



**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**MILL VALLEY SCHOOL DISTRICT**

**May 13, 2013**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Mill Valley School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. 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 Mill Valley School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Mill Valley School District. Most notably it will:

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

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Superintendent or the Superintendent's designee. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Superintendent's final authority.

It is the responsibility of Site Administrators, Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate, job-specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Director of Maintenance and Operations is responsible for developing and managing this Injury & Illness Prevention Program.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will 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. These disciplinary procedures are described and agreed to in the Agreement between the Mill Valley School District and Mill Valley School District Board of Trustees and Mill Valley Teachers Association, and the Agreement Between Mill Valley School District and California School Employees Association, Chapter 360
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

Mill Valley School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD IDENTIFICATION**

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. It is the responsibility of Superintendent or their designee to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

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

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted by the Director of Maintenance and Operations, Site Administrators, or their designees whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Director of Maintenance and Operations, Site Administrators, or their designees will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury / Exposure Form and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District 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 Administrator or Superintendent. The District will continue to be in compliance with all aspects of the Asbestos Hazard Emergency Response Act (AHERA).

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

The District has instituted online training through the Safe Schools program with Keenan.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

### ***Specific Safe Work Practices***

In addition to this general training, employees will 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.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his / her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files.



## COMMUNICATION

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

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- Posters
- Meetings
- Manuals
- Newsletters
- Bulletins
- Warning Labels

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Incidents of Non-compliance will be addressed by:

- Stating examples at staff meetings, reviewing and discussing success stories, sharing these at Safety Committee Meetings to be shared with the larger organization.
- Debriefing and reviewing incidents, injuries, illnesses that could have been avoided, with the intent of changing and updating practices and procedures.
- An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.
- Appropriate disciplinary action up to dismissal. These disciplinary procedures are described and agreed to in the Agreement between the Mill Valley School District and Mill Valley School District Board of Trustees and Mill Valley Teachers Association, and the Agreement Between Mill Valley School District and California School Employees Association, Chapter 360

## **SAFETY COMMITTEE**

A Joint Safety Committee, comprised of the Superintendent's designee, one supervisor or manager, the California School Employees Association (CSEA), Chapter 360 President, and one other CSEA representative, shall meet a minimum of twice each school year.

The Committee's purpose will be to:

- Investigate non-emergency safety issues;
- Recommend solutions on workplace safety issues;
- When the Superintendent or designee determines that working conditions and / or items of equipment are hazardous to life, health or limb, employees directly affected will be assigned other duties. Should the employee disagree with the above determination, he / she may ask the Safety Committee to review the matter, and
- Periodically survey the unit members regarding workplace safety.

## **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, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. The Superintendent or Superintendent's designee will conduct a review of these records during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the Mill Valley School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (415) 389-7700

**APPENDIX A**

**HEAT ILLNESS PREVENTION PLAN**

## **HEAT RELATED ILLNESS SAFETY PROGRAM**

### **Purpose**

To provide a safe and healthful working environment and protect Mill Valley School District (MVSD) staff / employees who are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working, from heat related illnesses.

### **Policy**

Mill Valley School District is located in an arid environment where temperature extremes could be expected to produce temperatures where MVSD employees may be at risk for heat related illness. Therefore, the Director of Maintenance and Operations will prepare for this potential by being trained to recognize, control and prevent heat related illnesses. Employees will be trained similarly in measures to prevent heat stress before and during hot weather situations.

### **Implementation of the MVSD Heat Stress program:**

MVSD will implement this “Heat Stress Program” when employees are at risk of heat related illnesses while they are working and are exposed to a combination of environmental risk factors such as temperature extremes, radiant heat, humidity, limited air movement, protective clothing, workload severity and duration. The Director of Maintenance and Operations or designee will determine when conditions are such that heat stress controls should be implemented. During the period May through September, drinking water will be available to those working in outdoor environments.

### **Training:**

**Employee Training:** Training in the following topics will be provided to all supervisory and non-supervisory employees:

Environmental and personal risk factors for heat illness

- Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness
- The importance of frequent consumption of water
- Access to shade requirements
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting to the employer or designee, symptoms or signs of heat illness
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by medical service personnel
- How to provide clear and precise directions to the work site

**Supervisor Training:** Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

- The information provided for employee training
- Procedures the supervisor will follow to implement controls as determined by the employer
- Procedures the supervisor will follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

**Controls for reducing heat exposure:**

The following guidelines should be followed to prevent heat-related disorders.

**Engineering Controls:**

Heat may be controlled through general ventilation and spot cooling by local exhaust ventilation at the point of high heat production. Other control measures include opening windows or using fans to create airflow.

