



The Phillips Academy

Injury Illness Prevention Plan

2020/2021

(Rev 20/21)

Title 8 California Code of Regulations Section 3203

INJURY AND ILLNESS PREVENTION PROGRAM

The Phillips Academy

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) primary administrator **Nicole Barker, Executive Director** has the authority and the responsibility for implementing and maintaining this program for **The Phillips Academy (TPA)**. The alternate program administrator will be **Allan Chatman, Dean of Students**.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the **Business Office** and from each manager and supervisor.

The Management of **The Phillips Academy** is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

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

- Inform employees of the provisions of our IIPP when first assigned
- Evaluate the safety performance of all employees
- Recognize employees who perform safe and healthful work practices
- Provide training to employees whose safety performance is deficient
- Discipline employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu

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meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

- Our communication system includes:
- Risk Management Meetings
- Weekly safety chat “Safety Matters”
- New Employee Orientation
- On-Line Safety Training

Communication is a two-way process. TPA therefore recognizes that employees must be given the opportunity to communicate safety issues to management. To this end, TPA agrees not to take any action against an employee for identifying workplace safety issues.

Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form. This form is available in the Administration and individual Departments.

Once a form is filled out, a copy should be given to the Inspection Coordinator and the original forwarded to Safety Coordinator and Executive Director. It may be hand delivered, given to office personnel, emailed, or mailed. The Inspection Coordinator shall initiate inspection and corrective actions upon receipt of the form. Corrective action will be made available for public viewing. Completed forms shall be retained in appropriate files.

Under no circumstances shall TPA allow reprisal for an employee that submits an Unsafe Conditions Form. As Part of the employee recognition policy, TPA shall take into consideration an employee’s willingness to identify hazards in the workplace.

The TPA IIPP is located in the Executive Director’s Office, as well as the Business Office.

From time to time, management may distribute flyers concerning safety matters to employees. These flyers may be distributed during work hours, emailed, mailed or posted in Staff Lounge. All employees shall carry out all communications in a manner understandable.

Safety Training is an important method of communication Supervisors are required to maintain records of Safety Meetings and Training and provide copies to the Business Office.

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UNSAFE CONDITIONS FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED HAZARDS NOT PREVIOUSLY RECOGNIZED. THIS FORM BRINGS THE HAZARD TO THE ATTENTION OF THE MANAGEMENT.

NOTICE IS HEREBY GIVEN THAT THE USE OF THIS FORM OR OTHER REPORTS OF UNSAFE ACTS OR CONDITIONS ARE PROTECTED BY LAW {8CCR, SECTION 3203}.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS AS NECESSARY.

DATE:

EMPLOYEE NAME: (OPTIONAL):

DESCRIPTION OF HAZARD:

POSSIBLE CAUSES FOR THE HAZARD:

POSSIBLE WAYS TO CONTROL OR ELIMINATE HAZARD

SUPERVISOR HAS BEEN NOTIFIED: ____ YES ____ NO

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LOCATION OF HAZARD:

ANY IMMEDIATE ACTION TAKEN BY EMPLOYEE REPORTING:

DATE RECEIVED:

RECEIVED BY:

COMPLAINT INSPECTED:

ENTRY NUMBER IN THE HAZARD MITIGATION IMPROVEMENT LOG

HAZARD CLASSIFICATION:

PRIORITY NUMBER:

Copy to Maintenance and Operations, Administrator, original to Safety Coordinator

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HAZARD IDENTIFICATION

The foundation of the TPA IIPP is the identification of workplace hazards. By planning, many accidents can be prevented.

The Injury and Illness Prevention Standards requires that the employer implement a system of identifying and evaluating workplace hazards. This system for TPA includes facility inspections and employee feedback.

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of Facilities/Maintenance to ensure that systemic safety inspections are conducted as appropriate.

There are two types of inspections; overall facility inspections and specific work area inspections. For the purpose of the TPA IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. Any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. A previously unrecognized hazard is discovered.
 - c. An accident or illness occurs.
2. Specific work area inspection periodically, but not less than annually.

All inspections must be documented and the Inspection Coordinator must maintain a file of this documentation. A sample inspection sheet is attached to this section and also available on the TPA Weekly Connections. Once completed it will be forwarded to Maintenance and Operations. These forms are not meant to be all-inclusive. Work conditions will change over time, and so should inspection methods.

Any Employee may report an unsafe condition and reporting can be anonymous. The Unsafe Condition Form is available at the Business Office, within this document and on the TPA Weekly Connections.

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ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Fill out the incident Accident Investigation Report;
- Take corrective action to prevent the incident/exposure from reoccurring;
- Record the findings and actions taken.

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TPA INCIDENT ACCIDENT INVESTIGATION REPORT TO BE COMPLETED BY THE SUPERVISOR

NAME OF INJURED: _____

LAST

FIRST

MIDDLE

ADDRESS: _____ TELEPHONE _____

-

STREET

CITY

STATE

ZIP

JOB TITLE: _____ SEX _____ DATE OF BIRTH _____

SUPERVISOR NAME: _____

PERSON INVOLVED IS STUDENT _____

STAFF _____ VISITOR _____ OTHER _____

DATE OF INCIDENT/ACCIDENT: _____ HOUR _____ PHOTO YES/NO

DATE REPORTED: _____ HOUR _____

INCIDENT/ACCIDENT LOCATION: _____

WITNESS NAMES, ADDRESS, TELEPHONE NUMBERS

1. _____

2. _____

3. _____

TIME NOTIFIED: _____AM/PM TIME ON SCENE: _____AM/FM TIME OFF

SCENE _____AM/PM

FIELD INVESTIGATION

Exact Location of Incident/Accident:

Describe in detail the location of incident: including lighting, walking surface, weather, measurements, and any other conditions that could have contributed to or prevented the accident:

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Describe the incident/accident which you observed or which were described to you:

Describe demeanor of person involved and include statements made:

Describe shoes, physical appearance and any other characteristic that would contribute to understanding how the incident/accident occurred:

Describe how the incident/accident occurred : state facts contributing factors and witnesses and support evidence

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HAZARD CORRECTION

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

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

TRAINING AND INSTRUCTION

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

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

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GENERAL SAFETY TRAINING RECORD LOG

SUBJECT COVERED

Basic office and general safety plan

LOCATION OF TRAINING:

1910 Central Ave Alameda CA 94501

DATE OF TRAINING:

4/21/21

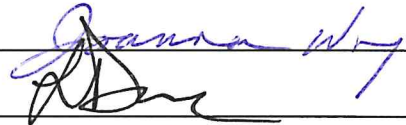
NAME OF TRAINER

Nicole Barker

EMPLOYEES NAME (print)

SIGNATURE:

Joanna Wong



LINDSAY DUCKLES

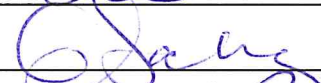
Allen Chatman



Cobi Chu



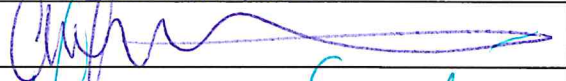
Gladys Sanchez



Arlander R. Lucas



MUSUM MANTHUSAN



Lela Lynch-Collins



Martin Goodney



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EMPLOYEE SAFETY TRAINING JOB SPECIFIC

NAME OF EMPLOYEE	JOB TITLE
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DATE OF TRAINING:	NAME OF TRAINER
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SUBJECT COVERED

LOCATION OF TRAINING;

THE EMPLOYEE ACKNOWLEDGES: <input type="checkbox"/> THE REASON FOR THE TRAINING <input type="checkbox"/> UNDERSTANDS TOPIC DISCUSSED <input type="checkbox"/> TO PRACTICE SAFETY AND MAINTAIN SAFE CONDITIONS IN THE WORKPLACE

UTILIZED THE FOLLOWING: <input type="checkbox"/> CODE OF SAFE PRACTICES <input type="checkbox"/> INSPECTION CHECKLIST <input type="checkbox"/> ACCIDENT INVESTIGATION OTHER:	<input type="checkbox"/> JOB HAZARD ANALYSIS <input type="checkbox"/> MATERIAL SAFETY DATA SHEET <input type="checkbox"/> OPERATIONS MANUAL
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SUMMARY OF THE TRAINING:

THE EMPLOYEE WAS: <input type="checkbox"/> TOLD THE UNSAFE, PROCEDURE <input type="checkbox"/> SHOWN PROPER METHOD <input type="checkbox"/> ABLE TO PRACTICE SAFE METHOD <input type="checkbox"/> CORRECTED WHILE PRACTICING
--

DURING DEMONSTRATION AND PRACTICE: <input type="checkbox"/> KEY POINTS WERE HIGHLIGHTED <input type="checkbox"/> ERRORS WERE CORRECTED <input type="checkbox"/> HAZARDS WERE IDENTIFIED <input type="checkbox"/> QUESTIONS AND ANSWERS
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REMARKS

EMPLOYEE'S NAME/DEPARTMENT (print)	SIGNATURE:

Copy to Business Office

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RECORDKEEPING

Recordkeeping is critical for demonstrating the effort of TPA towards safety and program implementation.

Many standards and regulations of Cal/OHSA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form. Retained for 2 years and maintained by the Business Office.
2. Copies of Accident Investigation Forms. Retained for 2 years by the Business Office.
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for the duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at TPA, with responsibility shared by management and staff alike.

RELATED SAFETY PLANS AND PROGRAMS

The following safety programs are part of our IIP Program:

1. Hazard Communication
2. Bloodborne Pathogens
3. Chemical Hygiene Plan
4. Code of Safe Practices
5. Heat Illness Prevention

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RESOURCES & GLOSSARY

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

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

Division of Occupational Safety and Health (Cal/OSHA)

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

IIPP GLOSSARY OF TERMS

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

Administrator: Person responsible for the execution of public affairs, as distinguished from policy-making.

Implementing: To carry out or accomplish. To ensure fulfillment by concrete measures.

Maintaining: To keep in an existing state (as of repair, efficiency, or validity). Preserve from failure or decline.

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

Examples should include the following:

- o Internal staff bulletins, whether distributed electronically or materially.
- o Distribution of SCSRM’s “Safety Matters” Safety Chats throughout the site, approximately bi-monthly.

- o Staff and departmental meetings (documentation of attendance required)
- o Material postings in high-traffic public areas
- o Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- o Training (documentation of attendance required)
- o Regularly scheduled Health and Safety Committee meetings (documentation of

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attendance required) and the posting of minutes in public areas

- o New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required)

Compliance: Conformity in fulfilling a legal requirement.

Imminent hazard: An immediate source of danger.

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

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

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QUICK REFERENCE GUIDE

for

ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees' should be trained to report injuries to supervision, no matter how minor they may be. "Near accidents" should also be reported and investigated by supervision. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

- A. Act at once. Talk with the injured employee immediately if possible (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during the investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a.lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment; slippery floors, or other working conditions. Completely describe location of incident: including lighting, walking surface; weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices; inability, inexperience, poor judgement, disobeying rules. Review employees' safety record for past accidents, if any.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2:

Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send the original to the Risk Management Office.

Step 3:

Provide the injured employee with an "Employees' Claim for Workers' Compensation Benefits" form before or after treatment or as he or she is able.

Step 4:

Follow-up with the employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees' are aware of the contributing causes of the accident. It is vital for supervisors to re-evaluate completed work orders to ensure problems have been resolved.

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THE PHILLIPS ACADEMY

Supervisor's report of employee injury

To Be Completed by Employer:

Employee

Name: _____

Job

Title: _____

Date of

Injury: _____

Date

Reported: _____

Accident

Location: _____

Type of

Injury: _____

Medical

Facility _____

Did Injured Leave Work?	Date	Time Reported	a.m.	p.m.
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Did Injured Return to Work?	Date	Time Reported	a.m.	p.m.
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1. Describe how the accident occurred

2. Name(s) of witness(es)

3. What steps have been taken to prevent a similar accident?

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4. Is the employee going to seek outside medical attention?

—

Supervisor's Signature

Date

—

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State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION



Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

<p>Employee—complete this section and see note above</p> <p>1. Name <i>Nombre</i>. _____</p> <p>2. Home Address <i>Dirección Residencial</i>. _____</p> <p>3. City <i>Ciudad</i>. _____ State <i>Estado</i>. _____ Zip <i>Código Postal</i>. _____</p> <p>4. Date of Injury <i>Fecha de la lesión (accidente)</i>. _____ Time of Injury <i>Hora en que ocurrió</i>. _____ a.m. _____ p.m.</p> <p>5. Address and description of where injury happened <i>Dirección/lugar dónde ocurrió el accidente</i>. _____</p> <p>6. Describe injury and part of body affected <i>Describe la lesión y parte del cuerpo afectada</i>. _____</p> <p>7. Social Security Number <i>Número de Seguro Social del Empleado</i>. _____</p> <p>8. <input type="checkbox"/> Check if you agree to receive notices about your claim by email only. <input type="checkbox"/> Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico. Employee's e-mail. _____ Correo electrónico del empleado. _____</p> <p><small>You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.</small></p> <p>9. Signature of employee <i>Firma del empleado</i>. _____</p>	<p>Empleado—complete esta sección y note la notación arriba.</p> <p>Today's Date <i>Fecha de Hoy</i>. _____</p>
<p>Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.</p> <p>10. Name of employer <i>Nombre del empleador</i>. _____</p> <p>11. Address <i>Dirección</i>. _____</p> <p>12. Date employer first knew of injury <i>Fecha en que el empleador supo por primera vez de la lesión o accidente</i>. _____</p> <p>13. Date claim form was provided to employee <i>Fecha en que se le entregó al empleado la petición</i>. _____</p> <p>14. Date employer received claim form <i>Fecha en que el empleado devolvió la petición al empleador</i>. _____</p> <p>15. Name and address of insurance carrier or adjusting agency <i>Nombre y dirección de la compañía de seguros o agencia administradora de seguros</i>. _____</p> <p>16. Insurance Policy Number <i>El número de la póliza de Seguro</i>. _____</p> <p>17. Signature of employer representative <i>Firma del representante del empleador</i>. _____</p> <p>18. Title <i>Título</i>. _____ 19. Telephone <i>Teléfono</i>. _____</p>	

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

Empleador: Se requiere que Ud. feche esta forma y que propéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador Employee copy/Copia del Empleado Claims Administrator/Administrador de Reclamos Temporary Receipt/Recibo del Empleado

