Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

A copy of this Injury and Illness Prevention Program shall be available on TCOE Webpage.

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INTRODUCTION

In order to maintain a safe and healthful work environment the Tulare County Office of Education has developed this Injury and Illness Prevention Program (IIPP) for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Tulare County Office of Education.

Diligent implementation of this program shall reap many benefits for Tulare County Office of Education. Most notably it shall:

1. Protect the health and safety of employees, student, and visitors.
2. Decrease the potential risk of disease, illness, injury, and harmful exposures to Office personnel.
3. Reduce workers' compensation claims and costs.
4. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
5. Improve employee morale and efficiency as employees see that their safety is important to management.
6. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

SECTION 1: RESPONSIBILITY

The safety, health, and welfare of all employees is a basic part of this Injury and Illness Prevention Program (IIPP). Management personnel carry a primary responsibility for the safety of employees under their direction. Promoting safe practices through consistent education and modeling safe practices by management personnel are key to maintaining a safe workplace. The personnel listed below shall have the authority and responsibility for monitoring and improving workplace safety in the Tulare County Office of Education.

Workplace Safety Coordinator's Responsibilities: School Safety Manager

- Communicate regularly with consultants to improve workplace safety;
- Implement and maintain the IIPP; in coordination with safety committee;
- Provide workplace safety training for all managers/supervisors/site-leaders to give to employees;
- Schedule routine hazard assessments and ensure that concerns are resolved in a timely manner;
- Review current safety information that relates to the operation of a COE;
- Have in place emergency action plans;
- Have in place provisions for medical services and first aid including emergency procedures (In coordination with School Health Services);
- Ensure hazards are corrected in a timely manner (In coordination with Operational Services);
- Recognize employees who perform safe and healthful work practices;

Safety Committee Members' Responsibilities: Site / Department Leaders, Director General Services, Director of Operational Services, Administrator II, Human Resources.

- Submit documentation of employee training, safety meetings, and hazard assessments to HR;
- Reviews IIPP annually and promote / model safe habits in the workplace;
- Provide regularly scheduled training received from HR;
- Schedule monthly safety meetings (with site or department);
- Post distributed safety information;
- Communicate the system to anonymously inform management about workplace hazards;
- Conduct MONTHLY inspections to identify hazards and submit works orders to correct them;
- Evaluate the safety performance of all workers and communicate with each;
- Recognize employees who perform safe and healthful work practices;
- Investigate accidents and prepare all necessary documentation;

Human Resource's Responsibilities:

- Inform workers of the provisions of the IIPP;
- Recognize employees who perform safe and healthful work practices;
- Provide training to workers whose safety performance is deficient;
- Investigate accidents and prepare all necessary documentation;
- Address employees who fail to comply with safe and healthful work practices;
- Provide new worker orientation;
- Provide yearly training: 1) Hazard Communication, 2) Blood borne Pathogens / Universal Precautions, 3) Safety Data Sheets, and 4) Slips, Trips and Falls;

Operational Services Responsibilities:

- Conduct QUARTERLY inspections of TCOE sites to identify hazards and correct them;
- Recognize employees who perform safe and healthful work practices;
- Investigate site conditions of all accidents and correct any hazards;
- Receive all school and district work orders and schedule jobs to be completed;

Employee's Responsibilities:

- Follow district safety rules and regulations;
- Participate in regularly scheduled workplace safety training;
- Report hazardous conditions or unsafe actions of others to a supervisor;
- Report all accidents and injuries to a supervisor immediately;
- Seek first aid immediately following injury and comply with "Workers' Compensation" expectations (below);
- Keep work areas clean and free of unnecessary clutter that might create and unsafe condition;
- Operate equipment strictly in accordance with safety instruction;
- Wear appropriate footwear for your assigned position / conditions in which you work. For example, high-heeled shoes, open-toed shoes or shoes without a back strap should not be worn when conditions may lead to an injury (i.e., slick / wet hallways or sidewalks, uneven surfaces such as playgrounds, cluttered areas, etc.);
- Special Day Class teachers shall not wear jewelry that may put them in jeopardy of injury from tugging / pulling by a student; if a lanyard is used for keys or items it must be a "breakaway" lanyard (District shall provide upon request); Kevlar sleeves shall be provided and used when working with students who have a history of biting;

- Exercise proper housekeeping (aisles clear; work areas neat and orderly; spills cleaned up promptly);

- Store items in a stable manner (nothing against doors, exits, fire extinguishers and electrical panels);
- Do not participate in horseplay, scuffling, or any other act that tends to adversely influence safety.

