

BEVERLY HILLS UNIFIED SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

BHUSD Safety Policy

It is the policy of Beverly Hills Unified School District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, we encourage our employees to be mindful of safety at all times.

In compliance with California Law and to promote the concept of a safe workplace, the District establishes, implements and maintains this written Injury and Illness Prevention Program, as per Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203).

The IIPP is a comprehensive health and safety program designed to prevent workplace accidents and injuries, by identifying and abating hazards. An IIPP consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

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RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, J. Wade Roach, Assistant Superintendent, Business Services, has the authority and the responsibility for implementing and maintaining this IIPP for Beverly Hills Unified School District.

This IIPP applies to all schools in our district.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIP Program. A copy of this IIPP is available from each manager and supervisor.

The master copy of this IIPP can be found at:

**Beverly Hills Unified School District Office – Business Services Department
255 South Lasky Drive, Beverly Hills, CA 90212**

Unobstructed access of the IIPP is provided through our district website, which allows an employee to review, print, and email the current version of the Program.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES

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

- Informing employees of the provisions of our IIPP.
Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Follow-through by supervisors to ensure effectiveness.

- Worksite-specific health and safety training.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted or distributed safety information.
- A system for employees to anonymously inform administration about workplace hazards. The employee can place the Employee Safety Recommendation Form, or document of the employee's choosing, in the anonymous hazard reporting box, located outside of the entrance of the District Office at 255 South Lasky Drive, Beverly Hills, CA 90212

HAZARD ASSESSMENT/INSPECTION

Periodic inspections to identify and evaluate hazards in our school sites will be performed by one or more of the following individuals: Facilities & Maintenance Staff, Principals and/or Assistant Principals.

Periodic inspections are performed according to the following schedule:

- When we initially established our IIPP.
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
- Whenever new, previously unidentified hazards are recognized.
- Whenever occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by the employee's supervisor.

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

HAZARD CORRECTION

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

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.

TRAINING AND INSTRUCTION

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according the following schedule:

- When our IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- Whenever anyone 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.
- To all employees about the hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- The availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

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

RECORDKEEPING AND DOCUMENTATION

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP:

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.
- Documentation of our safety and health training.

Code of Safe Practices

Safe Practices for Beverly Hills Unified School District

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

GENERAL SAFE PRACTICES

1. Report *all* accidents, injuries, and illnesses (no matter how small) to your supervisor or the District Business Office immediately.
2. Report all unsafe conditions and equipment to your supervisor or District Business Office. Unsafe conditions and equipment may include, but not be limited to: broken chairs, missing casters, stuck drawers, cracked glass, etc.
3. Clothing that covers the back, shoulders, and midriff, and clothing that covers the legs when seated, shall be worn by all employees in the Custodial, Food Service, Graphics/Print Shop, Grounds, Maintenance, Transportation, Security and Warehouse areas.
4. Shoes or boots with low heels, non-skid soles, and closed toe and heel shall be worn by all employees who spend more than ten percent of their day in the Custodial, Food Service, Graphics/Print Shop, Grounds, Maintenance, Transportation, Security and Warehouse areas.
5. Always wear necessary and/or required protective clothing and/or equipment.
6. Pay attention to the job you are doing.
7. Ask questions about anything you do not understand about your job.
8. Observe all safe practices applicable to the department or area in which you are working or visiting.
9. Always follow instructions on safety signs and caution tapes. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
10. Be aware of forklifts in operation; keep a safe distance from them.
11. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
12. When lifting and carrying loads, care should be exercised to avoid overexertion and strain.
13. Always keep workstations clean and orderly.
14. Return materials and equipment to their proper place when finished using them.
15. Throw trash in proper waste containers.
16. Clean up small amounts of spilled materials or liquids immediately. Be sure the site custodian or maintenance department is called to clean up larger spills.
17. All food should be limited to specifically designated areas, such as the staff lounge and the

cafeteria/multipurpose room.

