

Mountain View Los Altos (MVLA) INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) SAFETY AND HEALTH PROGRAM 2026-27

Linked to [Personnel Press](#) and [Personnel handbook](#)

2026-27 Workplace Violence Prevention Plan

Policy 4157: Employee Safety Status: ADOPTED

Original Adopted Date: 05/08/2017

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

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

Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report

the problem to the Superintendent or designee. The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

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. (Labor Code 6310)

Worker's Compensation (from handbook)

As an employee, if you are injured or become ill because of your job you have certain rights and potential access to workers compensation insurance benefits. It is the responsibility of all employees to observe safety rules and regulations. All employees are expected to exercise appropriate safety practices in the performance of their duties and encourage the use of safety practices by students and other staff.

Accidents or injuries occurring on District property or on a field trip, even minor injuries, must be reported. If an employee is injured, or if an employee witnesses an accident, the employee must report the accident. A specific management person has been designated at each site to receive these reports.

- [MVLA Report of Work Related Injury/Illness Form](#)
- MVLA Workers' Comp Medical Treatment Network- [English](#); [Spanish](#)
- [FAQ related to Workplace Injuries](#)
- [Workers' Compensation Temporary Prescription ID Card](#)
- Employees should be alert at all times to safety hazards and correct them or notify the site administrator. [Click here for General Safe Work Practices.](#)

For questions and updates related to the IIPP:

First name.lastname@mula.net

Leyla Benson - Associate Superintendent Personnel Services

Michael Mathiesen- Associate Superintendent Business Services

Jennifer Smith - Special Education Administrator

Laura Padilla - Personnel Technician II (Workers Compensation Coordinator)

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Injury and Illness Prevention Program (IIPP)

POLICY STATEMENT

“The Occupational Safety and Health Act (OSHA) of 1970, clearly states the common goal of safe and healthful working conditions to be the first consideration in operating a business”

MVLA High School District’s Injury and Illness Prevention Program was first developed by the District Safety Committee in 1991. The Program is reviewed and revised annually to meet compliance standards.

The objective of the MVLA is a safety and health program that will mitigate risk exposure while reducing the number of injuries and illnesses to a minimum, not merely in keeping with, but surpassing, the best experience of operation similar to ours. *The goal is zero accidents and injuries.*

The Injury and Illness Prevention Program consists of eight (8) major areas:

Responsibility, Compliance, Communication, Hazard Assessment, Accident/Exposure Investigation, Hazard Correction, Training and Instruction, Recordkeeping.

RESPONSIBILITY

Associate Superintendents of Business Services and Personnel Services (Human Resources) are the individuals with the overall responsibility for coordinating the health and safety programs for employees of the MVLA High School District. They will work with each site administrator who is responsible for the overall safety at his/her location(s). Site Administrators will enforce the rules fairly and uniformly per the bargaining agreement between California School Employees Association (CSEA) and District Teachers Association (DTA)). Any defects shall be reported to the maintenance department using the work order process.

Safety Representatives

Associate Superintendent Business Services - Michael Mathiesen

Associate Superintendent Personnel Services - Leyla Benson

Site Administrators Site Email Office Number

All managers and supervisors are responsible for implementing and maintaining the Injury and Illness Prevention Program at their work sites and for answering employee questions about the program. A copy of the IIPP is available at each site and on the district website.

COMPLIANCE

It is the intent of the MVLA High School District. to comply with all laws and regulations while adopting best practices that mitigate risk and exposures to injuries and illnesses. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Cooperation in detecting hazards and, in turn, controlling them, is a must. Inform a supervisor or the Associate Superintendent immediately of any situation beyond ability or authority to correct.

NO EMPLOYEE WILL BE REPRIMANDED FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe work environment.

MVLA's system of ensuring that all employees comply with the policies and maintain a safe work environment includes:

1. Each year, employees shall be instructed on any updates to the Injury and Illness Prevention Program (IIPP); and where the document is located.
2. Evaluating the safety performance of all workers.
3. Recognizing employees who perform safe and healthful work practices.
4. Providing training to workers whose safety performance is deficient.
5. Providing warnings to workers who do not wear safety equipment or do not comply with the safety procedures for the district; and
6. Disciplining workers for failure to comply with safe and healthful work practices.
7. Ongoing review of the IIPP

COMMUNICATION

Open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

- All new hires shall receive an Employee Affidavit by the Human Resources which incorporates a set of policies and procedures that include safety and health expectations. Immediate supervisors are responsible for providing the correct training for required job duties, including following up for mandated training modules that are completed annually within the first 6 weeks of hire or within the first six weeks of the beginning of each school year.
- Annual review of current Injury and Illness Prevention Program (IIPP)
- Workplace safety and health training programs (see below)
- Regularly scheduled safety meetings
- Regularly scheduled COVID19 meetings
- Posted or distributed safety information

Distribution and maintenance of safety equipment

Certified First Aid/CPR training may be offered by the district to employees during the school year. The training is voluntary and free of charge to the employee. Compensation will be paid to employees, with the approval of the employee's supervisor. It is highly recommended that health aides, office staff, Incident Management Teams and key management/director positions have this certification and keep it up to date. Documentation of training is required and retained on file by the district.

All administrators will keep records of all safety-related training, at schools, with copies sent to the Purchasing Department. Administrators will see that his/her employees attend the appropriate training. When an issue needs to be addressed, it is the responsibility of the employer. This process allows for an

open flow of communication that allows the district to provide the necessary training and education.

TRAINING AND INSTRUCTION

Site and central office administrators are responsible to train their respective department on the steps that are needed to be followed for contacting emergency medical services. These include how they are to proceed when there are non-English speaking workers and how to provide clear and precise directions to the site, particularly when needing to make visual contact with emergency responders at the nearest road or landmark to direct them to the appropriate worksite.

The Site and Central Office administrators will assign new employees a “buddy” or experienced coworker to ensure that they understand the daily work routines and follow District procedures.

Santa Clara County Schools’ Insurance Group, a Joint Powers Authority (JPA), will assist our district, upon request, with employee training and provides up to date safety information to:

- All new employees or district approved volunteers
- All employees given new job assignments for which training has not previously been received
- All employees when new substances, processes, procedures, or equipment are introduced to the workplace and represent a new safety hazard
- All employees when new or previously unrecognized hazards, and
- Supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

MONITORING SAFETY ACTIVITIES

MVLA High School District strives to maintain a safe and healthy workplace for all employees, students, and volunteers. Our experience shows that the effort taken to recognize and correct safety violations is cost effective and helps to improve the quality of educational services.