All of these practices shall apply whenever staff members are working (i.e., District-sponsored events, on Saturdays when a site is opened, or in the evenings). Employees shall not be dismissed or discriminated against for informing supervisors/site-leaders about work site hazards. If in doubt about a health or safety matter, employees have a duty to talk it over promptly with their site-leader or direct supervisor. In the event the matter is not attended to in a timely manner, the employee is directed to refer it to the next higher level of management, to an Assistant Superintendent or the Coordinator.

Disciplinary Actions:

- Employees who fail to comply with safety rules and regulations shall be told of their failure to comply and be given specific directives for corrective action, including possible retraining in proper safe practices;
- A second failure to comply with safety rules and regulations may result in a verbal or written warning;
- Repeated failures to comply with safety rules and regulations may result in a written reprimand, suspension without pay or termination.

Employee's Responsibilities: Workers' Compensation

- Report any and all hazards in and around their immediate workplace and school grounds to a supervisor;
- If interested, complete physician pre-designation form prior to an accident (otherwise, the employee shall be directed to the designated medical facility for treatment);
- After an injury, and if beyond first aid, thoroughly complete the appropriate section of the Employee Claim Form;
- Adhere to the treating physician's orders and comply with the treatment plan, including keeping appointments;
- Immediately after Workers' Compensation medical appointments, submit all doctors' notes pertaining to work status to HR;
- Upon physician's recommendation, return to the workplace and adhere to the work restrictions;
- Make an effort to schedule medical appointments, including physical therapy, before or after the work shift.

SECTION 2: COMPLIANCE

Compliance with this Injury and Illness Prevention Program shall be achieved in the following manner:

1. A TCOE Safety Committee consisting of Administration, department heads and classified personnel shall meet quarterly.
2. Administrators, Supervisors, and Managers shall set positive examples for working safely and require that all staff under their direction work safely.
2. Administrators, Supervisors, and Managers shall use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are

available.

3. Administrators, Supervisors, and Managers shall identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Administrators, Supervisors, and Managers shall establish appropriate means of recognition for employees who demonstrate safe work practices.

SECTION 3: COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury and Illness Prevention Program. To foster better safety communication the following guidelines shall be implemented:

A system for ensuring awareness:

1. All TCOE employees shall be aware that the Injury Illness Prevention Plan exists by using the following means
    a. The IIPP shall be updated annually and posted on the TCOE website.
    b. The IIPP is incorporated in the new hire onboarding process.
    c. Annual review at the beginning of the year with all Administrator, Supervisor, and Manager.
    d. Each department shall establish a yearly staff development time dedicated to IIPP review.
    Agenda time shall be dedicated for this review.
    e. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids, warning signs, and other media directed at employee health and safety.

A system for employees to report unsafe conditions:

1. Employees are encouraged to bring to TCOE's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (Appendix B) can be used for this purpose.
2. Safety related items may be reported to M&O for repair via Web Help Desk.
    a. https://webhelpdesk.tcoe.org/helpdesk/WebObjects/Helpdesk.woa
3. A "Suggestion Box" shall be made available in the work area for employees' to anonymously contribute to the two-way communication in efforts to reinforce the safety program.
4. Employees may anonymously identify health and safety issues via the TCOE online reporting tool. https://forms.gle/KZVHQyYude2VQMPD6

SECTION 4: HAZARD ASSESSMENT

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. Quarterly inspections shall be performed by the Staff Administrator, Department Head, or his/her qualified designee.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas shall be conducted. All

inspections shall be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections shall be conducted at the frequency described below:

1. Annual inspections of all sites shall be conducted to detect and eliminate any hazardous conditions that may exist.
2. Quarterly inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) shall be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections shall be conducted whenever new equipment, substances, or changes in procedures are introduced into the workplace that presents new hazards; and whenever the employer is made aware of a new hazard or previously unrecognized hazard.
2. The Site Staff Administrator, Department Head or his/her qualified designee shall conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews shall be conducted by the Site Staff Administrator, Department Head or his/her qualified designee when occupational accidents occur to identify and correct hazards or behaviors that may have contributed to the accident.

