

Employee Safety

The Solano County Office of Education (SCOE) is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The County Superintendent expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, s/he shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practice through education, training, and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law.

SCOE shall provide eye protective devices as specified in law and administrative regulation and other safety devices, safeguards, methods, and processes for staff that are reasonably adequate to render the employment and place of employment safe.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7.

Injury and Illness Prevention Program

SCOE's injury and illness prevention program shall cover all SCOE employees and all other workers whom SCOE controls or directs and directly supervises on the job to the extent that workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by SCOE's injury prevention program.

SCOE's injury and illness prevention program shall include:

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. This system may include but not be limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting

- d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever introducing into the workplace new substances, processes, procedures, or equipment that represent a new occupational safety or health hazard
 - b. Whenever SCOE is made aware of a new or previously unrecognized hazard
 5. A procedure for investigating occupational injury or illness.
 6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner based on the severity of the hazard when observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Training and instruction:
 - a. To all new employees
 - b. To all employees given new job assignments for which training has not previously been received
 - c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard
 - d. Whenever SCOE is made aware of a new or previously unrecognized hazard
 - e. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed

Records of the steps taken to implement and maintain the injury and illness prevention program shall be kept in accordance with 8 CCR 3203.

Labor/Management Safety and Health Committee

SCOE's labor/management safety and health committee shall:

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.

6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by SCOE to abate citations issued by Cal/OSHA.

Hearing Protection

When information indicates that any employee's exposure to noise may equal or exceed an eight-hour average sound level of 85 decibels, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations. (8 CCR 5097)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes.

Such activities include, but are not limited to, the following: (Education Code 32031)

1. Working with hot molten metal
2. Milling, sawing, turning, shaping, cutting, grinding, and stamping of any solid materials
3. Heat treating, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repair or servicing of any vehicles, machinery, or equipment
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means

Safety Committee

1. Superintendent's Policy

There shall be established in the Office of the Solano County Superintendent of Schools, a safety and health education program to provide a high degree of safety for students, visitors, and employees of the office. Such a program shall comply with the requirements of the Education Code, Labor Code, and California Occupational Safety and Health Act.

2. Superintendent's Regulation

- a. The Superintendent shall establish safety committees, advisory to the Superintendent, to implement and monitor the safety and health program.
- b. The site administrator of each school and other division managers shall be responsible for maintaining safe and sanitary conditions in facilities under their jurisdiction in accordance with the California Occupational Safety and Health Act of 1973.

3. Superintendent's Safety and Health Committee

- a. Charge of the Committee: As stated in Superintendent's Policy (paragraph 1 above), the charge of the Office Safety Committee is to assist in providing a safe environment for students, visitors, and employees of the Superintendent of Schools Office.

- b. Structure of the Safety Committee

- (1) Leadership: A chairperson shall be appointed by the Superintendent, serving a term of one year, and shall be responsible for scheduling and conducting meetings and

preparing meeting agendas and minutes. An assistant chairperson shall be selected from among committee members to assume the chairperson's responsibilities in his/her absence.

- (2) Composition of Committee: The committee shall be comprised of a minimum of one representative from each division, not to exceed ten members.
- (3) Meetings: The Safety and Health Committee shall meet once each month.

4. Committee Responsibilities

a. Inspection for the Remediation of Safety Hazards

- (1) Site Inspection for Safety Hazards: The Safety Committee shall establish a long-term safety inspection schedule which will include all sites operated by the County Superintendent of Schools. Committee review of accident reports and the numbers of students at the sites shall be among the criteria to be used in scheduling inspections
- (2) Remediation of Safety Hazards: The Safety Committee shall be responsible for recommending to the Superintendent, or to the appropriate division head, the steps necessary in the remediation of safety hazards found during an inspection. The committee is also charged with monitoring remediation actions until the problem has been corrected.

b. Coordination of County Office Safety Education Program

The Safety Committee shall work with the Personnel Department in designing and implementing a safety orientation program for all new employees. The Safety Committee shall also recommend periodic safety in-service training for employees and shall coordinate the development of any necessary educational materials required for safety training.

5. Safety Committee Communications

The Safety Committee is a cross-divisional advisory group and has no line-staff function. For this reason, all communications from the committee shall be channeled through appropriate division heads.

6. Procedures for Reporting Accidents

Refer to Administrative Procedure 4157.1

Legal Reference:

EDUCATION CODE

- 32030- 32031 Eye safety
- 32066 Safety: public and private institutions

LABOR CODE

- 6305 Occupational safety and health standards; special order
- 6310 Retaliation for filing complaint prohibited
- 6401.7 Injury prevention programs
- 6400-6413.5 Responsibilities and duties of employers and employees

CODE OF REGULATIONS, TITLE 8

- 3203 Injury and illness prevention program
- 5095-5100 Control of noise exposure

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.95 Noise standards

Policy Cross-Reference:

- 3514 Environmental Safety
- 3514.1 Hazardous Substances
- 4117.4 Dismissal
- 4118 Dismissal/Suspension/Disciplinary Action
- 4119.41 Employees with Infectious Disease
- 4119.42 Exposure Control Plan for Bloodborne Pathogens
- 4119.43 Universal Precautions
- 4131 Staff Development
- 4156.2 Awards and Recognition
- 4157.1 Work-Related Injuries
- 4157.2 Ergonomics
- 4158 Employee Security
- 5142 Safety