
13. Never use a box, bucket, chair, shelf, etc as a ladder. Use approved step stools or ladders
14. Observe and obey all safety signs and procedures in an area you are assigned to work in
15. Never take shortcuts at the expense of safety
16. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

## **MINIMUM REQUIREMENTS**

Provision of the Injury and Illness Prevention Plan include generally accepted requirements and functional responsibilities necessary to meet desired safety standards. Stated in general terms, these are:

1. Adherence to all safety directives and standards
2. Surveying all work areas and operations to determine potentially hazardous work elements or operational functions and correcting the problem areas, thereby eliminating unsafe working situations
3. Preparation and use of proper safety procedures in all hazardous operations
4. Utilizing proper personal protective equipment and clothing
5. Investigating and reporting all serious accidents, injuries and property damage
6. Reporting all job-related personal injuries for consideration under the Worker's Compensation Law.
7. Proper pre-operational inspection, operation and control of rolling stock including televisions, electronic/computer carts, vehicles, cranes, hoists and forklifts.
8. Providing necessary training, including initial orientation, on-the-job instruction and job descriptions as necessary
9. Assuring proper tools and equipment are used in all operations and that they are maintained in an acceptable manner

## **PROGRAM ADMINISTRATOR/SAFETY COORDINATOR**

(Both S.B. 198 and Sec.3203, Title 8, CCR clearly require that the employer's Injury and Illness Prevention Program identify a responsible person in management as the person responsible for the Injury and Illness Prevention Program. Employers must consider the issue carefully and assure that whoever they designate as a responsible person understands the program, takes appropriate action to implement it and monitors the program's effectiveness.)

The person(s) with overall responsibility and authority for implementing the IIPP is (are) listed below:

NAME: **Sean Martin**

TITLE: **Assistant Superintendent, Business Services**

PHONE: **(916) 294-9000**

### **DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:**

- Administrative responsibility for the overall program

NAME: **Mike Hammond**

TITLE: **Facilities Project Manager**

PHONE: **(916) 294-9000**

### **DESCRIPTION OF AUTHORITY and RESPONSIBILITY**

- Operational responsibility for the overall program

The Program Administrator's duties include, but are not limited to:

1. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities and damage to equipment and material.
2. Consulting directly with management personnel and employees on loss prevention matters and providing guidance necessary to assure effective administration of this program.
3. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.

4. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws regulations and district safety rules and policies.
5. Ensuring that employees are trained in accordance with the program
6. Developing methods to reduce workplace hazards.
7. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

### **SUPERINTENDENTS, ADMINISTRATIVE ASSISTANTS**

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

1. Ensure that all personnel under their direction herein comply with the policies and procedures set forth.
2. Provide the leadership and direction necessary for administering school and/or departmental safety rules and regulations.
3. Devote a portion of staff meetings, as necessary, to review departmental losses (i.e., ACCIDENTS) and to discuss plans to decrease losses and discuss safety policy compliance by all personnel under their direction
4. Provide and ensure the use of appropriate protective devices to limit employee exposure to hazardous conditions
5. Promote safety training and education
6. Establish regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of Folsom Cordova Unified School District personnel and assets and to follow federal, state and local safety standards and regulations
7. Ensure that employees understand the chemical and physical properties of the materials stored, handled or used by them
8. Ensure that all accidents are immediately investigated and reported promptly to the Safety Coordinator and Employee Benefits Office.
9. Hold each principal/department head/site manager fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

## **PRINCIPALS/SUPERVISORS**

Each Principal/Supervisor shall be fully responsible and accountable to the Superintendent or Designee for compliance with the provisions of the program within his/her site. He/she should ensure that:

