

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

The Pacific Grove Unified School District is committed to providing and maintaining a work environment which is both safe and healthful for all employees. Since the vast majority of all accidents are preventable, the goal of this safety plan is to identify and eliminate those unsafe work practices which tend to increase employee exposure to injury.

RESPONSIBILITY FOR THE INJURY PREVENTION PROGRAM

All employees of the Pacific Grove Unified School District are responsible for working safely and maintaining a safe and healthy work environment. Each employee must accept his/her own personal responsibility in developing an attitude that accidents can be prevented.

The administrator charged specifically with the overall administration of the District's Safety Plan is:

Robin Blakley
Asst. Superintendent, Business Services
646-6509

Duties of the plan administrator include:

- A. Ensuring that other administrators and managers are trained in workplace safety and are knowledgeable about the guidelines contained in the plan.
- B. Ensuring that employees are provided the necessary training to recognize health and safety hazards and to provide them with the means of minimizing their exposure to these hazards.
- C. Providing for the required inspection and valuation of District work sites.
- D. Planning and coordination of the meetings of the District Safety Committee.

At each individual site the program manager is charged with ensuring that employees under his/her supervision are complying with the specific guidelines outlined in this safety plan. The following persons have been assigned the responsibility of overseeing the safety plan for their particular facilities:

Pacific Grove High School	Todd Buller
Pacific Grove Middle School	Mary Riedel
Robert H. Down Elementary	Linda Williams
Forest Grove Elementary	Joe Bennett
District Office	Robin Blakley
Maintenance Yard	Andre DeBruin
Transportation	Lisa Stacks
Community High School	Brad Woodyard
Food Service Facilities	Nicole Meschi

At each site, individual employees are responsible for performing their duties in a safe manner, identifying and reporting safety hazards, abiding by safety rules and regulations, and actively participating in safety training exercises.

Establishment of the District Safety Committee

In order to assist with the overall implementation of the safety program, a District Safety Committee is hereby established. Membership in this committee shall consist of one representative from each school site as well as representatives from the District Office, maintenance department, and transportation department. The Safety Committee will be charged with the following functions:

- a) Plan and provide for the training session necessary to educate all employees on safe work procedures.
- b) Ensure that regular site inspections are performed and reviewed.
- c) Review the status of work orders requested to abate identified safety hazards.
- d) Review reports of injuries which are sustained on the job by employees.
- e) Assist in the promotion of two-way communication between employees and supervisors regarding safety issues.

Compliance with the Injury Prevention Program

Every employee must understand that unsafe work practices are the cause of almost all workplace accidents. Therefore, each employee must be familiar with the general and specific safe work practices which are listed in Appendix A of this program.

It is incumbent on all staff members to comply with these identified safety guidelines. Failure to do so may result in disciplinary action consistent with the provision of the District/Association bargaining agreements.

Individual program/site managers are responsible for ensuring employee compliance with safety guidelines. Safety violations are to be documented using the Injury Prevention/Safe Work Practices counseling form as shown in Appendix B. Completed counseling forms shall be maintained on file with the overall program coordinator for at least three years.

Communication of Potential Safety Hazards

At each site, a written hazard identification system shall be in place utilizing a "safety hazard log." (Appendix C) This log shall be maintained in the office of each school facility and shall be available to employees to record potential safety hazards. Site managers will review the log weekly and ensure that the employee identifying the hazard receives appropriate feedback on follow-up actions. Copies of the hazard log will be reviewed by the District Safety Committee and the logs will be forwarded to the overall program manager annually for review and retention.

Regularly Scheduled Inspection of the Workplace

The person charged with the responsibility of overseeing the safety plan at each school site shall ensure that a comprehensive site/department inspection takes place at least twice a year. Scheduled inspections should be accomplished during November and May of each school year. In addition to these regularly scheduled inspections, each school site will be inspected by a loss control representative of the Monterey County Schools Workers Compensation JPA on an annual basis.

