

**RIVERSIDE UNIFIED SCHOOL DISTRICT
3380 Fourteenth Street Riverside,
California 92501**

**INJURY AND ILLNESS PREVENTION PROGRAM
"IIPP"**

Revised: June 2011

RIVERSIDE UNIFIED SCHOOL DISTRICT
Business Division
Safety Department

Procedures #3514
Reference Policy #3514

**Why Have an Injury Illness Prevention Program
(IIPP)**

It's The Law!

Senate Bill 198 (SB 198)

Effective July 1, 1991, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP). RUSD is firmly committed to a safe and healthful working, teaching, and learning environment.

To achieve this goal, RUSD has implemented the following comprehensive Injury and Illness Prevention Program.

Safety is a cooperative undertaking requiring the participation of all employees. This program is designed to help prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at each site and on the District web site.

Administrative contact(s): Director Risk Management

**RIVERSIDE UNIFIED SCHOOL DISTRICT
BUSINESS DIVISION SAFETY DEPARTMENT**

The Injury and Illness Prevention Program (IIPP) will be in writing and will, at a minimum, contain seven basic elements. The contents of this program comply with Title 8, California Code of Regulations, Section 3203.

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Program Elements

- I. California Labor Code 6401.7 - Directs CAL-OSHA Standards Board to promulgate regulations implementing Injury and Illness Prevention Programs.
- II. California Code of Regulations 1509 and 3202 - Constitutes the CAL-OSHA Standard Board's specific requirements for Injury and Illness Prevention Programs.
- III. Labor Code 6314.5 - CAL-OSHA division will include evaluation of Employers' Injury and Illness Prevention Program during any inspection.
- IV. Elements of C.C.R. 3200, Title 8 - General Industry Safety Orders.

The following ten (10) sections are a synopsis of the requirements of Senate Bill 198 (SB 198) the Injury and Illness Prevention Program (IIPP).

SECTION I RESPONSIBILITY

Identify the person or persons with authority and responsibility for implementing the program.

The Administrative contact persons will be the Director Risk Management who has the authority and responsibility for implementing the provisions of the program to the Riverside Unified School District Board of Education.

The individual Site Administrator or Facility Supervisor is the person responsible for implementing and maintaining the program at each District Site, Division, or Department and being available to answer questions regarding the program.

SECTION II COMPLIANCE

Include a system for ensuring that employees comply with safe work practices, including disciplinary actions and dismissal procedures.

****The Certificated Bargaining Unit falls under the Education Code****

In accordance with, and referring to the Riverside Unified School District Classified bargaining unit agreement, ARTICLE XIX, the District may impose discipline or dismissal on permanent unit members when the work performance or behavior of the unit member is such that prior verbal and/or written warnings by the immediate supervisor have failed to result in a remediation of the unsatisfactory performance or behavior.

The District may suspend with pay, suspend without pay, reduce unit member's hours, dock pay for absence without authority, or discipline unit members in other appropriate manners to correct or remediate a unit member's unsatisfactory performance or behavior. The District may dismiss permanent bargaining unit members when the District has attempted to remediate unsatisfactory performance or behavior.

Causes: Causes for disciplinary action shall include, but not be limited to the following:

- a. Incompetence, inefficiency, inattention to or dereliction of duty, lack of ability, or failure to perform the assigned duties in a satisfactory manner.
- b. Insubordination or failure to obey a direction regarding rules of school district superiors, or willful and persistent violation of the provisions of the District Policies and/or the Education Code.
- c. Conviction of any felony, conviction of a misdemeanor- involving moral turpitude, work related dishonesty, immoral conduct, or drunkenness on duty.
- d. Addiction to or use of narcotics, or fraud in obtaining employment with this school district
- e. Political activity during the assigned hours of duty
- f. Persistent, discourteous treatment of the public or of fellow unit members, or other willful failure of good conduct, tending to injure the public.
- g. Physical or mental incapacity.

CAL/OSHA: The requirements for safe working conditions are established and maintained under the California Occupational Safety and Health Act of 1973. Enforcement and rule-making authority is lodged with the Department of Industrial Relations. The Division of Industrial Safety has jurisdiction for inspection and the enforcement of standards; therefore, any disputes arising relating to CAL/OSHA requirements are exempt from the grievance process.

Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices. Recognition is acknowledged monthly in the District Safety Committee bulletin; as well, site administrators are responsible for individual recognition of their District employee(s).

SECTION III COMMUNICATION

Provide a system for communicating with employees including meetings, posting, written communication and a system of anonymous notifications of hazards by employees.

Safety information will be communicated with employees by:

1. Providing written safety information to Site Administrators and/or staff by using district e-mail or sent through district mail distribution.
2. Providing in-house safety training when requested
3. Conducting site inspections.
4. Conducting Site and District Level Safety Committees and providing meeting minutes.

Anonymous notification procedures are as follows: RUSD has a system for anonymous notification whereby employees who wish to inform the Director Risk Management or the Safety Technician of workplace hazards, may do so by anonymously calling and/or sending a written notification to the Director or Safety Technician. The Director and Safety Technician will ensure all such reports are held in the strictest of confidence and investigated in a prompt and thorough manner.

The Director Risk Management shall provide safety materials, including monthly bulletins for posting at all work locations. He/she shall arrange for the prompt and reasonable correction or repair of unsafe conditions reported to the District Safety Committee. Moreover, he/she or designee shall as feasible, participate in all inspections conducted by CAL-OSHA and all insurance carriers.

The Director Risk Management shall be notified of inspections by regulatory agencies such as the Fire Department, County Health Department and CalOSHA.

*** SEE CRITERIA FOR THE SITE AND DISTRICT SAFETY COMMITTEES IN THE BACK OF PROGRAM, SECTION IX.

SECTION IV HAZARD ASSESSMENT

Procedures for identifying and evaluating workplace safety hazards including scheduled monthly periodic inspections completed by the Site Safety Committee.

Site Safety Inspections

Site Administrators and Department Managers, or their designees, will conduct site safety self inspections per the schedule below. These inspections will be completed utilizing the enclosed specialty checklist. The completed forms will be placed in the site safety file and maintained for three (3) years. Minutes of the monthly Site Safety Committee Meeting shall be documented on the Site Safety Committee Meeting Minutes, using form 14X, and be sent to Risk Management identifying which self inspections were conducted.

Schedule of Inspection Frequency

BUILDING AND GROUNDS - GENERAL (housekeeping and physical condition)	Prior to start of each semester and once during each semester
BUILDING INSPECTION	Per schedule shown below
PLAYGROUND EQUIPMENT (including "S" hooks)	<u>Check daily with monthly report</u>
Automotive Equipment	Checked daily by operator
School Laboratories (use Science Safety Handbook for California High & Middle Schools and shops))
General Classrooms)
Maintenance and Operations)
Home Economics Classroom)
Gymnasiums (all hanging apparatus and US" hooks))
Athletic Field)
Playground)
Cafeteria)
Auditorium)
Bleachers)

**CHECK DAILY WITH
MONTHLY WRITTEN
REPORTS**

SECTION V ACCIDENT/EXPOSURE INVESTIGATIONS

Establish Accident and Illness Investigation Procedures

All Site Administrators and Department Managers are responsible for investigating, reporting and reviewing all work-related accidents and illnesses at their site. The primary reason for these investigations is to ensure that appropriate preventive measures are taken to prevent future recurrence.

Investigating a Workplace Injury:

1. Preserve the Accident Site Location (When possible, close off area where accident occurred / secure machinery involved until investigated and determined safe to return to use).
2. Obtain injured employees statement as soon as possible
3. Obtain witness statements
4. When interviewing ask: Who, What, Where, When &How regarding details
5. Consider factors such as training, equipment condition, weather, visibility, distractions, procedures, safety equipment / tools in use, etc.
6. Take photographs of accident scene (take photos at various angles)
7. Document corrective actions taken

Student accidents will be reported on the District's "**Student, Visitor/Non-Employee Accident Report**" form, **found on the District NIS website, under the applications tab.**

The student accident report, located on the District web site, will be accurately completed in its entirety and will be electronically submitted in a timely manner to the District Safety Technician.

