

Brea Olinda Unified School District



Injury and Illness Prevention Plan (IIPP)

Table of Contents

About the IIPP.....	1
Responsibilities.....	2
IIPP Information.....	6
Communication.....	8
Hazard Identification & Assessment.....	9
Hazard Reporting.....	11
Hazard Correction.....	13
Training.....	14
Recordkeeping.....	16
Covid Response.....	17
Workplace Violence Prevention Program.....	30
TABLE OF CONTENTS.....	31
Policy.....	32
Prohibited Acts.....	32
Responsibility and Authority.....	33
Compliance.....	34
Communication and Training.....	34
Procedures.....	36
Hazard Assessment.....	37
Hazard Correction.....	37
Post Incident Response and Investigation.....	37
Recordkeeping.....	38
Annual Review.....	38
Appendix A: Workplace Violence Reporting Form.....	39
Appendix B: Hazard Control Checklist.....	43
Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment.....	48
TABLE OF CONTENTS.....	49
Purpose.....	51
Responsibilities.....	51
Affected Positions.....	52
Weather Forecast and Conditions Monitoring.....	52
Employee Acclimatization.....	53
Provisions for Water.....	54
Access to Cool-Down Areas for Indoor Places of Employment.....	55

Access to Shade for Outdoor Places of Employment.....	55
Procedures for Temperature Assessment for Indoor Places of Employment.....	57
Procedures for Monitoring the Weather for Outdoor Places of Employment.....	58
Procedures for Control Measures for Indoor Places of Employment.....	58
Heat Wave Procedures for Outdoor Places of Employment.....	59
High-Heat Procedures (95°F) for Outdoor Places of Employment.....	60
Emergency Response Procedures.....	60
Procedures for Handling a Sick Worker.....	61
Employee and Supervisor Training.....	62
Appendix A.....	64
Appendix B.....	65
Appendix C.....	67
Appendix D.....	69

About the IIPP

Instructions

This is the Injury and Illness Prevention Plan (IIPP) for the Brea Olinda Unified School District. In California, every organization with 10 or more employees is required to have a written IIPP in place, and BOUSD is committed to maintaining a safe and healthy work environment.

The Policy

BOUSD is committed to maintaining a safe and healthy work environment for each employee and ensures full compliance with all applicable occupational safety and health regulations. In conjunction with BOUSD's Injury and Illness Prevention Plan (IIPP) complies with the Cal/OSHA requirement to develop a written IIPP ([CCR Title 8, Section 3203](#)) and includes all required elements.

Compliance

We are all responsible for using safe work practices, following applicable policies and procedures, and taking ownership of our roles as listed in the next section. Our system of ensuring that we comply with the rules and maintain a safe work environment includes:

- Keeping staff protected through the implementation and updating of the IIPP;
- Evaluating safety performance;
- Recognizing safe work practices (via performance evaluations or incentive programs);
- Providing training to employees whose safety performance is deficient; and
- Taking corrective action against those who do not comply with safe work practices.

Responsibilities

We all serve an important role in preventing injuries/illness and maintaining a safe, hazard free work environment. Therefore, this IIPP is most effective when we all take ownership of our responsibilities, and we implement all the elements properly.

Everyone fits into one of the categories of roles in this section. Please review your category so you fully understand your duties and can take an active role in keeping yourself and the BOUSD community safe.

Senior Administration and Leadership

BOUSD's senior administration and leadership (referred to as **senior leadership [Cabinet]** in the IIPP) is responsible for exemplifying their commitment to keeping all sites safe and healthful by providing the support and guidance needed to keep injury and illness prevention a priority.

Site Principals and District Directors

Site Principals and District Directors (referred to as **department heads** in the IIPP) have the primary responsibility for ensuring the IIPP is in place to serve its purpose of keeping their staff safe. To accomplish this, department heads will:

1. Communicate the IIPP to employees and visitors and implement the requirements of the IIPP.
2. Direct individuals under their supervision to obtain training required by the IIPP.
3. Develop a process to maintain injury prevention and safety programs.
4. Include health and safety performance when evaluating suppliers and contractors as applicable.
5. Maintain site Safety Plans providing clear responsibilities for all personnel to coordinate effectively with emergency responders.

