

GENERAL CODES OF SAFE WORK PRACTICES

Chemical (janitorial, kitchen) [CAC Title 8 §5194]

Some chemicals used for cleaning may contain hazardous ingredients that may create a physical or health hazard. Chemical bottles must be labeled by law. Some chemicals are corrosive (i.e. oven cleaner, ammonia, toilet bowl cleaner, etc.) other chemicals may be flammable (i.e. furniture polish, alcohol, floor stripper, etc.) follow the safety instructions on the label and do not store corrosive chemicals next to flammables.

PLEASE NOTE: Title 8 §5194 of the California Administrative Code applies to all California employers whose employees may be exposed to hazardous substances. The law requires employee training concerning the hazards of the chemicals used as well as maintaining a file of Material Safety Data Sheets (MSDS) for all hazardous chemicals.

Coffee Maker

- A. Coffee makers are common in many places of school, for use by the customer as well as the employees. New style coffee pots such as "Mr. Coffee" are more prevalent than the older style percolator types.
- B. The coffee pot must be U.L. approved and in good working condition (i.e., no frayed cords, exposed wiring, or leaks).
- C. Do not place the coffee maker near hazardous chemicals or in any location where it could be accidentally knocked over.
- D. Keep the coffee maker away from combustible materials. Turn off the coffee maker at the end of the workday or whenever it is empty and not in use.

Copy Machine/Computer Laser Printer [CAC Title 8 §5194]

Copy machines and some computer laser printer toner cartridges are in some cases considered as hazardous material by CAL/OSHA. Obtain Material Safety Data Sheets (MSDS) for each type of toner used. Follow the instructions on the MSDS for disposal of used cartridges, or recycle the cartridges.

Earthquake

- A. An earthquake is a shaking or trembling of the earth. The greatest danger from an earthquake is being struck by falling objects, broken glass and the resulting fires. During an earthquake, remain calm and quickly follow the steps outlined below.
- B. If indoors, seek refuge in a doorway or under a desk or top heavy table. Stay away from the glass windows, shelves, and heavy objects. If outdoors, move quickly at least 150 feet away from buildings, utility poles, and other structures. Avoid power or utility lines

because they may be energized. After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself always and be prepared for after shocks.

- C. All bookshelves and file cabinets above three feet high should be braced to prevent them from falling in case of an earthquake. In some cases you may be able to attach file cabinets by nuts and bolts. Attach single upright bookshelves to studs or some other sources of support on the wall. Store heavy items on lower shelves unless adequately braced. Chemicals stored on shelves, especially glass bottles, should be braced and blocked against falling.

Emergency Procedures/Evacuations [CAC Title 8 §32201] 11 or more employees

- A. Chabot/Las Positas Community College District has developed an emergency action plan. The plan includes the following:
 1. The emergency escape procedures and escape route to use.
 2. Procedures to account for all people after they have evacuated.
 3. Preferred means of reporting fires and other emergencies.

Employer Safety Material Posting Area [CAC Title 8 §3203]

Set aside an area for the posting of all required government, Insurance, and other safety notices. The posting area may be located in a lunch room/area, but can be displayed anywhere in the school as long as employees will see it.

Environmental Controls/Systems [CAC Title 8 §5142]

- A. Ventilation, heating and air conditioning systems provide personal comfort and can eliminate conditions that lead to employee fatigue or discomfort. Additional ventilation may be required around heat producing equipment or to remove fumes.
- B. The HVAC system (heating, ventilation and air conditioning) must be maintained and operated to provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2, California Administrative Code, in effect at the time the building permit was issued. The HVAC system must be inspected at least annually and problems found during these inspections must be corrected within a reasonable time.

Ergonomics, Office

Correct posture, furniture adjusted properly and the correct tool for the job will help to minimize strain and fatigue. Repetitive motion and keeping your body in an awkward position should be avoided. Chairs that are adjusted properly in front of Video Display Terminals (VDT'S) also prevent strain and fatigue. Frequent rest breaks may be necessary with performing a task, which is repetitive.

Exits [CAC Title 8 §3225-§3228]

- A. In most cases, every building should have at least two exits. Maintain every exit free of all obstructions or impediments to full instant use in case of fire or other emergency.