All **employee work related accidents** will be reported to the Workers' Compensation Department in a timely manner. Minor incidents and near misses will be investigated, as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage.

For **employee accidents**, please refer to the "Instructions for Job Injury Reporting", posted at each site. After the accident is reported to the District Workers' Compensation Department, if appropriate, the Workers' Compensation Department will send the "**Supervisors Accident/Injury Investigation Report**" form to the site for completion. **Completed Supervisor's Accident/Injury Investigation Report must be forwarded to the Workers' Compensation Department.**

Any time a serious **employee** illness or injury occurs employers are required by law to notify the CAL/OSHA district office within eight (8) hours of the time accident occurred.

A serious injury or illness is defined as:

1. Results in death
2. Requires hospitalization for more than 24 hours for other than medical observation
3. Involves the loss of any member of the body
4. Results in permanent disfigurement

SECTION VI HAZARD CORRECTION

Establish a procedure for correcting all unsafe or unhealthy conditions, work practices, work procedures, and how corrective action is taken.

This must be done in a timely manner based on the severity of the hazard. Work orders are to be submitted through the Site Secretary or Custodian using the Site TMA ISERVICE Work Order system. These procedures should be used as appropriate means to abate the safety hazard without endangering employees.

The following are procedures for correcting an imminent hazard that cannot be immediately abated without endangering employees and/or district property:

1. Remove all exposed employees from the area except those necessary to correct the hazardous condition.
2. Those employees shall be provided with the necessary safeguards, and/or appropriate personal protective equipment (PPE).
3. Contact the Director Risk Management for further assistance.

The severity of the safety or health hazard determines the process and methods of correcting or abatement of the safety issue. Once the severity of the safety issue is determined, it shall be corrected in one the following three (3) manners:

1. Site custodial staff can correct safety issues when work orders are not necessary.
2. When the safety issue cannot be corrected by the site custodial staff, but is not an imminent safety concern, a work order must be submitted. **If after ten (10) working days there has been no response from M&O, then the requesting site should contact work control requesting a printed status report be sent regarding the work order.**
3. Health and safety hazards which present an imminent danger to employees and/or students, and exceeds the safety training and/or capabilities of District maintenance crews for abatement, shall be responded to as follows:
 - a. Site Administrator will immediately secure the affected area of all students, employees, and non-district personnel.
 - b. Report the safety hazard to the Director Risk Management for further assistance.

IN ANY CASE, IT IS RUSD'S INTENT TO CORRECT AS SOON AS POSSIBLE, ANY UNSAFE CONDITION WHEN OBSERVED OR DISCOVERED.

SECTION VII TRAINING AND INSTRUCTION

Create a comprehensive employee training and retraining program

1. Safety training for all district employees shall be conducted as required.
2. Maintenance and Operations employees fall under C. C. R. 1509 Construction Safety Orders. These personnel must receive "tailgate" safety meetings monthly. The meetings must be documented, and records kept for three (3) years.
3. Additional safety training and orientations will be conducted for any employees whenever:
 - a. An employee is given a new job assignment and there is a hazard that is unique to the position.
 - b. New substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
 - c. The employer or employee is made aware of a new or previously unrecognized hazard.
 - d. For supervisors to familiarize themselves with all the safety and health hazards to which employees under their immediate direction and control may be exposed. It is the supervisor's responsibility to enforce the safety rules in his/her department, and so, they must be completely trained in all areas of safety within that department.
 - e. To all workers with respect to hazards specific to each worker's job assignment.

A record of all training, for initial and reassigned employee safety orientation training conducted, will be completed utilizing the RUSD documentation of Employee Safety Orientation, pg. 14V. A training sign-in record or log will be used, describing additional/ reoccurring safety training received, to include: the employee's name, date of training, and training provider. All employees in attendance must sign the log.

The documentation of initial Employee Safety Orientation shall be maintained on site and a copy forwarded to Human Resources to be maintained in the employee personnel file for the duration of the employee's employment.

The site or the department will maintain a file for three years of all safety training conducted. A copy of each safety-training record or log will be submitted to the Director Risk Management upon completion of the above training session.

Safety In-service Topics and Safety Tailgate Meeting DVD's may be coordinated by contacting Risk Management, by the Site Administrator or Manager, based upon a site's specific needs.

The District offers a wide variety of safety training available through ASCIP at little or no cost to the sites.

Training and Instruction (continued)

Safety In-Service Sample Topics

NOTE: It is suggested that a portion of regularly scheduled faculty or staff meetings be utilized to conduct these training sessions.

Topic

Fire - Evacuation

Fire - Use of Fire Extinguishers

Slips, Trips, Falls

Preventing Back Injuries

Basic Electrical Safety, Job Site

Ladder Safety

Lab Safety for Jr. & Sr. High Students

Playground Safety for Elementary Students

The Heimlich Maneuver

Blood Borne Pathogens

Hearing Conservation

Eye Protection

CPR - First aid Training

Consequences of D. U.I.

Personal Protective Equipment (PPE)

Killer Bees

Safety Orientation, Custodial

Safety Orientation, Office Environment

A list of additional video safety topics are available upon request.

The District offers a wide variety of additional safety training topics, available through ASCIP at little or no cost to the sites. Many safety topics are available on DVD, for use in Safety Tailgate Meetings, as well as formal in-service training. You are encouraged to take advantage of this training by contacting the Safety Technician at 951/788-7135 x 80605.

SECTION VIII RECORDKEEPING

Record keeping, Documentation, and Distribution

Records maintenance and proper distribution of copies from the individual site is an extremely important part of the CAL/OSHA required Injury and Illness Prevention Program. Sites are required to maintain records of all safety inspections, safety committee meetings and minutes, safety training orientation logs, and all accident/illness or safety hazard reports.

These reports are mandated within SB 198; therefore, your compliance with record maintenance and distribution is critical. **These records must be maintained in the site's safety records file for a period of 3 years , unless otherwise specified** and copies of these reports are to be submitted to Risk Management.

The forms included in this booklet are designed to assist all sites and departments to comply with requirements in a standardized manner.

Listed below are report completion, maintenance, and routing procedures.

<u>Form Title</u>	<u>Frequency</u>	<u>Record Maintenance</u>	<u>Copy To</u>
1. Employee Safety Orientation	Upon initial hire/ reassignment	Site/Department Safety File (Maintain for duration of employment)	Human Resources
2. Safety Training Logs	Whenever safety training is conducted	Site/Department Safety File	Risk Management
3. Self Inspections	Monthly	Site/Department Safety File	
4. Safety Committee Minutes	Monthly	Site/Department Safety File	Risk Management
5. Request for Safety/ Health/Environmental Inspection	When Requested	Site/Department Safety File	Risk Management
6. Student Accident Report	Each Occurrence	Site/Department Safety File	Risk Management
7. Employee Accident Report	Each Occurrence	Site/Department Safety File	Risk Management
8. Fire Inspection Reports	Annually	Site/Department Safety File	Risk Management

SECTION IX SAFETY COMMITTEES

The program must include safety committees and promote open discussion of safety problems.

Site Safety Committee Requirements Reference RUSD Procedures # 3514 (a) & (b)

A Site Safety Committee will be established utilizing the following criteria:

1. The purpose of this committee is to assist with the maintenance of an Injury and Illness Prevention Program that will help to reduce and/or eliminate the frequency and severity of accidents and illness related to the work place. California Code of Regulation, Title 8, Section 3203.
2. Composition: Minimum Membership
 - a. One manager
 - b. One classified employee
 - c. One certificated employee
3. Method:
 - a. Review accidents and illness related to the work place to determine the basic cause of any accident or illness so that corrective action will prevent recurrence.
4. Provide Training:
 - a. Instruct employees in safe work practices and specific instructions with respect to hazards unique to the job assignment
 - b. Review and select training materials for presentation at site staff meetings.
 - c. A minimum of one safety discussion per month.