18. No open food storage or food preparation in areas not intended and designated for that use. No overnight storage of food in classrooms or offices.
19. No chemicals or other pest management products should be brought from home.
20. Pest infestations should be reported to the maintenance department so that proper notification and posting can be accomplished.
21. Chemical products should not be used directly around students. Follow Integrated Pest Management best practices.
22. Walk; do not run.
23. Open doors slowly. Stand out of the swing of the door when opening or unlocking doors.
24. Use caution when approaching blind corners.
25. Use handrails when going up or down stairs.
26. Never leave anything in aisles, hallways, or on stairways that can cause someone to trip and/or fall.
27. Always keep aisles and passageways clear and unobstructed.
28. Always keep exits clear, unobstructed, well lit, and unlocked to permit ready access. Maintain 36 inches of clearance around all electrical equipment and panels.
29. Always keep fire extinguishers and fire alarms clear and easily identifiable to permit ready access.
30. In the event of a fire, sound the alarm.
31. Upon hearing the alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
32. Only trained and designated employees may attempt to respond to a fire or other emergency.
33. Extension cords are for temporary use only. Extension cords are to be unplugged, rolled up, and put away at the completion of each job, or at the end of each day.
34. Only use extension cords that have a grounding conductor.
35. Wash your hands thoroughly before eating, and/or drinking.
36. Do not eat in areas where hazardous chemicals are present. This includes all Custodial, Grounds, Maintenance, Graphics/Print Shop, Transportation, and Warehouse areas.
37. Do not store food in cabinets and/or refrigerators where chemicals are stored.
38. Read labels and Safety Data Sheets (SDS) for instructions and precautions before using any chemical.
39. Handle, use, and store all chemicals according to the manufacturer's instructions.
40. Be sure that all chemical containers are properly labeled.
41. Always keep chemical containers closed when not in use.
42. Avoid chemical contact with skin and eyes.

43. Wash thoroughly after any such contact with chemicals.
44. Contact the maintenance department for your chemical disposal needs.
45. Always keep all legs of the chair in contact with the floor at all times.
46. Practical jokes, "skylarking," "horseplay," scuffling, and fighting are not permitted.
47. Employees shall not use, possess, manufacture, distribute, dispense, or sell alcohol or drugs while on District property or on District business.
48. Do not use mechanical and electrical rooms for storage.

TEACHERS AND OTHER STAFF, GENERAL CLASSROOMS

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage reasonably evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items higher.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples.
10. Paper cutters and other cutting tools are to be properly used and properly maintained.
11. Paper cutters should be operated on a level, unobstructed and clear surface.
12. Paper cutter blades are to be kept in locked position when not in use.
13. Do not cut too many papers at once.
14. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
15. Combustible decorations should not be hung on doors or windows.
16. Ceilings should be kept free of decorations at all times.
17. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.
18. Do not use mechanical and electrical rooms for storage.

TEACHERS AND OTHER STAFF, SCIENCE AND ART CLASSROOMS

1. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
2. Materials in grades kindergarten through sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM 0-4236.
3. Artwork and teaching materials used for decorations must not cover more than 25% of available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
4. Do not use mechanical and electrical rooms for storage.

ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Call the maintenance department to move heavy office furniture or equipment.
3. Keep desk and file drawers closed when they are not in use.
4. Open only one file drawer at a time.
5. Distribute file storage reasonably evenly among the drawers to prevent over-balancing when a file drawer is extended. Store heaviest items closest to the floor and lightweight items higher.
6. Do not overload shelves.
7. Store pencils and pens point down or flat in drawers. Loose blades, thumbtacks, and other sharp objects should be stored in small boxes, not loose in drawers.
8. Sheath scissors, letter openers, razor blades, or other sharp tools before storing. If sheathes are unavailable, cutting or sharp ends should be stuck in foamed-polystyrene blocks.
9. Use staple removers to remove staples
10. Paper cutters and other cutting tools are to be properly use and properly maintained. Paper cutters should be operated on a level, unobstructed and clear surface.
11. Paper cutter blades are to be kept in locked position when not in use.
12. Do not cut too many papers at once.
13. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
14. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
15. Do not allow or direct staff to use mechanical and electrical rooms for storage.