- B. Exit signs are required and must be provided whenever the occupant load of the building is 50 people or more. In many cases the local Fire Marshal requires exit signs regardless of the number of people in the building.

- C. Exits are not to be locked during school hours when the school is occupied. Never padlock an outside exit door when the building is occupied. If security is a problem provide panic hardware on the inside of the door connected to an audible alarm that will sound when the door is opened. Hallways and corridors leading to exits must be adequately illuminated and free of obstructions. No hangings or drapes are to be hung on exit doors to conceal or obscure the door. If the exit is also a fire door, it must remain shut when not in use as an exit. Do not block fire doors in an open position.

File Cabinets

- A. Filing cabinets are a major cause of injuries including: bumped heads from standing up too quickly under open drawers; mashed fingers from closing drawers improperly; and strains from moving full file cabinets around.
- B. Follow these procedures to prevent these accidents. Close file drawers with your hand on the handle making sure that your fingers will not get pinched. Only open one drawer at a time, opening two drawers may cause the cabinet to fall. Close file drawers when not in use or if you leave the area. Avoid moving cabinets with drawers full, or if full, without the proper hand truck.

Fire Extinguishers [CAC Title 8 §6150-§6151]

- A. Chabot/Las Positas Community College District has provided portable fire extinguishers to be used in case of emergencies. Fire extinguishers must be maintained fully charged, in operable condition and stored in their designated places always, when not in use. Law requires an annual check by an outside Fire Extinguishing Service Company. In addition the extinguisher should be hydrostatically tested every five years for carbon dioxide extinguishers, pressurized water extinguishers and dry chemicals in stainless steel bottles. Most other types of extinguishers are tested every twelve years.
- B. When a fire is discovered: turn in the alarm, alert other people, and if trained to do so, use the fire extinguisher to put out the fire. A minor fire can burn out of control if not extinguished quickly and effectively. Always use the correct fire extinguisher for the job!
 - 1. Class A Fires- Paper or wood fires (require a Class A fire extinguisher)
 - 2. Class B Fires- chemical fires (require a Class B fire extinguisher)
 - 3. Class C Fires- electrical fires (require a Class C fire extinguisher)

Fire Prevention Plan [CAC Title 8 §3221]

- A. Chabot/Las Positas Community College District fire prevention plan includes but not be limited to the following:
 - 1. Potential fire hazards and their proper handling and storage procedures.
 - 2. Potential ignition sources (smoking, etc.) and their control procedures and the type of fire protection equipment or systems that can control a fire.

3. Housekeeping, Control of flammable and combustible waste materials that could contribute to a fire.
- B. Maintain fire protection equipment/systems in good operable condition.
 - C. Review the fire prevention plan with all employees including the fire hazards of the materials and processes to which they are exposed.
 - D. Report fires, smoke, or potential fire hazards to the Fire Department immediately by calling (911).
 - E. Evacuate the building where the fire is and assemble outside in the assembly area at least 150 feet from the building.
 - F. Use the portable fire extinguishers only if trained.

Fire Sprinkler System [CAC Title 8 §6175]

- A. Automatic sprinklers are the most extensively used installations of fixed fire extinguishing systems. These systems are basic and have proved so effective that most fire protection engineers consider them the most important fire fighting equipment. The sprinkler heads contain a fusible link that will melt at approximately 165 degrees F that releases the water flow.
- B. In many cases the system is connected to an outside company who alerts the fire department when the system is activated. A warning bell or horn sounds at the school location. All people should evacuate the building when the system is activated.

PLEASE NOTE: Do not store anything within 18 inches of sprinkler heads and do not hang anything from any part of the system.

First Aid Kit(s) [CAC Title 8 §3400]

General

1. Chabot/Las Positas Community College District must provide adequate first-aid materials, approved by a physician and readily available. Such materials must be kept in sanitary and usable condition.
2. A frequent inspection must be made of all first-aid materials, which must be replenished as necessary.
3. Employees requiring more than minor treatment should seek help at an industrial medical clinic. If the injury is serious, call the emergency telephone number (911) and request an ambulance.