1. All personnel are briefed and fully understand division work procedures and existing policies.
2. All employees, full-time or part-time, temporary, new and experienced, are trained upon hire and retrained, when necessary, in the safe way each job must be accomplished.
3. All employees are instructed and understand the use and need for protective equipment relating to job procedures and duties.
4. Necessary safety equipment and protective devices for each job are available and used properly.
5. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect district loss control efforts.
6. Quarterly safety meetings for all staff are conducted to review accidents, analyze their causes and promote a free discussion of hazardous work problems and possible solutions.
7. All serious accidents are thoroughly investigated, recorded and promptly reported to the **Human Resources Department**.
8. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/supervisor is accountable for the preventable injuries, collisions and liabilities incurred by his/her employees.
9. Documentation exists (in writing and maintained at each site) reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules and that he/she has received information indicating that compliance is mandatory.
10. All employees (certificated and classified) are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to safety requirements is considered on evaluations; informing employees that failure to comply with safety rules is grounds for disciplinary action.
11. In-service educational programs are planned at least annually for all employees and that documentation is maintained for all educational activities.
12. All employees, working in a building that contains a “fire extinguisher”, shall be trained on its proper operation and retrained annually as per OSHA.



## **EMPLOYEES**

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

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and District property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary) or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

EACH EMPLOYEE working at hazardous jobs should, in addition:

1. Obey all safety rules and follow published use instructions.
2. Operate only machine equipment that he/she has been authorized to operate by his/her supervisor.
3. Use only the prescribed equipment for a job and utilize it properly.
4. Wear required protective equipment when working in hazardous operation areas and dress safely and sensible.

## **PARENTS**

Parents shall be encouraged to:

1. Teach safety standards to children in the home.
2. Support district safety requirements for employees and pupils.
3. Help the school in its hazard correction activities.
4. Serve on school safety committees when appointed.

## **SAFETY COMMITTEE**

A Safety Committee should be established and organized and have a spokesperson (Safety Coordinator). It should always include representatives from school sites, maintenance and management to meet the District's needs. The management personnel should remain as permanent members and the other members should be selected on a rotating basis. Minutes should be maintained.

### **The Safety Committee should:**

1. Consist of representatives from the following areas:
  - A. Management- An individual with the authority to make a “yes” or “no” decision on District matters.
  - B. A representative from each of the associations: FCEA, CSEA, FCLA
  - C. Maintenance/Transportation
  - D. Personnel/Employee benefits
  - E. Health Services
  - F. Food Services
2. Monitor the progress and effectiveness of the program and make changes as necessary.
3. Evaluate problems, methods and procedures and reach decisions based on the knowledge each member brings to the committee.
4. Ensure that the safety program is fulfilling the needs of the District.
5. Establish safety objectives and policies and work to accomplish these objectives and policies by obtaining District-wide support.
6. Review SIA inspection reports for the purpose of identifying hazards.
7. Analyze accidents to develop trends.
8. Investigate serious accidents.
9. Act as a source for ideas and suggestions for improving the safety record.
10. Follow-up on recommendations generated from previous inspections and meetings.
11. Establish safety topics for training employees.

The Safety Committee should meet at least quarterly to evaluate the progress of the program, evaluate new needs, make new assignments and provide open communication and discussion of accident causes and preventions. The meetings should be quick (about a half hour to an hour in length) as the purpose of the meetings should be to hear reports, make decisions and make new assignments for the next meeting. Minutes of these meetings should be maintained and a copy distributed to each member.

Most of the committee's work should be done outside of the meetings. Individuals should perform tasks assigned by the committee that are pertinent to their area of responsibility.

## **RECORDKEEPING**

1. CAL/OSHA300 (log and summary of Occupational Injuries and Illnesses)
  - a. **Post the Cal/OSHA Form 300A, Annual Summary from February 1 to April 30****Material Safety Data Sheets (MSDS)**
    - a. Each school site shall have Material Safety Data Sheets in compliance with the HAZMAT Program.
    - b. Material Safety Data Sheets will be up-dated by Jim Bonovich, Director of Maintenance.
    - c. Each school site's science labs, art/ceramics department will forward new material safety data sheets for supplies to Jim Bonovich, Director of Maintenance.
2. All other records
  - a. Each school site will maintain, on each employee, records of any exposures to hazardous material. All necessary reports will be forwarded to the Benefit and Safety Specialist at the District Office by each school. Medical records and records of exposures to hazardous material will be maintained for thirty (30) years. All other records i.e., accidents, inspection and training will be maintained at least three (3) years.
  - b. The District office shall maintain a master file of all records for the required number of years in compliance with all regulations. Thirty (30) years of exposure to hazardous material and three (3) years for all other records i.e., accidents, inspection and training will be kept for 3 years.
3. Each site or department shall maintain a log of any safety training conducted, along with dates and names of those employees who participated in the training. This log shall be kept at each site and shown to any CAL/OSHA inspector or the District Safety Coordinator upon request.

