

**RIVERSIDE UNIFIED SCHOOL
DISTRICT
(RUSD)**

CODE OF SAFE WORKPLACE PRACTICES

Revised July 2011

FOREWARD

In California, every employer is required by law (Labor Code 6400) to provide a safe and healthful workplace for their employees.

Title 8 of the California Code of Regulations requires every California employer to have an effective Injury Illness Prevention Program that must comply with Title 8 California Code of Regulations Section 3203 of the General Industry Safety Orders.

In November of 1989, the California State Senate passed Senate Bill 198 (SB198), which became effective July 1, 1991. SB 198 requires all California employers to develop and implement a written Injury and Illness Prevention Program. This bill was incorporated into GISO 3203 (A).

This Safety Handbook has been prepared to be an effective means of attaining both the goal of compliance with the law and the implementation of a successful workplace safety program. Complete and effective fulfillment of the Program is the responsibility of every employee in the district, with a special role for the designated IIPP Coordinator and all Department Heads, Managers and Supervisors.

The information in this handbook is based on generally accepted standards of accident and illness prevention. It is not intended to represent every acceptable or required health and safety practice or procedure.

RIVERSIDE UNIFIED SCHOOL DISTRICT
ADMINISTRATION SAFETY STATEMENT

Riverside Unified School District is concerned about personal injuries and accidents that can cause suffering and financial loss to our employees and their families.

We believe there is a safe way to do every job. To accomplish this safety goal, a workplace Injury and Illness Prevention Program (IIPP) has been established to educate all employees about safety and health policies and procedures. Additionally, this handbook has been created as a tool to assist you in achieving your own personal safety while working for RUSD.

The IIPP includes job safety training, workplace inspections, safety meetings and supervisory investigation of all accidents.

All District employees are expected to follow safe practices and obey safety policies. Failure by any employee to comply with safety rules and regulations may be grounds for corrective disciplinary action. The combined effort of us all will contribute to eliminating workplace accidents.

Department heads and supervisory personnel will take whatever actions are necessary to prevent accident or personal injury to employees as a result of a coworker's putting anyone's safety at risk for any reason.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CODE OF SAFE PRACTICES

GENERAL PURPOSE FOR ALL RUSD EMPLOYEES

Safety is a cooperative undertaking requiring active participation by every employee. Supervisory personnel will insist that employees observe safety policies and practices, and take appropriate action to ensure compliance.

It is expected that all District employees will comply with the following:

1. Report unsafe conditions and equipment to your immediate supervisor or District Safety Technician at 788-7135, ext. 80605.
2. **Immediately** report **all** accidents and job-related injuries and illnesses to your supervisor **and** the Workers Compensation Office at 788-7135, ext. 80610.
3. Employees known to be under the influence of alcohol or other drugs are a safety hazard to themselves and others and are not allowed on the job. Report impaired employees to your supervisor.
4. Horseplay, scuffling and other acts which can affect the safety and well-being of employees are prohibited.
5. Building exits will be kept unlocked or equipped with panic release hardware from the inside, unobstructed and well lighted while occupied during working hours.
6. Avoid Slip, Trip and Fall Hazards:
 - Recognize potential hazards (Wet, greasy or oily surfaces, weather related hazards, debris or clutter in path, open drawers etc.)
 - Remove or correct the hazards or report them to your supervisor.
 - Stay on appropriate walking routes such a sidewalks.
 - Wear appropriate shoes for the task and the environment.
 - Do not block you field of vision so you can see where you are stepping.
 - Use approved safety ladders. Do not climb on boxes, chairs, desks or any other unapproved device.