Inspection shall be documented using the form outlined in Appendix D. Upon completion of the facility inspection, the site person responsible for the safety program shall review the list and generate the necessary work orders to correct the noted deficiencies. A copy of the completed inspection form shall be forwarded to the overall program manager for review and retention. Copies of these reports will be forwarded to the District Safety Committee for further review and analysis.

Investigation of Occupational Injuries

In the event that an occupational injury or illness does occur, the person responsible for the safety plan at each site shall ensure that the cause of the occurrence is fully investigated and documented.

The accident/injury report contained in Appendix E should be used in documenting the causes of the accident. Copies of these reports are filed with the Workers Compensation JPA as required by law. Additionally, these reports are to be forwarded to the overall program managers so that they can be submitted to the District safety committee for review. The safety committee will utilize these reports in their planning for future inservice safety training sessions.

Employee Information and Training

All employees in the District shall have the opportunity to be trained on appropriate safe working practices. Although the District safety committee is charged with the planning of safety inservice sessions, the site person responsible for the safety plan shall ensure that appropriate training opportunities are available to all employees at the site.

New employees shall be trained prior to beginning work, and all employees shall receive refresher training on general and specific safe working practices at least once per year. Attendance at safety training sessions shall be documented and forwarded to the overall plan manager for review and retention. (See Appendix F)

Effectiveness of This Injury Prevention Program

The degree to which this Injury Prevention Program is effective is totally dependent upon how it is received by each and every member of the Pacific Grove Unified School District. The safety program should not be viewed as another committee assignment or administrative burden to be added to our ever-increasing list of duties. Rather, this program should be considered an opportunity to make a positive impact on the safety and health of all employees and students in the Pacific Grove Unified School District. Everyone must be willing to accept and follow these guidelines in a joint effort aimed at preventing injury or illness in our school environment.

APPENDIX A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM
HAZARD ASSESSMENT AND CONTROL

A. POTENTIAL WORKPLACE HAZARDS

The following "potential workplace hazards" have been identified:

1. Adequate and proper storage space for tools, equipment, supplies and materials.
2. Flammable liquids stored in approved containers.
3. Proper use, handling, labeling and storage of toxic substances.
4. Waste material deposited in metal containers.
5. Vacuum cleaners, floor scrubbers and other equipment maintained in good working condition.
6. Broken glass properly handled and disposed of properly.
7. Electric tools properly grounded.
8. Use of approved ladders and stools.
9. All spills immediately cleaned up.
10. Warning signs posted.
11. Proper tools used on each job.
12. Worksites clean and orderly.
13. Storage and equipment rooms clean and orderly.
14. Adequate lighting and ventilation.
15. Trip hazards eliminated.
16. Floor openings covered or otherwise guarded.
17. Noise levels kept at acceptable limits.
18. Fire prevention equipment maintained in working order.
19. Fire extinguishers and fire exits unblocked.

20. Fire extinguishers recharged regularly.
21. "No Smoking" regulations followed.
22. Smoking prohibited near flammable material.
23. Exit signs posted.
24. Emergency lighting and illuminated exit signs maintained in working order.
25. Emergency action regulations posted.
26. First aid supplies stocked.
27. Eye wash and safety showers in working order.
28. Safety equipment and clothing worn when required.
29. Machines used by authorized and trained staff only.
30. Machinery turned off when not in use.
31. Safety equipment and clothing worn when required.
32. Machinery turned off when not in use.
33. Tools and equipment in good working condition.
34. Tool cutting edges are kept sharp.
35. Hand protection utilized when using cutting tools.
36. Extension cords used on temporary basis only.

B. SAFE WORK PRACTICES

Every person employed by the District must be aware that unsafe work practices are the root cause of nearly all accidents. Therefore, it is important that all employees contribute to the control of on-the-job injuries and illnesses by following safe work practices.

General, as well as specific, safe work practices follow in this section. Other written safety and health practices are also included.

C. GENERAL SAFE WORK PRACTICES

1. Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chance of accidents and injuries. Well-organized work areas also increase the ability of employees to perform their jobs

efficiently. Each employee is responsible for keeping his/her work area neat and orderly.