We expect every employee and volunteer to participate in our safety program. Overall job performance evaluations will include an aspect of safety involvement. Principals, Directors, Managers, and Supervisors will be responsible for recognizing constructive safety efforts in all employees and volunteers.

Management will encourage employees to identify unforeseen hazards and make safety recommendations.

Principals, Directors, Managers, and Supervisors will also recognize those employees not working safely and following the safe work practices that are required by the employer. Disciplinary action will begin for these employees and volunteers, according to district procedures that do not uphold the district’s policies and requirements.

Even while doing our best at controlling job exposures, employees, students, and volunteers may be injured, or property damaged. When this happens, the following must take place:

Work Related Employee Injuries and Occupational Illnesses

If an employee is injured or becomes ill due to workplace conditions or practices or while performing their job, the employee must report this event to the secretary/supervisor immediately at their site/office, who will refer the employee to the Company Nurse. Human Resources/Business Office is responsible for the District’s Workers’ Compensation and will generate an online report for the records and give the employee a copy.

If an employee requires medical evaluation, they must be sent to Concentra Urgent Care unless they have a designated physician on file.

A copy of these reports should be kept for a minimum of 3 years, even if a claim has not been activated. All incidents, illnesses, and injuries are reported to the Human Resource Department within 24 hours.

Employee Notifications

Any of the following methods shall be used to effectively communicate with employees and to ensure they receive all pertinent information:

1. Notifications included with payroll checks
2. Memos sent via email or hard copy
3. Bring information to mandatory meeting

HAZARD ASSESSMENT

The following procedures for identifying and evaluating workplace hazards shall include periodic inspections to identify unsafe conditions and workplace practices. Inspections shall be made to identify and evaluate hazards.

- Site staff or other district officials conducting inspections shall use the district's Safety Inspection Form.
- Once the safety inspection is completed, a copy is sent to the Maintenance Department and the site administrator.
- Site administrators are responsible in submitting work orders or to ensuring actions are taken to correct defects or unsafe conditions.

Other inspections to identify and evaluate workplace hazards are performed by professionals from internal and external resources including but not limited to Santa Clara County Schools Insurance Group, the Fire Department, and the District Maintenance & Operations staff. Inspections include, but are not limited to the following:

- Asbestos Hazard Emergency Response Act (AHERA): Biannual and Triennial
- Fire Department: Annual (Fire Drill Log should also be kept at each site)
- Handicapped Lift: Biannual— (twice per year, located at August Boeger)
- Property & Liability: 3 – 5 years
- Williams Act: Annual
- Facilities Inspection for School Annual Report Card (SARC): Annual

Review suggestions from the staff on safety issues and recommend management action on those that are deemed productive and beneficial to MVLA High School District. Each safety suggestion should be recognized and the action to be taken should be provided to the employee submitting it, in writing. Suggestion boxes are a good tool for anonymously reporting of unsafe conditions.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible,
- Interviewing injured workers and witnesses,
- Examining the workplace for factors associated with the accident/exposure,
- Determining the cause of the accident/exposure,
- Taking corrective action to prevent the accident/exposure from reoccurring, and •
Recording the findings and corrective action taken.

The classroom teacher shall check elevated hazard areas, such as, science labs, workshops, and home

economic classes, daily. Any unsafe conditions will be reported to the principal immediately. Administrators should conduct accident investigations of each injury or accident that results in medical treatment or damage. This is done to discover the root cause of the accident and find ways to avoid similar accidents or injuries. The following is required:

1. List all witnesses and take statements when possible.
2. Contributing circumstances?
3. What specifically happened?
4. How can this type of accident or injury be avoided?
5. Is training needed?

Additional external resources may be sent to the site to aid in the investigation of the accident.

Property Damage (including vehicular accidents/incidents)

When property, the district's or belonging to others, are damaged or destroyed, a report of the accident is made. Examples of these completed reports include vandalism, incidents, and vehicular (district owned).

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

When observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, exposed workers are removed from the hazard except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and

All such actions taken and dates they are completed shall be documented on the appropriate forms.

Workplace safety and health practices include, but are not limited to, the following:

Explanation of the employer's IIPP, emergency action Program and fire prevention Program, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

Use of appropriate clothing, including gloves, footwear, and personal protective equipment. •

Hazard Communication.

Provisions for medical services and first aid including emergency procedures. •

Reporting all workplace injuries to the Company Nurse.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

LIABILITY AND PROPERTY DAMAGE

If a student, visitor, or volunteer is injured and requires immediate medical attention, contact 911. If the emergency pertains to a student, contact the student's parent or guardian. If a school official does not go with the student to the doctor, the school Principal must follow up with the student and his/her parent or guardian within 24 hours of the injury. The principal will complete the Student Accident Form and forward a copy to the District Office.

VIOLENCE IN THE WORKPLACE

In view of the escalating violence in workplaces throughout the country, it is critical for all District employees to be aware of the resources and guidance that relate to physical violence in the workplace. It is important for all employees to note that MVLA High School District policies forbid violent behavior and the following conditions on District premises.

1. Possession or consumption of illegal drugs or alcohol beverages on District premises.
2. Working while under the influence of alcohol or illegal drugs on district time or premises.
3. Fighting, hitting or physically harming another employee or student during work hours on District Property.
4. Harassing another employee (e.g., Sexual Harassment)
5. Threatening another employee (verbally or physically)
6. Weapons or look alike weapons on campus.

To build a harmonious safe work environment, it is important for administrators to listen to the concerns and frustrations of employees. It is also critical for administrators to respond quickly if an employee, visitor, volunteer, or student makes a threatening remark or gesture. An administrator or a Human Resources representative will immediately investigate all threats to employees and report to the Office of Human Resources.

Heat Illness Prevention Program

POLICY STATEMENT

The purpose of the Heat Illness Prevention Program is to meet the requirements set forth in California Code of Regulations, Title VIII, and to serve as a supplement to MVLA School District's Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Guide establishes procedures and provides information which is necessary to ensure that workers are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others. Heat Illness Prevention Training is provided to all employees with potential exposures.

It is the policy of MVLA High School District to prevent heat illnesses among our employees. To accomplish this objective, MVLA High School District has adopted the following policies and procedures:

PROCEDURES FOR PROVISION OF WATER

In addition to training, school sites and offices have access to drinking water and in cases where drinking water is not available, bottled water will be provided.

PROCEDURES FOR MONITORING THE CLIMATE (85 DEGREES OR HIGHER)

Prior to each workday the Administrator/Director/Principal will be responsible for monitoring the weather by going on the internet (www.nws.noaa.gov) or with the aid of a simple thermometer. Knowing whether a heat wave is expected and if additional schedule modifications will be necessary such as rescheduling the work hours, working at night or during cooler hours of the day.