COVID-19

Coronavirus (COVID-19) is an illness that makes people sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever, and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading. Our workers may have on the job exposure to COVID-19, whether at the workplace or in the field (off site location). We have implemented this written plan to reduce our workers risk of catching and spreading these infections and to respond in a timely manner when exposure incidents occur.

COVID-19 PANDEMIC EXPOSURE PLAN Tulare County Office of Education has developed this plan to help prevent workers' exposure to the Coronavirus (COVID-19). The plan was created on 02/03/2025. Our plan will be updated based on operational needs and/or safety and health agency updates.

1. Maintain a safe and healthful place of employment as required by Labor Code section 6400.
2. Identify, evaluate, and correct any unsafe or unhealthy conditions, work practices, or work procedures associated with COVID-19 if they identify COVID-19 as a workplace hazard at their place of employment.
3. Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis, as reported by employees COVID-19 Work Questionnaire.

DESIGNATION OF RESPONSIBILITY The Human Resources Administrator has the overall authority and responsibility for implementing this plan.

SECTION 5: ACCIDENT/EXPOSURE INVESTIGATIONS

The Senior Site Staff Administrator, Department Head or his/her qualified designee shall investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes shall be implemented promptly to correct the hazards or behaviors implicated in these events.

To ensure timely accounting for Workers' Compensation the following procedures should be followed:

1. Injured employee notifies supervisor.
2. Supervisor/Injured worker immediately calls **Company Nurse Injury Hotline** at **1-877-518-6702 with search code TUJ42.**
3. Company nurse gathers information over the phone and helps injured worker access appropriate medical treatment; Nurse provides medical expertise at time of injury, so employee is channeled to appropriate care. ***If referred to medical facility, continue to step 4***
4. Employee given additional paperwork from HR including the DWC 1 (Employee's claim for Workers' Compensation Benefits) Form. Additional treatment paperwork is provided to the employee, and they are sent to medical facility for care.
5. Updates provided by medical facility to Human Resources and then passed along to supervisor.

Following an injury, the department supervisor completes the *Injury Incident Investigation Report* available on the TCOE Human Resources webpage or by contacting the Human Resources Office.

Steps to Investigation:
The Injury Incident Investigation Report should be initiated by the department supervisor and completed form returned to HR within 5 days of the incident.

1. Describe accident. What happened?
    a. What was source?
    b. How was person injured?
    c. What was the unsafe condition?
    d. What was the unsafe act?
    e. Why did accident occur to this person?
2. Describe causes. Why did it happen?
    a. What caused the accident to occur?
    b. Who was involved?
    c. Was the employee qualified to perform the functions involved in the accident?
    d. Was the employee properly trained?
    e. Were proper operating procedures established for the task involved, and if not, why?
    f. Could this situation exist elsewhere?
3. Determine if basic failure of people, equipment, material, or environment occurred and corrective action needed
    a. How did water get on the floor?
    b. What kind of shoes was the employee wearing? c. Why did the employee fail to notice the water?

d. Warning signs placed?

Investigation reports should be sent to Human Resources within 5 days of the initial incident. HR shall file investigation report with appropriate worker comp documents. All Injury Incident Investigation Reports which cause time off work shall be reviewed within the Safety Committee Meeting quarterly.

SECTION 6: HAZARD CORRECTION

All hazards identified shall be promptly investigated with corrective procedures implemented as necessary. TCOE recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Staff Administrator, Department Head or his/her qualified designee.

SECTION 7: TRAINING

All employees must be trained in general safe work practices. All employees shall receive training on the IIPP when the program is first established, when it is modified and during time of hire. In addition, specific instruction with respect to hazards unique to each employee's job assignment shall be provided.

Areas of training include General Safe Work Practices and Specific Safe Work Practices. Details for both are included below:

General Safe Work Practices
All employees shall be trained in the following:
1. The Fire Safety, Evacuation, and Emergency Procedures
2. Bloodborne Pathogens
3. Injury and Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee shall be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

It is the responsibility of each Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training. Supervisors shall ensure that all employees receive general and job-specific training prior to initial or new job assignments and whenever new substances, procedures or equipment are introduced to the workplace, which may create new hazards. Training attendance sign in sheets shall be maintained by the direct supervisor.