2. If at any time during the course of employment, it is believed that the condition, equipment, or task assigned, presents an imminent danger or risk, stop immediately and report the matter to the Principal/Supervisor. A qualified safety specialist may be consulted for clarification.
3. If uncertain about a safe work practice or safety condition, do not proceed.
4. Injuries must be reported to the Principal/Supervisor immediately.
5. No employee shall be in possession of, or be under the influence of non-prescription drugs, (including alcohol), or other intoxicants, or use these substances while in the course of employment.
6. No employee shall be under the influence of prescription drugs that cause impairment to the employee's level of awareness while in the course of employment.
7. All injuries, without exception, must be reported to the Principal/Supervisor during the workshift in which they occur.
8. Horseplay, scuffling, personal contact with an intent to harm, or other non-job related acts which may endanger the safety or well-being of another employee, shall be strictly prohibited.
9. Doorways, walkways and aisles must be kept clear of obstructions and tripping hazards including electrical cords and phone cords.
10. Slips and falls are a frequent source in injury. Clean up all spills immediately. if necessary, barricade or block access to slippery areas until the hazard can be removed.
11. No employee shall operate, or be directed to operate any machinery or equipment without first receiving training in the safe operation of the machinery or equipment.
12. Ungrounded electrical equipment shall not be used. GROUND PRONGS ON THREE PRONG ELECTRICAL PLUGS SHALL NEVER BE CUT OFF TO FACILITATE USE IN A TWO SLOT RECEPTACLE. Equipment found with the ground prong removed shall not be put into service. Three prong

to two prong adaptors shall not be used to bypass the grounding system.

13. Electrical extension cords shall not be used in place of permanent wiring. (Cal-OSHA Section 2500.8)
14. Do not place combustible materials (such as paper, boxes, or plastic) where they could be ignited by sources of heat or electricity.
15. Flammable liquids shall only be used in well ventilated areas, and not be used near any direct sources of heat or electricity.
16. Only use an approved step ladder or step stool to place or retrieve objects above normal reach. Use of such items as chairs, desks, or boxes as makeshift ladders shall be strictly prohibited.
17. Unsecured heavy items shall not be stored in high places where they could present a danger from falling. Place heavier items in lower position whenever feasible. Heavy items that must be routinely moved are best located where they can be lifted from waist level (when it is practical to do so) to minimize risk of back injury.
18. To prevent back injury, lifting should be accomplished by using proper body mechanics. Do not attempt to lift items that may cause overexertion. When in doubt, get help to lift or move heavy objects.
19. Use handcarts for heavy loads.
20. Become familiar with fire exits and fire extinguisher locations. Know how and when to use a fire extinguisher.
21. Become familiar with District Emergency Procedures. Maintain instructions in readily accessible locations.
22. Do not use a paper cutter unless equipped with bar guard and spring adjusted to hold blade in up position.
23. Don't overload electrical circuits.

D. SAFE WORK PRACTICES IN THE CLASSROOM

NOTE: Also refer to General Safe Work Practices

1. Practice good housekeeping.
2. Store materials properly. Heavy materials should be stored at or below waist level. Materials stored above waist height must be restrained.
3. Electrical extension cords are acceptable for temporary purposes, such as use with overhead projectors and other audiovisual equipment. Cords must be unplugged and rolled up when not being used.
4. Electrical extension cords shall not be used on a permanent basis. Installed wiring is needed for such functions.
5. Electrical extension cords shall not cross sinks or be used where water is present.
6. Extension cords that cross an aisle must be protected by a treadguard.
7. Do not use damaged extension cords. All cords used must be industrial, heavy duty type.
8. Do not hang materials from light fixtures.
9. Bookcases, cabinets and shelving must be securely attached to the wall or floor to prevent being knocked or pulled down.
10. Exits shall not be blocked and aisles must be kept clear. All doors to the outside are considered to be fire exits.
11. Tripping hazards should be avoided. Be alert to carpet problems and materials stored on floors and in aisles.
12. Immediately clean up spills that may cause a slipping hazard.
13. Aquariums should be well secured. Aquariums have water and electrical cords in close proximity, presenting a potential hazard.
14. Appliances, such as coffee pots, hot plates, and microwave ovens present a potential hazard and are not permitted without consent of Principal/Supervisor.
15. Classroom teachers are responsible for knowing the location and procedures regarding fire extinguishers, fire alarm pull stations, disaster plans, and school evacuation plans.