○ **Slow Down, Pay Attention and Watch Where You Are Going.**

7. Aisles and hallways will be kept clear at all times.
8. Work areas will be maintained in an orderly manner.
9. Spills will be wiped up promptly.
10. Proper lifting techniques will be used. Employees are not to attempt to lift, push or pull an object which is too heavy or cumbersome. Contact the supervisor for assistance.
11. Material and equipment will not be stacked on top of lockers, file cabinets, storage cabinets, etc.
12. Report exposed wiring and electrical cords that are frayed or have deteriorated insulation.
13. Always maintain a minimum of 30 inches clearance to the sides or the width of the equipment, whichever is greater, and 36 inches clearance in front of electrical equipment and utility panels to permit ready and safe operations and maintenance.
14. Only RUSD provided electrical tools and equipment will be used by employees on the job. Employees who wish to use personal tools on the job must obtain authorization from the District Safety Technician.
15. Always wear hearing, eye, hand and foot protection when working in areas having injury exposure risk.
16. Individual space heaters in work areas are not permitted.
17. District approved fans used in all work areas will have guards installed which will not allow fingers to be inserted through the mesh and will be grounded and properly secured.
18. Do not attempt to operate unfamiliar equipment without prior safety operating training.
19. Know the location of your site first aid kit and know how to use its contents.

CODE OF SAFE PRACTICES

OFFICE AND CLASSROOM SAFETY

1. Files and supplies will be stored in such manner to prevent the risk of injury to employees. Heavy items will be stored closest to the floor and lightweight items properly stored above, secured by a barrier to prevent falling. To prevent spills into eyes or face, liquids will not be stored above waist height.
2. Equipment such as scissors, staplers, etc. will be used only for their intended purpose and are not to be misused as hammers, pry bars, screwdrivers, etc.
3. Office machines must be equipped with approved three-pronged grounded plugs.
4. Office machines are to be placed so that there is no danger of falling.
5. Electrical machines or connections are not to be touched with wet hands or operated when the floor is wet.
6. Machines will not be serviced to include adjusting, lubrication or cleaning while they are running. Unplug machinery to perform servicing.
7. Broken glass, razor blades and similar material is to be thoroughly wrapped before being placed in waste containers.
8. Employees shall not tilt back on two chair legs.
9. **Employees are not to stand on chairs, desks, etc. Always use approved step stools and ladders to avoid accidents and injury.**
10. Desks, tables and chairs will be checked regularly for splinters, damage and loose veneer.
11. Storage shelves will be securely anchored and the shelves will not be overloaded.
12. Cords running into walk areas will be inserted through protective runners to prevent them from becoming tripping hazards and to protect wiring from damage, creating a potential shock and fire hazard .
13. When working with video display terminals (VDT), the equipment and approved furniture will be adjusted, positioned and arranged to minimize strain on all parts of the body of the operator.

14. Do not leave desk or file cabinet drawers open while unattended.
15. Only one file cabinet drawer shall be opened at a time.
16. Appliances such as coffee makers, microwave ovens, etc., will be kept in good working order and will be checked frequently for signs of wear, heat damage and fraying cords.
17. Lights will be turned on as needed. Caution will be used when entering any unlighted area.
18. Hazardous conditions on floors will be clearly identified and traffic will be routed away from such conditions.
19. Treads on steps will have an anti-slip surface and be free of defects.
20. Handrails will be provided for all stairways having four or more risers, approx. 30"-34" above each step. Employees are expected to utilize handrails consistently.

**Business Services Division
Safety Department**

PERSONAL APPLIANCES IN THE WORKPLACE

Following is a list of furniture and personal appliances that are, and are not allowed in the workplace. This list is representative and cannot encompass every item or circumstance.

The purpose of limiting personal appliances and furniture in the workplace is to prevent damage to property and to ensure the safety of students and staff by limiting exposure to unhealthy conditions, and avoiding preventable accidents and injury.

If an employee wishes to bring a personal item into the workplace from the approved list, please follow these steps:

1. Have the employee complete, sign, and date the Hold Harmless Form. The Hold Harmless Form is available by contacting the Safety Technician in Risk Management , at 788-7135, ext. 80605.
2. Send the completed Hold Harmless Form to Risk Management. The request will be reviewed for the following:
 - a. verification that the personal item is of good quality;
 - b. verification that the personal item has been properly maintained;
 - c. verification that the personal item has an adequate electrical source and proper grounding (if applicable);
 - d. verification that the personal item has all safe guards in place (if applicable);
 - e. verification that the personal item is in safe condition;
 - f. verification that the personal item will be operated in an appropriate manner by a qualified and responsible person.