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State of California		Please complete in triplicate (type if possible) Mail two copies to:		OSHA CASE NO.
EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS				
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.		California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.		
E M P L O Y E R	1. FIRM NAME		1a. Policy Number	Please do not use this column
	2. MAILING ADDRESS (Number, Street, City, Zip)		2a. Phone Number	
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)		3a. Location Code	CASE NUMBER
	4. NATURE OF BUSINESS: e.g. Painting contractor, wholesale grocer, sawmill, hotel, etc.		5. State unemployment insurance acct no.	OWNERSHIP
I N J U R Y	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> Other Gov't, Specify: _____		INDUSTRY	
	7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy)	8. TIME INJURY/ILLNESS OCCURRED _____ AM _____ PM	9. TIME EMPLOYEE BEGAN WORK _____ AM _____ PM	10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No	12. DATE LAST WORKED (mm/dd/yy)	13. DATE RETURNED TO WORK (mm/dd/yy)	14. IF STILL OFF WORK, CHECK THIS BOX: <input type="checkbox"/> <input type="checkbox"/>
	15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. DATE OF EMPLOYER'S KNOWLEDGE / NOTICE OF INJURY/ILLNESS (mm/dd/yy)	18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (m/d/yy)
19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED. MEDICAL DIAGNOSIS if available, e.g. Second degree burns on right arm, tendonitis on left elbow, lead poisoning				AGE
O R	20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)		20a. COUNTY	21. ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g. Shipping department, machine shop		23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g. Acetylene, welding torch, farm tractor, scaffold			
	25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g. Welding seams of metal forms, loading boxes onto truck			
I L L N E S S	26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g. Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY			
	27. Name and address of physician (number, street, city, zip)		27a. Phone Number	
	28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)		28a. Phone Number	
			29. Employee treated in emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ATTENTION This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2.				SOURCE
E M P L O Y E E	30. EMPLOYEE NAME		31. SOCIAL SECURITY NUMBER	32. DATE OF BIRTH (mm/dd/yy)
	33. HOME ADDRESS (Number, Street, City, Zip)		33a. PHONE NUMBER	
	34. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		36. DATE OF HIRE (mm/dd/yy)
	37. EMPLOYEE USUALLY WORKS _____ hours per day, _____ days per week, _____ total weekly hours		37a. EMPLOYMENT STATUS <input type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal	37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED
38. GROSS WAGES/SALARY \$ _____ per _____		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Completed By (type or print)		Signature & Title		Date (mm/dd/yy)
* Confidential information may be disclosed only to the employee, former employee, or their personal representative (CCR Title 8 14300.35), to others for the purpose of processing a workers' compensation or other insurance claim; and under certain circumstances to a public health or law enforcement agency or to a consultant hired by the employer (CCR Title 8 14300.30). CCR Title 8 14300.40 requires provision upon request to certain state and federal workplace safety agencies.				

INJURY AND ILLNESS PREVENTION PROGRAM

TPA

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____

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? _____
			Does the department have a completed Safe Schools Plan? Percentage completed? _____ Is training being provided to employees on its contents?
			Are chemical products used in the office? (Are Material 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?
			Are annual workplace inspections being performed? Are records being maintained?
			Have there been any employee accidents? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

YES	NO	N/A	
			Are all exits, fire alarms, pull boxes, extinguishers 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

INJURY AND ILLNESS PREVENTION PROGRAM

			computers?
			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 other 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 aisleways; 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

INJURY AND ILLNESS PREVENTION PROGRAM

TPA

OFFICE SAFETY INSPECTION CHECKLIST

Date: 4/21/21

Supervisor: Nicole Baker Department: TPA

Inspector: Allan Chatman / Martin Gieding Job Title: Executive Director

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? <u>10. The rest will do the training in May</u>
✓			Does the department have a completed Safe Schools Plan? Percentage completed? <u>100%</u> Is training being provided to employees on its contents?
		✓	Are chemical products used in the office? (Are Material 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?
✓			Are annual workplace inspections being performed? Are records being maintained?
✓			Have there been any employee accidents? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

YES	NO	N/A	
X			Are all exits, fire alarms, pull boxes, extinguishers and fire notification devices clearly marked and unobstructed?
X			Are all aisles/corridors unobstructed to allow unimpeded evacuations?
X			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.)
X			Are ergonomic issues being addressed for administrative personnel using

INJURY AND ILLNESS PREVENTION PROGRAM

<input checked="" type="checkbox"/>			computers?
<input checked="" type="checkbox"/>			Is a fully stocked first-aid kit available? Do all employees in the area know its location?
<input checked="" type="checkbox"/>			Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
<input checked="" type="checkbox"/>			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?)
<input checked="" type="checkbox"/>			Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

YES	NO	N/A	
<input checked="" type="checkbox"/>			Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
<input checked="" type="checkbox"/>			Are all circuit breaker panels accessible with each breaker appropriately labeled?
		<input checked="" type="checkbox"/>	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
<input checked="" type="checkbox"/>			Is lighting adequate throughout the work environment?
<input checked="" type="checkbox"/>			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.)
	<input checked="" type="checkbox"/>		Are portable electric heaters being used? (if so, use fused power strips and locate away from combustible materials.)

COMMENTS

INJURY AND ILLNESS PREVENTION PROGRAM

CODES OF SAFE PRACTICES

INJURY AND ILLNESS PREVENTION PROGRAM

CODES OF SAFE PRACTICES - ADMINISTRATORS AND CLERICAL

General Campus Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards - uneven exterior walkways, stacks of paper or boxes, recently polished and slick floors, or extension cords - are common in all areas of the campus.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the classroom exit to notify all employees and students how to exit the room, the evacuation route and where they are to assemble.
- D. Chairs are not step stools. Do not use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use. This includes cords to classroom appliances and overhead projectors. Improper use of electricity is the second most common cause of fires in schools.
- F. Flammable and combustible liquids may not be stored in classrooms, offices or resource rooms. These liquids are the third most common cause of school fires.
- G. Be cautious with the use of flammable materials. This means paper! They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshal's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Administrators do not spend the majority of their time at their desks using the computer, as clerical staff does. They still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chances of such an injury. As an Administrator, it is your responsibility to ensure all staff follows safe practices, including you!

- A. Complete a workstation ergonomic evaluation. If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. Make the necessary adjustments to your chair. Most chairs will have at least two or three adjustment levers that can be used to change the height and tilts of the seat and backrest. Adjust the chair so you achieve the most comfortable typing position.
- C. Take the weight on your feet. Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- D. Type with your wrist at a neutral position. Adjust the height of the chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

INJURY AND ILLNESS PREVENTION PROGRAM

- E. Avoid neck and eye strain. Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" (about arm's length) from the eyes, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. Keep the mouse close. Avoid having to either reach up or out to use the mouse. If possible, it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. Take your breaks. Take mini-breaks from typing for two to three minutes every half-hour and stop typing for 10 minutes after typing uninterrupted for two hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

- A. Electric Powered Equipment can be a shock hazard. Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Do not use the equipment with wet hands or while on a damp floor.
- B. Shut off electrical equipment. Before leaving the classroom, be sure electrical equipment, such as audiovisual equipment, is shut off and unplugged.
- C. Be careful with paper cutters. Paper cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. Photocopy machines could be harmful to the eyes. These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. Close file cabinet and desk drawers when not in use. File cabinets are unstable with the drawers open and you or a co-worker or student could walk into an open drawer.
- F. Do not change a burnt out projection bulb when the projector is still hot. Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. Store materials in an organized way. Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- C. Place cabinets and shelves away from room exits. They could fall over and block the exit.
- D. Keep aisles and passageways free of materials. As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. Keep the storeroom neat. Everything should have its place in the storeroom. Avoid placing old boxes and files in storerooms on a permanent basis and keep clutter to a minimum.

Lifting Rules

You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly and your body is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

INJURY AND ILLNESS PREVENTION PROGRAM

- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. Do not bend from the waist! As you grip the load, make sure your chin is tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back straight.
- C. Turn, do not twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a great deal of extra stress on your back.
- D. Push, do not pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Do not store heavy objects higher than your waist. If heavy objects are not stored higher than your waist then you will not have to lift them higher than your waist. Lifting objects overhead puts a great deal of extra stress on your back. It is one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It is not difficult to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

INJURY AND ILLNESS PREVENTION PROGRAM

CODES OF SAFE PRACTICES - COACHES/P.E. TEACHERS

General Workplace Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards - wet floors and towels, recently polished and slick floors, and various pieces of athletic equipment are common in the locker rooms, weight rooms and gymnasiums. Hazards on athletic fields and other outside areas include sprinkler/pot holes and uneven field surfaces.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the facility exit to notify all employees and students how to exit the room/building, the evacuation route and where they are to assemble.
- D. Locker room/ dressing area's and showers should be inspected regularly. Be sure to check these areas for damaged or loose benches, bent locker doors, sharp or protruding edges and damage to floors, ceiling walls and partitions. Report all damage to site administration as soon as possible. In some cases, it may be necessary to limit access or use hazard tape to warn of injury potential.
- E. Chairs and folded bleachers are not step stools. Do not use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- F. Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- G. Flammable and combustible liquids may not be stored in offices, equipment rooms, or storage rooms. They pose a danger to children. These liquids are the third most common cause of school fires.
- H. Be cautious with participation in competitive athletic endeavors. Sometimes, the desire to compete to "even out the teams," may be strong. However, the duty of the coach is to demonstrate the skill and to evaluate the student's ability to perform. Participation may lead to your injury or that of a student, so be very cautious when making a decision to "even out a team," or participating in a live scrimmage situation.
- I. Please note that participation in off duty recreational use of school facilities does not guarantee coverage for injury under the Workers Compensation System. Voluntary participation in friendly athletic competition, not connected to your employment duties, is at your own risk, even if it occurs on District property. TPA's Workers Compensation may not cover any subsequent injury suffered as result of this type of activity.
- J. If you are transporting students/athletes to and from competitions in 7 passenger vans, please be aware of the following. The vans are not cars and do not handle like cars, especially when loaded. Allow for greater stopping distances while driving (four-second rule). Visibility and cornering are much more limited and extra care should be taken when turning and changing lanes. Driving after dark or in inclement weather will also increase the need for concentration and increased following distances. Follow your TPA guidelines for safe operation of these vehicles and do not operate one unless you have the approval of TPA.

INJURY AND ILLNESS PREVENTION PROGRAM

Electrical Athletic and Office Equipment Safety Rules

- A. Electric Powered Equipment can be a shock hazard. Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Do not use the equipment with wet hands or while on a damp floor.
- B. Shut off electrical equipment before leaving the gym or the field, be sure electrical equipment, such as public address equipment, pitching machines and scoreboards are shut off and unplugged.
- C. Be careful with motorized equipment Students should never be allowed to operate motorized equipment, unless they are a minimum of 18 years of age and have been trained in the safe operating procedures of that equipment. Never leave them unsupervised. during equipment operation. This includes, but is not limited to, golf carts, pitching machines, automatic tennis serving and return equipment and heated whirlpool baths.
- D. Photocopy machines could be harmful to the eyes. These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. Close file cabinet and desk drawers when not in use. File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
- F. Do not change a burnt out projection bulb when the projector is still hot. Disconnect the projector and wait for it to cool before changing the bulb.

Equipment Storage Safety Rules

- A. Store equipment in an organized way. Do not overload racks shelves and drawers. Do not store equipment on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- C. Place cabinets and shelves away from room exits. They could fall over and block the exit.
- D. Keep aisles and passageways free of materials. As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the equipment room neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.
- F. Do not block Exits. Do not store mats and other equipment in front of exits. All exits should have a clear access at all times.

Lifting Rules

You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly and your body is not in shape for the job. A false sense of security can lead to lifting injuries, especially to those who pride themselves on overall physical health. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder

INJURY AND ILLNESS PREVENTION PROGRAM

width apart. Squat, bending at the hips and knees. Keep your back straight. Do not bend from the waist! As you grip the load, make sure your chin is tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back straight.

- C. Turn, do not twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a great deal of extra stress on your back.
- D. Push, do not pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Do not store heavy objects higher than your waist. If heavy objects are not stored higher than your waist then you will not have to lift them higher than your waist. Lifting objects overhead puts a great deal of extra stress on your back. It is one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It is not difficult to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

This code of safe practices was developed to provide you the best opportunity to work safely in your chosen profession. It does not take into consideration every possible scenario that may present itself in the workplace. Your ability to recognize and protect yourself and your students from hazards is an integral part of the job.

INJURY AND ILLNESS PREVENTION PROGRAM

CODES OF SAFE PRACTICES - FOOD SERVICE WORKERS

General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
- D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- E. Assume heat-producing equipment, such as stoves and steamers, are hot.
- F. Do not use wet potholders or mittens. The moisture will transmit heat to your hands,
- G. Water and hot grease, especially together, can be a burn hazard. Do not put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.
- H. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or reckless movements that could result in an injury.
- J. Rolling carts should be pushed, not pulled. If carts do not move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Do not overload carts and do not load them top heavy.

Lifting Rules

You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly and your body is not in shape for the job. A false sense of security can lead to lifting injuries, especially to those who pride themselves on overall physical health. Lifting is a thinking person's job.

- G. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- H. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. Do not bend from the waist! As you grip the load, make sure your chin is tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back straight.
- I. Turn, do not twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a great deal of extra stress on your back.
- J. Push, do not pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- K. Do not store heavy objects higher than your waist. If heavy objects are not stored higher than your waist then you will not have to lift them higher than your waist. Lifting objects overhead

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- puts a great deal of extra stress on your back It is one of the surest ways to injure your back
- L. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back It is not difficult to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

INJURY AND ILLNESS PREVENTION PROGRAM

CODES OF SAFE PRACTICES - TEACHERS/THERAPISTS/ AIDES

General Classroom Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards - stacks of paper or boxes, recently polished and slick floors, or extension cords - are common in the classroom.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. Familiarize yourself with the emergency exit procedures. An emergency plan must be posted near the classroom exit to notify all employees and students how to exit the room, the evacuation route and where they are to assemble.
- D. Chairs are not step stools. Do not use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. Electric extension cords are to be used only as a temporary source of power. Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. Flammable and combustible liquids may not be stored in class rooms. They pose a danger to children. These liquids are the third most common cause of school fires.
- G. Be cautious with flammable materials. This means paper! These materials may not be attached to windows and doors. No more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Teachers and Aides do not spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chances of such an injury.