The Office of Risk Management will provide assistance regarding updates on current safety issues; as well as, providing information and/or training for new safety concerns upon your request.

5. Review and select training materials for presentation to specific employees:
 - a. Classroom Safety
 - b. Playground Safety
 - c. Personal safety, proper lifting, proper protective clothing, etc.

Site Safety Committee (continued)

6. Conduct site safety inspections per schedule of safety inspection frequency. Committee will utilize self-inspection safety checklists; see Section IV page 4, for each specific area inspected.
 - a. Inspect various work areas to identify unsafe conditions and or work practices.
 - b. A copy of the individual Site Safety Committee Minutes form, page 14X will be submitted monthly to Risk Management upon completion
 - c. Notify site administrator and ensure that procedures are initiated for needed corrective action.
 - d. Solicit employee suggestions for accident (site safety suggestion box) and illness prevention and implementation measures to encourage employee interest in safety.

The Site Safety Committee will meet at least once a month (including partial months) during the time the site is active. Minutes of these meetings will be retained in the site safety file for a period of three (3) years. A copy of the minutes will be submitted monthly to Risk Management.

7. Site Safety Committee Minutes will include:
 - a. Who conducted the inspection and who was present at the site safety meeting
 - b. When inspection was conducted.
 - c. What areas were inspected
 - d. What the findings were upon completion of inspection and what system was used to address the safety concern(s).
 - e. Work orders will be submitted to work control for corrective action. The work order numbers and date submitted will be on the site safety committee minutes form when submitted monthly to Risk Management.
 - f. Indication of what practice drills were conducted that month.

Individual department Administrators and/or Managers, assigned to the District Administration Building and the District Maintenance and Operations site, will be responsible for conducting monthly safety inspections within their respective departments. Inspection will be in accordance with Section IV page 4 and appropriate minutes submitted monthly to Risk Management.

District Safety Committee Requirements
Reference RUSD Procedures #3514 (a), (b), (c) & (d)

A District Safety Committee will be established utilizing the following criteria:

1. The District Safety Committee shall maintain an adequate and reasonable Injury and Illness Prevention Program (IIPP) and a Hazard Communication Standard at all work locations. Specifically, the committee shall:
 - a. Formulate policies and regulations as necessary for submission to the Superintendent.
 - b. Advise and assist the site and district administrators of operational units in maintaining an effective Injury and Illness Prevention Program (IIPP).
 - c. Review accident and work-related illness reports to determine whether conditions exist that need to be corrected and recommend appropriate corrective action to the Office of the Risk Management.
2. The District Safety Committee shall be composed of ten (10) voting members, selected as follows:
 - a. One member representing the District Administration, appointed by the Assistant Superintendent of Human Resources.
 - b. One member representing secondary school site management, appointed by the Deputy Superintendent of Instructional Services.
 - c. One member representing elementary school site management, appointed by the Deputy Superintendent of Instructional Services.
 - d. One supervisor representing Maintenance and Operations, to be appointed by the Director of M&O.
 - e. One supervisor representing Nutrition Services, to be appointed by the Director of Nutrition Services.
 - f. One member from the Health Services Department.
 - g. Two members representing the certificated bargaining unit (RCTA), to be appointed by the RCTA Association
 - h. Two members representing the classified bargaining unit (CSEA), to be appointed by the CSEA Association
 - i. By the committee's invitation, a non-voting member of the District's Insurance Carrier.

District Safety Committee (continued)

All appointments shall be for a term of not more than two (2) years, and the appointment may be renewed at the end of the term at the discretion of the appointing authority. Meetings shall be scheduled at least monthly. At the discretion of the District Safety Committee Chairperson, special meetings may be called. Meetings will be held at a time that will not conflict with School Board meetings or in-service days. Business conducted at the meetings shall include, but is not limited to the following:

- a. A review of agenda items placed on the agenda by the Committee Chairperson or a member of the committee.
 - b. A review of occurrence patterns or special circumstances that may require necessary action.
 - c. Recommendations which shall reduce risks and increase safety within the district.
 - d. The committee shall document its recommendations in the minutes and circulate relevant articles.
3. The District Safety Committee Chairperson shall have general responsibility for monitoring the Injury and Illness Prevention Program (IIPP) and the Hazard Communication Program (Your Right To Know) in all operational units and specifically shall:
- a. Attend and chair all meetings of the District Safety Committee.
 - b. Provide safety information and training.
 - c. Maintain a file of accident and work-related illness reports.
 - d. Make a periodic summary report of accidents and work-related illness to the Superintendent and the District Safety Committee

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**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

CLASSROOMS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are fire extinguishers properly located, charged, sealed, has current tag and not obstructed?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are chairs and tables in good and stable condition?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are floors clean, dry, free from tripping hazards, tiles secure, none missing, linoleum properly secured, carpet glued or tacked in place with boundaries secured properly?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are exits clear and easily accessible by everyone in the room?			<input type="checkbox"/>	<input type="checkbox"/>
5. Good housekeeping: are clutter, drop cords, books and boxes out of the way?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all cabinets, shelving, tables and desks free form debris that could fall and injure people or create an obstacle when an emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are all containers properly labeled?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are all bookcases/cabinets secure and/or put together properly?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are large rolls of paper on racks or secured to prevent tip over accidents?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are latches secured properly on paper cutters?			<input type="checkbox"/>	<input type="checkbox"/>
11. ***Are walls and windows not covered by more than 50% with paper coverings and decorations?			<input type="checkbox"/>	<input type="checkbox"/>
HVAC				
12. Are all registers secure and completely clear from any type of obstructions, such as mobiles and other unites that will block its purpose?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are all heaters cleared from obstructions?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
14. Are all lighting fixtures secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are fans guarded, grounded, secured and out of the reach of children?			<input type="checkbox"/>	<input type="checkbox"/>
17. Is emergency guide, evacuation route and site disaster plan posted?			<input type="checkbox"/>	<input type="checkbox"/>

***As per Riverside County Fire Department Guidelines for room environment.

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

OFFICES

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Is CAL/OSHA Job Poster clearly posted?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are log and summary of Occupational Injuries and Illnesses maintained, available and current ? (Form 200)			<input type="checkbox"/>	<input type="checkbox"/>
3. Is master MSDS book available and current?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is site emergency plan current and clearly posted?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are Fire and Disaster drill logs available and current?			<input type="checkbox"/>	<input type="checkbox"/>
6. Is Bloodborne Pathogens plan available?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are emergency supplies readily available and current?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are fire doors properly marked and all other exits clear in case emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are fire extinguishers properly installed, charged and do they a current maintenance tag?			<input type="checkbox"/>	<input type="checkbox"/>
HVAC				
10. Are all registers secure and completely clear from any type of obstructions, such as mobiles and other units that will block its purpose?			<input type="checkbox"/>	<input type="checkbox"/>
11. Filters clean and in place?			<input type="checkbox"/>	<input type="checkbox"/>
12. Heaters cleared from obstructions and materials at least 30" in front of unit?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are fans guarded, grounded, secured and out of the reach of children?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are chairs and tables in good and stable condition? (this includes springs and casters)			<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING				
15. Are they clean, dry, free from tripping hazards, tiles secure, none missing, linoleum properly secured, carpet glued or tacked in place with boundaries secured properly?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are clutter, drop cords, books and boxes out of the way?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are all cabinets, shelving, tables and desks free from debris that could fall and injure people or created an obstacle when an emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
18. Are all lighting fixtures secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
19. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
20. Has emergency lighting been tested?			<input type="checkbox"/>	<input type="checkbox"/>
21. Are all container properly labeled?			<input type="checkbox"/>	<input type="checkbox"/>
22. Are all bookcases and file cabinets secured to the wall and/or put together properly and all drawers closed?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