# HAZARD IDENTIFICATION, EVALUATION AND CONTROL

## INSPECTIONS

1. Purpose: A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence and to recommend corrective actions.
2. Scheduled Inspections: Inspections of District facilities will be conducted as follows:

<b>District Facility</b>	<b>Frequency</b>	<b>Conducted by</b>
<b>SCHOOL SITES</b>	Monthly Report: <i>(Use Google Drive: "Site Facilities Monthly Inspection")</i>	Principal/Custodian
<b>PLAYGROUNDS</b>	Check Daily Monthly Report: <i>(Use Google Drive: "Site Facilities Monthly Inspection")</i>	Principal/Custodian
<b>SPECIAL HAZARD AREAS</b>  Science Labs School Shops Maintenance Dept. Transportation Dept. Home Economics Gymnasium Athletic Field Cafeteria/Kitchens Print Shop	Check Daily Monthly Report: <i>(Use Google Drive: "Site Facilities Monthly Inspection")</i>	Science Teacher Shop Teacher Maintenance Dir. Transportation Dept. Teacher Athletics Director Athletics Director Food Service Director Custodian
<b>SWIMMING POOL</b>	Check Daily Monthly Report: <i>(Use Google Drive: "Site Facilities Monthly Inspection")</i>	Custodian
<b>BLEACHERS</b>	Check prior to use Monthly Report: <i>(Use Google Drive: "Site Facilities Monthly Inspection")</i>	Custodian
<b>AUTOMOTIVE EQUIPMENT</b> <b>(including tractors, mowers)</b>	Check Daily Yearly Report by Highway Patrol for School Buses	Vehicle Operator

3. **Unscheduled Inspections**

In addition to scheduled inspections and ongoing review, the Program Administrator or designee will arrange for unscheduled, unannounced inspections with particular emphasis on:

- General Housekeeping
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and Machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. **Red Tagging of Unsafe Facilities or Equipment**

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. **Documentation of Inspections**

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be reported using *Google Drive*: “Site Facilities Monthly Inspection”).

**Employee Hazard Reporting Procedure**

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee’s supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they wish). The form should be submitted to Maintenance.

## **FORMS AND CHECKLISTS**

1. SIA Property Checklist
2. Chemical Inventory
3. Hazard Alert Form
4. Accident/Exposure Investigation Report
5. Supervisor’s Accident Investigation Report
6. Accident Witness Report
7. Suggestion for Health and Safety Improvement

# FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

## MONTHLY PROPERTY CHECKLIST

### Loss Control Program

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School: \_\_\_\_\_

Report No: \_\_\_\_\_ Date: \_\_\_\_\_

Month Day Year

Inspection made by \_\_\_\_\_

Custodian's Signature

Principal's Signature \_\_\_\_\_

		SATISFACTORY		
		YES	NO	N/A
1)	<b>FIRE ALARMS</b>			
	Detectors undamaged?			
	Bells/horns functional?			
	Date of last fire drill:	/	/	
	Date alarm tested:	/	/	
	Zones(s) tested:			
2)	<b>INTRUSION ALARMS</b>			
	Operable?			
	Date alarm tested:	/	/	
	Zone(s) tested:			
3)	<b>AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS</b>			
	Stored in designated rooms or cabinets?			
	Permanently marked?			
	Secured to stands?			
	Transporting stands safe and adequate?			
4)	<b>DOORS</b>			
	Good repair?			
5)	<b>FENCES/GATES</b>			
	Good repair?			
6)	<b>ELECTRICAL (INTERIOR AND EXTERIOR)</b>			
	Switch/junction boxes covered?			
	Cords, plugs, wiring, receptacles in good condition?			
	Electrical panels unobstructed? (36" clearance)			
	Electrical panel rooms locked?			
7)	<b>FIRE EXTINGUISHERS</b>			
	Extinguishers hung properly? (5' or lower)			
	Fully charged?			
	Pin secured?			
	Accessible?			
	Inspection current?			