First Aid Training [CAC Title 8 §3400]

In the absence of an infirmary, clinic or hospital, in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons must be

adequately trained to render first aid. Training must be equal to that of the American Red Cross or the Mining Enforcement and Safety Administration.

Floors [CAC Title 8 §3273]

All aisles, corridors, permanent floors and platforms must be free of dangerous projections or obstructions, kept in good repair, and reasonably free of oil, grease, or water. Clean up spills immediately. Repair or replace worn carpet, broken tile or linoleum, which could cause a tripping hazard.

Housekeeping

Good housekeeping plays a key role in the prevention of accidents and occupational illnesses. Keep work surfaces dry and install slip-resistant materials, particularly in wet work environments, where necessary. Clean up spilled materials or liquids immediately. Keep aisles clear and store material in the proper location. Remove all combustible scrap, debris and waste material from the premises. Use a vacuum system to prevent the accumulation of dust. Use waste containers with covers for all food wastes and hazardous materials.

Lighting [CAC Title 8 §3320]

Working areas, stairways, aisles, passageways, workbenches and equipment must have either natural or artificial illumination, which is adequate and suitable to provide a reasonably safe place of employment.

Material Handling

- A. Lifting and moving heavy objects should be done with mechanical devices whenever possible (i.e. hand trucks, carts, etc.)
- B. The secret to proper lifting is to bend your knees, not your back, so that you let the more powerful leg muscles do the work. Avoid twisting your body and get help if the load is too heavy. Do not carry an object that obstructs your vision or is too awkward for one person to handle.

Material Safety Data Sheets [CAC Title 8. §51941]

Chabot/Las Positas Community College District must have and make available, to all personnel, as required, Material Safety Data Sheets (MSDS's) for all chemicals or products containing chemicals with a hazardous ingredient of 1% or more. The MSDS is a written document, usually prepared by the manufacturer of a product, which identifies the chemicals, which make up that product. The MSDS also contains information on the hazardous chemical and physical properties of the product, the health effects from overexposure, routes of exposure, precautions for safe handling, and emergency clean up and first aid procedures.

Microwave Ovens

- A. Microwave ovens have become the preferred method to warm food and for minor cooking in many places of school.
- B. Even though these appliances are relatively safe, there are some precautions that should be followed.

1. Never place metal or tinfoil inside a microwave oven. Microwave ovens must be U.L. approved and in good working condition (i.e., no frayed cords or exposed electrical wiring).

Step Stools/Step Ladders (CAC Title 8 §3278-§32791)

A step stool/step ladder can be dangerous and if used improperly, it can even be deadly. The following are some of the things to keep in mind when using a step stool/step ladder:

1. Use a step stool/step ladder instead of standing on chairs tables, boxes or cans.
2. Never paint a wood step stool/step ladder, since paint could hide cracks or other defects.
3. It is dangerous to lean too far when on a step stool/step ladder.
4. The legs of a step stool/step ladder should be fully extended and the spreader set before a step stool/step ladder is used.
5. Always ascend and descend a step stool/step ladder facing it.
6. Step stools/step ladders must not be loaded with more than their safe capacity.
7. Do not use metal step stools/step ladders for electrical work.

Storage

Follow these precautions whenever storing material:

1. Store material neatly so it is easy to find and recover without dropping or knocking over other materials.
2. Avoid stacking boxes papers and other heavy objects on file cabinets, high furniture, desks and window ledges where they could fall over easily.
3. Store sharp objects such as razor blades, thumbtacks etc. in boxes and not on open shelves.
4. Do not store anything within 18 inches of fire sprinkler heads and do not use fire sprinkler control rooms as storage areas.
5. Mezzanine storage should be limited according to the capacity listed.
6. Mezzanine storage requires a handrail with a top railing, a mid rail and a toe board around the entire mezzanine area.
7. Do not store chemicals in the same area where food is stored.
8. Allow at least 36-inch clearance in front of electrical panels.
9. Allow adequate aisle space and do not store anything in front of a fire door.

Tools, Electrical (small tools) CAC Title 8 §35561

Chabot/Las Positas Community College District will ensure that tools and equipment used are safe and in good working condition.