RESTROOMS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are facilities in clean and sanitary condition?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are stall walls in good condition, door hinges and latches functioning?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are ceiling tiles properly in place? (where applicable)			<input type="checkbox"/>	<input type="checkbox"/>
4. Are there any windows or mirrors broken?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are floors dry, clean and free from all debris?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are floor drains clean and clear?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are waste receptacles clean and covered?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are exhaust fans guarded, secured and out of the reach of children?			<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING				
9. Are there any cracked or chipped porcelain fixtures?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are toilets working properly and not leaking or water running constantly?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are faucets working properly and not leaking?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are all dispensers working (toilet paper-soap-towels, etc)?			<input type="checkbox"/>	<input type="checkbox"/>
HANDICAP (Where applicable)				
13. Are pipes wrapped under sinks?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are grip bars located adjacent to toilet on walls?			<input type="checkbox"/>	<input type="checkbox"/>
15. Is there thirty-six (36) inches of turning room inside of stalls?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are toilets and sinks raised to accommodate wheelchairs?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
17. Are all light fixtures fully operable and covers intact?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are hand dryers operable and secured to wall properly?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

UTILITY/EQUIPMENT/STORAGE AREAS
--

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are garden tools and hoses properly stored on racks?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors clean, dry and clear in case emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are control valves free and clear for easy access and properly identified?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are electrical panels free and clear and clear from floor to ceiling and for 36" in all directions?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are all air intakes and exhaust covers unobstructed and filters clean?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are flammables properly stored in cabinets or containers that are clearly marked and vented?			<input type="checkbox"/>	<input type="checkbox"/>
7. Is all machinery and are all appliances properly secured and grounded?			<input type="checkbox"/>	<input type="checkbox"/>
8. Is all shelving properly secured and not overloaded?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are NO SMOKING signs posted?			<input type="checkbox"/>	<input type="checkbox"/>
10. Is MSDS booklet readily available, properly marked and current?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are ammonia and bleach separated?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are all containers properly marked and labeled?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are corrosive materials stored at or below waist level?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are all ladders sturdy and with no defects?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are all metal ladders clearly labeled or marked: CAUTION-DO NOT USE AROUND ELECTRICAL EQUIPMENT?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
16. Are all lighting fixtures operational, secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
18. Has emergency lighting been tested?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

WALKWAYS/PASSAGEWAYS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are passageways/walkways free and clear of all debris and tripping hazards?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are overhang support poles solid, sturdy and with no sharp objects?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are all refuse containers properly marked and secured so as not to become a missile to be thrown through glass enclosures?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are all down spouts properly secured and pointed in the proper direction and provided with splash guards where necessary?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are all air intakes and exhaust covers unobstructed?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all doors marked? (Restrooms-mechanical-library-shops-Do not enter, etc.)			<input type="checkbox"/>	<input type="checkbox"/>
7. Are door opening directions properly painted and clearly visible?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are exterior fire hose enclosures clearly marked and with no broken glass?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are NO SMOKING signs posted?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are FIRE EXTINGUISHER INSIDE signs secure and clearly visible?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all access to roofs and other structures properly and adequately blocked?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are all exterior bulletin boards and other glass enclosures properly secured and with no broken glass?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
13. Are electrical panels free and clear from floor to ceiling and for 36" in all directions?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are all conduits properly secured and with no exposed wiring?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are all bells and other warning devices free and clear from birds nests and any other obstructions? (rags-paper coverings, etc.)			<input type="checkbox"/>	<input type="checkbox"/>
16. Is all lighting operational, adequate, properly secured and provided with vandal proof coverings?			<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING				
17. Are all plumbing fixtures secured properly and not leaking? (hose bibs-drains-pipes, etc.)			<input type="checkbox"/>	<input type="checkbox"/>
18. Are all drinking fountains secure, sanitary, functional and not leaking?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

ATHLETIC FIELDS/COURTS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Is all perimeter chain link fencing maintained in a solid and safe manner?			<input type="checkbox"/>	<input type="checkbox"/>
BLEACHERS				
2. Make sure that all nuts, bolts and fasteners are secured properly and none are missing.			<input type="checkbox"/>	<input type="checkbox"/>
3. Are all bleacher seats and foot boards splinter free, secured properly and maintained in a safe manner?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are all handrails securely fastened and accessible on all bleachers over three feet high?			<input type="checkbox"/>	<input type="checkbox"/>
FIELDS				
5. Is turf in good condition with no holes or uneven ground?			<input type="checkbox"/>	<input type="checkbox"/>
6. Is athletic track free from holes, ruts and foreign objects?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are all sprinkler heads properly maintained, below grade and level when not in use?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are all baseball fields, batting cages and equipment maintained in a safe and adequate condition?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are all back stops (metal or wood) attached securely, maintained in a safe, splinter free and solid condition?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are all dugouts maintained in a safe and sanitary condition and do they provide protection for ball players?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all asphalt and concrete walkways maintained in a safe condition?			<input type="checkbox"/>	<input type="checkbox"/>
COURTS				
12. Are all court surfaces in a safe and debris free condition and have no cracks larger than ½" wide?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are all basketball backboards properly secured?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are basketball hoops and nets maintained in a securely fastened condition?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are all metal poles or posts stable and free of sharp objects?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

GYMNASIUMS

SITE LOCATION	INSPECTOR	DATE		
			YES	NO
ELECTRICAL				
1. Are emergency exit lights clearly visible and illuminated from a reliable source?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are electrical panels clearly marked and unobstructed for thirty (30) inches in all directions, including floor to ceiling?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is there proper and adequate lighting with proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is fire alarm system provided and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
5. Is electrical panel clearly marked and diagrams up-to-date?			<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING				
6. Are floors in a solid and safe condition?			<input type="checkbox"/>	<input type="checkbox"/>
7. Is P.E. equipment properly stored and secured?			<input type="checkbox"/>	<input type="checkbox"/>
8. Is portable equipment in storage rooms organized and kept clean?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are all entrance and exits clearly indicated and unobstructed?			<input type="checkbox"/>	<input type="checkbox"/>
10. Is all overhead equipment provided with safety locking devices and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
11. Is capacity of room properly marked and located at main entrance?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are fire extinguishers properly installed, charged and do they have current maintenance tag?			<input type="checkbox"/>	<input type="checkbox"/>
13. Is heating, air conditioning and ventilation adequate and all vent covers obstructed?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are toilet facilities provided in a clean and sanitary condition?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are site evacuation plans posted in a conspicuous location?			<input type="checkbox"/>	<input type="checkbox"/>
BLEACHERS				
16. Make sure that all nuts, bolts and fasteners are secured properly and none are missing.			<input type="checkbox"/>	<input type="checkbox"/>
17. Are all bleachers seats and foot boards splinter free, secured properly and maintained in a safe manner?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are all handrails securely fastened and accessible on all bleachers over three feet high?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