SECTION 8: DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of

records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, TCOE shall keep written records of the steps taken to implement and maintain our Injury and Illness Prevention Program. We shall keep records of work-related injuries and the subsequent investigations to determine the root cause of those injuries and to train staff to assure no one else is injured in the same manner. The records shall be retained by the department for ___5___ years from the date TCOE learns an injury has occurred. All injury and investigations shall be reviewed by TCOE Safety Committee quarterly.

In addition, all specific work training records, agendas and sign in sheets shall be kept by the department for three years. These documents may include, but not limited to, training related to new equipment procedures, safety, inspections, and records pertaining to unsafe work practices or conditions.

EMPLOYEE ACCESS TO THE IIPP

TCOE employees – or their designated representatives - have the right to examine and receive a copy of the IIIPP. The COE shall accomplish this by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

   a. Whenever an employee or designated representative requests a copy of the Program, we shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

   b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

2. Providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization shall expire (if less than 1 year).

RECORDKEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program. Public agencies including County Office of Education are not required to maintain OSHA 300 logs as long as an alternative method is available to review injury history, upon request. That resource is available from the District upon request.

APPENDIX A
INJURY INCIDENT INVESTIGATION REPORT

Injury Incident Investigation Report
To be completed by Employee and Supervisor

Employee Name *(First, Middle, Last)*	Emp I.D.#	Job Title	Work Site of Employee	Hrs per Day

Date of Accident	Location Where Injury Incident Occurred (Site Name)	Work Start Time	Time of Accident	Lost Time Beyond First Day Yes ☐ No ☐

Witnesses - Yes ☐ No ☐ Statement(s) Attached Yes ☐ No ☐	Witness Name - #1	Witness Name - #2	Secondary Job Yes ☐ No ☐

INCIDENT TYPE (Select the most appropriate response)

- ☐ Struck Against
- ☐ Struck By
- ☐ Caught In or Between
- ☐ Fall on Same Level
- ☐ Skin Exposure
- ☐ Eye Exposure
- ☐ Fall to Different Level
- ☐ Slip or Twist (not Fall)
- ☐ Exposure to Temp. Extreme
- ☐ Exposure to Physical Agents (Noise/Radiation)
- ☐ Contact Electrical Current
- ☐ Muscular Strain
- ☐ Respiratory Exposure
- ☐ Other: (Describe)

_____

_____

INCIDENT REVIEW

1. Describe the Injury and Body Part Affected (i.e., Left or right; Upper, Lower Extremities):

_____

_____

2. Describe How Injury Occurred and Type of Injury (i.e., burn, laceration, fracture, etc.):

_____

_____

SPECIFIC CAUSE ANALYSIS: (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply)

- ☐ Employee in a hurry (short cut) - perceived need
- ☐ Equipment not used, i.e., tools, ladder, material, etc.
- ☐ Proper Protection Equipment not used, i.e., eye protection, gloves, safety helmet, etc.
- ☐ Improper or unsafe tool or equipment used
- ☐ Horseplay or practical joking
- ☐ Instructions or rules disregarded
- ☐ Illness
- ☐ Inattention
- ☐ Inexperience
- ☐ Physical overexertion
- ☐ Improper body position or method of doing the work
- ☐ Act of fellow employee
- ☐ Improper clothing
- ☐ Other: _____

_____

_____

MITIGATING FACTORS (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply)

- ☐ Insufficient instruction or job training
- ☐ Insufficient or poor job planning
- ☐ Rules or instruction not followed
- ☐ Confusion after communication between supervisor and employee
- ☐ Proper tools or safety gear not provided
- ☐ Inadequate inspection of tools, equipment or job
- ☐ Tools used incorrectly or improper method of doing work
- ☐ Inadequate job training by supervisor
- ☐ Circumstances not addressed in training
- ☐ Working longer hours
- ☐ Workload too heavy
- ☐ Rushing to meet deadlines
- ☐ Friendly competition
- ☐ Lack of teamwork
- ☐ Due to external factors
- ☐ Lack of help or assistance
- ☐ Procedures not developed
- ☐ Procedures not accurate
- ☐ Other: _____

_____

_____

OVER ⇨

UNSAFE CONDITIONS (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply)