Turn around time for an answer will be within five (5) working days after Risk Management has received the Hold Harmless Form and verification of the above.

If, in the opinion of the site administrator, the personal item will be used to enhance the instructional environment and/or is required for instructional purposes, it might be appropriate for the district to provide the item. Conversely, if the item is strictly for the personal convenience or comfort of the employee, it should be disallowed. As an example, if an employee needs hot or cold beverages for health reasons, a thermos container is a reasonable alternative to a refrigerator, microwave oven, or coffee maker.

PLEASE POST AND SHARE THIS WITH YOUR STAFF

**Business Services Division
Safety Department**

"ABSOLUTELY NO LIT CANDLES"

<u>Personal Items Not Allowed in the Workplace</u>	<u>Exceptions</u>
Air Ionizers/Purifiers/Vaporizers	Acceptable for medical reasons Must have a note from the doctor
Air Fresheners (plug-ins, aerosols, diffusers)	
Blankets/Pillows Chairs	Personal chair used <u>only</u> by teacher and with principal's permission
Coffee Makers/Coffee Pots Fans/Blowers Hair styling appliances Halogen Lamps or Bulbs Heaters/Warmers Hot Plates Laminators Microwave Ovens Refrigerators Sofas/Lounges/Beanbags Step Stools/Ladders Toasters/Toaster Ovens TVs/VCRs	
Popcorn Poppers	AIR POP ONLY, NO GREASE acceptable for instructional use only

<u>Items Allowed</u>	<u>Comments</u>
Aquariums/Terrariums	With principal's permission and inspection/verification by the Safety Technician
Computers	"
Electric Pencil Sharpeners	"
Kovalik Lamps (non halogen)	"
Radios/Tape Players/CD Players	"
Vacuum Cleaners	"

<p align="center">****PLEASE KEEP IN MIND THAT PER SECTION X OF YOUR OSHA's "HAZARD COMMUNICATION PROGRAM" (YOUR RIGHT TO KNOW), YOU MAY NOT BRING ANY CHEMICALS, SUPPLIES OR MATERIALS, INCLUDING CLEANING AGENTS FROM HOME AND TO KEEP THE DISTRICT PROVIDED PRODUCTS OUT OF THE REACH OF STUDENTS AT ALL TIMES.</p>
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CODE OF SAFE WORK PRACTICES

SUBSTANCE ABUSE: ALCOHOL and OTHER DRUGS

OVER TEN MILLION ON-THE-JOB ACCIDENTS OCCUR YEARLY DUE TO ALCOHOL AND OTHER DRUGS

Riverside Unified School District's safety policy prohibits the use of alcohol and other drugs in the workplace and the performance of any job or job-related task while under the influence of alcohol or other drugs. Employees will report any evidence of alcohol or drug use or impairment to their supervisor immediately.

Employees will be aware that prescription or over-the-counter drugs can cause problems on the job including noticeable judgment or performance impairment. An employee who suspects that a medication being taken may create a safety hazard will discuss their concern with his/her supervisor.

NATIONAL HOTLINES

National Drug Information 24 Hour Treatment and Referral Hotline (Includes Alcohol Treatment)	1-800-662-HELP (4357)
National Cocaine Hotline	1-800-COCAINE (262-2463)

Any employee who knows that an alcohol or other drug related safety problem exists, or that a co-worker is unable to work safely, is requested to notify his/her supervisor or Department Head immediately. Such notification will be held in strict confidence as part of the employer's compliance with safe work practices and Cal-OSHA privacy provisions.