SHOPS/LABORATORIES

SITE LOCATION	INSPECTOR	DATE	YES	NO
HOUSEKEEPING				
1. Are fire extinguishers properly located, charged, sealed, has current tag, not obstructed and proper instructions given to students?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors clean, dry, free from tripping hazards, tiles secure, none missing, linoleum properly secured?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are exits clear and easily accessible by everyone in the room?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is clutter, drop cords, books and boxes out of the way?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are all cabinets, shelving, tables and desks free from debris that could fall and injure people or create an obstacle when an emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all containers properly labeled and stored in properly vented cabinets?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are all bookcases and cabinets secure and put together properly?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are large rolls of paper on racks or secured to prevent tip over accidents?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are latches secured properly on paper cutters?			<input type="checkbox"/>	<input type="checkbox"/>
10. Is ear protection provided in areas of excessive noise levels above 85 db?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all hand tools maintained in good condition and are frequent instructions provided to students?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are all eye and ear safety hazard zones properly identified?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are fire blankets available and in good condition?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are chemicals stored by family, not alphabetically?			<input type="checkbox"/>	<input type="checkbox"/>
15. Is emergency evacuation route clearly posted by exits?			<input type="checkbox"/>	<input type="checkbox"/>
16. Has a prescribed system to dispose of waste materials, in a safe and lawful manner, been implemented?			<input type="checkbox"/>	<input type="checkbox"/>
17. Do you have discussions on safe practices at regular intervals with students?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are waste receptacles emptied before completely filled or at least daily?			<input type="checkbox"/>	<input type="checkbox"/>
19. Are moving parts of power driven machinery (revolving shafts, belt pulleys, gears, belts, saw blades, rotary cutters, etc.) guarded or enclosed?			<input type="checkbox"/>	<input type="checkbox"/>
20. ***Are walls and windows not covered by more than 50% with paper coverings and decorations?			<input type="checkbox"/>	<input type="checkbox"/>
21. Is protective equipment and clothing in good and sanitary condition, provided for eyes, face, head and extremities where exposure to flying particles, Splashes and other hazards and dangerous exposure exist?			<input type="checkbox"/>	<input type="checkbox"/>
22. Are all safety and biological cutting devices sanitized after each use and NOT INTERCHANGED between employees, students or visitors?			<input type="checkbox"/>	<input type="checkbox"/>

***As per Riverside County Fire Department guidelines for room environment.

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

SHOPS/LABORATORIES (Con't)

- | | | |
|---|--------------------------|--------------------------|
| 23. Are the following cleaning solvents not being used: Benzol, Carbon Disulfide, Carbon Tetrachloride, Chloroform, Ether, Pentachlorene, Tetrachlorothane, Tetrachloroethylene, Trichloroethylene? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are all metal ladders clearly labeled:
CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are all work and storage areas maintained with good housekeeping practices? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Is all glassware stored and handled in a safe manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| HVAC | | |
| 27. Is entire room adequately, unobstructed and properly ventilated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are all registers secure and completely clear from any type of obstructions, such as mobiles and other units that will block its purpose? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are all heaters cleared from obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Is all dust collecting and ventilating equipment maintained in proper working order? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are painting and finishing rooms well lighted and ventilating equipment working properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| ELECTRICAL | | |
| 32. Is emergency shut-down and braking equipment checked and in proper working conditions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are all lighting fixtures adequate, secured and with the proper lens protection? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Is all electrical equipment guarded, grounded, secured, in proper working condition and out of the reach of children? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Are electrical panels free and clear from floor to ceiling and 30" in all directions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Are there no extension cords being used for floor mounted and bench mounted equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| PLUMBING (Where applicable) | | |
| 38. Are all sinks provided with the proper lining? | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Are all gas and emergency shut offs checked and functioning properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Are eye wash stations located in proper areas and checked periodically? | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Have provisions been made for a shower hose fitted with a spray head and connected to a permanent water supply? | <input type="checkbox"/> | <input type="checkbox"/> |

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

KITCHENS/CAFETERIAS

SITE LOCATION	INSPECTOR	DATE		YES	NO
HOUSEKEEPING					
1. Are fire extinguishers properly located, charged, sealed, has current tag, not obstructed and proper instructions given to students?				<input type="checkbox"/>	<input type="checkbox"/>
2. Is fire extinguishing equipment operable, maintained, certified and checked according to the Fire Marshals regulations?				<input type="checkbox"/>	<input type="checkbox"/>
3. Are hood filters cleaned and maintained properly and frequently?				<input type="checkbox"/>	<input type="checkbox"/>
4. Are proper air curtains and/or adequate domestic fly fans appropriately located and directed in the proper direction?				<input type="checkbox"/>	<input type="checkbox"/>
5. Are all cabinets, shelving, desks and tables free from debris that could fall and injure people or create an obstacle when an emergency egress is necessary?				<input type="checkbox"/>	<input type="checkbox"/>
6. Are all shelving and cabinets secured properly and not overloaded?				<input type="checkbox"/>	<input type="checkbox"/>
7. Are all supplies properly stored and elevated at least six (6) inches off the floor, in a clean and dry manner?				<input type="checkbox"/>	<input type="checkbox"/>
8. Are all refrigerator and freezer door latches operable and secure properly?				<input type="checkbox"/>	<input type="checkbox"/>
9. Are floors clean, dry, free from tripping hazards, tiles secure none missing, also are exits clear and easily accessible by everyone in the unit?				<input type="checkbox"/>	<input type="checkbox"/>
10. Are all cleaning containers labeled and stored properly?				<input type="checkbox"/>	<input type="checkbox"/>
11. Are appropriate medical supplies (first aid kits, burn supplies) current and readily available to trained staff?				<input type="checkbox"/>	<input type="checkbox"/>
12. Are all hand tools maintained in good condition and are frequent instructions provided to staff?				<input type="checkbox"/>	<input type="checkbox"/>
13. Are all personnel properly and frequently trained to operate industrial machinery and equipment?				<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have discussions on safety practices at regular intervals with staff?				<input type="checkbox"/>	<input type="checkbox"/>
15. Has all spilled food stuff between appliances and on floors been removed?				<input type="checkbox"/>	<input type="checkbox"/>
16. Are cushioned floor mats provided in areas where employees are required to stand for long periods of time?				<input type="checkbox"/>	<input type="checkbox"/>
17. Are proper screen doors provided for the unit?				<input type="checkbox"/>	<input type="checkbox"/>
18. Are bells and other warning devices free and clear from obstructions?				<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL					
19. Are moving parts of power driven machinery (revolving shafts, belts, pulleys, gears, rotary cutters, etc.) guarded and/or enclosed?				<input type="checkbox"/>	<input type="checkbox"/>
20. Are lighting fixtures adequate, secured and with the proper lens protections?				<input type="checkbox"/>	<input type="checkbox"/>
21. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?				<input type="checkbox"/>	<input type="checkbox"/>
22. Is all electrical equipment guarded, grounded, secured and in proper working condition?				<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

KITCHENS/CAFETERIAS (Con't)

ELECTRICAL (Con't)

- | | | |
|---|--------------------------|--------------------------|
| 23. Are electrical panels free and clear from floor to ceiling and 36" in all directions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are all electrical panels clearly marked and diagrams up-to date? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are extension cords being improperly used? | <input type="checkbox"/> | <input type="checkbox"/> |

PLUMBING

- | | | |
|---|--------------------------|--------------------------|
| 26. Are all floor drains active, accomplished by pouring a liquid in monthly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are restrooms clean, sanitary, all fixtures not leaking, exhaust systems functioning and waste receptacles emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are all stainless steel unites properly secured and without rust? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are sink faucets secure and not leaking? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Is hot water provided to sinks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are cutting boards clean and sanitary? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are gas appliances properly secured, checked periodically for leaks and pilot adjustments? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are all gas appliances properly vented? | <input type="checkbox"/> | <input type="checkbox"/> |

