

## **EMPLOYEE SAFETY**

The Chief Human Resources Officer 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. 4157.1/4257.2/4357.1 Work Related Injuries)*  
*(cf. 4157.2/4217.2/4357.2 Ergonomics)*  
*(cf. 4161.11/4261.11/4361.11 Industrial Accident/Illness Leave)*

### **Injury and Illness Prevention Program**

The Monterey County Office of Education (MCOE) injury and illness prevention program shall cover all MCOE employees and all other workers whom MCOE 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 the MCOE injury illness prevention program. [Labor Code 6401.1]

The MCOE 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 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. 4118 Suspension/Disciplinary Action)*  
*(cf. 4218 Dismissal/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 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 new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
  - b. Whenever the County Office of Education 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 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 the County Office of Education is made aware of a new or previously recognized 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. 4131/4231/4331-Staff Development)*

**Safety Committee**

The MCOE labor/management safety committee will: [8CCR 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 Chief Human Resources Officer regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of 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 County Office of Education to abate citations issued by Cal/OSHA.

**Hearing Protection**

Whenever employee noise exposure equals or exceeds the standards specified in law, the Chief Human Resources Officer or designee shall implement a hearing conservation program in accordance with state and federal regulation, 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]

**First Aid and Medical Services**

The Chief Human Resources Officer or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury.

Whenever a workplace is not in close proximity of an infirmary, clinic, or hospital where all injured employees may be treated, the Chief Human Resources Officer shall ensure that at least one employee is adequately trained to provide first aid. [8 CCR 3400]

The Chief Human Resources Officer or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician or nurse and shall be kept in a sanitary and usable condition. The Chief Human Resources Officer or designee shall frequently inspect all first aid materials and replenish them as necessary. [8 CCR 3400]

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Chief Human Resources Officer or designee shall use one or more of the following: [8 CCR 3400]

1. A communication system for contacting a physician or emergency medical services such as 911 or equivalent telephone system. The communication system or the employees using the system shall have ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury or illness.
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

*Legal References:*

*EDUCATION CODE*

32030-32034 *Eye Safety*  
32225-32226 *Communications devices in classrooms*  
32280-32889 *School Safety Plans*  
44984 *Required rules for industrial accident and illness leave of absence*

*GOVERNMENT CODE*

3543.2 *Scope of bargaining*

*LABOR CODE*

3300 *Definitions*  
6305 *Occupational safety and health standards; special order*  
6310 *Retaliation for filing complaint prohibited*  
6400-6413.5 *Responsibilities and duties of employers and employees, especially:*  
6401.7 *Injury and illness prevention program*

*CODE OF REGULATIONS*

3203 *Injury and illness prevention program*  
3400 *Medical services and first aid*  
5095-5100 *Control of noise exposure*

*CODE OF FEDERAL REGULATIONS*  
*1910.95 Noise standards*