Administrator/Director/Principal will identify the shade available per site to employees, such as a tree, the overhang of the walkways, and buildings this will be identified by site during the training.

Indoor temperatures are routinely monitored and maintained accordingly. Excessive indoor temperatures are triggered at 80 degrees Fahrenheit. Identification of indoor heat hazards include temperatures exceeding 80 degrees, high levels of humidity exceeding 59 percent, poor air movement, radiant heat sources (ovens, boilers, furnaces, transformers, physical labor, available cool drinking water, heavy personal protective equipment that may increase exposure to heat illness. Known sources of excessive heat are mitigated using a series of steps including the addition of air conditioning or ceiling fans, increase of general ventilation, exhaust ventilation, insulate or shield hot equipment, pipes, and structures, provide cooling vests or scarves, add tools and equipment that make the work easier limiting physical exertion, limit the time a worker spends on a specific task, rating work schedules, encouraging employees to remove PPE during breaks, and provide plenty of cool drinking water. Refer to the district's emergency response plans for additional action items.

HANDLING A HEAT WAVE

If schedule modifications are not possible and workers have to work during a heat wave, the Administrator/Director/Principal will have a notification system established next to the time clock emphasizing the importance of drinking water, the amount of water to drink, number of rest breaks, and the signs and symptoms of heat illness, and the weather forecast for the workers. In addition, the Administrator/Director/Principal will institute alternative preventive measures such as providing workers with an increased number of rest periods if any symptoms of heat illness are encountered.

HIGH HEAT PROCEDURES

[High Heat Procedures are additional preventive measures that the district will use when the temperature equals or exceeds 95 degrees Fahrenheit].

The Administrator/Director/Principal will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. If the Administrator/Director/Principal is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The Administrator/Director/Principal will assign new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

PROCEDURES FOR EMERGENCY RESPONSE

When an employee is showing symptoms of possible heat illness, the Administrator, Director, Principal or Manager will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

MVLA High School District’s training for employees and supervisors will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911.

Call 911 immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, and convulsions, red and hot face), does not look well, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker: place in the shade, remove excess layers of clothing, place ice packs in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics).

If an employee does not look well and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call 911, communicate the signs and symptoms of the victim.

RECORD-KEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least 3 years in Human Resources.

The training records will include the:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and persons conducting the training
- Names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee’s authorized representative within 15 working days. Such requests should be addressed to the Human Resources Department.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with the employee exposure and medical records regulation. Human Resources is responsible for the

maintenance of the required medical records. These confidential records are kept in Human Resources for at least the duration of employment plus 30 years.

CAL OSHA RECORDKEEPING

An exposure incident is evaluated to determine if the case meets Cal OSHA’s Recordkeeping Requirements (Title 8, Section 14300).

Injury Log

In addition to the Cal OSHA recordkeeping requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents will include at least:

- The date of the injury
- The type and brand of the device involved (syringe, suture needle)
- The department or work area where the incident occurred
- An explanation of how the incident occurred

The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least 5 years following the end of the calendar year covered. If a copy is requested by anyone, it will have any personal identifiers removed from the report.

Bloodborne Pathogens Exposure Control Plan

POLICY STATEMENT

It is the policy of the MVLA High School District to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal and state regulations. All human blood and other potentially infectious materials will be treated as if known to be infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and other bloodborne pathogens.

Scope: The Exposure Control Plan (ECP) applies to all employees with actual or potential exposure to bloodborne pathogens at all sites.

Training is required annually through our Keenan training portal

Plan Administration

Table 1 provides the roles and contact information for the administration of the bloodborne pathogens program.

Table 1

Program Contact Information

Task	Name/Department	Phone
Plan Administrator	Leyla Benson, HR	1(650)9404650 x7040

		Cell (925) 788-3038
Supplies (PPE, Cleaning materials, other)	Mike Mathiesen, Business Services	1(650)9404650 x7020
Medical recordkeeping	Leyla Benson, HR	1(650)9404650 x7040 Cell (925) 788-3038
Training	Leyla Benson, HR	1(650)9404650 x7040 Cell (925) 788-3038
Exposure incident contact	Leyla Benson, HR	1(650)9404650 x7040 Cell (925) 788-3038

The ECP administrator is responsible for implementation of the ECP, and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures and to reflect new or revised employee positions with occupational exposure. Maintenance and Operations will provide and maintain all necessary PPE, engineering controls (e.g., sharps containers), and labels as required by the standard, and will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

District will be responsible for ensuring all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

District and site administrators and program managers will be responsible for training, documentation of training, and making the written ECP available to employees, the regulating authority, and representatives of the California Occupational Safety and Health Association (CalOSHA).

Office Managers and/or Human Resources will act as the initial contact for reporting exposure incidents and ensure the appropriate response is carried out. Those employees determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

Annual Plan Review and Update

This ECP will be reviewed and updated annually, and whenever new hazards are introduced in the workplace or conditions change that would result in a change in occupational exposure by employees.

ACCESS TO THE ECP

Employees covered by the bloodborne pathogens rules and policies will receive an explanation of this ECP during their initial training session (Keenan & Associates at start of employment and annually). It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting Human Resources. A copy of the ECP will be provided free of charge to any employee who requests it.

Definitions

Universal precaution—an approach to infection control whereas all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Bloodborne pathogen—microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS).

Exposure incident—a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (i.e., needlestick) contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Occupational exposure—reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts such as assisting a co-worker with a nosebleed are not considered occupational exposure.

Other potentially infectious materials (OPIM)—body fluids visibly contaminated with blood, including saliva in dental procedures, semen, vaginal secretions, amniotic fluid, and other such material where it is difficult to differentiate between body fluids.

Percutaneous injury— exposure by injection or absorption through the unbroken skin.

Personal protective equipment (PPE)—protective covering for the head, eyes, hands, feet, and body, such as nitrile or other liquid-resistant gloves, a face mask, or an apron.

Sharps—any object contaminated with blood or OPIM that can penetrate the skin, including needles, scalpels, wood or metal splinters, broken glass, broken capillary tubes, and exposed ends of dental wires.

Employee Exposure Determination

Determinations for employee exposure are made for at-risk job classifications where occupational exposure to blood or OPIM occurs, is likely to occur, or is possible to occur.

Table 2 contains a list of all job classifications in which employees are at high risk of or likely to have occupational exposure to bloodborne pathogens.