- A. Complete a workstation ergonomic evaluation. If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. Make the necessary adjustments to your chair. Most chairs will have at least two or three adjustment levers that can be used to change the height and tilts of the seat and backrest. Adjust the chair so you achieve the most comfortable typing position.
- C. Take the weight on your feet. Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- D. Type with your wrist at a neutral position. Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. Avoid neck and eye strain. Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" (about arm's length) from the eyes, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

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- F. Keep the mouse close. Avoid having to either reach up or out to use the mouse. If possible, it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. Take your breaks. Take mini-breaks from typing for two to three minutes every half-hour and stop typing for 10 minutes after typing uninterrupted for two hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

- A. Electric Powered Equipment can be a shock hazard. Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Do not use the equipment with wet hands or while on a damp floor.
- B. Shut off electrical equipment. Before leaving the classroom, be sure electrical equipment, such as audiovisual equipment, is shut off and unplugged.
- C. Be careful with paper cutters. Paper cutters should only be used on a level, unobstructed and clear surface. The finger guards must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. Photocopy machines could be harmful to the eyes. These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. Close file cabinet and desk drawers when not in use. File cabinets are unstable with the drawers open and you or a co-worker or student could walk into an open drawer.
- F. Do not change a burnt out projection bulb when the projector is still hot. Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. Store materials in an organized way. Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower.
- C. Place cabinets and shelves away from room exits. They could fall over and block the exit.
- D. Keep aisles and passageways free of materials. As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. Keep the storeroom neat. Everything should have its place in the storeroom. Avoid placing old boxes and files in storerooms on a permanent basis and keep clutter to a minimum.

Lifting Rules

You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly and your body is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are

INJURY AND ILLNESS PREVENTION PROGRAM

limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. Do not bend from the waist! As you grip the load, make sure your chin is tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back straight.
- C. Turn, do not twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a great deal of extra stress on your back
- D. Push, do not pull. Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back
- E. Do not store heavy objects higher than your waist. If heavy objects are not stored higher than your waist then you will not have to lift them higher than your waist. Lifting objects overhead puts a great deal of extra stress on your back It is one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It is not difficult to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

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CODES OF SAFE PRACTICES - FACILITY AND MAINTENANCE WORKER

Electrical Repairs Safety Rules

- A. Take charge of the source of power: lock out/tag out. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the work is completed.
- B. Do not perform electrical repairs around water.
- C. Never put your hands into an area that you cannot see. Live wires maybe there.
- D. Always replace a fuse with one that is of the same type and size.
- E. All electrical installations should be made in compliance with the National Electric Code.

Plumbing Repairs Safety Rules

- A. Be careful with P.V.C cement. When using P.V.C cement, make sure the work area is well ventilated and there are no sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.
- B. Inspect the immediate work area prior to performing brazing operations. Ensure that no flammable liquids or combustible materials are present.
- C. Ensure that a fire extinguisher is available. If brazing is done in or near a wall studs or other flammable material, a Class A Portable fire extinguisher should be immediately available.

Ladder Safety Rules

- A. Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation - it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length - never use one over 20 feet long.
- B. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio - means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Do not take a chance on slipping - check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and do not skip steps.
- E. Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Do not climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or top of the ladder.

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Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

- A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. Prepare the equipment and yourself for work. Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.
- D. Report any inoperative or unsafe equipment to your supervisor. Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you do not lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with your chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. Turn, do not twist Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- D. Push, do not pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Do not store heavy objects higher than your waist If heavy objects aren't stored higher than your waist, you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back It's one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

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- A. Manufacturers supply manuals with machinery. Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly; and do not use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. Review the Personal Protective Equipment (PPE) required for safe use of each machine. Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are factors in a number of machine injuries. Any Limitations to vision or mobility are potentially dangerous.
- G. Do not wear loose fitting clothes or jewelry. Long hair also needs to be confined.
- H. Follow lockout/tagout procedures when performing maintenance. Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power through either a lock or tag while working on the machine.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store supplies safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" all around electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Do not store flammable materials in rooms with water heaters.
- D. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp comers can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.



Exposure Control Plan for Bloodborne Pathogens



Department of Industrial Relations
Cal/OSHA Consultation Service
Education Unit

INJURY AND ILLNESS PREVENTION PROGRAM

Exposure Control Plan for Bloodborne Pathogens Supplement



This is a supplement to the Cal/OSHA booklet entitled "Exposure Control Plan for Bloodborne Pathogens". This supplement, its companion booklet entitled "A Best Practices Approach for Reducing Bloodborne Pathogens Exposure", and the bloodborne pathogens standard should be used to develop your Exposure Control Plan.

Please follow these instructions at the following pages in the Exposure Control Plan for Bloodborne Pathogens booklet:

◆Page 2, Exposure Determinations

It is recommended that you identify in the spaces provided in the form the name of the person or group that is responsible for making exposure determinations.

◆Pages 5-6, Schedules and Methods of Implementation

To properly develop this aspect of your Exposure Control Plan, you must first determine which elements of subsections 5193(d), (f), (g) and (h) apply to your workplace. You can do this by reviewing these subsections in the bloodborne pathogens standard and by reviewing the information and forms on pages 28-75 of the companion Cal/OSHA booklet "A Best Practices Approach for Reducing Bloodborne Pathogens Exposure".

NOTE: Some elements of the above listed subsections are applicable primarily to healthcare environments and laboratories, e.g., (d)(3)(A)--Needleless Systems, Needle devices, and non-Needle Sharps. Other elements, such as (d)(3)(I)-Hygiene, and subsection (f)--Hepatitis B Vaccination and Bloodborne Pathogen Post-Exposure Evaluation and Follow-up, apply equally to virtually all workplaces subject to the bloodborne pathogens standard.

Once you have determined which subsections are applicable to your workplace, you should determine and describe in your Exposure Control Plan how you will comply with the requirement. One example of how this can be done is to identify the person(s) or group(s) responsible for implementing these requirements, and defining their responsibilities, e.g., gathering information, making decisions, and identifying sources from which equipment will be purchased.

◆Page 7, Provisions for the Initial Reporting of Exposure Incidents

Remember that an exposure incident is an emergency to be responded to as soon as possible.

The purpose of the form provided on this page is to provide and gather information related to exposure incidents. However, the form mentions the term "first aid incident", which is any incident in which an employee provides first aid and in which blood or OPIM is involved. A first aid incident may or may not be an exposure incident, depending on whether the employee was actually exposed to blood or OPIM while providing first aid.

Normally, employers need not record a first aid incident if it is not an exposure incident. However, if an employer has opted not to provide pre-exposure Hepatitis B vaccinations to designated first aid providers, as allowed by the exception to subsection (f)(1)(A), then the employer must record all first aid incidents, whether or not they are exposure incidents, and may use this form to do so.

◆Page 15, Sharps Injury Log

If you marked "Yes" in the box titled "If No" located in the middle of the Sharps Injury Log, then you must record the employees opinion on **how** a protective mechanism could have prevented the injury.

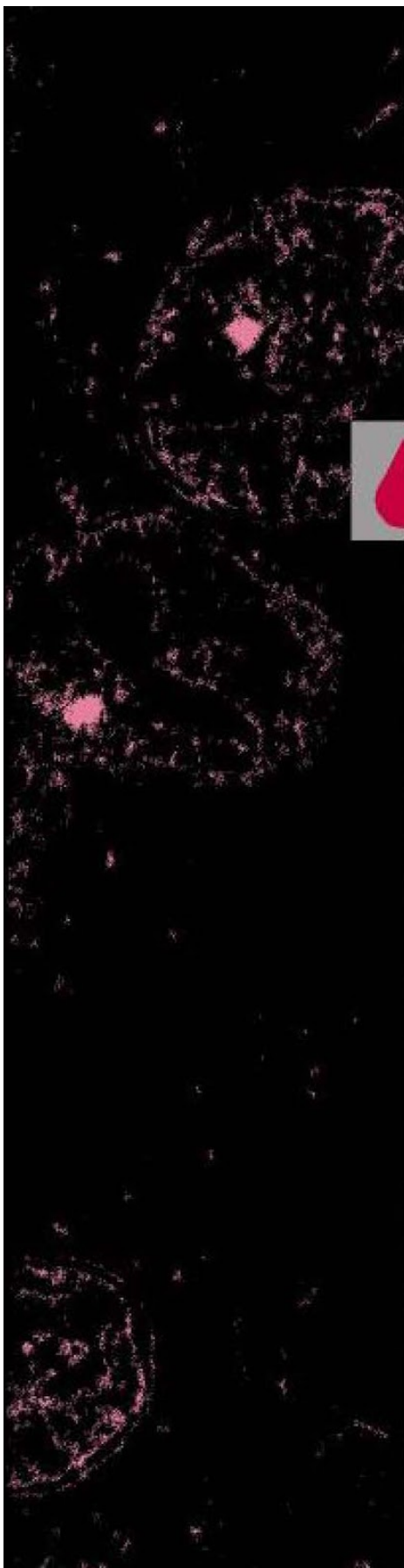
The question at the eighth red bullet of Item No. 4 in the Sharps Injury Log asks whether the employee believes that "...any controls (e.g., engineering controls, administrative or work practice) could have prevented the injury." The question to be asked the employee is whether any control measure **other than** the protective mechanism referred to in the "If No" box could have prevented the injury.

5/04/ 01

A microscopic image of blood cells, likely red blood cells, with several cells highlighted in red. The background is a light, textured grey. The text is overlaid on the left side of the image.

**Exposure
Control Plan
for Bloodborne
Pathogens**

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Publishing Information

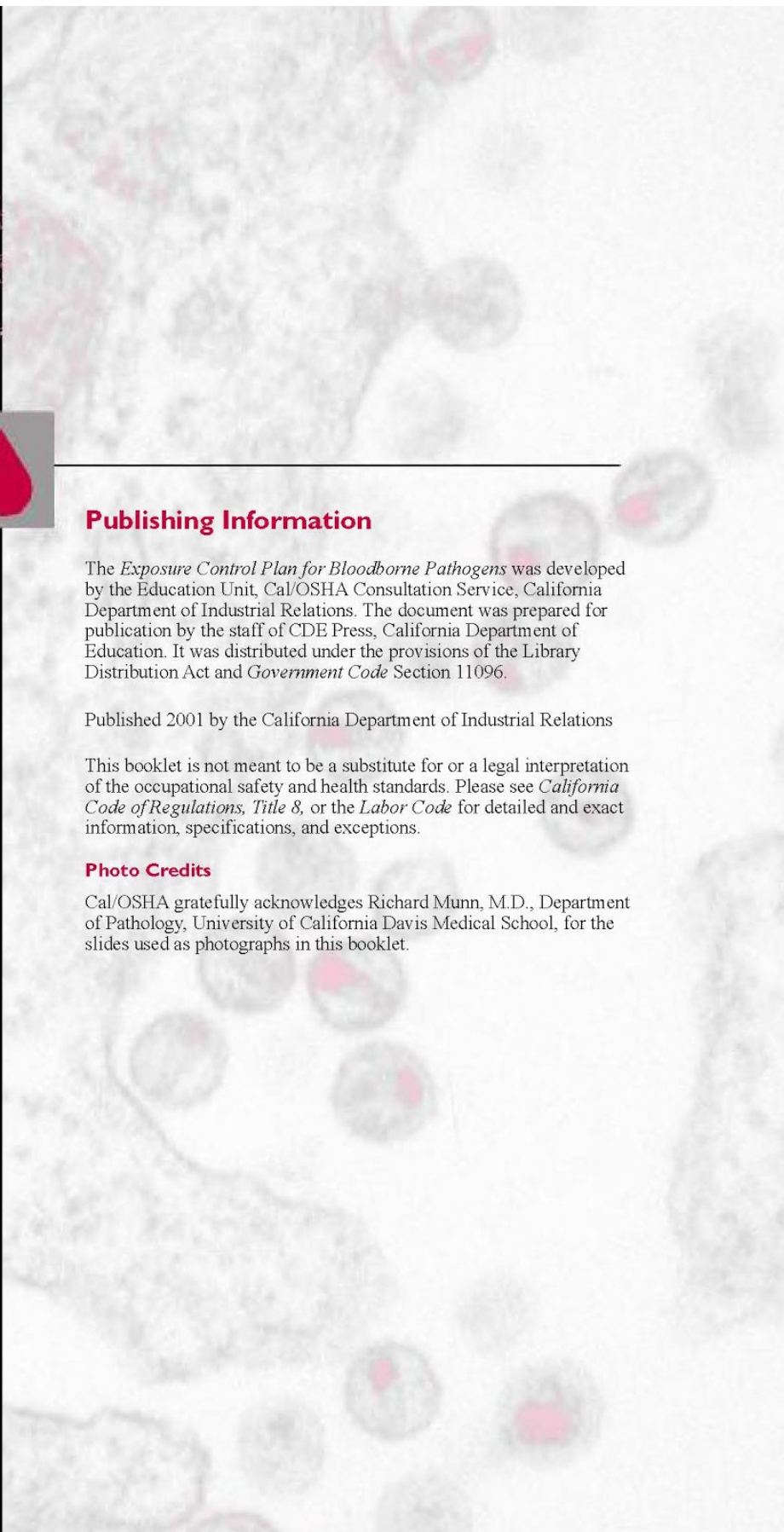
The *Exposure Control Plan for Bloodborne Pathogens* was developed by the Education Unit, Cal/OSHA Consultation Service, California Department of Industrial Relations. The document was prepared for publication by the staff of CDE Press, California Department of Education. It was distributed under the provisions of the Library Distribution Act and *Government Code* Section 11096.

Published 2001 by the California Department of Industrial Relations

This booklet is not meant to be a substitute for or a legal interpretation of the occupational safety and health standards. Please see *California Code of Regulations, Title 8*, or the *Labor Code* for detailed and exact information, specifications, and exceptions.

Photo Credits

Cal/OSHA gratefully acknowledges Richard Munn, M.D., Department of Pathology, University of California Davis Medical School, for the slides used as photographs in this booklet.



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About This Booklet



This booklet was developed to help employers and employees design an effective exposure control plan in accord with *California Code of Regulations, Title 8, Section 5193*. Cal/OSHA acknowledges that the needs and resources of organizations with employees who have occupational exposure to blood or other potentially infectious materials (OPIM) vary widely. Therefore, a basic bloodborne pathogens exposure control plan has been designed to provide streamlined implementation procedures. The plan promotes the use of safer engineering controls and more effective work practices in hospitals, nursing homes, medical and dental offices, and other workplace settings where occupational exposure to blood or OPIM is likely to occur.

The exposure control plan consists of the following sections:

- “Policy and Elements of the Plan” establishes a policy statement and identifies the required elements.
- “Exposure Determinations” defines important terms and provides worksheets to list job classifications, tasks, or procedures in which employees may have occupational exposures.
- “Schedules and Methods of Implementation” contains forms to describe various procedures that may be required by 8 CCR 5193.
- “Provisions for the Initial Reporting of Exposure Incidents” provides a structure for reporting exposure incidents.
- “Hepatitis B Vaccination Series for Unvaccinated Employees” establishes a policy statement and provides a form to describe the relevant procedure.
- “Post-Exposure Evaluation and Follow-up” contains a worksheet to document the provision of post-exposure evaluation and follow-up to exposed employees.
- “Effective Procedures” provides worksheets to document various procedures, including evaluating the circumstances surrounding exposure incidents and gathering information for the Sharps Injury Log.