LOCAL NUMBERS

Alcohol/ Drug Treatment Center 24 hr. Helpline	1-800-315-2056
Riverside County Drug Abuse Program	951-955-2110, 782-2410, 275-2105
Crisis Intervention	951-686-4357

EMPLOYEE ASSISTANCE PROGRAM (EAP)

24 hr. Crisis Line	1-800-777-9376
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CODE OF SAFE PRACTICES

DRIVERS and DRIVING RUSD VEHICLES

1. All drivers of district vehicles will be properly licensed by the California Department of Motor Vehicles for each vehicle they operate.
2. Employees will obey all laws and drive safely at all times.
3. RUSD vehicles will be inspected for safety of operation prior to first use of each shift.
4. Seat belts and shoulder harnesses will be properly worn by all drivers at all times. Drivers shall instruct passengers to fasten their seat belts before operating the vehicle.
5. No Smoking is permitted in any district vehicle.
6. Vehicles will be locked when unattended.
7. With the exception of maintenance vehicles in fields, etc., vehicles will be parked in legal spaces and must not obstruct the flow of traffic.
8. Vehicles will be parked in well lighted areas and, when practical, at or near entrances to buildings to discourage vandalism and theft.
9. Vehicles will be used by employees only for work-related or approved travel. Employees will carry only work-related or approved cargo/passengers.
10. Employees shall be alert to changes in weather and road conditions that necessitate adjustments in driving practices.
11. Employees operating RUSD vehicles shall not use cell phones while driving. If needed exit the highway or pull to the side of the street, where safe to do so, to use the cell phone.
12. Drivers shall follow other vehicles at a safe distance to allow for reaction time and braking distance.
13. **Never operate a vehicle if you are under the influence of alcohol or other drugs.** Be aware that many prescription and over-the counter drugs may also impair your ability to safely operate a vehicle. Report the use of any prescription or over-the-counter drugs to your supervisor prior to operating any district vehicle.

14. Remember, when you are operating a district vehicle, you are representing the entire district in the public eye. It is important that courtesy and professionalism be exercised at all times.
15. When entering or leaving a campus, check in at the office.
16. When backing up **always have** a person walk behind you to prevent accidents.
17. Ensure at all times that the district vehicle has registration, proof of insurance, automobile loss notice, towing form and the accident reporting kit.
18. While on campus when students are present, drivers will either wait for students to leave the area or solicit assistance from their partner or another district employee to walk ahead of the moving vehicle to ensure student safety.

TRAFFIC COLLISIONS WHILE ON DISTRICT BUSINESS OR IN DISTRICT VEHICLES

The district's response in the moments immediately following a traffic collision is crucial for the well-being of the people involved and for the district's liability. People faced with an emergency don't always think clearly about how to proceed.

Every supervisor has a duty to provide employees with information and training regarding the steps to take immediately after an accident.

PROCEDURES

The following information is provided to assist you in the event you are involved in a traffic collision while driving a district owned vehicle or your own vehicle on district business.

If you are involved in a traffic collision while driving a district vehicle (or golf cart) or while you are driving your own vehicle on district business, take the following action in the order stated:

1. Stop immediately and take reasonable precautions to prevent further accidents at the scene.
2. Provide emergency assistance to any victim if they are in imminent danger, such as vehicle stalled on RR tracks, fire, etc.
3. Call 9-1-1. Be prepared to provide the exact location of the accident and whether there are any injuries.
4. Provide reasonable assistance to injured persons until help arrives.
5. Call Risk Management to report the accident at one of the following numbers:

788-7135, ext. 80601, 80605 – Risk Management

788-7135, ext 80610 – Workers' Compensation

Risk Management will instruct you on what to do if you are injured. We may also request that you immediately photograph property damage to your vehicle

and/or the other vehicle(s) involved in the accident to preserve evidence in the event a claim or lawsuit is subsequently filed against you and/or the district. We will notify your department of the accident for you, or you may opt to contact them yourself. If you are unable to reach either of the departments above, contact your immediate supervisor and continue to make an effort to contact one of the numbers above.

6. Cooperate with any law enforcement officer at the scene. Provide the officer with information requested such as your name, your employer, your driver's license number, etc.