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

THEATERS/AUDITORIUMS

SITE LOCATION	INSPECTOR	DATE	YES	NO
EXITS				
1. Are exits free from obstructions, marked with appropriate signs and illuminated by a reliable lighting source?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are the directions to exits, when not immediately apparent, properly marked?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are doors, passageways or stairways that are neither exits nor access to exits appropriately marked NOT AN EXIT, TO BASEMENT , etc.?			<input type="checkbox"/>	<input type="checkbox"/>
4. Can exit doors be opened from the direction of travel without the use of a key, special knowledge or effort to accommodate the handicap?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are doors and ladders to roofs, projection, lighting and staging areas clear, unobstructed and clearly marked?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are site evacuation plans posted in conspicuous locations?			<input type="checkbox"/>	<input type="checkbox"/>
7. Is capacity of auditoriums and theaters properly marked and in a conspicuous place located near main entrances?			<input type="checkbox"/>	<input type="checkbox"/>
STAIRS, STAIRWAYS AND WALKWAYS				
8. Are stair rails or hand rails provided on all stairways having four (4) or more risers?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are floors, aisle ways clean, dry, free from tripping hazards, tiles secure, none missing, linoleum properly secured, carpet glued or tacked in place with boundaries secured properly?			<input type="checkbox"/>	<input type="checkbox"/>
11. Do all stairways have adequate lighting?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
12. Are bells and other warning devices free and clear from obstructions? (rags – curtains – paper coverings, etc.)			<input type="checkbox"/>	<input type="checkbox"/>
13. Are lighting fixtures adequate, secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
15. Is all electrical equipment guarded, grounded, secured and in proper working condition?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are electrical panels free and clear from floor to ceiling and 36" in all directions?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are all electrical panels clearly marked and diagrams up-to-date?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are there no extension cords being improperly used for floor mounted and overhead equipment?			<input type="checkbox"/>	<input type="checkbox"/>
19. Is the fire alarm system provided, checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING				
20. Are fire extinguishers properly installed, charged and have a current maintenance tag?			<input type="checkbox"/>	<input type="checkbox"/>
21. Is the public address, emergency and other audio systems properly maintained and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

THEATERS/AUDITORIUMS

HOUSEKEEPING	YES	NO
22. Are curtains, drapes well maintained and are they fire proofed by an appropriate method, per fire department regulations?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are emergency plans and instructions clearly posted with names and phone numbers?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are dressing rooms appropriately marked and indicated NOT AN EXIT ?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are restrooms (if provided) kept in a clean and sanitary condition with no leaking fixtures and all waste receptacles emptied?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are all chair seats, backs and arms maintained in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are paints and any other flammables stored in appropriate cabinets when not being used?	<input type="checkbox"/>	<input type="checkbox"/>
28. Is portable equipment maintained and stored properly when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
29. Is all overhead equipment provided with safety locking devices and checked frequently?	<input type="checkbox"/>	<input type="checkbox"/>
30. Are all overhead supports secured properly and checked frequently?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are NO SMOKING signs conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>
32. Are all hand and power tools maintained in a good safe condition and safety instructions provided frequently to students and staff?	<input type="checkbox"/>	<input type="checkbox"/>
33. Are general safety practices discussed with students on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
34. Are moving parts of any power driven equipment (revolving shafts–belts–pulleys–gears, etc.) guarded or properly enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
35. Are props, lumber, ladders and other materials not being used for productions, properly secured and out of the way if emergency egress is necessary?	<input type="checkbox"/>	<input type="checkbox"/>
36. Are bulletin boards and other glass enclosures properly secured and with no broken glass?	<input type="checkbox"/>	<input type="checkbox"/>
37. Are all cabinets, shelving, desks and tables properly secured and free from debris which would create an obstacle if emergency egress is necessary?	<input type="checkbox"/>	<input type="checkbox"/>
38. Are large rolls of paper on racks or secured to prevent tip over accidents?	<input type="checkbox"/>	<input type="checkbox"/>
39. Are latches properly secured on paper cutters?	<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

PLAYGROUNDS

SITE LOCATION	INSPECTOR	DATE		
			YES	NO
PLAYGROUND EQUIPMENT				
1. Are swing sets and all climbing apparatus securely anchored and free from sharp edges?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are swing sets seats, chains and "S" hooks in a safe condition and not showing any signs of fatigue?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are slides securely anchored, ladder secure and free of sharp edges?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are basketball backstops secured and nets not defective?			<input type="checkbox"/>	<input type="checkbox"/>
5. Is all playground apparatus anchor poles in a solid condition and not showing signs of fatigue and or rusting through?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all moving parts lubricated and not showing signs of excessive ware?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are bearings and fulcrums (teeters) enclosed to prevent hand injury?			<input type="checkbox"/>	<input type="checkbox"/>
8. Is all leather, rubber and any canvas materials free of rot or signs of excessive ware?			<input type="checkbox"/>	<input type="checkbox"/>
9. Is there sufficient absorbent materials under all applicable apparatus?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are all sand boxes free of any foreign objects?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all wood surfaces free of rough, sharp or splintered surfaces?			<input type="checkbox"/>	<input type="checkbox"/>
GROUNDS				
12. Is surfacing even, free of cracks larger then 3/8" and foreign objects?			<input type="checkbox"/>	<input type="checkbox"/>
13. Is turf in good condition with no holes or uneven ground?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are sprinkler heads well maintained and below grade level when not in use?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are surrounding areas free of signs of vandalism, graffiti, broken glass, trash, etc.?			<input type="checkbox"/>	<input type="checkbox"/>
16. Is perimeter fencing solid, no sharp prongs or other objects protruding that will puncture the skin?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are courts and play areas clearly marked?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are concrete and asphalt sidewalks in a safe and good condition?			<input type="checkbox"/>	<input type="checkbox"/>
19. Are provided drinking fountains in a safe, sanitary condition, not leaking and draining properly?			<input type="checkbox"/>	<input type="checkbox"/>
20. Is adequate supervision provided at all times there are children present?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

MULTIPURPOSE ROOMS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are exits free from obstructions, marked with appropriate signs and illuminated by a reliable lighting source?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are site evacuation plans posted in a conspicuous place?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are steps on stairs and stairways provided with a non-slip surface?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is capacity of room properly displayed and located near main entrance?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are floors clean, dry, free from tripping hazards, tiles secure, none missing, linoleum properly?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
6. Are bells and other warning devices free and clear from obstructions?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are lighting fixtures adequate, secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
9. Is all electrical equipment guarded, grounded, secured and in proper working condition?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are electrical panels free and clear from floor to ceiling and 36" in all directions?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all electrical panels clearly marked and diagrams up-to-date?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are extension cords being improperly used?			<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING AND WHERE APPLICABLE				
13. Are fire extinguishers properly installed, charged and do they have a current maintenance tag?			<input type="checkbox"/>	<input type="checkbox"/>
14. Is the public address, emergency and other audio systems properly maintained and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are curtains, drapes well maintained and are they fire proofed by an appropriate method, per fire department regulations?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are wooden stages solid, sound and splinter free?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are restrooms (if provided) kept in a clean and sanitary condition with no leaking fixtures and all waste receptacles emptied?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are paints and any other flammables stored in appropriate cabinets when not being used?			<input type="checkbox"/>	<input type="checkbox"/>
19. Is portable equipment maintained and stored properly when not in use?			<input type="checkbox"/>	<input type="checkbox"/>
20. Is all overhead equipment provided with safety locking devices and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
21. Are all overhead supports secured properly and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
22. Are general safety practices discussed with students on a regular basis?			<input type="checkbox"/>	<input type="checkbox"/>
23. Are props, lumber, ladders and other materials not being used for productions, properly secured and out of the way if emergency egress is necessary?			<input type="checkbox"/>	<input type="checkbox"/>
24. Are bulletin boards and other glass enclosures properly secured and with no broken glass?			<input type="checkbox"/>	<input type="checkbox"/>

RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS

MULTIPURPOSE ROOMS (Con't)

25. Are all cabinets, shelving, desks and tables properly secured and free from debris which could create an obstacle if emergency egress is necessary?
26. Are large rolls of paper on racks or secured to prevent tip over accidents?
27. Are latches properly secured on paper cutters?