For More Help

A companion booklet, *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*, is also available from Cal/OSHA. It provides a practical, step-by-step approach to addressing occupational bloodborne pathogens exposure. This booklet can help with:

- Identifying and Selecting Appropriate and Effective Engineering Controls
- Assessing Engineering Controls and Work Practices
- Handling Regulated Wastes
- Cleaning and Decontaminating the Worksite
- Providing Post-Exposure Evaluation and Follow-up
- Training Employees
- Labeling
- Recordkeeping
- Obtaining Additional Information and Resources

INJURY AND ILLNESS PREVENTION PROGRAM

Policy and Elements of the Plan



We provide a safe and healthful workplace for employees. Our organization's policy is to establish, implement, and maintain an effective exposure control plan as required by the bloodborne pathogens regulation in *California Code of Regulations, Title 8 (8 CCR), Section 5193*. This written plan is designed to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials (OPIM). The plan is consistent with the requirements of the Cal/OSHA Injury and Illness Prevention Program (*8 CCR 3203*).

Our exposure control plan is made available upon request, for examination and copying, to our employees, the Chief of Cal/OSHA, and NIOSH (or their respective designees) in accord with *8 CCR 3204*, "Access to Employee Exposure and Medical Records."

Our organization's written exposure control plan contains at least the following elements:

- Exposure determinations
- The schedule and method of implementation for each of the applicable subsections of the bloodborne pathogens regulation (*8 CCR 5193*), which include:
 - Methods of compliance
 - Hepatitis B vaccination and post-exposure evaluation and follow-up

- Communication of hazards to employees
- Recordkeeping
- Provisions for the initial reporting of exposure incidents
- Hepatitis B vaccination series for unvaccinated employees
- Effective procedures for:
 - Evaluating the circumstances surrounding exposure incidents
 - Work practice controls—exception to prohibited practices
- Gathering sharps injury log information
- Making periodic determinations of the frequency of use and the types and the brands of sharps involved in exposure incidents
- Identifying and selecting appropriate and currently available engineering control devices
- Engineering controls—exception 2 (Patient Safety Determinations)
- Actively involving employees in the review and update of the exposure control plan for the procedures they perform

The information-gathering and documentation procedures serve as a basis for making decisions about the use of needleless systems and sharps with engineered sharps injury protection.



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Exposure Determinations



Employees in our organization have occupational exposure to bloodborne pathogens. *Occupational exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material (OPIM) that may result from the performance of an employee's duties. *Parenteral contact* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. OPIM includes various contaminated human body fluids, unfixed human tissues or organs (other than skin), and other materials known or reasonably likely to be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), or hepatitis C virus (HCV) through cells, tissues, blood, organs, culture mediums, or solutions. See *A Best Practices Approach for Reducing Bloodborne Pathogens*

Exposure for a more detailed definition of OPIM.

Our policy is to conduct exposure determinations throughout the facility without regard to the use of personal protective equipment (PPE). We have committees, workgroups, lead person(s), or other individuals who conduct, evaluate, and periodically review exposure determinations. This process involves identifying all the job classifications, tasks, or procedures in which our employees may have occupational exposure to blood or OPIM. Our approach is to consider (check one ✓):

- all our job classifications at once
- selected job classifications on a staggered schedule



Other methods or procedures we use to conduct exposure determinations are specified below:

Make copies as needed

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Job Classifications in Which All Employees Have Occupational Exposure

All individuals in each job classification listed below have occupational exposure.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

Examples of Job Classifications in Which All Employees Have Occupational Exposure

Examples include Anesthesia Technicians, Anesthesiologists, Central Processing Unit (CPU) Staff, Certified Nursing Assistants, Dental Assistants, Dental Hygienists, Dentists, EMT Personnel, Evidence Technicians, Firefighters, I.V. Therapists, Labor and Delivery Technicians, Laboratory Staff, Medical Technologists, Licensed Vocational Nurses, Lifeguards, Nurse Practitioners, Nursing Assistants, Pathologists, Pathology Assistants, Perfusionists, Phlebotomists, Physicians, Police Officers, Registered Nurses, Surgeons, and Surgical Technicians.



Perfusionists



Dental Assistants, Dental Hygienists, Dentists



Surgeons



Laboratory Staff



EMT Personnel



Central Processing Unit (CPU) Staff



Medical Technologists



Nurses



Phlebotomists

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Job Classifications in Which **Some** Employees Have Occupational Exposure

The only individuals who have occupational exposure in the job classifications listed below *are those who perform the tasks/procedures noted.*

Job Classification	Tasks/Procedures in These Jobs That Have Occupational Exposure
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Examples may include:

Job Classification	Tasks/Procedures in These Jobs That Have Occupational Exposure
Dietary Employees	Handling food contaminated with vomitis, blood, or OPIM
Field Service Technicians	Doing maintenance/repairs on medical equipment contaminated with blood or OPIM
Housekeepers	Handling regulated waste, cleaning up spills or equipment
Medical Assistants	Administering injections, cleaning rooms, disinfecting equipment
Patient Escort/Transport Personnel	Transporting patients, responding to incidents
Physical Therapists	Conducting exams, providing patient therapy
Plant Operations Engineers	Doing maintenance/repairs on systems or equipment contaminated with blood, OPIM, or containing used sharps
Playground Supervisors	Providing first aid
School Bus Drivers	Providing first aid
Schoolteachers	Providing first aid
Security Services	Responding to incidents or emergencies
Technicians – EEG/EKG	Patient contact activities: exams, taking vital signs
Mammography/Nuclear Medicine	Attaching/handling/cleaning diagnostic equipment
Radioimaging/Ultrasound	Attaching/handling/cleaning diagnostic equipment

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Schedules and Methods of Implementation



For additional assistance in addressing the requirements of subsections (d) through (h) of 8 CCR 5193, obtain a copy of *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*.

Our organization has developed a schedule and methods of implementation for the applicable subsections (d) through (h) of 8 CCR 5193. We have determined which subsections are applicable to our organization and documented the pertinent information as follows:



Subsection
(d) Methods of Compliance

Applicable (✓)
yes no (Specify reasons below)

Schedule and methods of implementation:

Comments:

This subsection *does not* apply for the following reasons:




Subsection
(f) Hepatitis B Vaccination, Post-Exposure Evaluation, and Follow-up

Applicable (✓)
yes no (Specify reasons below)

Schedule and methods of implementation:

Comments:

This subsection *does not* apply for the following reasons:

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Subsection
(g) Communication of Hazards to Employees

Applicable (✓)
yes no (Specify reasons below)

Schedule and methods of implementation:

Comments:

This subsection *does not* apply for the following reasons:



Subsection
(h) Recordkeeping

Applicable (✓)
yes no (Specify reasons below)

Schedule and methods of implementation:

Location of records (e.g., sharps injury log, employees' medical records, training records):

Comments:

This subsection *does not* apply for the following reasons:

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INJURY AND ILLNESS PREVENTION PROGRAM

Provisions for the Initial Reporting of Exposure Incidents



Our organization reports all exposure incidents as soon as possible (and in no case later than the end of the work shift during which they occurred) regardless of whether first aid was rendered. An *exposure incident* means specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that results from the performance of an employee's duties. *Parenteral* means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. All employees (including designated first-aid providers who provide first aid regularly and those who render first aid only as a collateral duty) receive training about our policy.



The following individual(s) are designated by our organization to receive reports of exposure incidents:

Contact person(s): _____ Telephone/pager number: _____

_____ Telephone/pager number: _____

After-hours contact person: _____ Telephone/pager number: _____

The exposure incident report includes at least the following:

- The names of all employees involved in the exposure incident (including all first-aid providers who have rendered assistance regardless of whether personal protective equipment was used).
- A description of the exposure or first-aid incident, including:
 - The time and date
 - A determination of whether an exposure incident occurred. This determination is necessary to ensure that the proper post-exposure evaluation is conducted and prophylaxis and follow-up are made available immediately if an exposure incident has occurred.

Person receiving the report: _____ Telephone/pager number: _____

The exposure incident report is recorded on a list of first-aid incidents (when the rendering of first aid is involved). If the exposure incident involves a sharp, the Sharps Injury Log (see page 15) will also be completed. The exposure incident report is provided to the Chief of Cal/OSHA upon request.

Note: The following forms are separate documents with their own requirements: (1) Provisions for the Initial Reporting of Exposure Incidents, (2) the Sharps Injury Log, (3) the Doctor's First Report of Injury and Illness (5021), and (4) the Federal OSHA Log 200.

 Make copies as needed



Hepatitis B Vaccination Series for Unvaccinated Employees



Our organization strongly encourages hepatitis B vaccination and makes the vaccination series available to all employees who have occupational exposure to blood or OPIM. Included are collateral first-aid providers who have rendered assistance in *any* situation involving the presence of blood or OPIM regardless of whether an actual exposure

incident has occurred. The vaccination series is provided to collateral first-aid providers as soon as possible but no later than 24 hours after the employee has rendered assistance. Our procedure to ensure that the hepatitis B vaccination series is made available to *all* unvaccinated employees is described below.

Description of procedure:

 Make copies as needed

Post-Exposure Evaluation and Follow-up



For additional assistance with post-exposure evaluation and follow-up, obtain a copy of the booklet *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*.

Our organization has made prearrangements for appropriate post-exposure evaluation and follow-up for all employees involved in an exposure incident. An *exposure incident* means specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM

that results from the performance of an employee's duties. After an exposure incident is reported, we make *immediately* available to the exposed employee a confidential medical evaluation and follow-up. Follow-up may include post-exposure prophylaxis (when medically indicated), counseling, and evaluation of a reported illness, if appropriate. For each exposure incident, we document the route(s) of exposure and the circumstances under which the exposure incident occurred.



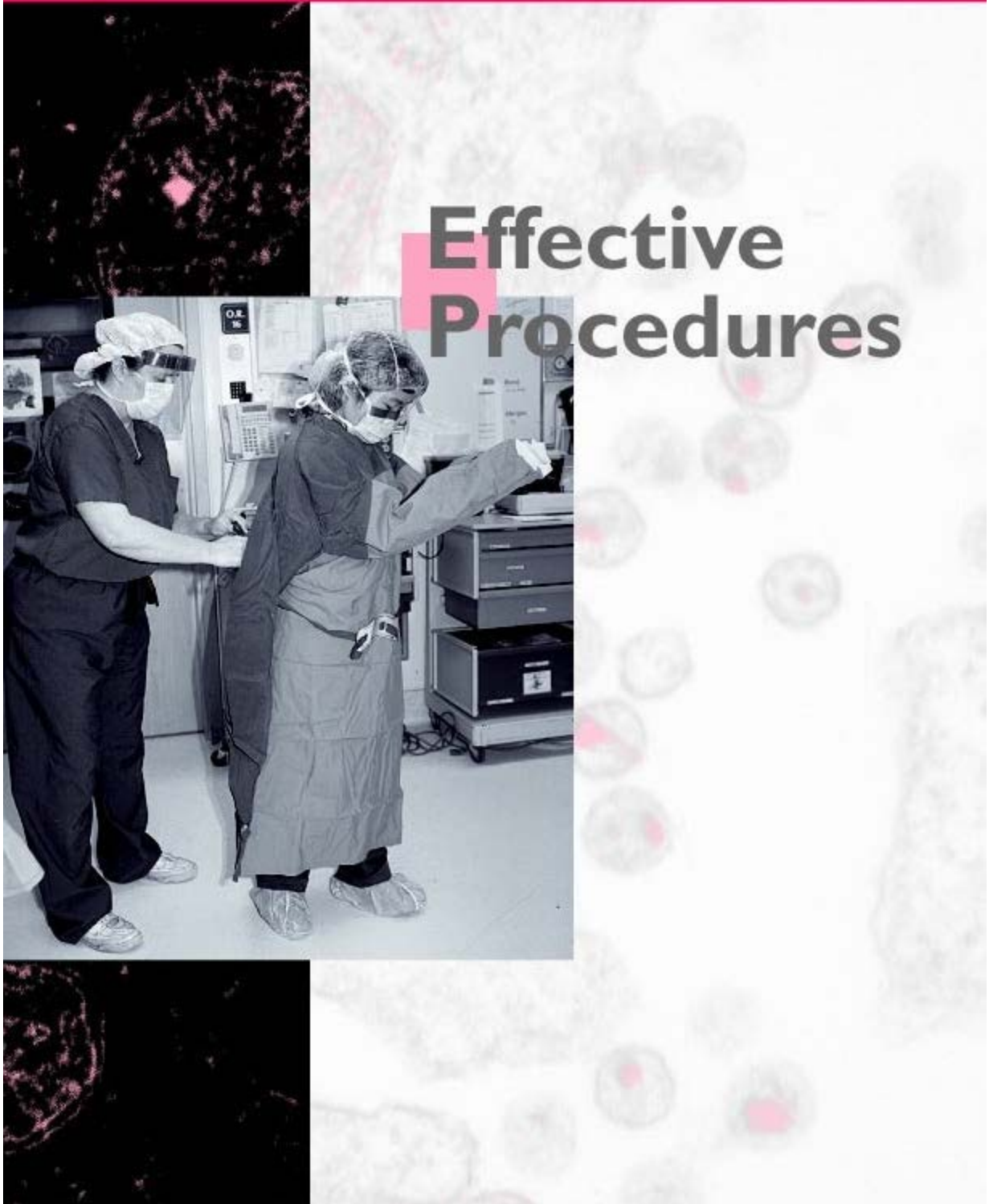
Personnel Designated to Provide Post-Exposure Evaluation and Follow-up	
Name of In-house Health Care Professional(s):	Telephone/Pager Number:
_____	_____
_____	_____
Name of Alternate Health Care Provider(s):	Telephone/Pager Number:
_____	_____
_____	_____
Description of Procedures	
1. Appropriate Post-Exposure Evaluation _____	

2. Post-Exposure Prophylaxis _____	

3. Follow-up _____	

4. Additional Services _____	

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INJURY AND ILLNESS PREVENTION PROGRAM

Effective Procedures



Evaluation of Circumstances Surrounding Exposure Incidents



For additional assistance, obtain a copy of *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*.