DO NOT EXPRESS YOUR OPINION ABOUT THE CAUSE OF THE ACCIDENT

DO NOT ADMIT FAULT FOR THE ACCIDENT

DO NOT ARGUE WITH THE OTHER DRIVER ABOUT THE CAUSE OF THE ACCIDENT

DOCUMENT ANY COMMENTS OR STATEMENTS THE OTHER DRIVER OR PASSENGER MAKES

DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN YOUR EMPLOYER OR THE INVESTIGATING LAW ENFORCEMENT AGENCY

Exchanging information with the other driver:

California Vehicle Code Section 20002 requires that:

- (a) The driver of any vehicle involved in an accident resulting only in damage to any property or vehicles shall immediately stop the vehicle at the nearest location that will not impede traffic or the safety of other motorists. The driver shall also immediately do either of the following:
 - (1) Locate and notify the owner or person in charge of that property of the name and address of the driver and owner of the vehicle involved and, upon locating the driver of any other vehicle involved or the owner or person in charge of any damaged property, upon being requested, present his or her driver's license and vehicle registration to the other driver, property owner, or person in charge of that property. The information presented shall include the current residence address of the driver and of the registered owner. If the registered owner of an involved vehicle is present at the scene, he or she shall also upon request present his or her driver's license information, if available, or other valid identification to the other involved parties.
 - (2) Leave in a conspicuous place on the vehicle or other property damaged a written notice giving the name and address of the driver and of the owner of the vehicle

involved and a statement of the circumstances thereof and shall without unnecessary delay notify the police department of the city wherein the collision occurred or, if the collision occurred in unincorporated territory, the local headquarters of the Department of the California Highway Patrol.

- (b) Any person who parks a vehicle which, prior to the vehicle again being driven, becomes a runaway vehicle and is involved in an accident resulting in damage to any property, attended or unattended, shall comply with the requirements of this section relating to notification and reporting and shall, upon conviction thereof, be liable to the penalties of this section for failure to comply with the requirements.
- (c) Any person failing to comply with all the requirements of this section is guilty of a misdemeanor and, upon a conviction thereof shall be punished by imprisonment in the county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both that imprisonment and fine.

Information Only For Employees Who Drive a District Vehicle:

Your district vehicle is permissibly self-insured through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) a Joint Powers Authority.

Each district vehicle should have a *“Department of California Highway Patrol” Information Bulletin, Proof of Insurance – Publicly Owned Vehicles*. This document should be provided upon request to any law enforcement officer or other driver involved in a collision with a district vehicle.

Be sure the glove compartment of your district vehicle contains an Auto Accident Kit to help you record information that will be critical for the management of any claims or lawsuits against you and/or the district resulting from an “at fault” accident.

CODE OF SAFE PRACTICES

LIFTING

1. Employees whose work assignments require heavy or repetitive lifting will be properly trained and physically qualified to safely perform the job.
2. Employees are expected to use the following lifting techniques:
 - Use good body mechanics as demonstrated on pg. 13.1
 - Secure good footing with your feet approx. 10-15 inches or shoulder width apart.
 - Bend at your knees, keeping your back in its natural position.
 - Test the weight of the object before you actually attempt to lift it. If it is too heavy, get help.
 - Get a firm grip on the object. Hold it close to your body, keeping your elbows tucked into the body. If you cannot lift with your elbow tucked next to your body, get help.
 - Tuck in your buttocks and hold in your abdomen as you lift. This “pelvic tilt” is important to maintain the natural shape of your back.
 - Lift using the muscles of your thighs, not your lower back.
 - Do not lift heavy loads any higher than your waist. Light loads should not be lifted higher than your shoulders. Use an approved step stool or ladder.
 - To turn or change position, shift your feet as you turn your entire body with the load. **Do not twist your body.**
 - If you must perform repetitive lifting, pace yourself with frequent short stretching breaks.
 - Recognize your limitations. What you lifted easily yesterday you may need assistance with today.
3. Follow the same steps stated above for setting objects on the ground.
4. When carrying items, use caution to avoid obstructions, loose materials. Inspect and ensure a clear pathway.