Table 2
Likely Occupational Exposure—Job Classifications

Job Classification	Department/Work Area	Exposure Task/Procedure
Custodian	M&O	Cleaning up after students, assist in first aid
Campus Safety	Student Services	Administering first aid
Instructional Assistant	Special Education	Student contact, toileting

SpEd Teachers	Special Education	Student Contact
Gen Ed Teachers	School sites	Student contact, toileting

Table 3 contains a list of job classifications in which employees may at some time have occupational exposure, including part-time, temporary, contract, or per diem employees. The list includes tasks and procedures, or groups of closely related tasks and procedures, for which occupational exposure may occur for these individuals.

Table 3
Possible Occupational Exposure – Job Classifications

Job Classification	Department/Work Area	Exposure Task/Procedure
Administrators	Site	Administering First Aid
School Nurse	Site	Administering First Aid
Campus Security	Site	Administering First Aid

If an employee believes he or she may be occupationally exposed to bloodborne pathogens and his or her job classification or tasks do not appear on the above lists, the employee should contact Human Resources.

Implementation and Control Measures

UNIVERSAL PRECAUTIONS

All employees will use universal precautions in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source.

Engineering Controls and Work Practices

Engineering controls and work practices will be implemented to prevent or minimize exposure to bloodborne pathogens. Human Resources is responsible for ensuring that the engineering controls and work practices are implemented and updated as necessary.

The following engineering controls will or have been implemented:

- PPEs distributed
- New employee orientation training
- Annual review training

- Update Bloodborne Pathogen Exposure Control Plan annually
- Periodic information articles published
- Postings at all sites

The following work practices will be followed:

- Wash hands immediately after contact with blood or OPIM
- Exposed employees will wash their hands with running water and soap as soon as possible after using the antiseptic alternatives
- When skin or mucous membranes are exposed to blood or OPIM, those areas of the body will be washed or flushed with running water as soon as possible after contact
- After removal of PPE (e.g., gloves, face mask) used during exposure to blood or OPIM, the employee(s) will wash hands or other exposed skin areas with running water and soap as soon as possible

Business Services evaluates new exposure control procedures and new products regularly by reviewing the Safety Data Sheets (SDS) and consulting with Student Services and Human Resources.

Housekeeping—Cleaning and Decontamination

All equipment, work areas, and working surfaces will be cleaned and decontaminated immediately or as soon as possible after any spill of blood or OPIM materials, after completion of procedures, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Decontamination of surfaces, equipment, and work areas will be accomplished by using the following materials:

- Use approved EPA disinfectant products; Morning Mist Cleaning Solutions, Peroxide Multi Surface Disinfectant and Cleaner, and GenEon Cleaner & Disinfectant Solution for mister.
- Blood- or OPIM-contaminated waste will be placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled, or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is:

1. Notify M&O for pick up
2. M&O disposes in the hazardous waste container by Health Services
3. M&O disposes sharps at Kaiser Permanente. Drop off requires a signature from the receiving person and department at Kaiser.

The procedure for handling blood- or OPIM-contaminated waste is:

1. Dispose of hazardous waste in a designated bag.
2. Notify M&O for pick up
3. M&O disposes in the hazardous waste container
4. M&O calls for hazardous waste pick up from a designated company

Contaminated sharps will be discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Clean sharps disposal containers are available at site health office.

Bins, pails (e.g., wash or emesis basins), cans, and similar receptacles will be inspected and decontaminated on a regularly scheduled basis, and cleaned and decontaminated as soon as possible after visible contamination.

Broken glassware that may be contaminated will only be picked up using mechanical means, such as a brush and dustpan.

Sharps Injury Prevention

The following sharps safer devices and engineering controls will be implemented:

- Needleless IV system
- Self-sheathing

All employees will comply with the following work practice controls to reduce exposure to sharps:

- Contaminated needles and other contaminated sharps will not be bent, recapped, or removed •

Shearing or breaking contaminated needles is prohibited

- Contaminated reusable sharps must be placed in designated reusable sharps containers •

Any bending, recapping, or needle removal must be accomplished by the school nurse

Sharps disposal. Sharps disposal containers are inspected and maintained or replaced by the school nurse whenever necessary to prevent overfilling.

Review and update procedures. This facility identifies the need for changes in engineering controls and work practices for the management of sharps through:

- Review of OSHA records
- Interviews with employees responsible for direct patient care

Human Resources will evaluate new procedures and new products regularly by reviewing new state and federal requirements and student needs.

Both front-line workers and management officials are involved in the process for evaluating new procedures and products in the following manner:

Union input

State and Federal guidelines District needs Student Services is responsible for ensuring that approved recommendations from the evaluations are implemented.

PPE

PPE is provided to our employees at no cost to them. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which it will be used.

Table 4 describes in detail how PPE will be provided and the types of PPE that will be given to employees.

Table 4

Provision of PPE to Employees

How Provided	PPE Distributor	Procedures Requiring PPE	Type of PPE Required
M&O Department	Facilities Coordinators	Cleaning	Gloves, glasses, clothing
Campus Security	Site Administrator	First Aide	Gloves
Health Services	School Nurse	Cleaning & First Aide	Gloves
Training	Site Administrator Program	Cleaning & First Aide	Gloves

	Managers		
Site Staff	Site Administrators	Cleaning & First Aide	Gloves

All PPE will be cleaned, laundered, and disposed of by the employer. All repairs and replacements will be made by the employer.

All PPE will be removed prior to leaving the work area. If visibly contaminated, PPE will be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. The designated areas are:

- Custodial Closet

Precautions when using PPE:

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as possible after removal of gloves or other PPE
- Remove PPE after it becomes contaminated, and before leaving the work area
- Used PPE may be disposed of in the hazardous waste container
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration
- Never wash or decontaminate disposable gloves for reuse
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface

Blood-contaminated PPE

If PPE or personal clothing is splashed or soaked with blood or OPIM, the person wearing the PPE or clothing will remove the contaminated clothing as soon as possible. This clothing will be laundered at the employer's expense. Such clothing will be identified as contaminated, and any employee exposed to it will be notified and protected from exposure.

Gloves

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes. Gloves will be available from Kevin Hutchings or from every site custodian, health assistants, and site administrators.

Disposable gloves will not be washed or decontaminated for reuse and will be replaced when they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

PPE Training

All employees covered under the requirements of this plan will be trained to properly use, put on, take off, decontaminate, maintain, and store PPE. Training in the use of the appropriate PPE is provided by Human Resources, Student Services, and site administrators.

Disposable PPE

Disposable gloves and paper face masks must not be used again once they are removed. Never wash or decontaminate disposable gloves for reuse. Replace them as soon as possible after they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised. Disposable PPE may be discarded in the regular trash if it has no visible contamination with blood or OPIM. Place PPE with visible contamination with blood or OPIM in a sharps or biohazard container.

HEPATITIS B VACCINATION

Human Resources and site administrators will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this ECP. When an employee elects to be vaccinated, a licensed health care professional will conduct a medical evaluation.