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

CAFETORIUMS

SITE LOCATION	INSPECTOR	DATE	YES	NO
1. Are exits free from obstructions, marked with appropriate signs and illuminated by a reliable lighting source?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are site evacuation plans posted in a conspicuous place?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are steps on stairs and stairways provided with a non-slip surface?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is capacity of room properly displayed and located near main entrance?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are floors clean, dry, free from tripping hazards, tiles secure, none missing?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
6. Are bells and other warning devices free and clear from obstructions?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are lighting fixtures adequate, secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are electrical panels free and clear from floor to ceiling and 36" in all directions?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are all electrical panels clearly marked and diagrams up-to-date?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are extension cords being improperly used?			<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING AND WHERE APPLICABLE				
12. Are fire extinguishers properly installed, charged and do they have a current maintenance tag?			<input type="checkbox"/>	<input type="checkbox"/>
13. Is the public address, emergency and other audio systems properly maintained and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are curtains, drapes well maintained and are they fire proofed by an appropriate method, per fire department regulations?			<input type="checkbox"/>	<input type="checkbox"/>
15. Are wooden stages solid, sound and splinter free?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are appropriate fly fans and screens in place where necessary?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are all overhead supports secured properly and checked frequently?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are wall mounted table sections provided with adequate, safe and properly utilized guards?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

KITCHENS

SITE LOCATION	INSPECTOR	DATE	YES	NO
HOUSEKEEPING				
1. Are fire extinguishers properly located, charged, sealed, has current tag, not obstructed and proper instructions given to staff?			<input type="checkbox"/>	<input type="checkbox"/>
2. Is fire extinguishing equipment operable, maintained, certified and checked according to the Fire Marshals regulations?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are hood filters cleaned and maintained properly and frequently?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are proper air curtains and/or adequate domestic fly fans appropriately located and directed in proper direction?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are all cabinets, shelving, desks and tables free from debris that could fall and injure people?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all shelving and cabinets secured properly and not overloaded?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are all supplies properly stored and elevated at least six (6) inches off of floor, in a clean and dry manner?			<input type="checkbox"/>	<input type="checkbox"/>
8. Are all refrigerator and freezer door latches operable and secure properly?			<input type="checkbox"/>	<input type="checkbox"/>
9. Are floors clean, dry, free from tripping hazards, tiles secure none missing, also are exits clear and easily accessible by everyone in the unit?			<input type="checkbox"/>	<input type="checkbox"/>
10. Are all cleaning containers labeled and stored properly?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are appropriate medical supplies (first aid kits, burn supplies) current and readily available to trained staff?			<input type="checkbox"/>	<input type="checkbox"/>
12. Are all hand tools maintained in good condition and are frequent instructions provided to staff?			<input type="checkbox"/>	<input type="checkbox"/>
13. Are all personnel properly and frequently trained to operate industrial machinery and equipment?			<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have discussions on safety practices at regular intervals with staff?			<input type="checkbox"/>	<input type="checkbox"/>
15. Has all spilled food stuff, between appliances and on floors been removed?			<input type="checkbox"/>	<input type="checkbox"/>
16. Are cushioned floor mats provided in areas where employees are required to stand for long periods of time?			<input type="checkbox"/>	<input type="checkbox"/>
17. Are proper screen doors provided for the unit?			<input type="checkbox"/>	<input type="checkbox"/>
18. Are bells and other warning devices free and clear from obstructions?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
19. Are moving parts of power driven machinery (revolving shafts, belts, pulleys, gears, rotary cutters, etc.) guarded and/or enclosed?			<input type="checkbox"/>	<input type="checkbox"/>
20. Are lighting fixtures adequate, secured and with the proper lens protection?			<input type="checkbox"/>	<input type="checkbox"/>
21. Are electrical cover plates for wall plugs and switches, not broken or cracked and properly secured to the fixture?			<input type="checkbox"/>	<input type="checkbox"/>
22. Is all electrical equipment guarded, grounded, secured and in proper working condition?			<input type="checkbox"/>	<input type="checkbox"/>

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

KITCHENS (Con't)

ELECTRICAL (Con't)

- | | | |
|--|--------------------------|--------------------------|
| 23. Are electrical panels free and clear from to ceiling and 36" inches in all directions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are all electrical panels clearly marked and diagrams up-to-date? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are extension cords being improperly used? | <input type="checkbox"/> | <input type="checkbox"/> |

PLUMBING

- | | | |
|---|--------------------------|--------------------------|
| 26. Are all floors drains active, accomplished by pouring a liquid in monthly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are restrooms clean, sanitary, all fixtures not leaking, exhaust systems functioning and waste receptacles emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are all stainless steel units properly secured and without rust? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are sink faucets secure and not leaking? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Is hot water provided to sinks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are cutting boards clean and sanitary? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are gas appliances properly secured, checked periodically for leaks and pilot adjustments? | <input type="checkbox"/> | <input type="checkbox"/> |

**RIVERSIDE UNIFIED SCHOOL DISTRICT
MONTHLY SAFETY INSPECTIONS**

LUNCH COURTS

SITE LOCATION	INSPECTOR	DATE	YES	NO
HOUSEKEEPING				
1. Are passageways/walkways free and clear of all debris and tripping hazards?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are overhang and canopy/roof support poles, solid, sturdy, not rusted and with no sharp objects?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are all refuse containers properly marked and secured so as not to become a missile to be thrown through glass enclosures?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are all down spouts properly secured and pointed in the proper direction and provided with splash guards where necessary?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are FIRE EXTINGUISHER INSIDE signs secure and clearly visible?			<input type="checkbox"/>	<input type="checkbox"/>
6. Are all access to roofs and other structures properly and adequately blocked?			<input type="checkbox"/>	<input type="checkbox"/>
7. Are all exterior bulletin boards and other glass enclosures properly secured and with no broken glass?			<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL				
8. Are all bells and other warning devices free and clear from birds, nest and any other obstructions? (rags – paper coverings – etc.)			<input type="checkbox"/>	<input type="checkbox"/>
9. Is all lighting operational, adequate, properly secured and provided with vandal proof coverings?			<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING				
10. Are all plumbing fixtures secured properly and no leaking?			<input type="checkbox"/>	<input type="checkbox"/>
11. Are all drinking fountains secure, sanitary, functional and not leaking?			<input type="checkbox"/>	<input type="checkbox"/>

RIVERSIDE UNIFIED SCHOOL DISTRICT
SUPERVISOR'S ACCIDENT/INJURY INVESTIGATION REPORT
(MUST BE COMPLETED BY SUPERVISOR OR MANAGEMENT)

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

*Please review the accident with the injured employee, complete all areas and return completed report to the RUSD Workers' Comp Office within 5 work days of accident.
Please distribute completed copies as directed below.*

Name of injured employee: _____ Date of accident/injury: _____

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

Did accident/injury occur at RUSD site? _____

Accident/Injury site: _____ Where (at site) did accident/injury occur: _____

Please list parts of the body involved/injured: _____

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

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

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

What caused the accident/injury? _____

Was weather a factor? _____ If yes, what was weather condition? _____

What have you done to correct the cause(s) of this accident/injury? _____

What will you do to prevent future accidents/injury like this from occurring? _____

What will the employee do to prevent future accidents/injury like this from occurring? _____

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

If you would like to consult with the Safety Technician, please check here.

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

Name _____ Title _____

Date of investigation: _____

Supervisor's Signature _____ Date reviewed with employee _____ Employee's Signature _____
COPY & ORIGINAL to Workers' Comp / COPY to Supervisor / COPY to Employee

RIVERSIDE UNIFIED SCHOOL DISTRICT
EMPLOYEE SAFETY ORIENTATION

NAME: _____

DATE EMPLOYED OR TRANSFERRED: _____

DEPARTMENT: _____

TITLE: _____

INSTRUCTIONS FOR SUPERVISORS: Please discuss the safety policies with your new employee. Please be sure to clearly describe the emergency evacuation plan for your building as well as the location and use of the nearest fire extinguisher to the employee's work location. It is crucial that all employees are well informed on these important issues to prevent unnecessary accidents and injuries in an emergency. **If you are uncertain about any of this information, please call either the Safety Office 788-7138 (80605) or the Workers' Comp Office 788-7135 (80610). If you delegate this duty to another knowledgeable person in your department, you are still responsible for the information given and for signing this form.**

When you have completed the review of information on this form, please sign the bottom and have the employee sign, then retain the signed document at your site for future reference, in compliance with SB198 (Injury & Illness Prevention Program) as mandated by Cal-OSHA.