Our policy is to evaluate the circumstances (including the route(s) of exposure) under which all occupational exposure incidents occur. This evaluation is conducted as soon as possible after a report of an exposure incident is submitted. For each reported exposure incident, we gather and evaluate, if possible, the following information:

Date and location (department, unit, floor, dental operatory, etc.) of exposure incident:

Employee(s) job classifications:

Tasks and procedure(s) performed:

Routes of exposure (e.g., eye, intact skin, non-intact skin, mouth, other mucous membranes, parenteral contact, etc.):

Description of sharp(s) or other device(s) involved (including type and brand):

Personal protective equipment worn:

Other pertinent information:

Date of evaluation: _____

Evaluator(s) name(s): _____

Telephone/pager number _____

Telephone/pager number: _____

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Work Practice Controls Exception to Prohibited Practices



Our organization prohibits the bending, recapping, or removal of contaminated sharps from devices *except when:*


- It can be demonstrated that there is no feasible alternative to this action or that a specific medical or dental procedure requires such action, and
- That action is performed by using a mechanical device or a one-handed technique.*

For each device and the associated task and procedure, describe the reason(s) for the bending, recapping, or removal of contaminated sharps:

The name of the supervisor making the decision to bend, recap, or remove contaminated sharps:

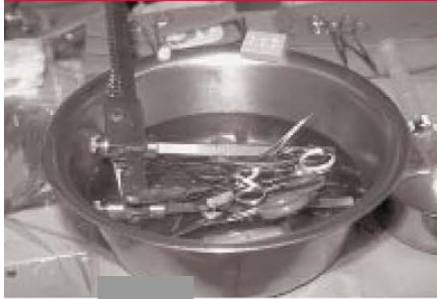
Date: _____

**One-handed technique* refers to a procedure in which the needle of a reusable syringe is capped in a sterile manner during use. The technique employed requires the use of only the hand holding the syringe so that the free hand is not exposed to the uncapped needle.

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Effective Procedures



Gathering Sharps Injury Log Information



A *sharp* is any object used or encountered that can be reasonably anticipated to penetrate the skin or any other part of the body, resulting in an exposure incident. Sharps include, but are not limited to, needle devices, scalpels, lancets, broken glass and capillary tubes, exposed ends of dental wires and knives, drills, and burs. An *exposure incident* means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.

A *sharps injury* means any injury caused by a sharp, including but not limited to cuts, abrasions, or needlesticks. A Sharps Injury Log has been established and maintained as a record (in either written or electronic form) of *each* exposure incident involving a sharp. Our policy is to maximize the utility of the Sharps Injury Log by filling out the information as completely as possible in easy-to-understand language. The log documents our organization's sharps injury history in sufficient detail to support the development of effective exposure-control strategies.


INJURY AND ILLNESS PREVENTION PROGRAM



Sharps Injury Log

The following information, if known or reasonably available, is documented within 14 working days of the date on which each exposure incident was reported.

1. Date and time of the exposure incident: _____
2. Date of exposure incident report: _____ Report written by: _____
3. Type and brand of sharp involved: _____
4. Description of exposure incident:
 - Job classification of exposed employee: _____
 - Department or work area where the incident occurred: _____
 - Procedure being performed by the exposed employee at the time of the incident: _____
 - How the incident occurred: _____
 - Body part(s) involved: _____
 - Did the device involved have engineered sharps injury protection? Yes (✓) No (✓)
 - Was engineered sharps injury protection on the sharp involved? Yes (✓) No (✓)

If Yes	If No
<p>A. Was the protective mechanism activated at the time of the exposure incident? Yes <input type="radio"/> No <input type="radio"/></p> <p>B. Did the injury occur before, during, or after the mechanism was activated?</p> <p>_____</p> <p>Comments: _____</p> <p>_____</p>	<p>A. Does the injured employee believe that a protective mechanism could have prevented the injury? Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p></p>

- Does the exposed employee believe that any controls (e.g., engineering, administrative, or work practice) could have prevented the injury? Yes (✓) No (✓)
- Employee's opinion: _____
- _____
5. Comments on the exposure incident (e.g., additional relevant factors involved):

 6. Employee interview summary:

 7. Picture(s) of the sharp(s) involved (please attach if available).

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Effective Procedures



Making Periodic Determinations of the Frequency of the Use of Sharps Involved in Exposure Incidents



Periodic determinations are made on the frequency of use and the types, models, or brands of sharps involved in the exposure incidents documented on our Sharps Injury Log. We make these determinations (which include a review of our Sharps Injury Log) _____ (e.g., monthly, quarterly, semiannually, annually).

The Use of Sharps Involved in Exposure Incidents

Area/Location or Unit	Type/Model/Brand of Sharp	Task or Procedure Performed	Date and Description of Exposure Incident	Frequency of Use of Sharps*	Supervisor Making the Determination

* Reasonable and effective methods are employed to approximate the frequency of use of sharps involved in exposure incidents (e.g., looking at purchase records or in-house tracking records, statistical sampling, combinations of these or other methods). The methods employed by our organization include the following:

Comments: _____

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Identifying and Selecting Appropriate and Currently Available Engineering Control Devices



For additional assistance with identifying and selecting engineering controls, obtain a copy of *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*.

Our policy is to select appropriate and effective engineering controls to prevent or minimize exposure incidents. Engineering controls means controls (e.g., sharps disposal containers, needleless systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.

We first evaluate products that eliminate the use of sharps (e.g., needleless systems), if available. If these devices are not selected, we then evaluate devices equipped with engineered sharps injury protection (ESIP). ESIP means either (1) a physical attribute built into a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, which effectively reduces the risk of an exposure incident by a mechanism such as barrier creation, blunting, encapsulation, withdrawal, or other effective mechanisms; or (2) a physical attribute built into any other type of needle device or into a non-needle sharp, which effectively reduces the risk of an exposure incident.

We establish and maintain procedures for identifying and selecting appropriate and effective engineering controls, which may include the following steps:

- | | | | | | |
|-----------------------|-----|--------------------------|-----------------------------|-----|--------------------------|
| 1. Set up a Process | (✓) | <input type="checkbox"/> | 4. Test and Select Products | (✓) | <input type="checkbox"/> |
| 2. Define Needs | (✓) | <input type="checkbox"/> | 5. Use New Products | (✓) | <input type="checkbox"/> |
| 3. Gather Information | (✓) | <input type="checkbox"/> | 6. Conduct Follow-up | (✓) | <input type="checkbox"/> |

We modify the steps outlined above to fit our requirements as follows:



I. Set up a Process

We use a systematic process to identify and select appropriate and effective engineering controls. The process may include committees, subcommittees, working groups, a lead person, or other responsible employees. The same groups or individuals are responsible for all the steps in the process of identifying and selecting engineering controls. In our organization the setup is:

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We actively involve managers and employees from departments, units, floors, or dental operatories where engineering controls are (or will be) used. We choose individuals with expertise and experience in particular professions or specialties to evaluate new products that will be used in their area(s) of practice. Individuals involved in our process include:



2. Define Needs

We address each potential exposure of the tasks and procedures performed in various departments, units, floors, or dental operatories. We solicit input from frontline employees, supervisors, and managers. We also collect occupational exposure and injury data. We then identify our needs and establish our priorities on the basis of an analysis of all the available information.

Priority	Potential Exposures to Be Addressed	Work Area
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____



3. Gather Information

We gather information on currently available engineering controls that are designed to reduce occupational exposure to blood or OPIM. Because new technology is continually entering the marketplace, we also periodically search for information on new products.



4. Test and Select Products

Each potential exposure is addressed by applying screening criteria to the engineering controls under consideration. When available, multiple devices are screened for each potential exposure being addressed. This helps ensure that more than one product is selected for testing for a given task or procedure.

Screening criteria are applied to products in order to eliminate those with readily identifiable problems (e.g., ineffective devices, safety issues, visual obstructions). Only devices meeting an acceptable number of screening criteria are then tested in actual patient or product trials. For each exposure being addressed, we document the new products that meet an acceptable number of screening criteria and will be included in the testing.

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Department/Unit/Floor/ Dental Operatory	Potential Exposure to Be Addressed	New Products Chosen to Test for This Exposure	Catalog No.
_____	_____	1 _____	_____
		2 _____	_____
		3 _____	_____
		4 _____	_____
		5 _____	_____
_____	_____	1 _____	_____
		2 _____	_____
		3 _____	_____
		4 _____	_____
		5 _____	_____

Testing Products

Testing can help evaluate whether products are actually effective at reducing or eliminating work-place exposure incidents. Frontline employees who perform the tasks and procedures associated with the exposures being addressed are involved in the testing. If available, multiple products from a single category of devices are tested for each potential exposure being addressed. The testing of new products is suspended immediately if there is any evidence that a device is causing injuries to employees or patients.

To help ensure that devices are handled safely and evaluations are objective, we provide training on the safe and proper use of devices *before* testing begins. This training is given to the groups or individuals responsible for product selection, all participants involved in the testing, and their supervisors. Participants in the testing are also given the opportunity to practice using the new devices. These practice sessions simulate, as closely as possible, the tasks and procedures involved under “real-life” conditions. Representatives of manufacturers and distributors are requested to demonstrate the intended use of their products, answer questions, and train employees in the safe operation of each device.

“Tools”


Checklists, evaluation forms, or other types of standardized “tools” are used in the testing of new products. The tools are tailored to the specific category of product under consideration. To provide a standard basis for comparison among products, we use the same checklist or evaluation form when testing multiple products within a given type or category of device.

Protocols

We may use protocols in our testing process to make the evaluation of new products more systematic. Protocols also help us document the details of each item involved in our testing process.

Selecting Products

After the testing is completed, all the information, including checklists and evaluation forms, is reviewed. Input from frontline employees involved in the testing is documented and considered when it is time to select products for purchase. Based on the analysis of all the available information,

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consensual decisions are made regarding whether to purchase particular products. If two or more products are found to be satisfactory in a given category, we consider purchasing them. We document how devices ranked and which products we have decided to purchase. We provide feedback to employees on the ranking and selection of products.



5. Use New Products

We may introduce new products on a limited basis in a pilot implementation or trial phase. During this trial period, issues associated with the day-to-day use of the new products may arise. Employees may need time to develop new skills, establish new work practices, and break old habits. Employees are *strongly encouraged* to report any problems to their supervisors during the trial period. If problems appear to be serious or widespread, they are reported to the decision makers. Problems with new products are addressed as they arise and are resolved before the new product is used throughout our organization.

All staff members (and supervisors) using the new products or devices are thoroughly trained. This training is a mix of the knowledge and skills needed to work safely. For each new device, representatives of manufacturers and distributors are requested to:

- Demonstrate its proper use and application
- Provide training on its safe operation
- Answer questions
- Provide follow-up

Training also includes practice sessions to simulate the tasks and procedures that individuals will be performing with the new devices. Multiple devices may have been selected for a given task or procedure. If this is the case, individuals are trained on all the selected devices.



6. Conduct Follow-up

Follow-up helps ensure that new products are effective and appropriate and are replaced over time by newer, more effective technology. As newer products become available, they are screened, tested, and selected according to the process described previously.

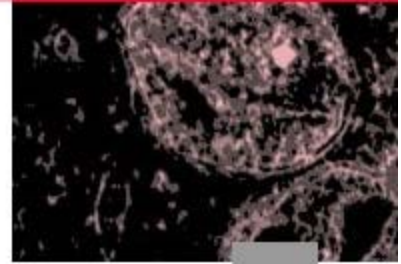
Our follow-up process systematically reevaluates devices and incorporates the input of frontline employees who have been using the products. Decisions on the appropriateness and effectiveness of new devices are not made until employees have had enough time to adjust to using the products. Follow-up evaluations of products and the associated work practices are conducted six months after the implementation and quarterly, semiannually, or annually thereafter. *Findings are used to improve product selection and training.*

Staff members receive periodic feedback on how new products are working and what other products have become available. Follow-up training is provided if problems are discovered with work practices or currently used devices. If newer devices are selected to replace those currently being used, *all individuals* (and their supervisors) using the newer devices are thoroughly trained.

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Engineering Controls— Exception 2



Additional information on Exceptions 1, 3, and 4 to using engineering controls may be found in *A Best Practices Approach for Reducing Bloodborne Pathogens Exposure*.

The use of engineering controls (e.g., needleless systems, needle devices, and non-needle sharps) is *not* required if a licensed health care professional:

- Is directly involved in the patient's care
- Determines that the control will jeopardize the patient's safety or the success of a medical, dental, or nursing procedure
- Exercises reasonable clinical judgment

If this exception applies, the form below (or equivalent information) should be submitted to the exposure control plan administrator.

Patient Safety Determinations for Exceptions to Using Engineering Controls

Type of Control Under Consideration and Procedure(s) or Task(s) Involved	Name of Licensed Health Care Professional Making the Determination	Date of Determination	Reason(s) for the Exception

Comments:

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Actively Involving Employees in the Review and Update of the Exposure Control Plan



Our exposure control plan is reviewed and updated at least annually (and whenever necessary) to include:


- New or modified tasks or procedures that affect occupational exposure
- Progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
- New or revised job position(s) that involve occupational exposure
- Reviews and evaluations of exposure incidents that have occurred since the previous update
- Reviews and responses to information indicating that the existing exposure control plan is deficient in any area

All employees are encouraged to provide suggestions on improving the procedures they

perform in their departments, units, floors, or dental operatories. Employees contribute to the review and update of the exposure control plan by:

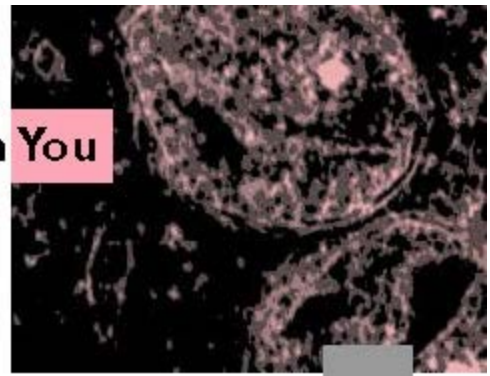
- Participating as members of committees (e.g., safety and health, labor-management, infection control, product evaluation and selection, purchasing of equipment)
- Attending meetings to discuss safety and health issues and improvements
- Reporting issues or potential problems to supervisors
- Providing ideas, recommendations, or suggestions
- Filling out reports, questionnaires, or other documents
- Participating in other procedures as described below

The process for actively involving employees in the review and update of the plan is as follows:

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We Want to Hear from You



Cal/OSHA values and welcomes your comments about our booklet. We want to provide the best service possible to employers and employees in California. To give Cal/OSHA feedback about this booklet, please fax this form to the Education Unit at (916) 574-2532, e-mail us at Dosheducation@hq.dir.ca.gov, or mail your comments to:

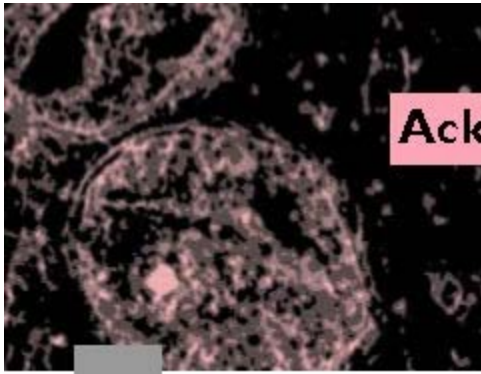
Education Unit
 Cal/OSHA Consultation Service
 2211 Park Towne Circle, Suite 4
 Sacramento, CA 95825

	Yes	No	Comments
1. Has the information contained in this booklet encouraged you to develop, evaluate, or improve an exposure control plan for bloodborne pathogens at your workplace?	<input checked="" type="radio"/>	<input type="radio"/>	
<ul style="list-style-type: none"> Which worksheets are the most helpful? (For each worksheet, please indicate the title, why the worksheet was helpful, and page number[s].) Which worksheets need improvement? (Please indicate the title and page number[s] of the worksheet and specific suggestions.) 			
2. Has the information contained in this booklet effected any other changes in your workplace regarding bloodborne pathogens issues?	<input checked="" type="radio"/>	<input type="radio"/>	
3. Are any parts of the booklet unclear or confusing? What improvements do you recommend? (Please provide the page numbers of the booklet and the specific topics.)	<input checked="" type="radio"/>	<input type="radio"/>	
4. What important issues were not addressed? (Please describe in detail.)	<input checked="" type="radio"/>	<input type="radio"/>	
5. Do you have any other comments? (When referring to specific text or sections, please indicate the page numbers.)	<input checked="" type="radio"/>	<input type="radio"/>	
6. Do you have a bloodborne pathogens success story to share with us? (If so, please provide your name and telephone number.)	<input checked="" type="radio"/>	<input type="radio"/>	

Thank you for your participation.