16. FIRE EXTINGUISHERS MUST BE KEPT IN THE DESIGNATED LOCATION. DO NOT COVER OR MOVE FIRE EXTINGUISHERS. IF USED, FOUND TO BE MISSING OR DAMAGED, REPORT THE MATTER TO THE PRINCIPAL/SUPERVISOR IMMEDIATELY.
17. Horse play in the classroom is the cause for most classroom injuries. Horseplay must be prohibited.
18. Broken windows, damaged furniture, and similar problems must be reported immediately.
19. The California Administrative Code specifies guidelines for loft structures. Attention must be given to construction materials, location, height, area, occupant load, access, and design.
20. Decorative materials must be non-flammable or be treated and maintained in a flame-retardant condition.
21. Decorative materials may not cover exit lights, fire extinguishers, fire alarms or any posted emergency announcement.
22. Duplicator fluid or flammable liquids may not be stored in classrooms, unless in approved storage cabinets.
23. Education Code Sections 32060 - 32066 address the issue of Toxic Art Supplies in Schools. Classroom teachers must be familiar with the requirements of the statutes and exercise care in regard to the kinds of materials purchased or brought into the classroom, and how they are used, labeled and stored.
24. Students may not use tools, machinery or equipment without first having appropriate safety instruction.
25. Eye safety protection and protective clothing must be worn by teachers and other engaged in or observing an activity involving hazards or hazardous substances likely to cause injury. Such occasions include, but are not limited to the following:
 - a. Working with hot molten metal.
 - b. Milling, sawing, turning, shaping, cutting, grinding and sanding of any solid materials.
 - c. Heat treating, tempering, or kiln firing of any

metal or other materials.

- d. Gas or electric arc welding.
 - e. Repair or servicing of any vehicles, machinery or equipment.
 - f. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means. (Education Code 32031)
26. Paper cutters shall not be used unless provided with a functional paper guard and "hold-down" device.
27. All chemicals, cleaners, solvents and other hazardous substances must be used in strict compliance with the District's Hazardous Substance Program.
- a. Do not bring onto the site any hazardous substance without first obtaining the approval of the Principal/Supervisor.
 - b. Insure that all substances are properly identified, used, stored, and labeled.

E. SAFE WORK PRACTICES IN SCIENCE, ART AND SHOP CLASSROOMS

NOTE: Also refer to general Safe Work Practices.

- 1. All chemicals, solvents and other hazardous materials must be used in strict compliance with the District's Hazardous Substance Program.
 - a. Use non-hazardous substances or the least hazardous substance that will provide the desired results.
 - b. Do not use or bring onto the site any hazardous substance without first obtaining the approval of the Principal/Supervisor.
 - c. Ensure that the Material Safety Data Sheet (MSDS) is on file for all substances used.
 - d. Ensure that all substances are properly identified, used, stored and labeled.
- 2. Ensure that exhaust systems are used and maintained in operable condition.