		SATISFACTORY		
		YES	NO	N/A
8)	<b>AUTOMATIC SPRINKLERS</b>			
	Valve locked in open position?			
	18" clearance below all sprinkler heads?			
	Extra heads and wrench available?			
	Date of last inspection:	/	/	
9)	<b>HOUSEKEEPING</b>			
	Trash and garbage properly stored?			
	Trash and garbage picked up on schedule?			
	Flammable liquids stored in approved safety cans and/or metal cabinet?			
	Dumpsters away from building?			
	No rooms with heavy fire load?			
	No high storage?			
	Oily rags stored in proper receptacles and emptied regularly?			
10)	<b>LIGHTS (INTERIOR AND EXTERIOR)</b>			
	No broken lights?			
	No light burned out?			
	Adequate lighting?			
	Diffusers in place?			
11)	<b>WINDOWS &amp; SKYLIGHTS</b>			
	Latch in good repair?			
	No broken windows/skylights			
12)	<b>PLAYGROUND EQUIPMENT</b>			
	Good condition?			
	Sufficient fall surfacing material?			
13)	<b>PREMISES (INTERIOR AND EXTERIOR)</b>			
	Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards limbs, or obstructions?			
	Free of safety hazards caused by trees, limbs, or roots?			
	Handrails in place and secure?			
	Any water leaks in bathrooms?			

CONTINUED ON NEXT PAGE

## Monthly Property Checklist - page 2

		SATISFACTORY		
		YES	NO	N/A
14)	<b>CAFETERIA, AUDITORIUM, GYNNASIAM</b>			
	In-wall tables in good condition?			
	Do portable tables close and stay closed?			
	Benches and seats in good condition?			
	Bleachers in good condition?			
	Exit lights operating?			
	Emergency lights operating?			
	Locker rooms in good condition?			
	Choking posters properly posted?			
15)	<b>OUTSIDE/ATHLETIC FACILITIES</b>			
	Fields in good condition?			
	Bleachers in good condition?			
	Dugouts in good condition?			
	Tennis courts in good condition?			
	Basketball courts in good condition?			
	No chain nets on baskets?			
	Football goals safely arranged?			
	Soccer goals safely arranged?			
16)	<b>SWIMMING POOL AREA</b>			
	Depth markings in good condition?			
	Decking in good condition?			
	Bleachers in good condition?			
	Diving boards and towers in good condition?			
	Pool handrails in good condition?			
	Emergency/rescue equipment in place?			
	Rules posted?			
	Filter covers in place?			

		SATISFACTORY		
		YES	NO	N/A
17)	<b>LADDERS</b>			
	In good repair?			
	Shock hazard warning posted on aluminum ladders?			
18)	<b>SHOP AREAS/MACHINERY/EQUIPMENT/POWER TOOLS (Instructional &amp; District Shop Areas)</b>			
	Moving parts guarded?			
	Equipment properly grounded or double-insulated?			
	Tools in good condition?			
	Cords in good condition?			
	Housekeeping in shop area okay?			
	Personal protective equipment available and in good condition?			
19)	<b>ARSON PREVENTION</b>			
	"We-Tip" posters in place?			
20)	<b>ASBESTOS</b>			
	Asbestos-containing building materials in good condition?			
21)	<b>SAFETY DATA SHEETS</b>			
	Accessible to employees?			
	Updated?			
22)	<b>INDOOR AIR QUALITY</b>			
	Are filters clean?			
	Any signs of mold or mildew?			
23)	<b>ELEVATORS/LIFTS</b>			
	Are elevators/lifts working properly?			
	Are inspections current?			
24)	<b>OTHER: Specify</b>			

[illegible]

**Folsom Cordova Unified School District**  
**CHEMICAL INVENTORY**

Requires that school district inventory, remove, and dispose of chemicals whose suggested shelf life has expired. Education Code 4911 (b)