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Acknowledgments



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The authors thank the following persons and organizations for their support and assistance in the research and development of this document:

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Photo Credits

Cal/OSHA gratefully acknowledges **Emi Manning**, University of California, Davis, and the following organizations for the use of photographs that appear in the booklet:

Becton Dickinson and Company, Franklin Lakes, New Jersey

OSHA Review, Inc., Sacramento, California

Retractable Technologies, Inc., Little Elm, Texas

Venotec International, Inc., San Diego, California

Note: The titles and locations of the persons included in this list were current at the time this booklet was developed.

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Cal/OSHA Consultation Programs

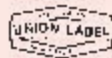
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APPENDIX D MODEL EXPOSURE CONTROL PLAN

The Model Exposure Control Plan is intended to serve employers as an example exposure control plan which is required by the Bloodborne Pathogens Standard. A central component of the requirements of the standard is the development of an exposure control plan (ECP).

The intent of this model is to provide small employers with an easy-to-use format for developing a written exposure control plan. Each employer will need to adjust or adapt the model for their specific use.

The information contained in this publication is not considered a substitute for the OSH Act or any provisions of OSHA standards. It provides general guidance on a particular standard-related topic but should not be considered a definitive interpretation for compliance with OSHA requirements. The reader should consult the OSHA standard in its entirety for specific compliance requirements.

POLICY

The (Facility Name) is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- * Determination of employee exposure
- * Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- * Hepatitis B vaccination
- * Post-exposure evaluation and follow-up
- * Communication of hazards to employees and training
- * Recordkeeping
- * Procedures for evaluating circumstances surrounding an exposure incident

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PROGRAM ADMINISTRATION

- * (Name of responsible person or department) is (are) responsible for the implementation of the ECP. (Name of responsible person or department) will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: _____
- * Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- * (Name of responsible person or department) will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. (Name of responsible person or department) will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: _____
- * (Name of responsible person or department) will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: _____
- * (Name of responsible person or department) will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: _____

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

JOB TITLE

DEPARTMENT/LOCATION

(Example: Phlebotomists)

(Clinical Lab)

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The following is a list of job classifications in which **some** employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>	<u>TASK/PROCEDURE</u>
<i>(Example: Housekeeper)</i>	<i>Environmental Services</i>	<i>Handling Regulated Waste)</i>
_____	_____	_____

Part-time, temporary, contract and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees should be described in the ECP.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting (Name of responsible person or department). If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

(Name of responsible person or department) is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- * (For example: non-glass capillary tubes, SESIPs, needleless systems)
- * _____
- * _____

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items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- * Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- * Never wash or decontaminate disposable gloves for reuse.
- * Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- * Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows: *(may refer to specific agency procedure by title or number and last date of review)*

(For example, how and where to decontaminate face shields, eye protection, resuscitation equipment)

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling **sharps disposal containers** is: *(may refer to specific agency procedure by title or number and last date of review)*

The procedure for handling **other regulated waste** is: *(may refer to specific agency procedure by title or number and last date of review)*

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available at _____ *(must be easily accessible and as close as feasible to the immediate area where sharps are used).*

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Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Laundry

The following contaminated articles will be laundered by this company:

Laundering will be performed by (Name of responsible person or department)
_____ at (time and/or location).

The following laundering requirements must be met:

- * handle contaminated laundry as little as possible, with minimal agitation
- * place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (red bags or bags marked with biohazard symbol) for this purpose.
- * wear the following PPE when handling and/or sorting contaminated laundry:
(List appropriate PPE)

Labels

The following labeling method(s) is used in this facility:

EQUIPMENT TO BE LABELED LABEL TYPE (size, color, etc.)
(e.g., specimens, contaminated laundry, etc.) (red bag, biohazard label, etc.)

(Name of responsible person or department) will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify _____ if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

(Name of responsible person or department) will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

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The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at _____ (List location or person responsible for this recordkeeping).

Vaccination will be provided by _____ (List Health care Professional who is responsible for this part of the plan) at _____ (location).

Following the medical evaluation, a copy of the health care professional's Written Opinion will be obtained and provided to the employee. It will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact _____ (Name of responsible person) at the following number: _____.

An immediately available confidential medical evaluation and follow-up will be conducted by _____ (Licensed health care professional). Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- * Document the routes of exposure and how the exposure occurred.
- * Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- * Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- * If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- * Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- * After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- * If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90

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days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

(Name of responsible person or department) ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

(Name of responsible person or department) ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- * a description of the employee's job duties relevant to the exposure incident
- * route(s) of exposure
- * circumstances of exposure
- * if possible, results of the source individual's blood test
- * relevant employee medical records, including vaccination status

(Name of responsible person or department) provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

(Name of responsible person or department) will review the circumstances of all exposure incidents to determine:

- * engineering controls in use at the time
- * work practices followed
- * a description of the device being used (including type and brand)
- * protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*)
- * location of the incident (*O.R., E.R., patient room, etc.*)
- * procedure being performed when the incident occurred
- * employee's training

(Name of Responsible Person) will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log.

If it is determined that revisions need to be made, (Responsible person or department) will ensure that appropriate changes are made to this ECP. (*Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.*)

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EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training conducted by _____ (*Name of responsible person or department*). (*Attach a brief description of their qualifications.*)

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- * a copy and explanation of the standard
- * an explanation of our ECP and how to obtain a copy
- * an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- * an explanation of the use and limitations of engineering controls, work practices, and PPE
- * an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- * an explanation of the basis for PPE selection
- * information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- * information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- * an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- * information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- * an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- * an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at _____.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** at _____ (*Name of responsible person or location of records*).

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The training records include:

- * the dates of the training sessions
- * the contents or a summary of the training sessions
- * the names and qualifications of persons conducting the training
- * the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to _____ *(Name of Responsible person or department)* _____.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

_____ *(Name of Responsible person or department)* _____ is responsible for maintenance of the required medical records. These **confidential** records are kept at _____ *(List location)* _____ for at least the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to _____ *(Name of responsible person or department and address)* _____.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by _____ *(Name of responsible person or department)* _____.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. All incidences must include at least:

- the date of the injury
- the type and brand of the device involved
- the department or work area where the incident occurred
- an explanation of how the incident occurred.

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year that they cover. If

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a copy is requested by anyone, it must have any personal identifiers removed from the report.

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HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Employee Name)

Date: _____

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PROCEDURES FOR HEAT ILLNESS PREVENTION

Rev. May 2019



California employers with any outdoor places of employment must comply with the Heat Illness Prevention standard, California Code of Regulations, title 8, section [3395](#) (8 CCR 3395). These procedures have been created to assist employers in establishing their own heat illness prevention procedures and to reduce the risk of work-related heat illnesses to their employees.

These procedures are not intended to supersede or replace the application of any other title 8 sections, particularly 8 CCR [3203](#), Injury and Illness Prevention Program (IIPP), which requires an employer to establish, implement, and maintain an effective IIPP. You may integrate your heat illness prevention procedures into your IIPP. You must also be aware that other standards also apply to heat illness prevention, such as the construction, agriculture, and general industry requirements to provide drinking water, first aid, and emergency response.

Note: These procedures describe the minimum essential heat illness prevention steps applicable to most outdoor work settings. In work environments where there is a higher risk for heat illness (e.g., during a heat wave or other severe working or environmental conditions), you must exercise greater caution and employ protective measures beyond what is listed in this document, as needed to protect employees.

To effectively establish your company procedures, carefully review the key elements listed in this document, as well as the examples provided, then develop written procedures applicable to your workplace. The Heat Illness Prevention Plan must be written in English and the language understood by the majority of the employees and must be available at the worksite. Implement procedures, train employees and supervisors on your company procedures, and follow-up to ensure your procedures are fulfilled.

To tailor these procedures to your work activities, evaluate and consider the specific conditions present at your site such as:

1. The size of the crew.
2. The length of the work-shift.
3. The ambient temperature (which can either be taken using a simple thermometer or estimated by monitoring the weather).
4. Additional sources of heat or the use of personal protective equipment that may increase the body's heat burden.
5. Again, these sample procedures do not include every workplace scenario so it is crucial that you take into account and evaluate conditions found in your individual workplace that are likely

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to cause a heat illness.

Mandatory requirements for written procedures must also do the following:

1. Identify the person(s) responsible for the particular task(s) (e.g., supervisor, foreman, safety coordinator, crew leader).
2. Describe in detail the steps required to carry out the task and ensure that the task is accomplished successfully, including the number and size of water containers and shade structures; distance to their placement; and frequency of water replenishment, water breaks/reminders, weather-tracking, etc. For additional information, see the [Enforcement Q&A](#).
3. Specify how you will communicate these procedures to your employees, particularly the person(s) assigned to be responsible for them, and how you will verify that the procedures and instructions are being followed.

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The following designated person(s) (e.g., program administrator, safety coordinator, supervisor, foreman, field supervisor, crew leader) has (have) the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Nicole Barker, Executive director, 510-864-3501
2. Allan Chatman, Dean of Students, 510-769-7100
- 3.
- 4.
- 5.

Instructions: Choose the items below that are applicable to your work operations for water and shade provision, high heat procedures, acclimatization methods, and emergency procedures, and add additional language to specify how your company intends to implement these provisions at the job site.

Procedures for the Provision of Water:

- Drinking water containers (5 to 10 gallons each) will be brought to the site so that at least two quarts per employee are available at the start of the shift. All employees, whether working individually or in smaller crews, will have access to drinking water.
- Paper cones or bags of disposable cups and the necessary cup dispensers will be made available to employees and will be kept clean until used.
- As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g., every hour, every 30 minutes) and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g., five-gallon bottles) will be delivered to replace water as needed.
- Water will be fresh, pure, suitably cool, and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.
- Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water will be placed in a safely accessible location on every floor where employees are working.
- All water containers will be kept in a sanitary condition. Water from non-approved or non-tested

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water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

- Daily, employees will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief "tailgate" meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- Audible devices, such as whistles or air horns, will be used to remind employees to drink water.
- When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.
- Individual water containers or bottled water provided to employees will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Procedures for Access to Shade:

- Shade structures will be opened and placed as close as practicable to the employees when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

- Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
- Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on [Emergency Response](#) for additional information).
- As crews move, shade structures will be relocated to be placed as close as practicable to the employees so that access to shade is provided at all times. All employees on a recovery or rest break or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.
- Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees.

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- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions and alternative procedures will be used to provide access to shade upon request. (Below, describe the alternative procedure for access to shade.)
- For non-agricultural employers, cooling measures other than shade (e.g., use of misting machines) are provided in lieu of shade if these measures are demonstrably as effective as shade in allowing employees to cool, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

Procedures for Monitoring the Weather:

- The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

LIFORNIA Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3038
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

- 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 of whether or not 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. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- 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

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procedures, will be implemented.

Procedures for Handling a Heat Wave:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- During a heat wave or heat spike, the work day will be cut short or rescheduled (e.g., conducted at night or during cooler hours).
- During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures:

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

- Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
- Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.
- Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see [Emergency Response Procedures](#)).
- Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- Pre-shift meetings will be held 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.

In addition to the High Heat Procedures listed above, the following High Heat Procedures apply to agricultural work sites.

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- When the temperature equals or exceeds 95 degrees Fahrenheit, employees will be provided one 10- minute “preventative cool-down rest period” every two hours. During the first eight hours of a shift, the cool-down periods may be provided at the same time as the rest periods already required by Industrial Welfare Commission Order No. 14.
- Employees working longer than eight hours will be provided an additional 10-minute cool-down rest period every two hours. For example, if the shift extends beyond eight hours, an additional rest period is required at the end of the eighth hour of work. If the shift extends beyond 10 hours, another rest period is required at the end of the 10th hour, and so on.
- All employees will be required to take the cool-down rest periods. Merely offering the opportunity for a break is not enough.
- Once the temperature equals or exceeds 95 degrees Fahrenheit, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

Procedures for 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 hasn’t yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

- The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven’t been exposed for several weeks or longer.
- During a heat wave or heat spike, the work day will be cut short (e.g., 12:00 p.m.), be rescheduled (e.g., conducted at night or during cooler hours), or if at all possible, cease for the day.
- 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 intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- New employees will be assigned a “buddy,” or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.

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- Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

- When a crew is assigned to a particular worksite, the employees and the foreman will be provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features and distances to major roads) to avoid a delay of emergency medical services.
- Prior to assigning a crew to a worksite without an infirmary, clinic, or hospital nearby, the employer will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary.
- Prior to the start of the shift, a determination will be made as to whether a language barrier is present at the site, and, if necessary, steps will be taken, such as assigning the responsibility to call emergency medical services to the foreman or an English speaking employee, to ensure that emergency medical services can be immediately called in the event of an emergency.
- All foremen and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- At remote locations, such as rural farms, lots, or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick employee's location, which may not be visible from the road or highway.
- During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

Procedures for 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. A sick employee will not be left alone in the shade, as they could take a turn for the worse!
- 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.