3. Ensure that emergency equipment (eye wash stations, first aid kits, fire blankets, emergency shut-offs, etc.) are available and in working order.
4. All flammable liquids must be stored in tightly closed containers and properly stored.
5. Store oily rags and other combustible material in approved metal containers.
6. Safety clothing, including protective eye glasses, must be available and used when necessary.
7. Electrical panels are to be labeled and access remain unobstructed.
8. Safety guards and shields must be in place when machines are operating.
9. Safety lines shall be painted on floor areas for all free standing equipment.
10. All free standing equipment (sanders, drill presses, etc.) must be secured to the floor.
11. Do not wear loose clothing when operating machinery.
12. Do not leave equipment unattended while it is operating.
13. Grinding wheels must be equipped with hood guards and shield; tool rest must be adjusted to 1/8" of wheel.
14. Disconnect electrical equipment when making repairs.
15. Ensure that warning signs are posted where appropriate.
16. Do not use broken or worn hand tools, Use the correct tool for the job.
17. Floor surfaces must be kept clean and dry.
18. Practice good housekeeping.

F. SAFE WORK PRACTICES FOR FOOD SERVICE STAFF

NOTE: Also refer to General Safe Work Practices

1. Practice good housekeeping.

2. Use all safeguards provided.
3. Inspect equipment thoroughly to be sure it is clear of unsafe parts before using.
4. Do not use any equipment that is in unsafe operating condition.
5. Never leave equipment unattended while it is operating.
6. Keep aisles clear and remove trip hazards.
7. Do not wear loose clothing while operating equipment.
8. Practice proper lifting techniques. Get help to lift heavy or awkward items.
9. Clean up grease or wet spots on floors immediately.
10. Do not allow waste receptacles to overflow.
11. Use approved ladders or step stools only.
12. Store heavy articles on lower shelves.
13. Make sure guards are in place and operating before using cutting, slicing, chopping, or grinding equipment.
14. Knives and hand tools must be kept sharp, in good condition, and properly stored.
15. Use potholders and gloves when handling hot items.
16. Pot covers must be lifted back to safely release steam.
17. Use pusher sticks to feed chopping and cutting machinery.
18. Wear rubber soled, non-slip shoes.

G. SAFE WORK PRACTICES FOR OFFICE STAFF

NOTE: Also refer to General Safe Work Practices

1. Practice good housekeeping.
2. Flammable materials must be stored in metal cabinets.
3. Use safe lifting techniques. Get help when lifting

heavy items.

4. Keep aisles and walkways clear.
5. Keep drawers and cabinet doors closed when not in use.
6. File cabinet drawers shall be opened one at a time.
7. Do not use extension cords except on temporary basis.
8. When using Video Display Terminal, Be sure background lighting is compatible; adjustable chair, screen and keyboard is used; and "no glare" screen is used.
9. Use approved step stool or ladder when reaching for items in high storage.

H. SAFE WORK PRACTICES FOR MAINTENANCE, GROUNDS AND CUSTODIAL STAFF

NOTE: Also refer to General safe work practices

1. Practice good housekeeping.
2. Always wear personal protective equipment appropriate for the job being performed.
3. Keep aisles and passageways clear and make sure they are clearly defined.
4. Pile, rack or store materials in a safe manner.
5. Store tools and power equipment safely.
6. Maintain floors in a clean and dry manner free of tripping and slipping hazards.
7. Keep boiler rooms clean and free of combustible material.
8. Store, label and handle toxic materials in strict accordance with the District's Hazardous Substance Program.
9. Place oily rags in closed metal containers.
10. Maintain clear access to electrical panels.
11. Post warning signs and/or barricades when working in public access areas.

12. Oxygen and acetylene tanks must be secured to wall or vehicle to avoid tipping.
13. Lock out electrical power when making repairs.
14. Maintain guards and enclosures on all power equipment with moving parts.
15. Use safe lifting practices. Do not lift heavy items without help.
16. Use approved ladders or step stools. Maintain ladders in good repair.
17. When using power equipment, check for frayed wires, loose connections and make sure equipment has a ground wire in place.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM

- I. It is the intention of the Pacific Grove Unified School District to provide a safe work environment for all employees, and to minimize exposure to potentially hazardous substances in the workplace by adhering to the following policies:
1. Using non-hazardous substances whenever possible, or lease hazardous substance available that will successfully provide the desired results.
 2. Carefully controlling the introduction of potentially hazardous substances into the workplace.
 3. Minimize exposures by instituting and implementing effective engineering controls when feasible.
 4. Inform all employees about the potential hazards of certain materials found in the workplace and the precautions to be taken to prevent overexposure.
 5. Prohibiting employees from bringing any hazardous substance into any school site or facility of this district without obtaining clearance from the site or department supervisor.