Vaccination is encouraged unless:

- Documentation exists that the employee has previously received the series;
- Antibody testing reveals that the employee is immune; or
- Medical evaluation shows that vaccination is contraindicated.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. The evaluation will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Exposure Incident Management

EXPOSURE INCIDENT REPORT

Any incident that results in occupational exposure to blood or OPIM will be reported immediately to Keenan and Associates. A separate report must be completed by each person exposed to blood or OPIM. The report will include the name of the person exposed, the time and date of the incident, and a determination of whether an exposure has occurred. If exposure has occurred, a post-exposure evaluation will be performed.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

A confidential medical evaluation and follow-up will be conducted by Keenan and Associates. After initial first aid or medical attention, the following activities will be performed by

Concentra Occupational Medicine

Document the routes of exposure and how the exposure occurred

- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law)
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's healthcare provider
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A description of the employee's job duties relevant to the exposure incident
- A description of route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status. The District's appointed clinic will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Human Resources will review the circumstances of all exposure incidents to determine the:

- Engineering controls in use at the time
- Work practices followed
- Description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure or task being performed when the incident occurred

- Employee's training Student Services Department and Human Resources will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

Employee Training

All employees who have occupational exposure to bloodborne pathogens will receive initial and annual training conducted by Human Resources and/or site administrator/Program Manager.

All employees who have occupational exposure to bloodborne pathogens will receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session

Recordkeeping

TRAINING RECORDS

Training records are completed for each employee upon completion of training. These documents will be kept for at least 3 years in Human Resources.

The training records will include the:

- Dates of the training sessions
 - Contents or a summary of the training sessions
 - Names and persons conducting the training
 - Names and job titles of all persons attending the training sessions
- Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Human Resources.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with the employee exposure and medical records regulation. Human Resources is responsible for maintenance of the required medical records. These confidential records are kept in Human Resources for at least the duration of employment plus 30 years.

OSHA RECORDKEEPING

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904).

Injury Log

In addition to the OSHA recordkeeping requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents will include at least:

- The date of the injury
- The type and brand of the device involved (syringe, suture needle)
- The department or work area where the incident occurred
- An explanation of how the incident occurred

The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least 5 years following the end of the calendar year covered. If a copy is requested by anyone, it will have any personal identifiers removed from the report.

Ergonomics Injury and Illness Prevention Plan

Introduction

The MVLA High School District has written and developed this program to comply with the provisions of Section 5110 of Title Eight of the California Code of Regulations and to address the problem of repetitive motion injuries that result from work-related activity.

The "Ergonomics Injury & Illness Prevention Program" outlines the policies and procedures that are both necessary and required to control RMI's and comply with the various provisions of the ergonomics safety regulations. Although a copy of the current California standard is contained in this manual, significant changes should be anticipated over the coming months and possibly years. The Federal OSHA has issued a proposed ergonomics standard that could impact California in the near future.

The MVLA High School District will continue to stay informed of the changes in ergonomic rules and regulations, and we will make changes to our program as regulations evolve. In the meantime, the following procedures will define our approach to workplace ergonomics until those changes are approved and adopted.

Program Scope & Administration

STANDARD

Under certain specific circumstances, employers are required to develop a four-step prevention program to cope with repetitive motion injuries in the workplace.

SPECIFIC CRITERIA

1. This section (5110) applies to a job, process, operation, or other group work classification where a repetitive motion injury (RMI) has occurred to two or more employees.
2. The two RMI's must have occurred within a single process, operation, or other similar work group classification to activate the requirements of this safety regulation.
3. The RMI must have been predominately caused by a work-related repetitive job activity. Predominately means over 50% caused by work activity.
4. The two or more employees incurring the RMI's must have been performing the same job process or operation of identical work activity.
5. The RMI's must have been musculoskeletal injuries that have been objectively identified and diagnosed by a licensed physician.
6. The RMI's must have been reported to the employer by the involved employees within the last twelve months, but not prior to July 3, 1997.
7. Employers with nine or fewer employees are **NO LONGER** exempted from this regulation as of a California Court of Appeals decision in January 2000.

Work Site Evaluation & Hazard Assessment

STANDARD

All job classifications and/or categories that are covered by this section or safety standard must be evaluated and examined for exposure and hazards that may cause RMI's.

SPECIFIC CRITERIA

1. As with other portions of this standard, the exposure evaluation is required after two or more RMI's occur to two or more employees.
2. The exposure factors that need to be identified within each separate job category involve repetition and force. High repetition with strong forces has the most serious exposure to RMI's.
3. Repetition refers to the number times an identical activity is repeated during a specific time period. A few repetitions per hour does not constitute a highly repetitive activity.
4. Force refers to the amount of energy or strength needed to perform an activity. The

more force that is needed, the less the repetitions needed to potentially cause an RMI.

Control of Work-Related RMI Exposures

STANDARD

When a specific work group or category has demonstrated the potential for RMI's, an effort shall be made to control and/or mitigate the work exposures. The RMI exposures shall be addressed in a timely manner and to the extent feasible.

SPECIFIC CRITERIA

1. One method for mitigating exposures is the redesign of a job. Redesign means changing the way the job is performed so repetition and force exposures are reduced. In some cases, redesign may involve transferring duties to other less stressful job categories.
2. Another method involves reducing force and repetition stress through teamwork. An example of basic teamwork includes requiring two people to lift a heavy object. Other ideas can be identified during the job evaluation phase.
- ²⁷
3. Another technique involves the use of rest breaks and work pacing. Short, frequent breaks are usually preferable to longer less frequent breaks.
4. Job rotation is another concept that has a practical application in some work situations. Worker skill and aptitude are required for this concept to be practical and effective.
5. Engineering controls are another exposure reduction concept and involve reducing the size of containers, installing handles or grips for lifting or pushing, increasing the size of wheels to improve rolling, and other ideas identified during the exposure evaluation process.
6. Modifications to clerical or computer workstations or adjustable furniture, such as stools or chairs should be considered as remedies to RMI exposures.
7. Cost and practicality are concepts that must be applied to the phrase "to the extent feasible." Reducing RMI exposures should not put a business at financial risk or prohibit the actual performance of the job. Conversely, ideas known to the employer but not taken which may reduce RMI exposure to a greater extent without imposing significantly increased cost must be considered.

Employee Training

STANDARD

When this section is activated by the existence of two or more RMI's with a specific job classification, certain specific training requirements are activated.