CUSTODIANS

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting to lessen exposure to entanglement accidents. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. When using equipment in halls, keep to one side, do not block doors.
5. Keep all electrical cords flat.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Cleaning solutions are to be mixed and used according to label directions and training.
8. Use an appropriate ladder or step stool for over-shoulder tasks.
9. After cleaning floor drains, be sure grates have been replaced and securely fastened.
10. When entering an area, turn on lights or use a flashlight. Do not enter dark rooms.
11. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
12. Rags with oil or solvent are to be stored in approved covered metal containers and removed from the site daily.
13. Keep at least one aisle of the storage area open at all times.
14. Use universal precautions when cleaning bodily fluids.
15. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
16. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
17. When overloaded or heavy, empty some contents out of a trashcan before lifting it.
18. Face the trash bin and lift the container up to rest on the lower edge of the bin.
19. Fill the mop pail only half full
20. Roll the mop pail, rather than carrying it.
21. Make sure your hands are dry and stand only on dry floors to plug in any electrical equipment.
22. Electrical equipment should be stored with electrical cords secured in place.
23. Do not use mechanical and electrical rooms for storage.

FOOD SERVICES

1. Observe all applicable general safe practices.
2. Use Hazard Analysis and Critical Control Points (HACCP) principles when handling food.
3. Use proper lifting and material handling techniques.
4. Clean clothing is to be worn daily.
5. Keep fingernails clean and well-trimmed.
6. Wear hairnets or caps to keep hair out of food and/or moving food preparation equipment.
7. Wash hands and arms with soap and water before handling dishes or utensils or preparing food.
8. Always use utensils when serving food.
9. Operate machinery or equipment only after being trained and authorized.
10. Ensure the area around the machinery or equipment is free from clutter and well lit.
11. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
12. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged, and reported.
13. Follow proper lockout tag-out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
14. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
15. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
16. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
17. Dry hands and stand on dry floors to plug in any electrical equipment.
18. Turn off equipment when not in use.
19. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
20. Store cleaning products in designated areas, away from food.

21. Use only non-combustible cleaning products.
22. Separate silverware, knives, dishes, cups, and glassware before cleaning. Use caution putting glassware or dishes into a sink to avoid breakage.
23. When cleaning knives, lay flat, and use a sponge or brush.
24. Discard broken tools, pots and pans with broken or weak handles, if irreparable.
25. Use a broom and dustpan or tongs to clean up broken glassware or dishes.
26. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
27. Carbonated beverage storage cylinders should be chained to prevent them from falling.
28. Do not use mechanical and electrical rooms for storage.

GRAPHICS/PRINT/PHOTO SHOP

1. Observe all applicable general safe practices.
2. Observe all applicable safe practices for Administration and Office Staff.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Use proper lifting and material handling techniques.
5. Call the maintenance department to move heavy office furniture or equipment.
6. Operate machinery or equipment only after being trained and authorized.
7. Ensure the area around the machinery or equipment is free from clutter and well lit.
8. Before using machinery or equipment, ensure guards are in place on equipment that requires guards.
9. Report inoperative machinery or equipment to the department supervisor. Any equipment that appears defective, gives a shock, sparks, or smokes should be turned off, unplugged, and reported.
10. Follow proper lockout tag-out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
11. Electric machines or equipment and connections should not be touched with wet hands or operated on damp floors.
12. Before jammed paper is pulled from a machine or equipment, the motor is to be turned off to avoid getting hands in the feed rollers.
13. Rags with oil or solvent are to be stored in approved covered metal containers and removed from the site daily.
14. Do not use mechanical and electrical rooms for storage.