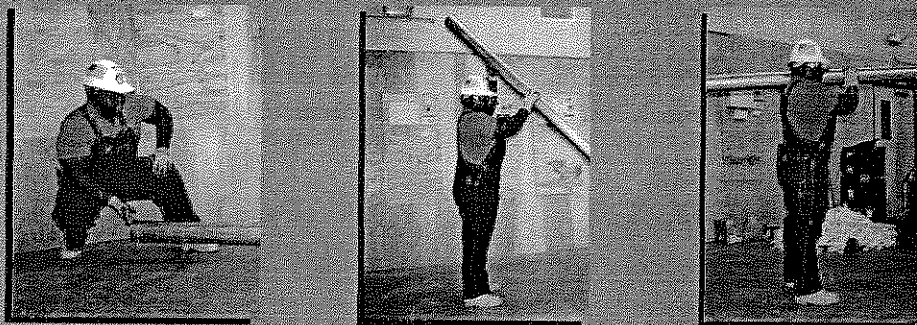
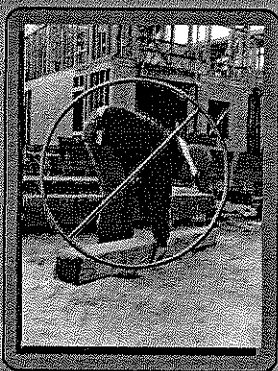
REMEMBER TO LIFT PROPERLY

LIFTING SAFER LEVANTANDO CON MAYOR SEGURIDAD

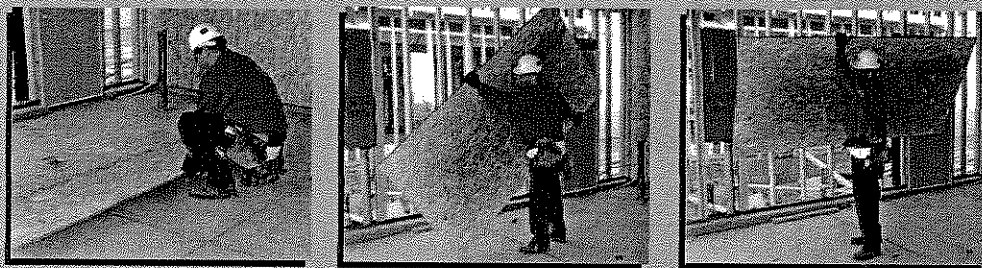
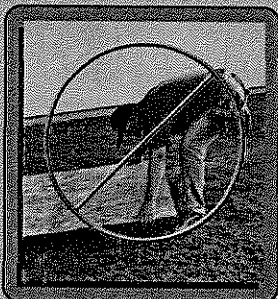
**BOXES
CAJAS**



**LUMBER / PIPES
MADEROS / TUBERÍA**



**SHEETS
LÁMINAS**



**SACKS / BAGS
SACOS / BOLSAS**



To learn more about job safety and receive free publications, please call our toll-free number at 1-800-963-9424 or download from our Web site at www.dir.ca.gov/dosh/puborder.asp
 Para aprender más sobre la seguridad en el trabajo y recibir publicaciones gratis, por favor llame a nuestro número gratuito al 1-800-963-9424 o entre a la página de Internet al www.dir.ca.gov/dosh/puborder.asp.

CODE OF SAFE PRACTICES

MAINTENANCE and OPERATIONS SAFETY

1. Proper documented safety training must be accomplished identifying related job hazards, whenever a new hazard exists and on the operation of any equipment in which the operator is not familiar. Only trained operators are authorized to use manual or powered lawn and grounds equipment and power tools.
2. Proper protective clothing and equipment will be worn including eye protection, face shields, hand protection, hearing protection, heavy duty steel toed shoes or approved foot protection, etc. at any time an employee is performing grinding, cutting, blowing, etc. where an injury can occur.
3. **Never operate equipment or machinery if you are under the influence of alcohol or other drugs.** Report any prescription or over-the counter drug use to your supervisor before operating equipment.
4. The contents of pipelines will be determined before initiating any work affecting the integrity of the pipe.
5. The use of personal tools or faulty or worn district provided power and manual hand tools is strictly prohibited. Employees must receive authorization from the District Safety Technician prior to using personal tools.
6. Proper lock-out/tag-out shall be initiated on any equipment that can cause injury to personnel due to unexpected movement during any servicing, cleaning or maintenance. Machinery shall be shut down following Lock-out/Tag-out procedure to include normal shut down of machinery, controls locked-out to prevent unauthorized re-start, all sources (pneumatic, compressed air, electrical, hydraulic, etc.) locked-out /tagged-out, moveable surfaces blocked if necessary, and stored energy released prior to engaging in maintenance activity. Proper procedure shall be strictly followed.
7. See your supervisor for more detailed information regarding safety for your specific assignment and for proper operational safety instructions and protective clothing.