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- 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. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!**

- 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) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

Procedures for Employee and Supervisor Training:

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.

- Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.

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

- Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

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

- All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.

- In addition to initial training, employees will be retrained annually.

- Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with

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emergency responders at the nearest road or landmark to direct them to their worksite.

- When the temperature is expected to exceed 80 degrees Fahrenheit, short “tailgate” meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow company procedures.

Resources:

Heat Illness Prevention Enforcement Q&A

<https://www.dir.ca.gov/dosh/heatIllnessQA.html>

Cal/OSHA Heat Illness Prevention etool

<https://www.dir.ca.gov/dosh/etools/08-006/index.htm>

Cal/OSHA Heat Illness Prevention Website

<https://www.dir.ca.gov/dosh/heatillnessinfo.html>

Cal/OSHA Consultation Program

<https://www.dir.ca.gov/dosh/consultation.html>

Toll-free Number: 1-800-963-9424

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THE PHILLIPS ACADEMY (TPA)-SPECIFIC COVID-19 PREVENTION PLAN

Date: February 1, 2021

1. PURPOSE

- This document provides guidance for The Phillips Academy to support a safe and clean environment for employees regarding the current pandemic of COVID-19. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of OSHA.
- This Specific COVID-19 Prevention Plan may be amended as procedures and guidance from the Center of Disease Control (CDC) and OSHA are changed.

2. AUTHORITY AND RESPONSIBILITY

Nicole Barker, Executive Director has the overall authority and responsibility for the implementation, documentation, maintenance and review of the Prevention Plan at TPA. Additional responsibilities include ensuring the following:

- A. Train and communicate all employees and employee representatives on all aspects of the site Prevention Plan. Inform staff of necessary precautions and what to expect per IIPP.
- B. Conduct prevention plan evaluations of the workspace to ensure compliance with the plan, ensure all protocols are in place and being enforced.
- C. Ask any employee, subcontractor, or vendor who is observed not following these THE PHILLIPS ACADEMY safety measures to leave the site and make proper follow-up notifications.
- D. Document and correct any deficiencies identified during prevention plan evaluations or upon notification or observance of any recognized deficiencies.
- E. Investigate, with district assistance, all COVID-19 illness upon notification to determine and identify work-related factors that may have contributed to the infection.
- F. Update and make adjustments to the plan as needed to mitigate potential exposures following investigation efforts.
- G. Implement corrective steps and adjust situations if potentially dangerous when physical distancing is not possible and potentially exposes employees for 15 or more minutes or employees come into contact or close proximity (within 6 feet) of infected employees or persons.
- H. Discontinue nonessential and non-critical activities.
- I. Discontinue nonessential travel.

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2.1 Managers and Supervisors

- A. Implement the policy with their staff.
- B. Supervisors will collect a copy of the site employees self-screening log forms and forward it to the Office of Human Resources or the Executive Director.
- C. Direct employees to stay home or send employees home who show signs and symptoms of flu-like or acute respiratory illness symptoms.
- D. Ensure personal protective equipment (PPE) are made available throughout each site and office, as necessary.
- E. Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- F. Post additional signage throughout office location and work areas to raise awareness.
- G. Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- H. Stagger break and lunch time to minimize employees from gathering in one location.
- I. Meetings to be call-in/video conferences as opposed to “in-person” meetings wherever possible.
- J. Limit gathering of more than 10 employees. If a call-in/video meeting is not feasible and more than ten employees are involved in a gathering, procedures must be followed to minimize contact.
 - a. Seats placed at least 6 feet apart in all directions.
 - b. Hand Sanitizer be provided
 - c. Handwashing will be encouraged and sanitizer will be provided.
 - d. Gloves will be available.
 - e. Masks or face shields are provided and will be required while inside the building.
- K. Limit TPA vehicle use to one (1) employee and 3 passengers.
- L. Eliminate physical greetings such as a handshake or hug.
- M. Implement measures to ensure physical distancing of at least six feet between workers, visitors and students.
- N. If an employee has documentation from their medical provider of an underlying health condition that places them at increased risk due to COVID-19, TPA will initiate the interactive process to discuss reasonable alternatives with the goal of ensuring the employee can safely and effectively perform their assigned duties.
- O. Assess workspaces and decrease the capacity for conferences and meetings to ensure workspaces allow for six feet between employees.
- P. Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact. Discourage employees from congregating in high traffic areas.
- Q. Establish directional hallways and passageways for foot traffic, if possible.

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2.2 Employees

- A. Follow all aspects of this policy.
- B. Responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
- C. Adhere to all Manager and Supervisor responsibilities for protection guidelines.

3. EMPLOYEE TRAINING

3.1 TPA employee training for COVID-19 includes the following topics:

- How to prevent Covid-19 from spreading in the workplace. (Target Solutions, posters, memos website)
- Health conditions that put individuals at a higher risk of contracting and becoming more susceptible to the virus (Target Solutions, posters, memos).
- Home self-screening and symptom checks as outlined in the [CDC guidelines](#) (website, posters, memos).
- Stay at home protocol for employees that are experiencing Covid-19 symptoms which include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat and/or recent loss of taste or smell (Target Solutions, posters, website).
- Procedures when an employee has come into close contact with a family member, friend, or acquaintance that has been diagnosed with COVID-19 (website).
- Protocol to seek Medical attention when symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#) (website and posters).
- Hygiene practices to include frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per [CDC guidelines](#)) (website, posters, memos).
- **TPA physical and social distance policies to allow a minimum of 6 feet distancing from any employee or individual. As well as the importance of adhering to physical distancing practices while at work (see Physical Distancing section below).**
- Proper use of face coverings, including:
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID 19 prevention policies and have necessary PPE.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on employee's sick leave rights under the [Families First](#)

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[Coronavirus Response Act](#) (Posters and website).

3.2 Updates as required to maintain compliance with the CDC, local health department, OSHA and any other State or Federal agencies.

3.3 Documentation and reporting requirements.

4. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

4.1 We will implement the following in our workplace:

- Conduct workplace -specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and preventions.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct Periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

4.2 Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards.

All TPA employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by utilizing the following form.

[COVID-19 Hazard Identification Form](#)

5. INDIVIDUAL SCREENING MEASURES

5.1 All employees/visitors/contractors/students will be screened at the beginning of the day or upon entering the school premises. The following control and screening measures will be performed:

- Employees/contractors/students/visitors will complete a self-screening online form daily prior to leaving for TPA. This self screening form will be used as a guide to determine if the employee reports to work or will stay at home based on the scenarios below. If an employee answers yes to any of the questions, they are to contact their supervisor for further evaluation and instruction.

Online Screening Tool: [TPA Daily COVID-19 Screening Form](#)

- The daily screening form will be checked by administrators. Students, staff, contractors and visitors who do not pass the screening survey will be directed by the administrator to stay at home.

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- Temperature will be taken with a non-contact thermometer at the entrance. Face coverings are used during screening by screening staff, employees, visitors and students
- Visitors with any symptoms consistent with COVID-19 shall be denied entry. Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to the sick bay on site pending travel home.
- A copy of the self-screening log will be shared with the Business Office. TPA will maintain these confidential documents for 30 days.
- TPA is implementing the following method of Employee COVID-19 Wellness Check-ins:

1. All TPA Employees

- All TPA Employees are to perform self-screenings at home prior to the start of each work day. The self-screening consists of self-evaluation for mild to moderate symptoms related to COVID-19 or other respiratory illness including sore throat, runny nose, fever (CDC states 100 Fahrenheit and above is considered a high temperature), chills, not feeling well, sneezing, coughing, gastrointestinal symptoms such as soft stool and /or stomach cramps.
- EMPLOYEES MUST COMMUNICATE WITH THEIR MANAGERS AND STAY HOME IF THEY HAVE ANY OF THESE SYMPTOMS.

Scenario #1: If an Employee Answers No to all Questions on Health Assessment

- Any employee who answers No to all daily health assessment questions will be allowed to stay at work as long as the daily answers are No.
- Employees must comply with all aspects of this policy including physical distancing practices which include maintaining at least **6 feet of distance from other persons and utilizing PPE.**

Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick or indicates they have flu-like symptoms either through the wellness check or orally to their supervisor, they will be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will promptly be sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must self-quarantine for at least 14 days and not return to work until they are released by a Healthcare Professional, OR have completed the 14 days of self-quarantine AND have no fever for 72 hours without the use of medicine to reduce a fever AND their symptoms have improved.

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6. PROTECTION GUIDELINES

6.1 The following are minimum standards that will be in place for all TPA employees until further notice.

- **TPA requires a minimum of 6 feet of physical distance by all employees, sub-contractors, students or anybody else making contact at this location.**
- **The Prevention Plan Manager, Supervisors and Employees each have their designated protection guideline responsibilities that they must strictly follow (refer to Section 3 Responsibilities for a detailed list of their respective protection guideline responsibilities).**

7. PERSONAL HYGIENE

- 7.1 The following are measures all employees should follow to help prevent the spread of any virus.
 - Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (with at least 60% ethanol or 70% isopropanol). At a minimum, employees MUST wash hands at the beginning of the day, after using the toilet, before and after each break.
 - Hand sanitizers are provided throughout the school, at the entrance of the building, in classrooms and offices. Employees are encouraged to use hand sanitizer before and after each class, activity including entering the bathroom and other areas of the school.
 - Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
 - Avoid touching your eyes, nose, and mouth especially with unwashed hands. ○ Encourage employees to not share tools or work areas. If the sharing of tools does take place, ensure the tools/areas are disinfected after use.
 - Use disinfection/cleaning products for common areas or shared tools.
 - Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product.
 - Stay home if you are sick or feel sick (except to get medical care); be fever free for 72 hours without the use of medication before returning to work.
 - Face coverings will be based on local health department/CDC guidelines and/or requirements.
 - No physical greeting such as a handshake or hug.
 - Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

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8. DISINFECTION AND RECOVERY

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- TPA shall establish and maintain a routine disinfecting schedule in accordance with State guidelines and orders. "Disinfection schedule" is defined as a plan for keeping school facilities at a high level of cleanliness, particularly disinfecting high-touch surfaces. Teachers and paraprofessionals will be responsible for the implementation, including direction of students, of disinfection of surfaces between cohorts using supplies provided by TPA
- TPA shall ensure that all sinks (including those located in staff lounge, all bathrooms, classrooms and janitorial closets) are kept stocked with soap and paper towels. Hand sanitizer shall be provided for every classroom, workroom, workstation (for those unit members who do not have a traditional classroom), office and outdoor area.

8.1 In the event TPA has a confirmed case of COVID 19, procedures will be addressed towards identifying any area(s) that have potential contamination. TPA will work with the Janitorial Services to disinfect the area following CDC guidance.

8.2 Depending on the area(s) that may require disinfection, the specific work may need to be temporarily shut down to allow for the proper cleaning and to disinfect the area(s) of potential contamination.

8.3 Additional disinfection protocols include but are not limited to:

- Performing thorough cleaning on high traffic areas and commonly used surfaces.
- Providing 70% isopropanol spray to all classrooms and offices to disinfect surfaces and objects between uses and periods.
- Providing time for employees to implement cleaning practices during their shift to thoroughly clean and disinfect workspaces.
- Sanitary facilities will stay operational, stocked, and provide additional soap, paper towels, and hand sanitizer when needed.
- Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

9. PROCEDURES/TASKS THAT MAY VIOLATE THE 6 FEET RULE FOR PHYSICAL DISTANCING

9.1 Due to the nature of some of the work performed by TPA staff, there can be times based on the safety of the TPA employees and the work task, workers may need to be closer than 6'.

9.2 Task specific work should follow the TPA COVID-19 protection procedures.

9.3 Any task requiring TPA employees needing to be within 6' or closer of each other should be limited in duration as much as possible (preferably no greater than 30 minutes).

10. Ventilation

10.1 Air Filters shall be MERV-13 or higher and changed at the recommended intervals.

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10.2 TPA will work to ensure that all classrooms and offices will be able to keep doors and windows open whenever possible. When outside air temperature allows, it is recommended staff open windows. Door stops are provided where needed. When leaving the room at the end of the day, all outside windows should be closed for security reasons.

10.3 Bathroom Ventilation

- We have inspected and confirmed the exhaust fans in every restroom (both staff and students) are working as they have been designed.

11. CONTRACTORS PERFORMING WORK AT TPA

11.1 All contractors who may perform onsite work on TPA grounds/buildings should submit their written COVID-19 protection program to the Executive Director.

11.2 Contractor programs must meet at the minimum all State, Federal, Local and CDC requirements.

11.3 Contractor employees should conduct daily health assessments for all of their employees who will be performing work at TPA

12. INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Informed by COVID-19 Liaison via the [NOTICE OF POTENTIAL COVID-19 EXPOSURE](#) as required by AB 685/Labor Code Section 6409.6.
- Provided information on [WHAT YOU SHOULD KNOW](#) after exposure from the TPA COVID-19 Liaison.
- Provided the information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases by Human Resources.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their supervisor and email to Nicole Barker nbarker@thePhillipsAcademy.org, Martin Godfrey martin@thePhillipsAcademy.org or Joanna Wong jwong@thePhillipsAcademy.org
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

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- Employees can access COVID-19 testing through their health plans or local testing centers.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.
- Staff Case Notification Protocol

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TPA Staff Case Notification Protocol

What is the TPA procedure for staff who are exposed and/or test positive for COVID-19?