This written program provides a method for employees of this district to periodically review details of the Hazard Communication Program. A copy of this written program shall be available to all employees upon request and shall remain posted on employee information bulletin boards at each district site.

It is the responsibility of each and every employee of the PGUSD to comply with the provisions of this written plan. Site or department supervisors shall ensure that all aspects of the plan are adhered to by the employees at their respective work locations.

II. IDENTIFICATION OF HAZARDOUS SUBSTANCES

In order to determine which materials in the workplace are to be considered as a hazardous substance, the following steps shall be taken:

1. A physical inventory list of all substances shall be compiled for each site or department.
2. The physical inventory list shall then be compared to the List of Hazardous Substances published annually by the Director of Industrial Relations of the State of California.
3. Those materials found to match the Director's List shall then comprise the List of Hazardous Substances for each school site or department in the district.
4. The List of Hazardous Substances shall be maintained as Attachment A of this written plan at each school or department site, and revised whenever there are new materials introduced to the workplace.
5. A new physical inventory shall be taken at once per year in order to keep the list current.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

Specific procedures for the procurement and maintenance of Material Safety Data Sheets shall be as follows:

1. MSDS's will be obtained by the PGUSD purchasing department from suppliers or manufacturers of all items appearing on each site or department's List of Hazardous Substances.
2. Copies of the MSDS's shall be forwarded to each site or department and kept on file in the secretary's office.
3. Legible copies of MSDS's for all hazardous substances to which employees may be exposed shall be available in their work area for review during each work shift.
4. Whenever new or revised MSDS's are received, the site or department supervisor shall review them for any new or significant health and

safety information. If new or significant information does exist, it shall be communicated within thirty days to the appropriate employees and copies made available for review.

5. A photocopy of a Material Safety Data Sheet shall be furnished to an employee upon request.

IV. CONTAINER LABELING

It shall be the policy of the PGUSD that no container of any hazardous substance received from a supplier will be released for use until the following label information on each container is verified:

1. Container is clearly labeled as to the contents.
2. Appropriate hazard warnings are noted.
3. The name and address of the manufacturer are listed.

When any hazardous substance is transferred from the original container into a secondary container, the secondary container must also be labeled with the identity of the substance and any hazard warnings as noted on the original container. The only exception to this policy would be when a secondary container of a hazardous substance remains under the direct control of one employee for the duration of one work shift or less. Secondary labels shall be available to employees at each school site or department for use when necessary.

V. EMPLOYEE INFORMATION AND TRAINING

Specific information regarding potential exposure to hazardous substances found in the workplace shall be communicated to all employees as follows:

1. To all new or newly assigned employees prior to starting work in an area where hazardous substances are known to be present.
2. Whenever new hazardous substances are introduced into the workplace, or when changes in work methods create new or different potential exposures to employees.

3. At least once per year to all employees.

Training given to employees shall include an overview of this written plan and all of the following elements:

1. Explanation of what a Material Safety Data Sheet is, and how to review an MSDS or container label for the appropriate hazard information.
2. Location where the written plan, list of hazardous substances, and MSDS's are available for review by employees during work hours.
3. Review of the site or department's specific List of Hazardous Substances.
4. Explanation of potential health hazards associated with overexposure to those substances.
5. Safe handling, methods of use, proper disposal, and emergency procedures for spills, fire, and first aid.

VI. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform what is considered to be a non-routine task with associated potential hazards. Prior to the start of work on these projects, each affected employee shall be informed by their supervisor of any hazardous substances to which they may be exposed during such activity. Information given to affected employees shall include:

1. The specific hazardous substances involved and notice of Material Safety Data Sheet availability.
2. Special precautions or safety measures to be taken to minimize employee exposure to hazardous substances, including the use of personal protective equipment.