SPECIFIC CRITERIA

1. Employees within one or more of the job categories covered by the standard should be made aware of the employer's ergonomics prevention program and its specific provisions.
2. Employees should be made aware of the various work injury exposures discovered during the RMI injury exposure evaluation process.
3. The various symptoms and the long-term consequences of the injuries caused by RMI's shall be communicated to employees within the affected work groups.
4. Employees within affected job groups must be made aware of the importance of reporting of symptoms so interventions can be more effective.
5. Training shall include an understanding of all exposure control methods, such as job redesign, workstation modification, exercise techniques, and other ideas discussed in the section on exposure control and reduction.

Workstation Evaluation

The proper setup of the workstation is the key to office ergonomics. An improper office arrangement will promote poor posture, increased physical stress, and can cause increased fatigue and may lead to symptoms of repetitive motion injuries (RSI's).

The evaluation must involve a comprehensive review of all factors; however, the chair is the place to start. The seat height should be adjustable so the legs of the employee can be properly positioned so the thighs are parallel with the floor and the feet are firmly resting on the floor. The legs should not hang, nor should they be bent at the ankles so the employee's toes can touch the floor. These conditions will lead to muscle tightening, tension, and fatigue.

The back of the chair should have a good lumbar pad which gives solid support to the small curve of the lower back. The back pad should be adjustable so the lower portion rides in the small of the back where support is needed. If the pad is too low, it will not provide the needed support and the seat pad will tend to push the user toward the edge of the chair. Back pad tilt is a valuable option, but not as necessary as the height adjustments. Back pad tilt allows the user to bring the lumbar pad forward or back as needed.

Armrests are one of those accessories which can be described as a personal option. Some people like them and some don't. The important thing is to be sure the height of the armrest is low enough to allow the arms to hang in a natural position, so the shoulders are not compressed up toward the neck. This condition will also lead to muscle fatigue in the shoulder and neck area.

Arms rests are usually removable, and some have an adjustable height.

The proper size of the seat pad will vary with the size of the user. The back of the legs should clear the front of the seat pad by 2 to 4 inches. If the clearance is much larger, the seat is probably too small and the user may feel like they are not being adequately supported. This will promote muscle tightening and will probably lead to aching muscles and leg fatigue.

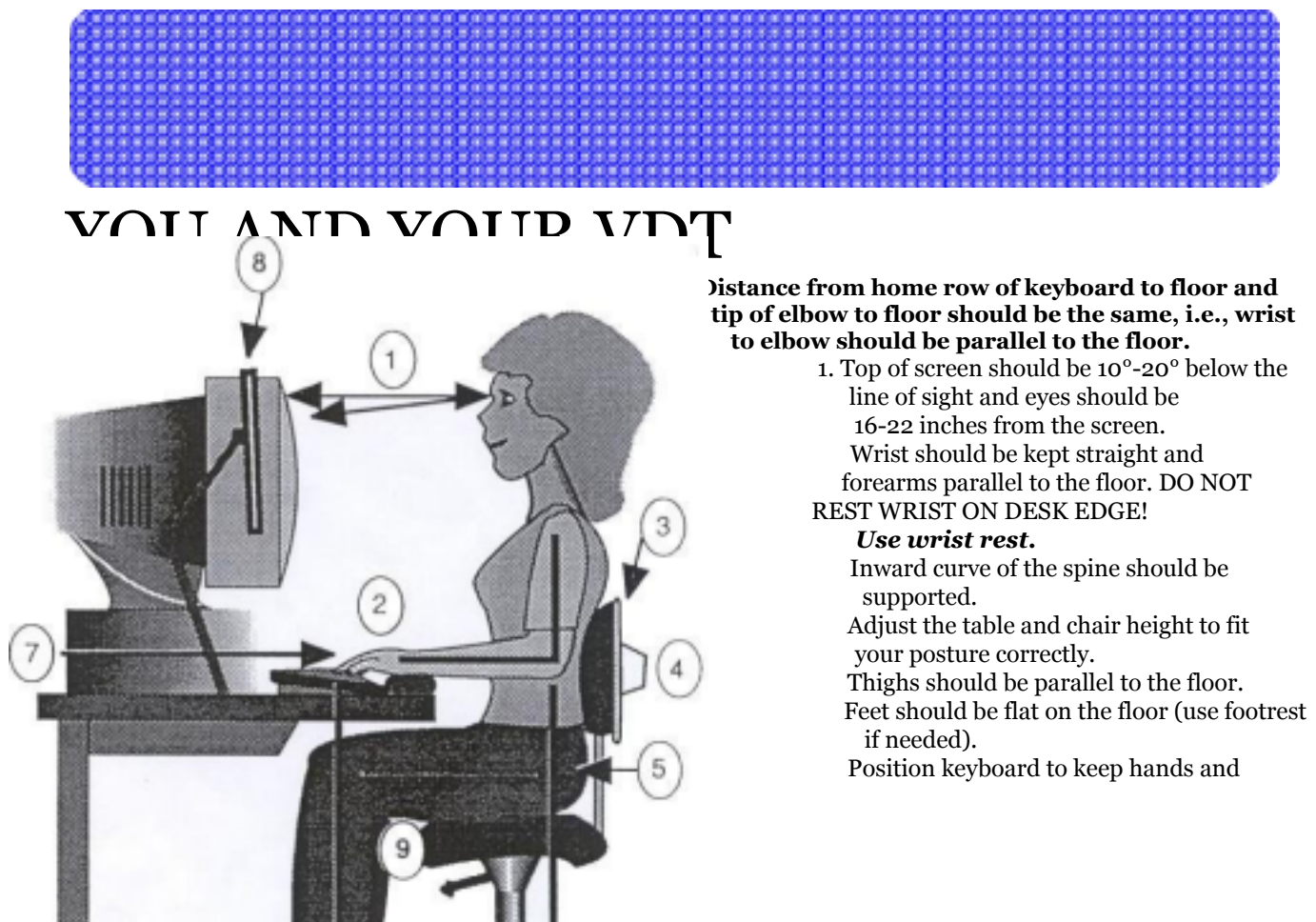
Other chair features include seat pad tilt, adjustable lumbar supports, and a rotational adjustment to the armrest. All of these features add cost and comfort; however, they are not as important as the other features. Once the proper chair has been selected, we can move the employee into the work area to check other factors. The keyboard and mouse set-up are the next targets for review. The arms should be positioned similarly to the legs. They should be parallel with the floor and the wrist should be in the neutral (straight) position. If this is on the desktop, it may

be too high. If an adjustable tray is being used, it may be positioned improperly. The adjustable keyboard tray with mouse support is probably the most desirable setup for most situations. The adjustment allows the user to position the keyboard and mouse at the proper level and proper angle without changing the position of the legs and feet.