FACILITIES/EQUIPMENT

- ☐ Faulty equipment
- ☐ Equipment failure
- ☐ Defective material
- ☐ Poor design
- ☐ Corrosion/Wear
- ☐ Ergonomic factors
- ☐ Facility layout
- ☐ New equipment
- ☐ Unguarded equipment

OTHER FACTORS

- ☐ Weather/temperature
- ☐ Improper storage or stacking
- ☐ Poor Housekeeping
- ☐ Personal protective equipment
- ☐ Known Hazard but not documented or locked
- ☐ Documented Hazard but not repaired
- ☐ Unsafe Conditions caused by others
- ☐ Conditions changed without proper communication
- ☐ Other:_____

- ☐ Poor Lighting or Visibility
- ☐ High Noise Level
- ☐ Slippery Floors or surfaces
- ☐ Radiation
- ☐ Poor Ventilation
- ☐ Physical overexertion
- ☐ Exposure to chemical(s)
- ☐ Change in procedures or materials

ROOT CAUSE OF INJURY OR INCIDENT – PROVIDE DETAILED INFORMATION FOR FOLLOWING:

1. What was the unsafe condition (if any)?
2. Why did it exist?
3. Was a District Safety Policy/rule overlooked/ignored or unknown at the time of the incident (please describe in detail)?
4. What was the unsafe act?
5. Why was the unsafe act performed?

CORRECTIVE ACTION – PROVIDE DETAILED INFORMATION FOR FOLLOWING:

1. Explain how to eliminate the hazard.
2. What type of training is needed?
3. To prevent a reoccurrence, what preventive measures have been taken?

Print Employee Name	Signature	Date
Print Name of Person Completing this Report	Signature	Date

SUPERVISOR'S NARRATIVE (If Applicable):

Signature of Supervisor

Date

APPENDIX B

TULARE COUNTY OFFICE OF EDUCATION EMPLOYEE SAFETY RECOMMENDATION FORM	
LOCATION:	**SITE:**
SUPERVISOR:	**DATE:**
IDENTIFICATION OF SAFETY OR HEALTH HAZARD: *(If additional space is needed, please attach page)*	
SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD:	
DO NOT WRITE BELOW THIS LINE	
DATE COMPLAINT WAS INVESTIGATED:	**INVESTIGATED BY:**
ACTION TAKEN:	
DATE ACTION WAS REPORTED TO EMPLOYEE:	
COMMENTS:	

APPENDIX C
TULARE COUNTY OFFICE OF EDUCATION
OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ **Location:** _____ **Phone:** _____

Supervisor: _____ **Department:** _____

Inspector: _____ **Job Title:** _____

Yes	No	N/A	ADMINISTRATION AND TRAINING
			Does the Department have a written Injury & Illness Prevention Plan? Are all Departmental safety records maintained in a centralized file for easy access? Is it current?
			Have all of the employees attended an IIPP training class? If not, what percentage has received training?
			Does the department have a completed Emergency Action Plan? Percentage completed? Is training being provided to employees on its contents?
			Are chemical products used in TCOE? (Are Material Safety Data Sheets maintained?)
			Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
			Are annual workplace inspections being performed? Are records being maintained?
			Has there been any employee accidents from this Department? Are there Accident Investigation Reports completed for each accident?
Yes	**No**	**N/A**	**GENERAL SAFETY**
			Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
			Are all aisles/corridors unobstructed to allow unimpeded evacuations?
			Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
			Are ergonomic issues being addressed for administrative personnel using computers?
			Is a fully stocked first-aid kit available? Do all employees in the area know its location?
			Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?

TULARE COUNTY OFFICE OF EDUCATION OFFICE
SAFETY INSPECTION CHECKLIST (Page 2 of 2)

			Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
			Is TCOE kept clean of trash and other recyclable materials removed promptly?
Yes	**No**	**N/A**	**ELECTRICAL/MECHANICAL SAFETY**
			Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
			Are all circuit breaker panels accessible with each breaker appropriately labeled?
			Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
			Is lighting adequate throughout the work environment?
			Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
			Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

COMMENTS:

APPENDIX D
MAINTENANCE AND OPERATIONS DEPARTMENT
QUARTELRLY FACILTIY INSPECTION TOOL

Site:_____ Quarter:_____

Do a thorough walk- through of your site before completing this form.
Questions are worded so that an "Incorrect" answer will indicate and unsatisfactory condition.