<u>Exposed or Tested Positive</u>	<u>What to Expect and Do</u>
<p>You have tested positive for COVID-19. You must inform your supervisor for your absence and inform HR Contact of your diagnosis (for potential COVID-19 leave). jwong@thePhillipsAcademy.org or jnbarker@thePhillipsAcademy.org</p>	<p><u>Stay home in isolation for at least 10 days from the start of symptoms. You may return after 10 days if symptoms are improving and no fever for 24 hours without fever reducing medication.</u> If asymptomatic, stay home in isolation for 10 days from the date of the positive test.</p>
<p>You were exposed through close contact at TPA by someone who has tested positive. Close contact means being within 6 feet of a COVID-positive person for at least 15 minutes (15 minutes may be cumulative throughout the day).</p>	<p>You will be notified by TPA that you have been exposed and you will need to stay home and quarantine from all activities for at least 14 days. Follow up with your healthcare provider and consider testing. If you have a negative test during the quarantine period you must still quarantine for the full 14 days.</p>
<p>Some at TPA have tested positive, however you are not considered to have been exposed through contact tracing.</p>	<p>If you are not considered a close contact during contact tracing, you will still be notified by TPA that someone at TPA has tested positive for COVID-19 as per AB 685. TPA will remain open and class will proceed as normal.</p>
<p>You have been exposed through close contact with someone outside of TPA who has tested positive for COVID-19. You must inform your Supervisor of your absence, and inform HR Contact of your exposure (for potential COVID-19 leave). jwong@thePhillipsAcademy.org or nbarker@thePhillipsAcademy.org</p>	<p>You will need to quarantine for 14 days from your last exposure to the COVID-19 positive person. If you have a negative test during the quarantine period you must still quarantine for the full 14 days. TPA will NOT communicate this exposure to the broader community.</p>

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Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All TPA staff will have access to TPA Safe Schools Training (on-line) and certification. Additionally, staff received training sessions during the Wednesday, January 13, 2021 Professional Development Day on the following topics:
 - Enhanced sanitation practices (online training)
 - Physical distancing guidelines and their importance
 - Proper use, removal, and washing of face coverings
 - How COVID-19 is spread
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights

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and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

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Returning to School/Work - TPA

When can a staff member/student return to school after potential COVID-19 exposure, symptoms or diagnosis?

You/your student have tested positive for COVID-19.

1. Contact your healthcare provider. You/your student must stay home in isolation for at least 10 days from start of symptoms or date of your positive test if asymptomatic. You may return after 10 days if symptoms are improving and there is no fever for 24 hours (without fever reducing medication). If your course has been completely asymptomatic, you/your student may return on the 11th day after date of positive test.

You/your student have symptoms that could be COVID-19 symptoms.

2. Contact your healthcare provider and consider COVID-19 testing. If not testing, you/your student must isolate for 10 days from onset of symptoms. May return to school/work after completion of 10 days of isolation if symptoms are improving and there's no fever for 24 hours (without fever reducing medication). If a COVID-19 test is positive, see #1. A negative PCR/molecular COVID-19 test and/or a note from a healthcare provider is required to return prior to 10 days from onset of symptoms. The note must state that the symptoms are not due to COVID-19.

You/your student have COVID-19 symptoms and you tested negative for COVID-19 by a PCR/molecular test or have an alternate diagnosis from a healthcare provider.

3. You/your student may return when symptoms are improving and you/your student have not had a fever for 24 hours (without fever reducing medication). If you have an alternate diagnosis from a healthcare provider which verifies that the symptoms are not due to COVID-19, be sure that information is provided to the TPA COVID Liaison (nbarker@thephillipsacademy.org) prior to returning on-site.

You/your student do not have COVID-19 symptoms but **were in "close contact" with someone who has tested positive.** "Close contact means being within 6 feet of someone who has COVID-19 for at least 15 minutes (15 minutes may be in succession or cumulative throughout the day). This applies even if both people were wearing a face covering.

4. You/your student must quarantine for 14 days after your last exposure to the COVID-19 positive person. If you have a negative test during the quarantine period you must still quarantine for the full 14 days. Your quarantine will be extended if you are re-exposed or continually exposed to a COVID-19 positive child or household family member from whom you cannot isolate.

Approved By: Nicole Barker, Executive Director

Date

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Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized) 1. Operable windows 2. Confirm functioning restroom exhaust fans			
Additional room air filtration 1. Rooms without access to outside air dampers are provided with hospital grade air purifiers (HEPA) 2. . MERV 13 Filter is installed in HVAC unit.			
Drinking Fountains remain inoperable			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Directional Signage to maximize distancing			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Posted Maximum occupancy in each room			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and			

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all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

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Appendix D: COVID-19 Training Roster

Date: **January 13, 2021**

Person that conducted the training: **Nicole Barker**

Employee Name	Signature - See Pages Followed
Abigail Stone	
Aidaan Diskin	
Alex Mitchell	
Alex Woodward	
Allan Chatman	
Alysia Ayoub	
Angelina Avalon	
Atum Crockett	
Betsy Devitt	
Chandra Birenbaum	
Christina Alvarado	
Cobi Chu	
Dajana Tobias	
Dan Zarchy	
Erica Calacsan	
Eva Marcos-Mendez	
Gladys Sanchez	
James Hearn	
Joanna Wong	
Kim Jones	
Lakia Davis	
Larry Lymos	
Lauren Erickson	
Lela Lynch-Collins	
Liliana Garcia-Martinez	
Lindsay Duckles	
Marin Godfrey	
MaryAnn Pearson	
Melanie Bailey-Bird	
Nancy Axelson	
Niqui Hill	
Ron Lucas	
Shia Smith	

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Steve Calarco	
Tacorra Gray	

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Lesson: Covid-19 Campus Safety Training

 Post Session Report

01/13/2021	Kim Jones	9	9	✓
01/13/2021	Kim Jones	-	-	✗
01/13/2021	Lakia Davis	9	11	✓
01/13/2021	Larry Lymos	9	46	✓
01/13/2021	Lauren Erickson	9	10	✓
01/13/2021	Lela Lynch Collins	9	11	✓
01/13/2021	Liliana Garcia-Martinez	9	10	✓
01/13/2021	Lindsay Duckles	9	10	✓
01/13/2021	Martin Godfrey	9	13	✓
01/13/2021	MaryAnn Pearson	9	10	✓
01/13/2021	Melanie Bailey	9	10	✓
01/13/2021	Nancy Axelson	9	10	✓
01/13/2021	Niqui Hill	9	10	✓
01/13/2021	Ron Lucas	9	11	✓
01/13/2021	Shia Shabazz Smith	9	11	✓
01/13/2021	Steve Calarco	9	10	✓
01/13/2021	Tacorra Gray	9	10	✓

 **Draw It** Please sign that you confirm all the answers you have entered are yours.

Date	Nickname	Drawing	Other
01/13/2021	Abigail Stone		

Abigail Stone

01/13/2021	Aidan Diskin		
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Aidan Diskin

INJURY AND ILLNESS PREVENTION PROGRAM

Lesson: Covid-19 Campus Safety Training

 Post Session Report

01/13/2021 Alex Mitchell



01/13/2021 Alex Woodward



01/13/2021 Alison Montalban



01/13/2021 Allan Chatman



01/13/2021 Alysia Ayoub



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01/13/2021 Angelina Avalon



01/13/2021 Angelina Avalon

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01/13/2021 Atum Crockett

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01/13/2021 Betsy Devitt

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01/13/2021 Cecilia Lindsay

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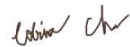
01/13/2021 Chandra Birenbaum



01/13/2021 Christina Alvarado



01/13/2021 Cobi Chu



01/13/2021 Dajana Tobias



01/13/2021 Dajana Tobias



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01/13/2021 Dajana Tobias



01/13/2021 Daniel Zarchy



Daniel Zarchy

01/13/2021 Erica Calacsan



01/13/2021 Eva Marcos-Mendez



01/13/2021 Gladys Sanchez

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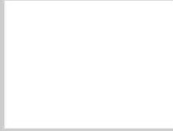
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01/13/2021 James Hearn

James Hearn

01/13/2021 Jenny Sanjeevan



01/13/2021 Joanna Wong

Joanna Wong

01/13/2021 Kim Jones

Kim P. Jones

01/13/2021 Kim Jones

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01/13/2021 Lakia Davis



01/13/2021 Larry Lymos



01/13/2021 Lauren Erickson



01/13/2021 Lela Lynch Collins



01/13/2021 Liliana Garcia-Martinez

Liliana Garcia

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01/13/2021 Lindsay Duckles



01/13/2021 Martin Godfrey



01/13/2021 MaryAnn Pearson



01/13/2021 Melanie Bailey



01/13/2021 Nancy Axelson



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01/13/2021 Niqui Hill



01/13/2021 Ron Lucas



01/13/2021 Shia Shabazz Smith



01/13/2021 Steve Calarco



01/13/2021 Tacorra Gray



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Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period. See [CCR Title 8 section 3205.1](#) and [3205.2](#) for detail.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

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review. We will consider:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

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Major COVID-19 Outbreaks

This section applies if TPA experiences 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

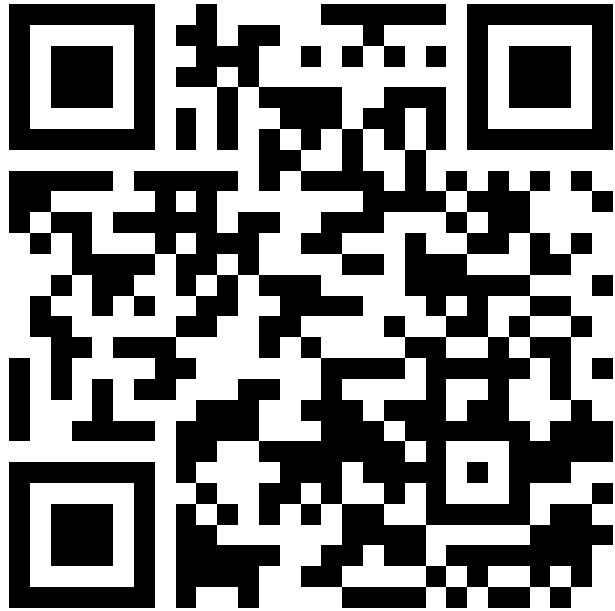
Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

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Appendix E. Back to Campus Basics - TPA Staff, Student and Visitor Check in

TPA Staff, Student and Visitor Check in



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Appendix F: Testing

For **asymptomatic testing** of staff, TPA will follow the Alameda Public Health Department recommendations for the frequency of testing. Asymptomatic testing for staff who are working on-site will be monthly.

Using Valencia Lab, TPA will conduct surveillance testing of every adult working on campus.

- As educators are considered “essential workers”, TPA’s employee health coverage will reimburse the cost of testing through a 3rd party vendor for those employees that subscribe to the TPA’s Kaiser plan.
- If an employee is covered by another carrier that does not cover the cost of testing, the cost of testing will be covered by the State.
- An employee can get a test in different ways:
 - from their health care provider (Kaiser, for example);
 - from an independent test site;
 - by mail to self-test and mail results back to a lab;
 - self-administered nostril swab handed to TPA assigned COVID-19 Testing Staff at our site on a Regular basis.
- The test results from these companies are available within 24-48 hours after they receive the sample.

THE PHILLIPS ACADEMY

Procedures for Testing Staff Periodically during In-Person Education

TPA is following guidelines recommended by the Alameda County Public Health Department (ACPHD) regarding regular testing of essential workers as part of a reopening plan for schools.

TPA has entered into an agreement with Valencia Branch Lab through the California Testing Task Force to provide testing for staff. The vendor will provide self-administered test kits. The test kits will be dropped off with instructions. Staff will pick up a test kit, self administer the test and drop it off in a secure box. The box will be picked up and test results reported within the day to the TPA Assigned COVID-19 Testing Staff.

Process of getting tested:

1. TPA will assess testing demand and manage test kit inventory and request kits through state vendor.
2. TPW will provide Personal Protective Equipment (PPE), technology and physical space for sample collection. Sample collection will be conducted at the courtyard.
3. TPA will gather patient data and submit via a web accessible platform.
4. An employee will be informed of their testing window, register and sign a consent online based on when they’re on site with students.
5. At the day of testing, employees will be checked in at the assigned time. A verbal consent for the testing will be conducted. The test kits will be available at the designated sample collection area.
6. Employees will be asked to self-administer a nose swab test, swabbing around the nostrils with the swab provided. The swab is placed into a tube, the tube is placed in an envelope, and the envelope is dropped in a locked drop box. Detailed directions will be provided by the test provider.
7. Samples in the locked box will be dropped off at designated locked drop box or mail to the test provider.
8. Test results will be provided to TPA COVID-19 Testing Staff and employees.

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What happens if a test comes back positive?

If an individual receives a positive test result, TPA COVID-19 Testing Staff will contact the employee. TPA will also begin the contact tracing process. The employee must stay home and isolate for at least 10 days from the start of symptoms, or 10 days from the date of the positive test, if asymptomatic. Employees must clear their return-to-work date with TPA COVID-19 Liaison prior to returning on site.

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Appendix G: Testing of Students

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results.

- Students with symptoms of COVID-19 should contact their health provider for testing
- TPA only offers asymptomatic testing to students
- Kits will be available at TPA
- Parents can assist children to self-administer at designated times.
- Parents must provide health insurance information for billing and a signed waiver.
- Completed test kits will be delivered to the test labs.
- Test results within 24-48 hours.
- Family Education Rights and Privacy Act (FERPA) compliant reporting
- Pricing is \$21 per test

The 3rd party will bill MediCal for students who are covered by MediCal. TPA will cover the cost of testing for non MediCal students. TPA does not offer symptomatic testing to students.

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Appendix H: Back to Campus Basics - AB 685 Notification Protocol

Dear TPA Employee,

With Alameda County experiencing a peak in new COVID cases, we want to share the TPA's communication plan for notifying employees about COVID cases involving school sites. In addition to the Memorandum of Understanding that TPA has with APT and CSEA, a new bill, AB 685, became effective on January 1, 2021, with additional reporting requirements.

AB 685 adds section [6409.6](#) to the California Labor Code and requires TPA to take action within one business day of being notified of a confirmed COVID-19 case on TPA's premises. The action required is a notice to all employees, their exclusive representatives, and employers of contracted employees who were on the premises at the same worksite as the diagnosed individual within the infectious period. The notice must inform employees that they may have been exposed to COVID-19; include information about COVID-related benefits, including leaves; and provide the TPA's disinfection and safety plan.

Please see the linked "[Notice to Employee of Potential Exposure](#)" sample letter that will be used to comply with AB 685. This notification will go to all employees who were on the same worksite as the COVID-positive person. TPA will determine who was on site on the days in question through the responses to the "TPA Daily Health Screener". Please continue to complete the Health Screener daily so that we will know who is on site on any given day.

With any notice of a confirmed COVID case, TPA COVID-19 Liaison will confidentially conduct contact tracing to determine who has been exposed to COVID. Anyone who has been within 6 feet of the infected person for 15 minutes or more will be called and instructed to quarantine for 14 days. In addition to the call, the linked sample [COVID Close Contact notice](#) will be sent. This notification will only go out to those employees or students who were in close contact with the COVID positive Individual.

Additionally, TPA will report these cases to the County Department of Public Health, and to our Worker's Compensation insurer so that cases can be tracked for possible outbreaks.

Please continue to follow the District's safety protocols, especially to wear a mask at all times, to stay 6 feet apart from each other, and to complete the Health Screener every day.

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