Managers, Supervisors and Assistant Principals

Employees look to their managers, supervisors and assistant principals (referred to as **supervisors** in the IIPP) to exemplify safe and healthful practices encouraged by the IIPP. To maintain and fulfill the elements of the IIPP, supervisors will:

1. Partner with District administration and site safety committees to implement the IIPP and relevant procedures.
2. Provide appropriate safety training to employees.
3. Ensure employees are equipped with personal protective equipment and implement safety and health improvements as practicable.
4. Develop and implement safe work procedures and practices.
5. Investigate accidents and incidents, implement corrective actions as needed.
6. Coordinate safety inspections.
7. Immediately stop work that poses an imminent hazard.
8. Ensure employees report work-related injuries and any safety issues.
9. Immediately report all injuries that occur at each District site.
10. Participate in Safety Committee activities as required.
11. Model and enforce safe and healthy work practices.
12. Take corrective action when employees do not comply with safe work practices.
13. Maintain documentation of training, safety activities, inspections and incident investigations.

Employees

Employees include full and part-time staff, student workers, volunteers, and contractors, and are responsible for knowing safety and health regulations for their duties and being an active participant in safe practices. Employees will:

1. Use appropriate **PPE** as necessary.
2. Learn about the potential hazards of assigned tasks and request more information as needed.
3. Actively participate in all required safety and health training.
4. Comply with health and safety policy, signage, warnings and directions.
5. Report all unsafe conditions and accidents promptly to supervisors.
6. Report defective equipment and other hazards.
7. Participate in incident investigations and workplace safety inspections as required.
8. Participate in Safety Committee activities as required.
9. Participate in site drills and safety plan assignments.

Site Safety Liaison

The Site Safety Liaison supports the District's IIPP to keep a focus on safety in their daily duties and will:

1. Plan and coordinate or assist in the running site safety meetings, maintain and update all site Safety Plans annually. As an example, Principals will be assigned this function at each comprehensive school site.
2. Assist management with documentation, accident investigations, safety inspections and reporting hazard correction processes to facility maintenance or District as needed.
3. Assist in the development of District and site safety plans.
4. Report unsafe conditions with which they need assistance to supervisors.

Safety Committees

Site safety committees should be composed of various staff classifications who represent the employees at a site; certificated, classified, administrative etc. Law enforcement assigned to the campus as a School Resource Officer (SRO) should also be a member. The site safety committee should monitor and update site safety plans, develop solutions to safety concerns, and implement responses or notifications based upon training or incident needs. Safety meetings offer an opportunity for employees and supervisors to discuss health and safety issues in a supportive environment.

Site Safety Committees:

1. Support in the development and maintenance of the IIPP.
2. Assess compliance with applicable regulations, District and site policies or procedures.
3. Review safety suggestions and reports of unsafe conditions (that cannot be immediately corrected by employee or supervisor) to ensure hazards are identified and corrected.
4. Participate in hazard assessments and develop suggestions for employee training.
5. Maintain meeting records and update Site Safety Plans

IIPP Administrator

Site IIPP administrators may be a director, manager, supervisor, or a member of the safety committee. This person has the overall responsibility of monitoring and providing input to update the IIPP to meet the needs and structure of the District or sites while ensuring it is implemented.

District Safety

Each District division department head will collaborate with sites to assist in developing or updating the IIPP and will maintain/update the IIPP structure as necessary. District Division department heads will collaborate with sites and serve as a consultant in every aspect of keeping sites safe and a healthy place to work. To accomplish this Department Heads will:

1. Provide guidance and technical assistance in identifying, evaluating and correcting safety and health hazards.
2. Access training and outreach materials.
3. Arrange for training and provide training assistance for staff from supervisors or contract experts to provide specific information.
4. Conduct/assist with inspections and accident/incident investigations as needed.
5. Participate in safety meetings as needed.
6. Ensure written policies are followed.
7. Participate in emergency response as required.
8. Analyze injury and illness data, monitor trends and make recommendations.
9. Monitor compliance with regulatory requirements.