**Access to Shade:** Outdoor work areas need to have a shaded area accessible to the employees. Shaded areas can be created by using tarps or canopies. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

**Weather Conditions:** Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is a heat warning issued.

**Work / Rest Cycles:** Heavy and minimal work activities should be alternated. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade or an air-conditioned break room should be provided. Surveillance of employees working alone should be adjusted as to ensure that adequate measures are being implemented to maintain the well being of the employees.

**Personal Protective Equipment:** During work in hot environments, workers should use the lightest weight or “breathable” protective garments that give adequate protection. This may include the wearing of shorts if this does not create a hazard for the legs.

**Fluid Intake:** When ambient temperatures are predicted to exceed 90 degrees for more than 3 hours during the day, administrators will notify personnel working out of doors to protect themselves from heat stress by confirming water availability. Fluids, such as water or electrolyte replacement drinks, i.e. Gatorade, need to be conveniently available to workers so they can drink about 8 oz. of liquids every 20 minutes. The ideal temperature for liquids should be 50 – 60 degrees Fahrenheit. For remote outdoor work locations this means providing a cooler of liquids and ice that the workers can transport with them to the location.

**First Aid awareness and actions in the event of a heat related illness:**

The following chart helps employees recognize the main types of heat related illnesses, symptoms, and the appropriate treatment to reduce the effects of the heat related illness.

	Symptoms	Treatment
Heat cramps	<ul style="list-style-type: none"> <li>Muscle spasms in legs or abdomen</li> </ul>	<ul style="list-style-type: none"> <li>Move person to a cooler location</li> <li>Stretch muscles for cramps</li> <li>Give cool water or electrolyte-containing fluid to drink</li> </ul>

<b>Heat exhaustion</b>	<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Clumsiness</li> <li>• Dizziness / lightheadedness / fainting</li> <li>• Weakness / exhaustion</li> <li>• Heavy sweating / clammy / moist skin</li> <li>• Irritability / confusion</li> <li>• Nausea / vomiting</li> <li>• Paleness</li> </ul>	<ul style="list-style-type: none"> <li>• Move person to a cooler place (do not leave alone)</li> <li>• Loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• If conscious, provide small amounts of cool water to drink</li> <li>• Fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> <li>• Call 911 if not feeling better within a few minutes</li> </ul>
<b>Heat stroke</b>	<ul style="list-style-type: none"> <li>• Sweating may or may not be present</li> <li>• Red or flushed, hot dry skin</li> <li>• Bizarre behavior</li> <li>• Mental confusion or losing consciousness</li> <li>• Panting / rapid breathing</li> <li>• Rapid, weak pulse</li> <li>• Seizures or fits.</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• Move person to a cooler place (do not leave alone)</li> <li>• Cool worker rapidly</li> <li>• Loosen and remove heavy clothing that restricts evaporative cooling</li> <li>• Fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling</li> </ul>

**Definitions:**

**"Heat Related Illness" (HRI)** - means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

**"Environmental risk factors for heat illness"** - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that (the employer) is implementing controls and methods to reduce the potential for heat related illness.

**"Personal risk factors for heat illness"** - means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

**"Shade"** - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

**APPENDIX B**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

**MILL VALLEY SCHOOL DISTRICT**

**EMPLOYEE SAFETY RECOMMENDATION FORM**

LOCATION:

DEPT:

SUPERVISOR:

DATE:

**IDENTIFICATION OF SAFETY OR HEALTH HAZARD**

**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 the employee:

Comments:



**APPENDIX C**

**OFFICE SAFETY INSPECTION CHECKLIST**

**MILL VALLEY SCHOOL DISTRICT**

**OFFICE SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                      | No                       | N / A                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does each department have an Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Are these safety records current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Have all of the employees attended an IIPP training class? Identify each and every employee for training.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have a completed Emergency Action Plan? Is training being provided to employees on its contents?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemical products used in the office?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries posted?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are annual workplace inspections being performed? Are records being maintained?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Have there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?   |

**GENERAL SAFETY**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all exits, fire alarms, pull boxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all aisles / corridors unobstructed to allow unimpeded evacuations?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? |

### GENERAL SAFETY (CONTINUED)

- | Yes                      | No                       | N / A                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for all personnel who have tasks that involve strain or long-term repetitive motion?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available to all employees? Do all employees know its location in their area?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are all books and supplies in upper storage areas stored so as not to fall during an impact or an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly?  |

### ELECTRICAL / MECHANICAL SAFETY

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is lighting adequate throughout the work environment?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are extension cords being used correctly? They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; 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. All cords and power bars must meet UL Laboratories' standards for size and capacity. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) They must always be unplugged when not in use.   |