The monitor should be placed directly in front of the worker, and it should be low enough that the top of the screen is about 5 degrees below eye level when looking straight out. The distance is recommended between 16 to 22 inches allowing the head to rest comfortably over the shoulders. Glasses, personal choice, and the need for desk surface could affect the distance. The distance is a concern, but it is not as critical as the height and the location. Working with head tilted back and/or twisted to the side will lead to neck cramps and fatigue. Bifocals are discouraged because of the required head tilt. A single prescription lens is recommended for the computer user.

Other accessories include the work holder. The holders that mount on the top of the monitor with Velcro are effective because they leave the desk surface clear, and they keep the work close to the screen. An office products catalog contains a variety of different designs and locating the proper type should be no problem. It is important to avoid twisting the neck to look at copy work which is positioned on a return or table off to the side. Keep the copy work in front of the user and at the same distance as the screen.

The diagram in the next section displays the various factors discussed above. Review the drawing and review the information included. By using the diagram, the above information, and the checklist which follows; you should be able to complete an effective workstation review.



Distance from home row of keyboard to floor and tip of elbow to floor should be the same, i.e., wrist to elbow should be parallel to the floor.

1. Top of screen should be 10°-20° below the line of sight and eyes should be 16-22 inches from the screen.

Wrist should be kept straight and forearms parallel to the floor. **DO NOT REST WRIST ON DESK EDGE!**

Use wrist rest.

Inward curve of the spine should be supported.

Adjust the table and chair height to fit your posture correctly.

Thighs should be parallel to the floor.

Feet should be flat on the floor (use footrest if needed).

Position keyboard to keep hands and

forearms straight and level.

In general, move the frequently used objects into a primary space that is closest to you. Be careful to take into consideration your left/right preferences to reduce reaching and stretching. Move freely and work health

ERGONOMIC EXERCISES

RELEASING HAND, WRIST & SHOULDER TENSION

STRETCHING – Place your hands out in front of you. Then spread your fingers as far apart as possible. Hold for five seconds and then relax. Repeat this process five times.

ROTATIONS – Rotate your wrists, keeping your fingers relaxed and your elbows still. With your hands extended, first turn your palms up and then rotate your palms down. Repeat the exercise five times.

HANDSHAKING – With your hands extended, relax your muscles and let your hands dangle at the wrists. Then shake your hands. First, shake them up and down and then shake them from side to side. Repeat the exercise until the tension is gone.

REACHING – Place your arms over your head. With your fingers stretched, reach toward the ceiling. Hold the stretch for five seconds and then relax. Repeat five times.

ROLLING – Using a wide circular motion, roll your shoulders backward. Repeat the exercise five times.

SHIFTING – While sitting in your chair, move around to loosen up. Slouch, slump, look away from the screen, and dangle your arms. Repeat as often as necessary.

NECK GLIDES – While seated, glide your neck forward and hold. Then glide the neck to the rear and hold. Keep the chin level. Repeat the exercise five times.

DEEP BREATHING – Close your eyes, inhale and hold your breath while tightening your entire body. Slowly exhale and relax. Repeat five times.

EYE RELAXATION – Using the index and middle finger gently massage the eye area just above and below the brow – first in a clockwise direction and then a counter-clockwise direction.

FINGER STRETCHES – With hands at your sides and keeping the wrist straight, curl the fingers to the base of the fingers bending only the joints. Straighten the hands and relax. Repeat five times.

Exercises and Relaxation Techniques

Repetition and force are important factors in the study of ergonomics and in determining the cause of RSI's. Repetition and force coupled with an improper workstation setup can in some cases lead to discomfort, fatigue, and the symptoms of RSI's over a longer period of time.

Repetition refers to the number of times a worker has to complete hand, arm, and finger manipulations. Force refers to the amount of effort or strain that must be exerted with each repetition. A high number of repetitions with heavy force are the most undesirable situation. There are a number of ways the effects of force and repetition can be mitigated.

Exercises are an excellent way to relieve some of the stress and tightness in the neck, fingers, hands, and shoulders. There are several different exercises included in this section that can be performed at the desk. Additionally, there are software programs available that remind the workers when to take breaks and show them how to exercise properly.

Taking rest breaks from the keyboard to do copying, filing, and other tasks is another way to reduce the build-up of tension and fatigue. Even short breaks are beneficial because they allow for some recovery in the muscles and tendons. And in addition, short breaks allow for a mental rest which can have a major effect on reducing stress build up.

Scheduling is another method which can be used to avoid prolonged periods at the keyboard. By breaking up a variety of duties such as filing, copying, keying, and other tasks, the employee can limit keying to four one-hour periods rather than one prolonged four-hour period. The short segments allow for recovery between segments.

Taking breaks, organizing the work so a variety of tasks can be mixed over a period of a few hours is preferred rather than spending prolonged periods at one repetitive motion task.

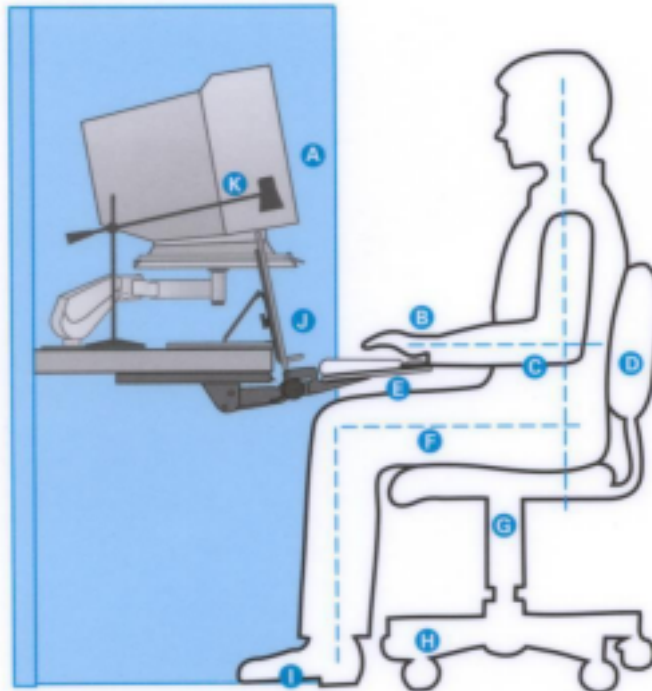


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The Ergonomically Positioned Workstation

Slouching, slumping or bending forward at the waist in a chair can lead to discomfort, fatigue and backache. Follow these guidelines to help prevent problems from occurring when sitting at your workstation.