IIPP Information

The IIPP supports the entire District; there is recognition that there are various departments, divisions, sub-units in general work areas. The term "unit" is used in the IIPP to refer to the group of staff classified to perform work in support of the IIPP. No matter how small or large a unit your IIPP covers, there will be specific people serving in key roles. This is a sample format that can be used to identify staff in a unit as shown in the table below.

Unit Name			
Unit Head/Title		Email	
IIPP Administrator		Email	
Safety Coordinator		Email	

Buildings Occupied by this Unit

List all buildings occupied by your unit. For site buildings, the building name is enough, but for off-site buildings or structures, please write the physical address. Do not include buildings used only for storage.

Building Name & Address (if off-campus)	Department/Unit	Building/Facility Coordinator	B/FC Phone#

Add additional rows or include a separate sheet as needed.

Safety Committee

Site Safety Committees provide further support and governance in ensuring the health and safety of their individual site. See Section 2: Responsibilities - Safety Committees for additional information.

If your area has a safety committee, complete the information below. The below form can be used to track members and meetings if you have any questions.

Committee Name	Meeting Schedule

Chair	Section/Sub-unit

Member	Section/Sub-unit

Add additional rows or include a separate sheet as needed.

Communication

Supervisors must communicate occupational hazards and appropriate protective measures in a manner readily understood by all employees ([CCR Title 8, Section 3203](#)), and all employees can inform their supervisors about workplace hazards without fear of reprisal.

This gives supervisors an opportunity to provide leadership, set the standard, and remain directly involved in regular safety interactions. This section provides examples of several effective ways for communicating safety topics.

New staff at a site

Covering safety topics during the training process of a new staff member is a great way to get started with a focus on safety. The supervisor can do the following with new employees during orientation:

- Provide initial communication on general safety policies and procedures.
- Go over safe work practices and/or Standard Operating Procedures (SOP) and discuss the corrective action process for non-compliance.
- Walk through site safety plans and how to report injuries and hazards.

Other Communication Methods

Other informal methods of communication help to keep safety an open topic. These are ways we can bring safety into everyday conversation:

- Include safety concerns as a topic in general staff meetings
- Periodically email reminders and health and safety tips
- Post or distribute safety information
- Communicate pertinent information electronically.

Hazard Identification & Assessment

Assessing and identifying hazards proactively enables us to correct the issue and provide training prior to the occurrence of injury, illness or accident. The District may accomplish this by performing a combination of hazard assessments and safety inspections.

Assessments

Depending on the type of work a site unit performs, one or more of several resources should be used to analyze and address hazards.



Job Safety Analysis

Any job duty with potential risks (anything from a paper cutter to a table saw) could have a job safety analysis.



Workstation Ergonomics

An ergonomic review for an employee's work station or area.



Hazard Assessment

For sites that may store chemicals (Comprehensive site chemistry labs, or custodial cleaning materials)



Shop Safety Assessment

A shop safety assessment is similar to the hazard assessment but also includes machinery, solvents, and physical hazards that a shop may face.

Inspections

All units should expect a workplace safety inspection, including supplemental inspections when you become aware of existing or new hazards.

Offices

Office work areas can be inspected to detect and eliminate hazardous conditions which may include the storage of materials or an abundance of items that could block egress.

Shops

Facility maintenance or vehicle mechanics can inspect and detect in an attempt to eliminate any existing hazardous conditions.

Comprehensive site lab storage

Lab areas using "chemistry" lab chemicals and other potential hazards can have inspections.

Additional Safety Inspections

Additional inspections may occur when the following occurs:

- New substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards.
- The supervisor is informed of previously unrecognized hazards.

Unannounced PPE compliance inspections in laboratories, shops, and other areas where hazardous materials are used may occur. The inspections are designed to encourage staff to wear PPE as indicated by applicable hazard assessments.

Hazard Reporting

We are all responsible for identifying and reporting workplace hazards. Regular assessment of work areas, tools and equipment help us develop situational awareness and allow us to identify potential hazards before an accident can occur. Additionally, if an incident does occur, knowing how to quickly report the incident and take action can save lives and minimize damage.