1. Use tools only for what they are intended.
2. All electrical power tools not double insulated must be grounded.
3. Extension cords used with power tools must also be grounded.
4. Make periodic inspections to ensure that the tool(s) is in good condition and safe.
4. Do not remove any guards or expose the electrical motor.
5. Use appropriate safety glasses, face shields, gloves etc. when working with tools.

Tools. Hand CAC Title 8 §35561

- A. Only authorized persons should use hand tools. Following these safety precautions:
- B. Use appropriate safety glasses, face shields, etc., when working with hand tools.
 - 1. Never use a tool for a job for which it was not designed.
 - 2. Know how to use the tool, and use it properly.
 - 3. Use only tools which are in good condition.
 - 4. Store tools in the \proper place.
 - 5. Remove a defective tool from service.

Video Display Terminals (VDT)

Video Display Terminals are quickly replacing the typewriter, calculator, telephone, file cabinet, copier and other office equipment. VDT's have also been the cause of everything including eyestrain, wrist injuries, stress and fatigue.

- 1. The way you use your VDT can help prevent common health-related VDT problems.
- 2. Sitting at the correct height with the VDT will not only be more comfortable, but will help to prevent back strain.
 - a. Keep your spine and head upright and sit well back into the chair.
 - b. Placing your feet on a footrest helps to relieve the strain off your legs and back.
 - c. Adjust the chair 25 to 29 inches from the floor so that you are looking slightly down at the screen.
 - d. Correct hand and wrist placement is important.
 - e. Hold arms comfortably at your side, with your upper arm and forearm at a right angle. (Wrists should be in line with the forearm).
- 3. Good eye care can help prevent visual problems.
 - a. Keep the screen at least 18 to 28 inches from your eyes.
 - b. Blinking your eyes will keep them from drying.
 - c. Ensure that adequate lighting is available.
 - d. Reduce glare by closing blinds or drapes and, if necessary, reposition the screen away from the light source.
- 4. If glare cannot be avoided, there are commercially available screen filters, which will reduce glare up to 95%. A glare filter should be installed if glare is a problem.
- 5. Take scheduled breaks to relax and get some exercise. Minibreaks can help keep yours eyes, mind and body refreshed and energized.

Additional Safety Information

CAL/OSHA RECORDS REQUIRED - [Title 8 CCR GISO 3203(b)(1)]:

In order to "implement and maintain" a safety program CAL/OSHA, under the SB198 code and section above, requires all employers to make and keep records of: inspections for hazard identification; employee safety training; and accident/illness investigations.

Inspection Records [GISO 3203 (a)(4)]

The records of "scheduled and periodic" inspections required to identify unsafe conditions and work practices must include:

1. The date of the inspection.
2. The name of the person(s) conducting the inspection/evaluation.
3. The unsafe conditions and work practices which have been identified.
4. The action(s) taken to correct the identified unsafe conditions and work practices.

Work place hazard inspection records must be maintained by the school/site for 3 years.

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard has been corrected.

Training Records [GISO 3203 (a)(7)]

The records of employee safety, safe work practices, and health training must include:

1. Employee name or other identifier.
2. Training dates.
3. Type(s) of training.
4. Name(s) of the person giving the training.

Employers must keep employee safety training records for 3 years.

Exception: Training records of employees who have worked for less than one (1) Year need not be retrained beyond the term of employment if such records are provided to the employee upon termination. (**Authors Note:** Any record of training may have legal implications in the unforeseen future, and it is advisable to retain at least a copy of whatever records the employer may have built up on training).

Records of Accidental Illness Investigation (GISO 3203 (a)(5) 1:

Written records of each injury or job related illness must be maintained and recorded on:

1. CAL/OSHA Form 200 "Log and Summary of Occupational Injuries"; (**PLEASE NOTE: An annual summary must be completed on CAL/OSHA form 200 no later than February 1 each year.**)
2. CAL/OSHA Form 101; or
3. CAL/OSHA form 5020 an "Employers Report of Injury or Illness";

Records of injuries and job related illnesses must be kept by employers.