- A. Top one-third of the screen at eye level; distance from operator a minimum of 18 inches.
- B. Wrists should be a natural extension of the forearm, not angled up or down.
- C. Elbow relaxed; lower arm at approximately 90° to upper arm.
- D. Adjustable back rest to accommodate the normal curve of the lower spine.
- E. Keyboard flat at elbow level with palm rest to support hands during rest.
- F. Thighs approximately parallel to the floor.
- G. Easily adjustable seat height. Seat pan short enough (front to back) for knee clearance and with a waterfall front edge.
- H. Swivel chair with 5-point base and casters.
- I. Feet resting firmly on the floor; footrest needed if feet are not supported by the floor.
- J. Document holder at same angle as screen.
- K. Adjustable task lighting for hard copy documents, if necessary.



OFFICE ERGONOMICS CHECKLIST

General Overview

Location:		Date:	
Jobs:		Used For:	
Main Topic	Yes	No	Comments
WORKER POSITIONING			
1. Are the worker's forearms and wrists parallel to the floor and the upper arms resting at his/her sides when positioned at the keyboard or the work surface?	O	O	
2. Are the worker's thighs parallel to the floor?	O	O	
3. Are the worker's feet flat on the floor or a footrest?	O	O	
4. Is there at least 2 inches of clearance between the worker's thighs and the working surface?	O	O	
5. Is there space between the edge of the seat pan and the back of the worker's knees?	O	O	
6. Are the worker's palms and wrists free from touching the keyboard or desk edge?	O	O	
7. Is the top of the viewing screen at eye level?	O	O	
8. Does the chair backrest support the curve of the worker's lower back?	O	O	
WORKSTATION SETUP			
9. Does the worker refer primarily to items placed in front of him/her?	O	O	
10. Is the VDT monitor positioned perpendicular to window light?	O	O	
11. Is there glare from overhead light?	O	O	
12. Is the screen between 18-24 inches from the worker's eyes?	O	O	
13. Can the workspace be adapted for either right or left hand use?	O	O	
14. Are all frequently used items within a 6- to 14-inch reach of the worker?	O	O	
15. Are frequent reaches below shoulder height and/or above knee height?	O	O	

16. Does the arrangement of the work area allow access to all equipment and job aids without twisting?	☐	☐	
17. Are all cables routed out of the worker's way?	☐	☐	
WORK SPACE			

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OFFICE ERGONOMICS CHECKLIST

General Overview

Location:		Date:	
Jobs:		Used For:	
Main Topic	Yes	No	Comments
18. Is there space to perform all tasks at the workstation (at least 24" deep and 24")?	☐	☐	
19. Are work surfaces and/or equipment corners or edges rounded and smooth?	☐	☐	
KEYBOARD			
20. Is the keyboard detachable from the monitor?	☐	☐	
21. Can the keyboard adjust in angle? (ANSI recommends adjustability between 0-25 degrees.)	☐	☐	
22. Does the keyboard have a matte finish?	☐	☐	
23. Is the keyboard positioned on a user adjustable height/tilt support?	☐	☐	
MONITOR			
24. Can the monitor height be adjusted by the user?	☐	☐	
25. Does the monitor tilt? Swivel?	☐	☐	
26. Are images on the screen clear/sharp and easy to read?	☐	☐	
27. Is the screen anti-glare?	☐	☐	
28. If there is glare, is there an anti-glare filter or a VDT hood?	☐	☐	

29. Are there adjustable brightness and contrast controls?	☐	☐	
DOCUMENT HOLDER			
30. Is the document holder positioned at a similar distance from the workers' eyes to the monitor?	☐	☐	
31. Is the document holder positioned to allow neutral head positioning?	☐	☐	
CHAIR			
32. Can the worker, when seated, easily adjust the chair?	☐	☐	
33. Is the lumbar support adjustable in height and angle? Does it lock?	☐	☐	
34. Is the lumbar support at least 12 inches wide and 6-9 inches high (ANSI)?	☐	☐	
35. Is the tension on the backrest support adjustable?	☐	☐	

OFFICE ERGONOMICS CHECKLIST

General Overview

Location:			Date:
Jobs:			Used For:
Main Topic	Yes	No	Comments
36. Is the center of the lumbar support between 6-10 inches above the seat pan (ANSI)?	☐	☐	
37. If chair has armrests, are they adjustable in height?	☐	☐	
38. If chair has armrests, do they allow worker to get close to the work surface?	☐	☐	
39. If chair has armrests, are they at least 18.2 inches apart from each other (ANSI)?	☐	☐	
40. If chair has armrests, are they at least 2 inches wide?	☐	☐	
41. If chair has armrests, are the edges contoured and padded?	☐	☐	
42. Is the front seat pan edge rounded?	☐	☐	

43. Does the seat pan tilt? Lock?	☐	☐	
44. Is the seat pan at least 18 inches wide (ANSI)?	☐	☐	
45. Is the seat pan depth between 15-17 inches (ANSI)?	☐	☐	
46. Does the seat pan adjust in height between 16 to 20-1/2 inches (ANSI) (excludes drafting chairs)?	☐	☐	
47. Does the chair have a 5-legged swivel base?	☐	☐	
48. Does the chair have wheels or casters that allow mobility on carpeted floors?	☐	☐	
49. Is the chair padded?	☐	☐	
50. Do employees feel that the chair is comfortable (ask)?	☐	☐	
FOOTREST			
51. If a footrest is used, is it at least 2 inches high (ANSI) and adjustable angle?	☐	☐	
52. If a footrest is used, does it allow the worker to position himself/herself correctly at the workstation?	☐	☐	
ENVIRONMENT			
53. Are light levels 19 to 46 foot candles (fc) overall at the VDT workstation (ANSI)?	☐	☐	
54. Is task lighting (50 to 100 fc) provided for visually demanding tasks?	☐	☐	

OFFICE ERGONOMICS CHECKLIST

General Overview

Location:		Date:	
Jobs:		Used For:	
Main Topic	Yes	No	Comments
55. Do lights shine in the worker's eyes?	☐	☐	
56. If there are windows, are window treatments used (blinds, curtains, etc.)?	☐	☐	

57. Do all surfaces at the workstation have non-reflective (matte finishes) which reduce glare?	☐	☐	
58. Are colors at the workstation neutral?	☐	☐	
59. Is the work area free of drafts?	☐	☐	
60. Is the work area well ventilated?	☐	☐	
61. Is the work area noisy?	☐	☐	

Sharps Injury Log

Name of Site _____

Date	Type of Sharp (i.e., needles, box cutters)	Work Area Where Injury Occurred	Description of How Injury Occurred	Change Made to Exposure Control Plan (yes/no)

Record all work-related needlestick/lancet injuries and cuts from sharp objects that are

contaminated with another person's blood or other potentially infectious material (as defined by OSHA 29 CFR 1910.1030)

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9639