Hazard Reporting

Employees can report hazards to their supervisor, or directly to facility maintenance using one of the methods below. Employees who report legitimate hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously.

Ways to Report a Hazard

Call District Maintenance or site supervisor.

Complete online maintenance request or email supervisor

Speak with the site safety liaison or committee chair

Incident Reporting

If there is an incident or emergency such as a fire, hazardous material spill, personal threat, or theft, immediately contact 911 for the appropriate emergency response agency. You should be prepared to provide the following information:

1. **Your Contact Info** (your name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (give as much detail as possible about the emergency)

Serious Injury, Death or Illness Reporting

For any injury or illness that occurs at the workplace and requires emergency response, call 911 and follow the emergency safety plan protocol. Supervisors should report to HR. Notification to Cal/OSHA must occur within statutory reporting periods and cannot exceed reporting times after learning about the death or serious injury or illness.

Non-Serious Injury or Illness Reporting

Even if an injury or illness did not meet the requirements to report to Cal/OSHA, the supervisor, and department head entities should be involved to ensure the employee gets the proper care and to learn how the incident could have been prevented.

Near Misses

A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Near miss incidents are often overlooked since no harm (injury, damage, or loss) resulted from them. However, near misses may be precursors to significant accidents/events that **can** result in serious injuries/losses. Recognizing and reporting near miss incidents to your department head or supervisor can greatly improve worker safety.

Hazard Correction

Once a hazard is identified and reported, Facility Maintenance will provide consultative support or direct services to determine how to correct the hazard in order to protect staff as soon as feasible.

Immediate Corrections

The person that identifies the hazard should take the following actions as appropriate:

- Stop unsafe work practices
- Tag unsafe equipment with proper signage
- Deny access to areas that have chemical spills or other hazards
- Notify supervisor or department head immediately
- Other steps the unit could follow

Supervisor Responsibilities

If the hazard is something that the supervisor can correct, it should be documented properly and corrected right away. If not, contact facility maintenance for support.

No matter who has been contacted to develop a targeted corrective action plan, the supervisor should use the following techniques to prevent unsafe practices:

- Provide re-training or take corrective action if appropriate
- Reinforce and explain the necessity for PPE (e.g., respirators, gloves) and ensure availability

Any supervisor who becomes aware of a serious danger to the health or safety of an individual must promptly report the danger to the Department Head (see [Section 6: Hazard Reporting](#)) and to anyone who may be affected.

Emergency Shutdown

Anyone who identifies a hazard or activity posing an **imminent hazard** must immediately stop the activity, notify their supervisor and report it to Facility Maintenance or call 911 if needed.

Imminent hazard is the likelihood of serious injury or death if not discontinued immediately

Facility Maintenance has the authority to stop any such activity. If the hazard cannot be immediately corrected without endangering employees or property, then the supervisor will require all employees to evacuate from the area except for those knowledgeable, qualified, necessary, and equipped with proper safeguards, to correct the condition. In such an event the supervisor will immediately notify the appropriate administrator.

Training

Training is an important element of a health and safety program. Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses and accidents.

Supervisors are responsible for ensuring that their staff meet all training needs per Cal/OSHA requirements and District policies and procedures.

Identify Training Needs

Use the following tools to determine what hazard or job-specific training may be needed:

- Hazard assessments
- Job Safety Analysis (JSA)
- Job descriptions
- Cal/OSHA Training Requirements

Provide Training

Training and instruction should be provided:

- Upon hire
- When new hazards are introduced to existing duties
- When duties change
- When recertification is due
- When new or previously unrecognized hazards are identified
- As needed to reinforce past training topics or when near-misses occur
- For supervisors to familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed

Training Topics

Major topics include, but are not limited to:

- IIPP (when newly implemented or revised significantly)
- General Safety (i.e. fire safety, emergency preparedness)
- Hazard-Specific Training
- Hazard Communication

Training Documentation

Although health and safety training may be provided online, in a classroom, or a meeting setting, they should always be provided at no cost during the employee's normal working hours and be documented on a form that includes:

- Employee Name and Signature
- Site or Division
- Date
- Instructor Name
- Subject Outline

Recordkeeping

Good record keeping is essential for all committees. They have the responsibility to maintain various records in a centralized location so they are readily available for review.