GROUNDKEEPING

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored *in* approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
16. Take precautions to avoid exposure to outdoor temperature extremes.
17. Only properly trained and authorized employees are allowed to drive district vehicles.
18. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
19. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
20. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
21. Do not use mechanical and electrical rooms for storage.

MAINTENANCE

1. Observe all applicable general safe practices.
2. Work areas are to be kept in a clean, orderly and organized manner. Exits, electrical panels and pathways shall not be blocked. Non-work related materials shall not be kept in work areas, shops or on District Property.
3. Maintenance Workers must immediately clean up after themselves and not leave debris related to their work in the areas they service or work out of.
4. Mechanical rooms are to be kept clean by the trade whose equipment resides in that area. For example, electricians shall maintain clean electrical rooms. HVAC workers shall maintain clean chiller, boiler and air handler areas.
5. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
6. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
7. Use proper lifting and material handling techniques.
8. Follow proper lockout tag out procedures. Machines and equipment should not be cleaned, repaired, serviced, and/or adjusted while operating.
9. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
10. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
11. Turn on lights or use a flashlight. Do not enter dark rooms.
12. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
13. Rags with oil or solvent are to be stored in approved covered metal containers and removed from the site daily.
14. Ensure combustion engines have enough fuel before use. Only add fuel to cool engines.
15. Turn off equipment when not in use or left unattended.
16. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
17. Do not remove or alter equipment safety guards or safety devices in any way.
18. Keep all electrical cords flat.
19. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
20. All compressed air is to be directed away from the operator and any other people.
21. Take precautions to avoid exposure to outdoor temperature extremes.
22. Only properly trained and authorized employees are allowed to drive district vehicles.

23. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
24. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
25. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
26. Do not use mechanical and electrical rooms for storage.

NURSES AND OTHER HEALTH STAFF

1. Observe all applicable general safe practices.
2. Observe all applicable safe practices for Administration and Office Staff.
3. Use universal precautions when exposed to bodily fluids.
4. Use proper lifting and student transfer techniques.
5. Call the maintenance department to move heavy office furniture or equipment.
6. Containers of bleach and bleach solutions should be stored in a tray within a secured cabinet.
7. Other liquids should be stored in secondary containment to minimize spills.
8. Do not use mechanical and electrical rooms for storage.

WAREHOUSE

1. Observe all applicable general safe practices.
2. Follow proper lifting and material handling procedures.
3. Follow forklift operating rules.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage. Do not stand or climb on pallets or pallet racks.
9. Only properly trained and authorized employees are allowed to drive district vehicles.
10. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
11. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
12. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
13. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
14. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.
15. Do not use mechanical and electrical rooms for storage.

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	DEPT:
SUPERVISOR:	DATE:
IDENTIFICATION OF SAFETY OR HEALTH HAZARD	
SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD	
DO NOT WRITE BELOW THIS LINE	
Date complaint was investigated:	
Investigated by:	
Action taken:	
Date Action was reported to the employee:	
Comments:	

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING	Yes	No	N/A
Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?			
Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____ (Call the Business Office to arrange for a departmental presentation.)			
Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?			
Are chemical products used in the office? (Are Safety Data Sheets maintained?)			
Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? If not, call Pat Demo at extension _____.			
Are annual workplace inspections being performed? Are records being maintained?			
Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?			

GENERAL SAFETY	Yes	No	N/A
Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?			
Are all aisles/corridors unobstructed to allow unimpeded evacuations?			
Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)			
Are ergonomic issues being addressed for administrative personnel using computers? (If no, contact the Business Office.)			
Is a fully stocked first-aid kit available? Do all employees in the area know its location?			
Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?			
Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)			
Is the office kept clean of trash and recyclable materials removed promptly?			