Enter a work order request number, or take action as listed for all "Incorrect" answers.

	Correct	Incorrect	N/A	Work Order #
1. Gas Leaks				
a. There is no odor that would indicate a gas leak.				
b. Gas pipes are not broken and appear to be in good working order.				
2. Mechanical Systems				
a. The HVAC system is operable.				
b. The facilities are ventilated (via mechanical or natural ventilation).				
c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.				
d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)				
e. Interior temperatures appear to be maintained within normally accepted ranges.				
f. The ventilation units are not generating any excessive noise or vibrations.				
g. Wheelchair lifts are cleared of storage items and are accessible [district].				
2.1. Communication Systems				
a. Every classroom/office has a working phone.				
c. Every classroom/office has a working clock.				
e. Each building is alarmed for security and fire.				
3. Windows/Doors/Gates/Fences (Interior and exterior)				
a. There is no exposed broken glass accessible to pupils and staff.				
b. Exterior doors and gates are functioning and do not pose a security risk.				
c. Windows are intact and free of cracks. (Note: Okay if windows are cracked but tight.)				
d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.				
e. Doors are intact.				
f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.				
h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.				
4. Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)				
a. Walls are free of hazards from tears and holes.				
b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.				
c. Ceiling is free of hazards from missing ceiling tiles and holes.				
d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)				

	Correct	Incorrect	N/A	Work Order #
5. Hazardous Materials (Interior and Exterior)				
a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly).				
b. Paint is not peeling, chipping, or cracking.				
c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.				
6. Structural Damage				
a. Severe cracks are not evident.				
b. Ceilings & floors are not sloping or sagging beyond their intended design.				
c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed.				
d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components.				
7A. Fire Safety - Exits				
a. Doors/Aisles are not obstructed				
b. Proper lock/hardware on exit doors.				
c. Exit doors open easily.				
d. Sign over doors "This door to remain unlocked during business hours", if main entrance door is equipped with a double keyed deadbolt.				
e. Illuminated exit signs maintained in working order.				
f. Clear access around building maintained.				
7B. Fire Safety - Extinguisher/Fire Protection Equipment				
a. Extinguishers installed as required (generally, 75 feet of all areas of the bldg)				
b. Extinguisher has been serviced within the past year and new service tags have been attached.				
c. Extinguishers are not obstructed.				
d. Fire extinguisher tops do not exceed 5' from floor as mounted.				
e. Hood extinguishing system 6-mo service completed.				
f. Class K extinguisher installed for Hood & Duct System.				
g. 18" clearance between storage and sprinkler head.				
h. Smoke sensors installed as required.				
7C. Fire Safety - Electrical/Propane				
a. No extension cords are in use in place of permanent wiring. All extension cords should be heavy duty, in good condition, grounded, and used for only small appliances.				
b. No spliced or frayed cords/wires.				
c. Spacer(s) in electrical panel gap(s) provided.				
d. No broken or faulty switch/outlets.				
e. No exposed wire must be in conduit.				
f. Electrical panel(s) are not overloaded/obstructed [State FIT 8g]. There should be 30 inches of clear access in front of panel(s).				
g. No multi-plug adapters in use, other than approved power taps with surge protectors.				
h. Circuit breakers are labeled.				
i. Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings.				
j. No missing/broken electrical cover plate(s).				
k. No propane being used in buildings.				

