

San Luis Obispo COE

Administrative Regulation

Employee Safety - SR

AR 4157

Personnel

The County Superintendent of Schools or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4261.1 - Industrial Accident/Illness Leave)

Safety Procedures

The County Superintendent accepts the responsibility to execute this regulation and to appoint a Safety Officer and Officer and Safety Committee, with said appointments being filled by incumbent staff members. The responsibility for developing a safety program shall be delegated to the Safety Officer and Safety Committee. The Safety Committee shall be composed of not more than ten employees consisting of management, certificated classified personnel. The Safety Officer shall be directly responsible to the County Superintendent in all matters relating to safety.

Acting in an advisory capacity to all department heads within the office, the Safety Officer shall be responsible for the promotion and development of a prevention and safety education program for all personnel employed by the Office of the County Superintendent of Schools. It shall be the responsibility of the Safety Committee to work closely with the Safety Officer in the formulation of a realistic safety program.

The general areas of responsibilities include, but are not limited, to inservice training, development of accident prevention procedures, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, emergency procedures and traffic safety problems related to employees and students in the community.

In order to develop and maintain an effective safety program, the use of training literature, professional instructors and related services are essential. Accordingly, funds will be provided in the annual budget, to the extent possible, for such activities. The Safety committee, working through the Safety Officer, will submit an annual budget request for an allocation of funds to be used for the promotion of safety.

Selection of appropriate training devices and materials will be the responsibility of the Safety

Committee and the Safety Officer.

Injury and Illness Prevention Program

The San Luis Obispo County Office of Education's (SLOCOE) injury and illness prevention program shall cover all SLOCOE employees and all other workers whom SLOCOE controls or directs and directly supervises on the job to the extent that the 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 SLOCOE's injury and illness prevention program. (Labor Code 6401.7)

The County Office of Education 's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

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
(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)
 - b. Training and retraining programs
 - c. Disciplinary actions
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4118 - Suspension/Disciplinary Action)
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. The communications 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 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 new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever SLOCOE is made aware of a new or previously unrecognized hazard

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)

- 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 the hazard is 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. Provision of training and instruction as follows:
 - 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 is introduced into the workplace and represents a new hazard
 - d. Whenever SLOCOE is made aware of a new or previously unrecognized hazard
 - e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Safety and Health Committee

The County Office of Education's labor/management safety and health committee shall: (8 CCR 3203)

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 the California Department of Industrial Relations' Division of Occupational Safety and Health (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 SLOCOE to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

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. (Education Code 32030-32034)

Regulation SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
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