VII. RECORDKEEPING REQUIREMENTS

Recordkeeping requirements associated with the Hazardous Substance Communication Plan shall be as follows:

1. All employee training sessions shall be documented in writing as to the specific substances discussed, and include an attendance log sheet personally signed by each person in attendance at the session.
2. Inventory lists and Material Safety Data Sheets of all hazardous substances shall be maintained on file including those substances which have been removed from the workplace and are no longer on the current List of Hazardous Substances.
3. Documentation of any monitoring of employee exposure to hazardous substances in the workplace and medical records or evaluations of employees who work with hazardous substances.
4. Documentation of any known exposure or injury reports associated with exposure to hazardous substances.
5. All records established as outlined above shall be maintained at either the site or district office for a minimum of 30 years.

Legal reference: California Administrative Code, Title 8, Section 5194

ATTACHMENT A
LIST OF HAZARDOUS SUBSTANCES
FOR
EXAMPLE ELEMENTARY SCHOOL
(AS OF XX-XX-XX)

<u>NAME OF SUBSTANCE</u>	<u>WHERE USED</u>
AAA Drain Cleaner	Custodian
B & B Copier Fluid	Office
Formaldehyde	Classrooms 17, 18

APPENDIX B

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

INJURY PREVENTION/SAFE WORK PRACTICES COUNSELING

This form shall only be used for the purpose of documentation regarding compliance with the provisions of Section II of the XYZ School District Injury Prevention Program. This document shall be kept in the counseled employee's personnel file for a period of one year.

Date of this counseling session: _____ Time: _____ am pm

Name of employee counseled: _____

Employee's job title: _____

Person providing counseling: _____

Counseling person's job title: _____

Describe in detail why this person is being counseled: _____

Comments: _____

Employee's signature: _____ Date: _____

Counselor's signature: _____ Date: _____

The person providing the counseling session shall indicate in the recordkeeping section of the master copy of the Injury Prevention Program binder, that a work practices counseling session took place on a specified date. This documentation shall be maintained for a minimum of three years.

APPENDIX D

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM

SITE / DEPARTMENT INSPECTION REPORT

Date of inspection: _____

Site / Department inspected: _____

Person(s) conducting inspection: _____

Items in need of attention: (use other side if needed)

Upon completion of the inspection, the person responsible for implementation of the Injury Prevention Program shall review the above list on a weekly basis until appropriate action has been taken to correct all identified items. This document must be maintained in the recordkeeping section of the master copy of the Injury Prevention Program binder for three years.



APPENDIX E
MONTEREY COUNTY SCHOOLS
Workers Compensation JPA
915 B Blanco Circle
Salinas, California 93901

REPORT OF ACCIDENT/INJURY

(District)

EMPLOYEE REPORT (Press Hard - Four Copies)

School _____ Department _____ Accident Date _____ Hour _____

Employee's Name _____ D.O.B. _____ Sex F M S.S. # _____

Job title when injured _____ Regular work when injured? Yes No

Where did accident occur? (be specific) _____

To whom reported and title _____ Date Reported _____ Hour _____

Description of Accident (include task being performed; step by step detail of incident; and tool, or object involved) _____

Specific body part injured _____

Name(s) of witness(es) _____

Employee Signature _____ Home Phone _____ Date _____

SUPERVISOR REPORT (Press Hard - Four Copies)

Description of Accident _____

What has been or will be done to prevent future similar injuries? _____

Check Medical Aid given:

First Aid? () Describe: _____

Visit Doctor? () Name/Address _____

Emergency Care? () Name/Location _____

Hospital? () Name/Location _____

*If more than first aid given, be sure to fill out Form 5020.

Supervisor's Signature _____ Date _____

DISTRIBUTION: WHITE
YELLOW
PINK

- DISTRICT OFFICE
- EMPLOYEE PERSONNEL FILE
- WORKERS' COMP. JPA ADMIN. OFFICE