	Correct	Incorrect	N/A	Work Order #
7E. Fire Safety - Storage/Combustible Material/Housekeeping				
a. No combustible material stored near ignition source or any portion of the means of egress. It is stored in an orderly manner.				
b. Storage of oily rags in non-combustible container with self closing lid.				
c. Flammable liquid properly stored.				
d. "No Tobacco" signs installed as required.				
e. No accumulation of combustible material.				
f. Compressed gas cylinders secured.				
g. All gas-ried heat-producing applicances have a clear space from combustibles of at least 36 inches on all sides.				
h. There is proper clearance of combustibles maintained from all light fixtures.				
i. Area around buildings free of combustible material (weeds, trash, boxes, etc.)				
7E. Fire Safety - Miscellaneous				
a. Street address posted with minimum 4 inch numbers with contrasting background, visible from street.				
b. Zone map adjacent to fire control panel or entrance.				
c. Enunciator adjacent to fire control panel or entrance.				
d. Fire Dept key box adjacent to fire control panel or entrance.				
e. Fire Alarm Control Panel (FACP) has a green light, indicating system is functioning.				
f. Fire hydrants are visible and accessible**.**				
g. Fire department connection is clearly visible and readily accessible.				
h. Exterior access is clear.				
i. When site is occupied, at lease one district employee is trained to reset the FACP.				
8. Electrical (Interior and Exterior)				
1. There is no evidence that any portion of the site has a power failure.				
2a. There are no exposed electrical wires. Electrical equipment is properly covered and secured and secured from pupil access.				
2b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.				
3a. Lighting appears to be adequate.				
3b. Lighting is not flickering.				
3c. There is no unusual hum or noise from the light fixtures.				
9. Pest/Vermin Infestation				
a. There is no evidence of a major pest or vermin infestation.				
b. There are no holes in the walls, floors, or ceilings.				
c. Rodent droppings or insect skins are not evident.				
d. Odor caused by a pest or vermin infestation is not evident.				
e. There are no live rodents observed.				
10. Drinking Fountains (Inside and Outside)				
a. Drinking fountains are accessible.				
b. Water pressure is adequate.				
c. A leak is not evident.				
d. There is no moss, mold, or excessive staining on the fixtures.				
e. The water is clear and without unusual taste or odor.				
11. Restrooms				
b. Restrooms are fully operational.				
d. Restrooms are open during work hours.				

12. Sewer	Correct	Incorrect	N/A	Work Order #
a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds.				
b. The sanitary system controls odors as designed.				
13. Roofs				
a. Roofs, gutters, roof drains, and down spouts are free of visible damage.				
b. Roofs, gutters, roof drains, and down spouts are intact.				
c. Roof drains are free from debris and screen are intact.				
16. Other Grounds and Signage				
i. Irrigation time clocks and system are functioning properly				
j. Each gate entrance has the "Tobacco Free" signage, undamaged and unvandalized.				
k. Correct Security signage is present; old/outdated security signage is not present.				

APPENDIX E
INDOOR HEAT ILLNESS PREVENTION PLAN

Responsibility

The Administrator of Human Resources and Rish Management Department has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

All workers are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

This plan is in English and Spanish. It is maintained at our worksite and can be accessed electronically at tcoe.org under the employee information section. It is available to workers or their representatives upon request.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to workers free of charge. Water will be provided in a variety of locations and will be provided in one of the following forms: water fountains, water dispensers, water bottles, single-use or disposable cups and a receptacle for disposing of the used cups will be provided and will be kept clean. Employees will have access to at least one quart per worker per hour for drinking for the entire shift.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.
3. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift as communicated in the heat injury illness training course.
4. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, employees will be encouraged to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example and remind workers throughout the work shift to drink water.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment

1. Cool-down areas(s) will be located at all warehouse locations. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by air conditioner.
2. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, seating areas, offices and conference rooms will be

available as cooling areas.

3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area**.**

Procedures for Temperature Assessment for Indoor Places of Employment

1. An air conditioning thermostat and/or thermometer will be used throughout the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396.
2. The temperature or heat index will be monitored by the General Services and the Maintenance and Operations departments.
3. If there are concerns regarding the temperature of indoor places of employment, the General Services and the Maintenance and Operations department, or the Human Resources Risk Management department can be contacted to assess the temperature.

Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. The work schedule will be planned, taking into consideration whether high temperatures or a heat wave is expected.
2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

Procedures for Control Measures for Indoor Places of Employment

Control measures will be implemented when either of the following occurs:

- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:

1. Feasible engineering controls will be implemented first to reduce the temperature to below 82°F for workers.
2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler:

- Cooling fans or air conditioning
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- Evaporative coolers

Procedures for Emergency Response:

1. Effective means of bringing emergency services to the worker in need, or the worker in need of emergency services will be ensured by calling the company nurse or emergency services if needed.

Procedures for Handling a Sick Worker:

1. When a worker displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in the and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone, as their condition could take a turn for the worse.
2. When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be immediately called.

Procedures for Worker and Supervisor Training:

To be effective, training must be understood by workers. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered. Training records will be maintained via the Keenan video training portal and employees that work in areas where heat illness is a concern will be required to complete the Heat Illness Prevention coursework yearly.