REPORTING WORK FATALITIES/SERIOUS INJURIES - (CAC TITLE 8 SECTION 342):

Every employer must report "immediately" by telephone to the nearest district office of the CAL/OSHA any serious injury, illness or death of an employee occurring at a place of employment or in connection with any employment. The necessary elements of the telephone report will be addressed by CAL/OSHA during the telephone correspondence. "Immediately" means as soon as practically possible, but not longer than 8 hours after employer knows, or with diligent inquiry would have known of the death or serious injury or illness.

Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part of the law, in which a serious injury, or illness, or death occurs, the nearest office of the CAL/OSHA must be notified by telephone immediately by the responding agency.

"Serious injury or illness", "Definition of Serious injury or Illness" (Title 8 Section. 330 "H" California Administration Code) means, any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours. Hospitalization must be for other than medical observation. Serious injury is an injury in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. This definition does not include any injury or illness or death caused by the commission of a penal code violation, except the violation of section 385 of the penal code, or an accident on a public street or highway.

MATERIAL SAFETY DATA SHEETS (MSDS) - [Title 8 CAC Section 5194 (9)]:

On November 25, 1982 the Occupational Safety and Health Administration of the United States Department of Labor (OSHA) enacted a law called "Hazard Communication", commonly referred to as "right-to-know", which deals with the safe handling of chemicals in the workplace.

This law requires manufacturers and importers of chemicals to provide health hazard and physical hazard information for the chemicals they sell. This hazard information is supplied on a special form called a Material Safety Data Sheet. All companies that use chemicals are required to make their workers fully aware of the hazards outlined on these Material Safety Data Sheets (MSDS).

The MSDS is a written document, usually prepared by the manufacturer of the product. The MSDS document identifies the chemicals, which make up a given product. The MSDS also contains information on the:

1. Hazardous chemical and physical properties of the product;
2. The health effects from overexposure;
3. Routes of exposure;
4. Precautions for safe handling and;
5. Emergency clean ups and first aid procedures.

The employer must maintain copies of the material safety data sheets for each hazardous substance in the workplace. The employer must also ensure the MSDS are easily accessible during each work shift, to employees in their work area(s).

Employers are also required to provide workers with the training and information needed to safely handle chemicals listed on the MSDS. In addition to providing Material Safety Data Sheets, manufacturers, distributors, and importers of chemicals are required to properly label each container of chemicals they produce, sell, or repackage.

For the purposes of the Hazard Communication law, a "container" is defined as "any bag, barrel, bottle, box, can, cylinder, drum, chemical reaction vessel, storage tank or the like." The labels must be legible, in English (plus other "job instruction" languages), and prominently displayed. The identity of the hazardous chemical(s) in the container must be given unless the mixture of chemicals is protected as a trade secret. The health and physical hazards of the chemical(s) must be listed so employees can adequately protect themselves. The warning may be written or displayed as pictures or symbols. A label on an incoming container may not be removed or defaced unless it is immediately replaced with another label, which contains all the required information.

Employers must request their supplies provide the required MSDS on each product, which they supply. To legally protect themselves, employers should make MSDS requests in writing. If suppliers have not responded in 15-21 working days, a certified proof of delivery receipt should be sent. The form letter for MSDS sheets should have space for a "negative need" response. Employers should maintain copies of and responses to all MSDS correspondence on permanent file.

SOME RULES FOR ACCIDENT INVESTIGATION

- A. The purpose of an accident investigation is to find the cause in order to prevent future occurrences. From a safety point of view, an accident investigation is not to fix the blame. An unbiased, non-confrontational approach is necessary to obtain objective findings.
- B. Use logical thinking to define causes and hazards. Analyze what happened, how the accident happened, and how it could have been prevented.
- C. Determine what caused the accident itself, not just the injury if there has been one. Define how you will prevent such accidents in the future.
- D. The accident investigator should:
 - 1. Visit the accident scene as soon as possible - while facts are fresh and before witnesses forget important details.
 - 2. If possible and the accident were not serious, interview the injured worker at the scene of the accident and "walk" the injured worker through a reenactment.
 - 3. Interview witnesses one at a time. Any accident related interviews should be conducted as privately as possible. Talk with anyone who has knowledge of the accident (find out how they know about it), even if they did not actually witness it.
 - 4. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
 - 5. Document accident details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- E. Save any and all evidence. Be particularly thorough in documentation if a defective product or a third party contributed to the accident.