School Site: \_\_\_\_\_ Name/Title: \_\_\_\_\_

Date of Inventory: \_\_\_\_\_ Time Spent doing Inventory: \_\_\_\_\_

Signature: \_\_\_\_\_

Chemical Name	Concentration/Purity	Type of Container	Quantity	Hazard Class	Storage Location	Shelf Life
Inventory Prepared By: _____						



**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**Hazard Alert Form**

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: \_\_\_\_\_  
Name

Department Extension

Date of report: \_\_\_\_\_

Location of Hazard: \_\_\_\_\_  
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations to Correct the Condition or Hazard:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**

**Accident / Exposure Investigation Report**

Date and Time of Accident: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Accident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employees Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preventive Action Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Actions Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manager Responsible: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Folsom Cordova Unified School District  
Supervisor's Accident Investigation Report**

Supervisor's Name \_\_\_\_\_

Injured Employee: \_\_\_\_\_

Employee's job title: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date/Time of Injury: \_\_\_\_\_

Location where accident occurred: \_\_\_\_\_

Task being performed when accident occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe accident, injury or illness including the nature of the injury and conditions (sprain, cut, fall, wet or uneven grounds, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What preventive action should have been taken by the employee or others to avoid this type of accident? (Include recommendations from employee) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions on recommendations (include dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form to the Benefits Office when completed. If condition presents a safety hazard, send a copy of this report and a work order to Maintenance for repair.

**Folsom Cordova Unified School District  
Witness Report**

This Witness Report is to be completed by each witness to the accident.

Name: \_\_\_\_\_

Job Title and Work Site: \_\_\_\_\_

Date and Time of Accident: \_\_\_\_\_

Describe the Accident: \_\_\_\_\_

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In your opinion, what do you think was the:

Primary cause of the accident? \_\_\_\_\_

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Contributing cause of the accident? \_\_\_\_\_

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What actions do you think could have prevented the accident or may prevent it from happening again? \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Folsom Cordova Unified School District  
Suggestions for Health and Safety Improvement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Briefly Describe Suggestion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this practice/procedure improve health and /or safety conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Committee Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Reviewed/Evaluated: \_\_\_\_\_

# Folsom Cordova Unified School District

## Heat Illness Prevention Plan

**District Address:** 1965 Birkmont Drive  
Rancho Cordova, CA 95630  
(916) 294-9000

**Lead Administrator:** Sean Martin  
Assistant Superintendent, Business Services

**Heat Illness Prevention Contact:** Lori Emmington  
Director of Human Resources

## Heat Illness Prevention Elements

Heat illness results when the body's internal temperature system is overworked. These procedures are designed to assist the district in reducing the risk of heat related illnesses and to ensure that emergency assistance is provided without delay. These measures must be in effect when temperatures are equal to or above 95 degrees Fahrenheit.

The elements reflected within this Heat Illness Prevention Plan are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consists of the following:

- Provision of Water
- Access to Shade
- Monitoring the Weather
- Acclimatization
- Training
- Communication
- Handling a Sick Employee
- Emergency Response

### Provision of Water

Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (f)(h)(1)(C), shall be encouraged.

## Access to Shade

**3395 (d)** Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

- During days of anticipated heat, jobs requiring outside exposure will be conducted early in the day. When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Indoor jobs where air conditioning is available will be conducted in the late morning or afternoon when the temperatures are higher.
- Employees will be reminded regularly to take rest breaks in shaded and cooler areas.
- If shade is not available, employee will notify supervisor to review possible remedies.
- Drinking water will be available in all working locations.

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses. “Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.

1. Shade required to shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling.
2. The amount of shade present shall be at least enough to accommodate 25% of the number of employees on the shift at any time 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. The shaded area shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.
3. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.
4. If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response according to subsection (f) of this section.