ELECTRICAL/MECHANICAL SAFETY	Yes	No	N/A
Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?			
Are all circuit breaker panels accessible with each breaker appropriately labeled?			
Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?			
Is lighting adequate throughout the work environment?			
Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)			
Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)			

COMMENTS

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

LABORATORY SAFETY INSPECTION CHECKLISTS

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

HEALTH AND SAFETY MANAGEMENT	Yes	No	N/A
Is the Chemical Hygiene Program present?			
Are personnel trained in chemical health/physical hazards and laboratory safety?			
Do lab personnel have access to and are familiar with the use of Safety Data Sheets (SDSs)?			
Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?			
Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?			
Have personnel been instructed on how to respond in the event of a chemical spill?			
Are complete training records and documents available for review by the District Office and outside agencies?			
Have all hazards identified by the annual survey been abated? (Action records must be retained)			
Do laboratory personnel perform semi-annual lab inspections? (Must retain records)			

GENERAL SAFETY	Yes	No	N/A
Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?			
Are work areas clean and uncluttered?			
Do employees know the location of the first aid kit and is it accessible?			
Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?			
Do shelves have lips, wires, or other seismic restraints to prevent items from falling?			
Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?			
Are fire extinguishers accessible and charged? (If not, please call Maintenance & Operations)			
Are sinks labeled, "Industrial Water – Do Not Drink"?			
Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?			
Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?			
Are safety glasses or other eye protection available and worn in the laboratory?			

COMMENTS
Biosafety Cabinet – Date Last inspected:
Types of regulated carcinogens:
Types and quantity of compressed gasses:
Gallons of flammable liquids:
Types of personal protective equipment:

LABORATORY EQUIPMENT	Yes	No	N/A
Have chemical fume hoods been tested within the past year?			
Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?			
Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?			
Is the lab ventilation negative with respect to corridors and offices?			
Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?			
Are refrigerators and freezers used for storage of flammables, spark proof and properly labeled?			
Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?			
Are all gas cylinders restrained to prevent tipping or falling?			
Are valves of gas cylinders capped when not in use?			

HAZARDOUS MATERIALS	Yes	No	N/A
Are chemicals labeled to identify contents and hazards?			
Are regulated carcinogens handled safely to reduce employee exposure?			
Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?			
Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?			
Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?			
Are all hazardous wastes disposed of properly and not poured into the sewer system?			
Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?			
Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?			
Are ether and other peroxide formers dated?			
Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?			

FIRE AND ELECTRICAL SAFETY	Yes	No	N/A
Are fire doors unobstructed and readily closeable?			
If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?			
Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?			
Are flammable liquids limited to 60 gallons per fire area?			
Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?			
Is all equipment properly grounded?			
Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)			
Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?			
Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?			
Are circuit breakers labeled to indicate what equipment is served by each?			
Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)			

COMMENTS

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

ADMINISTRATION AND TRAINING	Yes	No	N/A
Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)?			
Are all employees familiar with the use of SDSs?			
Have all employees been instructed in how to operate the equipment they are required to use?			
Have all employees been trained in how to protect themselves from the hazards identified in their work area?			
Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?			
Are all training records up to date for each employee?			
Do all employees have access to the Emergency Action Plan and know their responsibilities?			
Is the Cal/OSHA information poster, Workers' Compensation Bulletin posted?			

FIRE SAFETY	Yes	No	N/A
Are all fire exits clearly marked and unobstructed?			
Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?			
Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?			
Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?			
Are spray-painting operations that employ flammable materials conducted inside spray booths?			
Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?			
Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?			
Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?			
Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?			
Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?			
Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?			

ELECTRICAL SAFETY	Yes	No	N/A
Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)			
Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?			
Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?			
Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?			
Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?			
Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?			
Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?			
Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?			
Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?			
Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?			
Are potable water, soap, and towels available for hand washing?			
Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?			
Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?			
Are excessive noise levels adequately controlled?			
Is an approved first aid kit available and its location known to all employees?			
Are stacked and shelved items stored to prevent falling during an earthquake? (2 inch shelf lips or other means of restraining items, especially above exits and employee workstations)			
Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?			