CODE OF SAFE PRACTICES

FIRE PREVENTION / SAFETY

The objective of a fire prevention program is to save lives, protect property and prevent the interruption of operations. Everyone in the school and the school district is responsible for preventing fires and responding appropriately if a fire does occur.

Except for arson, most fires are caused by carelessness involving improper use of electricity, flammable liquids or combustible materials. Your awareness and attention are important in preventing fires and saving lives.

The first line of defense for all fires is the fire extinguisher. Fire extinguishers are rated **A, B, C** or **D** depending on the class of fire they are designed to fight. The classes of fires are:

1. **Class A** – Wood, paper, rags, etc.
2. **Class B** – Paint, gasoline, oil, ditto fluids, etc.
3. **Class C** – Electrical equipment.
4. **Class D** – Combustible metals: sodium, titanium, magnesium, etc., need to be smothered by sand or soil.

Most fire extinguishers in the district are **A B C** which means they can safely be used on the first three classes of fires.

You should **always know** the location of the fire extinguisher nearest to your work station. Be sure you know how to use it. Ask your supervisor for assistance and training.

Caution: Improper use of a fire extinguisher can spread a fire.

If the fire extinguisher is not adequate to control the fire, evacuation of the building may be necessary. Be sure you know where the nearest alarm pull station is located. Be sure you know your evacuation route when the alarm sounds and **do not delay in calmly and safely evacuating the building if the alarm sounds.**

Supervisors must account for all individuals under their supervision. **Never re-enter a burning building in an attempt to rescue someone. LEAVE THIS TO THE FIREFIGHTERS who are wearing protective devices. We don't want you to become a victim.**

FIRE EXTINGUISHER TYPES

A	B	C	D
Remember: (Ash)	(Boil or Barrel)	(Current)	
Extinguishing Agent: Water	CO2 or Dry Chemical	Halon or Dry Chemical	Specific Special agent/ dry chemical
Fuel: Combustible Materials such as wood, cloth, paper, Rubber & some plastics.	Flammable liquids, oils, grease, tars, oil based paint, lacquers, some plastics, flammable gasses.	Energized electrical	Combustible metals (magnesium, titanium, Zirconium, sodium, lithium, & potassium)

Remember P.A.S.S when using a fire extinguisher:

P	A	S	S
PULL	AIM	SQUEEZE	SWEEP

1. **Pull Pin**
2. **Aim:** Stay at a safe distance up-wind of fire.
3. **Squeeze:** Use short bursts, aiming at the base of the fire. Once fire goes out do not walk away (Fires involving chemicals can often re-ignite). Be aware, fire extinguishers only last for a few seconds, if the fire is growing or is large, get out.
4. **Sweep:** Use a sweeping motion at the base of the fire. As the fire goes out slowly approach closer until fully extinguished.

ADDITIONAL SAFETY PRECAUTIONS:

1. Always keep aisles, exits and traffic areas free of obstructions.
2. Never store combustible material in containers above 36 inches from the floor or in Electrical rooms. Store combustible materials only in clearly identified approved containers.
3. All decorations must have an approved fire retardant applied and must never be placed on doors or windows.
4. Conduct regular fire prevention inspections to make sure your work area remains free of fire hazards.
5. Fire extinguishers will be readily available to all work areas. Know their location.
6. All exits shall remain unlocked or be equipped with panic release hardware from the inside during business and work hours, when the building is occupied.
7. All directions to exits shall be clearly marked.
8. All employees are expected to comply and enforce fire safety rules, policies, and procedures at all times.
9. In the event of a fire, sound the alarm and calmly evacuate the work area, making sure all employees, students and visitors safely exit the building.
10. Only trained workers should attempt to respond to a fire or other emergency.
11. Materials and equipment will not be stored as to block doorways, emergency equipment, exits, fire ladders or fire extinguisher stations.
12. Appropriate fire extinguishers will be located in areas where solvents are used and stored.
13. Combustible dust will be removed routinely. Metallic or conductive dust will be prevented from entering or accumulating on or around electrical enclosures or equipment.
14. At the Site Administrators request, the District Safety Technician can provide guidance on specific California Fire Code requirements and assist with Fire Inspections.