## High-heat procedures (grounds and maintenance workers)

The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- (1) Ensuring that effective and frequent communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- (2) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:
  - (A) Supervisor or designee observation of 20 or fewer employees, or
  - (B) Mandatory buddy system, or
  - (C) Regular communication with sole employee such as by radio or cellular phone, or
  - (D) Other effective means of observation.
- (3) 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) Reminding employees throughout the work shift to drink plenty of water.
- (5) Pre-shift meetings before the commencement of work to 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.

**Extra Measures During Heat Waves-** Because of extreme environmental conditions during a heat wave, employees' physical and mental condition can change rapidly into a serious medical condition. The onset of heat illness may be confused with other problems and may not always be obvious before it becomes life-threatening. Therefore, extra measures may be required to prevent and/or respond to heat illness.

- Stay alert to weather – make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other environmental factors. Use current weather information to make the appropriate adjustments in work activities throughout the workday.
- Encourage employees to drink small quantities of water more frequently and have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable.
- Additional cooling measures – employees may use alternative cooling measures in addition to shade (i.e. air conditioned rooms, spraying themselves with water).
- Changing work scheduling and assignments – supervisors may need to put into place one or more of the following additional measures:
  1. Cut work shifts short or stop work altogether.
  2. Reduce the severity of work by 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.

## Monitoring the Weather

Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made about whether employees will be exposed to a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat



illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

- Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or a simple thermometer, available at most hardware stores) at the worksite.
- A thermometer will be used at the job site to monitor for a sudden increase in temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.
- Stay alert to weather – make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other environmental factors. Use current weather information to make the appropriate adjustments in work activities throughout the workday.

## **Acclimatization**

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body has not yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Additional protective measures are implemented when conditions result in sudden exposure to heat their employees are not accustomed to.

*To ensure that employees can acclimatize to the conditions, the following steps will be taken:*

- New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days.
- The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- Supervisors will strive to find alternative tasks that lessen the intensity of employee's work during the heat wave.

## **Training for Employees and Supervisors**

Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay. To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

### **3395 (e) (1) Employee Training:**

- a) The environmental and personal risk factors for heat illness;
- b) The employer's procedures for complying with the requirements of this standard;
- c) The importance of frequent consumption of small quantities of water when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- d) The importance of acclimatization;
- e) The different types of heat illness and the common signs and symptoms of heat illness;
- f) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- g) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- h) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- i) The employer's procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- j) Handouts with the above information will be provided to employees and posted at all work sites.

**(e) (2) Supervisor Training:** Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the supervisor:

- (A) The information required to be provided by section (h)(1) above.
- (B) The procedures the supervisor is to follow to implement the applicable provisions in this section.
- (C) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- (D) How to monitor weather reports and how to respond to hot weather advisories.
- (E) Employee training will be conducted as the weather begins to warm and on an as needed basis during the hottest days and heat waves.
- (F) Heat Illness Prevention will be included in annual policy review.
- (G) Trained in appropriate first aid and/or emergency response to different types of heat illness and made aware the heat illness may progress quickly from mild to serious.

## **Communication**

**Real time Communication-** We will establish and use a system to readily communicate with our workers in the field. Stay alert to the weather by monitoring weather conditions throughout the work shift at your specific work locations. Based on current weather information and worker input from the field, make the proper adjustments in your work practices, or summon emergency response personnel if necessary.

- To accomplish this, we have a supervisor or "designated person (s)" at the worksite with

the authority to communicate and implement any measures necessary to address heat illness.

- Using our two-way communication system allows workers to report to supervisors, co-workers or other designated persons how they are feeling on a real time basis.

## **Handling a Sick Employee**

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate 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.

*To ensure that a sick employee is addressed without delay, the following steps will be taken:*

- When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.
- Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade.

## **Emergency Response**

*To ensure that emergency medical services are provided without delay, the following steps will be taken:*

- Supervisors and co-workers are encouraged never to discount any signs or symptoms they are experiencing and will immediately report them.
- Under no circumstances will the affected employee be left unattended.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- In the event of an emergency, supervisor or lead will call **911** and give clear and precise directions to the work site.

### **To report any concerns regarding our district's Heat Illness Plan:**

- **Lori Emmington (916)294-9000 ext. 104409**  
**1965 Birkmont Dr., Rancho Cordova, CA 95742**