### Comments

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**APPENDIX D**

**LABORATORY SAFETY INSPECTION CHECKLIST**

**MILL VALLEY SCHOOL DISTRICT**

**LABORATORY SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**HEALTH AND SAFETY MANAGEMENT**

- | Yes                      | No                       | N / A                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is there a Chemical Hygiene Program in place?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are personnel trained in chemical health / physical hazards and laboratory safety?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)? Is there an MSDS binder at the site?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training in both the handling and the correct PPE?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, CPR or other Emergency Medical Procedures)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Have personnel been instructed on how to respond in the event of a chemical spill?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are complete training records and documents available for review by the Personnel Office and outside agencies?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Have all hazards identified by the annual survey been abated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Do laboratory personnel perform semi-annual lab inspections? Are outdated chemicals and poor containment devices on a removal schedule, and stored in accordance with the MSDS instructions? |

**GENERAL SAFETY**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are work areas clean and uncluttered?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Do employees know the location of the first aid kit and is it accessible?                               |
|                          |                          |                          | 13. Poison Control – are the contact numbers posted? Is there a phone line                                  |

available to call in emergencies to County Poison Control and 911?

14. Are all eyewash and deluge stations operable, sanitized and regularly tested?
15. Are all gas fixtures and shutoff valves located and properly labeled?
16. Is the ventilation in chemical-use areas adequate? This includes any fume hoods used.

### GENERAL SAFETY (continued)

Yes	No	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are fire extinguishers accessible and charged?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are sinks labeled, "Industrial Water – Do Not Drink"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are protective gloves available and worn for laboratory procedures where skin absorption / irritation may occur?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Are safety glasses or other eye protection available and worn in the laboratory?

### COMMENTS

Biosafety Cabinet: Date last inspected?  
Types of regulated carcinogens  
Types and quantity of compressed gasses  
Gallons of flammable liquids  
Types of personnel protective equipment

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### LABORATORY EQUIPMENT

<input type="checkbox"/>	<input type="checkbox"/>	X	21. Have chemical fume hoods been tested within the past year?
<input type="checkbox"/>	<input type="checkbox"/>	X	22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?
<input type="checkbox"/>	<input type="checkbox"/>	X	23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?
<input type="checkbox"/>	<input type="checkbox"/>	X	24. Is the lab ventilation negative with respect to corridors and offices?

### LABORATORY EQUIPMENT (continued)

Yes	No	N / A	
-----	----	-------	--

- |                          |                          |                                     |   |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 25. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 28. Are all gas cylinders restrained to prevent tipping or falling?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | 29. Are valves of gas cylinders capped when not in use?   |

### **HAZARDOUS MATERIALS**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are chemicals labeled to identify contents and hazards?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are regulated carcinogens handled safely to reduce employee exposure?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are all hazardous wastes disposed of and not poured into the sewer system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are ether and other peroxide formers dated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?                                  |

### **FIRE AND ELECTRICAL SAFETY**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are fire doors unobstructed and readily closeable?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used? |

### **FIRE AND ELECTRICAL SAFETY (continued)**

Yes    No    N / A



- 42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
- 43. Are flammable liquids limited to 60 gallons per fire area?
- 44. Are plugs, cords, and receptacles in good condition?
- 45. Is all equipment properly grounded?
- 46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
- 47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
- 48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
- 49. Are circuit breakers labeled to indicate what equipment is served by each?
- 50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

**COMMENTS**

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**APPENDIX E**

**FACILITY SAFETY INSPECTION CHECKLIST**

**MILL VALLEY SCHOOL DISTRICT**

**FACILITY SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                      | No                       | N / A                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of MSDSs?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use?                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal / OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

**FIRE SAFETY**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all fire exits clearly marked and unobstructed?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?                     |

### **FIRE SAFETY (continued)**

- | Yes                      | No                       | N / A                    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?      |

### **ELECTRICAL SAFETY**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all plugs, cords, panels, and receptacles in good condition?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

### **MECHANICAL SAFETY**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|--------------------------|--------------------------|--------------------------|---|

### MECHANICAL SAFETY (continued)

- | Yes                      | No                       | N / A                    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal / OSHA permit?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are potable water, soap, and towels available for hand washing?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are excessive noise levels adequately controlled?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Is an approved first aid kit available and its location known to all employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?             |

### HAZARDOUS MATERIALS / PERSONAL PROTECTION

Yes	No	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Are chemicals stored to prevent spills?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Are carcinogens handled safely to reduce employee exposure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Are chemicals inventoried with copies provided to the Personnel Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

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