CODE OF SAFE PRACTICES

BLOODBORNE PATHOGENS – INFECTION CONTROL

Employees may be at risk of contracting and transmitting infectious disease through contact with contaminated blood or other bodily fluids. It is RUSD's policy to require all employees to take every precaution necessary to prevent the transmission of blood borne infectious diseases.

Body Fluids for Universal Precautions;

- Blood
- Amniotic Fluids
- Blood Products
- Semen
- Vaginal Secretions

Personal Protective Equipment:

Any employee likely to be exposed to body fluids will be protected with personal protective equipment. Employees are expected to wear personal protective equipment whenever there is any contact with persons where exposure to body fluid is likely.

Gloves: Proper fitting, free of punctures, tears, cracks or signs of deterioration. (2 pair recommended).

Eye Wear: To be worn when splashing or splattering of blood or body fluids are likely to occur.

Gowns, Aprons, Lab Coats: To be worn when splashes to skin or clothing are likely to occur.

Training:

All employees assigned to jobs involving exposures to potentially infectious materials will receive pertinent training and continuing education as appropriate.

Reporting an Exposure:

Any employee who experiences an exposure to body fluids is required to report his/her exposure to their supervisor and the Workers Compensation Department at 788-7135, ext. 80610 **immediately**. Appropriate medical treatment must be provided in a timely manner to forestall the effects of an exposure.

Refer to your brochure on Blood borne Pathogens for more detailed information.

CODE OF SAFE PRACTICES

TOXINS and HAZARDOUS MATERIALS SAFETY

The handling of toxic materials should be delegated to those employees who have been trained in their application and disposal. Following are general guidelines for safe management of toxic materials:

1. No employee may purchase or bring to the work place any chemical supplies or materials, including cleaning supplies, different than those provided by the District without prior approval of Risk Management.
2. Flammable or toxic chemicals will be kept in appropriate and approved closed containers when not in use.
3. Food will not be stored or eaten in areas where toxic chemicals are present.
4. It is the responsibility of each employee to be aware of potential hazards involving chemicals stored or used in the workplace. Refer to "Your Right To Know" in the Hazard Communication Program.
5. Solutions that are poisonous or not intended for consumption will be kept in appropriate and well labeled containers and stored in approved storage cabinets.
6. Toxic materials such as insecticides, dusting powders and sprays will be stored in locked cabinets and will be used only by properly trained personnel.
7. Only pesticides that are recognized as being safe for the properly trained person using them will be utilized.
8. Employees are to read and understand the label before opening toxic or caustic materials. Proper protective clothing will be worn and care should be taken to avoid getting concentrated pesticides on the skin. Consult and have available your Material Safety Data Sheets (MSDS) prior to and while using any chemical, flammable, toxic or caustic material.
9. Flammable solvents will be stored in appropriate and approved metal cabinets.
10. All containers will be properly labeled as to contents and MSDS will be maintained and readily available on all hazardous chemicals.
11. Any time contents are transferred to another container, proper re-labeling will be immediately completed.
12. Substances which are controlled carcinogens will not be used. Ref. Title 8 CARCINOGENS REGULATIONS, SECTION 5209.

13. Never have more than one container of flammable liquid open at a time. Always reseal open containers immediately after use. Never use or store near caustic materials or substances.
14. For more detailed information regarding hazardous materials, please refer to the Hazard Communication Program, the product material safety data sheet (MSDS), or contact the District Safety Technician, at 788-7135, ext. 80605.