=====

INSTRUCTIONS FOR EMPLOYEE: Please sign this form only after you clearly understand each area discussed. Either your immediate supervisor or his/her knowledgeable designee should review this important safety information with you. Call the Safety Office 788-7135(80605) or the Workers' Comp Office 788-7135 (80610) if you have any questions or concerns.

=====

PLEASE HAVE EMPLOYEE INITIAL IN COLUMN AT LEFT EACH ITEM DISCUSSED. If any of the following do not apply to this employee or his/her work assignment, please put N/A in the column.

- _____ 1. District Injury Illness Prevention Program, General Safety Policies and the Hazardous Communication Program have been discussed with employee and employee has been informed written copies are available at each site administration office, on the District web site or upon request from Risk Management.
- _____ 2. Safety rules specific to this employee's position have been discussed with this employee.
- _____ 3. Safety rule compliance and enforcement procedures have been discussed with this employee.
- _____ 4. This employee has been instructed on when, where, and how to report unsafe work conditions.
- _____ 5. This employee has been instructed on when, where, and how to report job-related accidents, injuries, and illnesses.
- _____ 6. This employee has been instructed on the fire and other emergency evacuation plan for the District building(s) this employee will be working in.
- _____ 7. This employee has been instructed on the location and use of the fire extinguisher nearest his or her work location.
- _____ 8. This employee has been instructed on the location and operation of gas and power shut off valves for gas and electricity in the event of an emergency.
- _____ 9. This employee has been advised about the importance of cleaning up spills, keeping walkways clear, and any other "housekeeping" safety that may apply to his/her position and/or work area.
- _____ 10. This employee has been instructed about safe work clothing.
- _____ 11. This employee has been apprised about any special hazards relative to this position and/or work area.
- _____ 12. This employee has received his/her assigned personal protective equipment, and has been instructed in the use and care of such equipment.
- _____ 13. This employee has received instruction on proper safe lifting techniques.
- _____ 14. Is this employee certified in CPR, FIRST AID, or any other certification or license related to safety? _____. If yes, please be specific: _____
- _____ 15. Will this employee require any additional training for this position relative to safety? _____
If yes, please be specific: _____

=====

My signature below verifies that I (or my knowledgeable designee) have reviewed all safety items above with this employee and I believe he/she is in good understanding of the importance of safety and what is expected of him/her to ensure a safe work environment.

My signature below acknowledges that my supervisor or designee has reviewed all safety items above with me and I am in good understanding of the importance of safety and what is expected of me to ensure a safe work environment.

Supervisor's Signature

Date

Employee's Signature

Date

SAMPLE

RIVERSIDE UNIFIED SCHOOL DISTRICT

STUDENT, VISITOR, AND NON-EMPLOYEE ACCIDENT REPORT

Accident Report ID # 16614

Instructions: The RUSD employee either witnessing the accident or supervising at the time, in accordance with RUSD Procedure #5141.11, should complete and submit this form within 24 hours. This report is a confidential internal document. Its contents are not to be shared or copied for any persons who are not employees of the RUSD and/or their legal representatives.

In case of serious injuries or a 911 response a telephone report is to made immediately to Risk Management.

THIS REPORT HAS NOT BEEN SUBMITTED FOR APPROVAL

Date & Time of Accident	School or Site Name	Injured is an RUSD student	<input checked="" type="checkbox"/>
		Injured is not an RUSD student	<input type="checkbox"/>
Name of injured person (Last, first, MI)	Age	Birth Date	Grade
			N/A
Address of injured person # and street	City	State	Zip Code
Where did the accident happen?			
SAMPLE			
FULL name of employee present and responsible for supervision at time of incident:		Title of person supervising area:	
Did this employee witness the incident?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Did anyone violate school rule?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Name of Witnesses	Address	Telephone	Relationship
SAMPLE			
Describe how the accident occurred. (Please be factual and complete. Include details: Who, What, Where, How, etc...)			
Type of injury or illness (Please check all that apply)			
<input type="checkbox"/> Pain	<input type="checkbox"/> Scrape	<input type="checkbox"/> Deformity of Bone	<input type="checkbox"/> Loose/Broken Tooth
<input type="checkbox"/> Bruise	<input type="checkbox"/> Redness	<input type="checkbox"/> Bump	<input type="checkbox"/> Scratches
<input type="checkbox"/> Cut	<input type="checkbox"/> Bleeding	<input type="checkbox"/> Puncture	<input type="checkbox"/> Dizzy
<input type="checkbox"/> Other		<input type="checkbox"/> Swelling	<input type="checkbox"/> Seizure
		<input type="checkbox"/> Nauseated	<input type="checkbox"/> Burn
		<input type="checkbox"/> Pale/Sweaty	<input type="checkbox"/> Unconscious
			<input type="checkbox"/> Disoriented

SAMPLE

SAMPLE

RIVERSIDE UNIFIED SCHOOL DISTRICT

STUDENT, VISITOR, AND NON-EMPLOYEE ACCIDENT REPORT

Accident Report ID # 16614

Page 2 of 2

SAMPLE

Injured part of body (Please check all that apply)

<input type="checkbox"/> Back	<input type="checkbox"/> Rt. Eye	<input type="checkbox"/> Left Leg	<input type="checkbox"/> Left Arm	<input type="checkbox"/> Left Knee	<input type="checkbox"/> Left Ear	<input type="checkbox"/> Head	<input type="checkbox"/> Lip
<input type="checkbox"/> Chest	<input type="checkbox"/> Left Eye	<input type="checkbox"/> Rt. Leg	<input type="checkbox"/> Rt. Arm	<input type="checkbox"/> Rt. Knee	<input type="checkbox"/> Rt. Ear	<input type="checkbox"/> Forehead	<input type="checkbox"/> Nose
<input type="checkbox"/> Neck	<input type="checkbox"/> Stomach	<input type="checkbox"/> Left Foot	<input type="checkbox"/> Rt. Foot	<input type="checkbox"/> Left Hand	<input type="checkbox"/> Rt. Hand	<input type="checkbox"/> Face	

Finger (specify):
 Toe (specify):
 Other (explain):

First aid procedures used:

Name of person who gave first aid

Was District nurse consulted during the first aid process? Yes No

If yes, nurse's name: _____ Time Notified _____

Disposition of injured person immediately after accident: Class Home Doctor Hospital

Name of person notified _____ Relationship to Injured _____

What efforts were made to contact the parents/legal guardians?
 Sent Home written notice Listed Phone was disconnected No Answer Left VM at Phone #

If injured student left school early, to whom released:

Relationship to Injured _____ Time student released from school: _____

Comments/other information:

What did your site do to reduce/eliminate future incidents? (Check all that apply)

<input type="checkbox"/> Reviewed Playground/Classroom Safety Practices with Student(s)	<input type="checkbox"/> Reviewed School Safety Rules with Student(s)
<input type="checkbox"/> Contacted Parents	<input type="checkbox"/> Counseled Student(s)
<input type="checkbox"/> Discipline issued by site	<input type="checkbox"/> Referred discipline to Pupil Services
<input type="checkbox"/> Work Order for Repair #	<input type="checkbox"/> Problem corrected by site custodian
<input type="checkbox"/> Other (Please explain):	

SAMPLE