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

COMMENTS

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT/EXPOSURE INVESTIGATION REPORT

SUPERVISOR REPORT OF OCCUPATIONAL INJURY OR ILLNESS
--

Name of injured employee: _____

Department/School Site: _____

Position: _____ Employee Work Schedule: _____

Date of injury or illness: _____ Time: _____ AM _____ PM _____

Was medical treatment offered? Yes _____ No _____ Was treatment refused? Yes _____ No _____

Was employee given a DWC-1 claim form? Yes _____ No _____

What type of medical treatment was given on site? _____

Did the injured employee leave work due to this injury or illness? Yes _____ No _____ Time: _____

Has employee returned to work? Yes _____ Date returned: _____ No, still off work _____

Name of person to whom the injury or illness was reported: _____

Timeliness of reporting: If the accident was not reported immediately, why not?

Location where accident or exposure occurred:

Was the injury or exposure witnessed? Yes _____ No _____

WITNESS INFORMATION

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Telephone: _____ Telephone: _____

Body part injured (check all that apply and indicate left and/or right):

<input type="checkbox"/> Head	<input type="checkbox"/> Upper back	<input type="checkbox"/> Finger (which?)	<input type="checkbox"/> Ankle
<input type="checkbox"/> Face	<input type="checkbox"/> Lower back	<input type="checkbox"/> Upper leg	<input type="checkbox"/> Foot
<input type="checkbox"/> Eye	<input type="checkbox"/> Arm	<input type="checkbox"/> Lower leg	<input type="checkbox"/> Toe (which?)
<input type="checkbox"/> Neck	<input type="checkbox"/> Wrist	<input type="checkbox"/> Knee	<input type="checkbox"/> Other _____

Nature of injury or illness:

<input type="checkbox"/> Scrape	<input type="checkbox"/> Burn	<input type="checkbox"/> Fracture	<input type="checkbox"/> Cold-related problem
<input type="checkbox"/> Cut	<input type="checkbox"/> Sprain/strain	<input type="checkbox"/> Skin problem	<input type="checkbox"/> Loss of consciousness
<input type="checkbox"/> Puncture	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Chemical-related problem	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Heat-related problem	<input type="checkbox"/> Other _____

What was employee doing at the time of injury or exposure?

Person, object or substance that directly injured employee:

Check any of the following unsafe actions which you feel may apply:

<input type="checkbox"/> Haste/unsafe speed	<input type="checkbox"/> Improper procedure	<input type="checkbox"/> Unsafe lifting
<input type="checkbox"/> Not authorized	<input type="checkbox"/> Unsafe equipment usage	<input type="checkbox"/> Unsafe position
<input type="checkbox"/> Disregard of instructions	<input type="checkbox"/> Defective equipment/tools	<input type="checkbox"/> Running/jumping
<input type="checkbox"/> Lack of knowledge/skill/training	<input type="checkbox"/> Inattention	<input type="checkbox"/> Poor Housekeeping
<input type="checkbox"/> Failure to use proper equipment	<input type="checkbox"/> Assault	<input type="checkbox"/> Act of other
<input type="checkbox"/> Inadequate protective gear	<input type="checkbox"/> Horseplay	<input type="checkbox"/> Physical handicap
<input type="checkbox"/> Carelessness	<input type="checkbox"/> Alcohol/drugs	<input type="checkbox"/> Other _____

☐ I know the injury occurred on duty.

☐ I have no specific knowledge that the injury occurred on duty

What steps have been taken or recommended to prevent a recurrence?

Comments:

Supervisor's signature: _____

Date: _____

WORKER TRAINING AND INSTRUCTION RECORDS