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files and must be produced when requested by Cal/OSHA Compliance Officers. In addition, these records may be reviewed during routine inspections.

Recordkeeping Timelines

What	Where	How Long
Safety Inspection Forms	On File by Department	5 years
Hazard Identification Forms	On File by Department	5 years
Incident Investigations	On File by Department	5 years
Safety Meeting Agendas	On File by Department	5 years
Employee Training Records	On File by Department	Length of Employment
Employee Exposure Records	On File by Department	30 years (or duration of employment if greater than 30 years)
Employee Medical Records	On File by Department	30 years (or duration of employment if greater than 30 years)

**Access to employee medical records will be limited in accordance with Board policies, state and federal guidelines.*

In our unit, the following people know where these records are kept:

Name	Contact Info

--	--

Covid Response

COVID-19 Prevention Procedures (CPP) for Brea Olinda Unified School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: May 24, 2024

Authority and Responsibility

Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

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

Application of the Brea Olinda Unified School District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Orange County Department of Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
 - i. Remote work.
 - ii. Physical distancing.
 - iii. Reducing population density indoors.
 - iv. Moving indoor tasks outside.

- v. Implementing separate shifts and/or break times.
- vi. Restricting access to work areas.

2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
- b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Human Resources documents all cases with a Google Form.
- c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. Symptoms are reported via the google form to Human Resources.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

- a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
 - i. COVID-19 cases who do not develop COVID-19 symptoms will return to work during the infectious period.
 - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - a. The infectious period.
 - b. At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

- b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. Human Resources will be the point of contact on next steps.
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- e. If removal of an employee would create undue risk to a community's health, Brea Olinda Unified School District may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion.
- f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Brea Olinda Unified School District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Brea Olinda Unified School District leave policies and leave guaranteed by contract.

Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

Notice of COVID-19 cases

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Brea Olinda Unified School District will:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
 - o The COVID-19 case and of any employee who had a close contact.
 - o All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
 - o How to properly wear the respirator provided.
 - o How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
 - o The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering facepiece or elastomeric re-usable) provided to employees.

Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Brea Olinda Unified School District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
 - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by Human Resources and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Appendix A: COVID-19 Training Roster

Date training completed:

Person that conducted the training:

Employee Name	Signature

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Employees to report Covid-19 cases and symptoms via google form:

COVID-19 REPORTING

COVID-19 Online Reporting Hotline - Staff

Thank you for using our after hours COVID-19 reporting Hotline to report a medically confirmed case of COVID-19, or COVID-19 exposure or symptoms

To expedite the determination of a staff member's return to school/work date, please provide the following information.

aduong@bousd.us

Switch account

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

First & Last Name of Employee/Staff *

Your answer

Please select your work site or department *

Choose

What is your current position? *

Your answer

Are you reporting a positive COVID-19 test result? *


☐ Yes

☐ No

☐ Other: _____

If Yes, test date. If No, skip to the next question.

Date

mm/dd/yyyy 


Are you reporting that you are exhibiting COVID-19 symptoms? If Yes, please enter date below *

☐ Yes

☐ No

Please indicate the first date of COVID-19 symptoms.

Date

mm/dd/yyyy 

What are your symptoms? *


- ☐ Headache
- ☐ Fever
- ☐ Sore Throat
- ☐ Cough
- ☐ Congestion/Nasal
- ☐ Body Aches
- ☐ Fatigue
- ☐ Stomach Ache
- ☐ Diarrhea
- ☐ Vomitting
- ☐ OTHER

Additional Comments

Your answer


If vaccinated, please indicated the date of last injection.

Date

mm/dd/yyyy 

What was your last day at work? *

Date

mm/dd/yyyy 

Were you masked at work? *

☐ Yes


☐ No

☐ Other: _____

What is the best phone number in which we may contact you.

Your answer _____

If reporting a positive test result, please upload here

 Add file

A district designee will call you back to check up on you and to get more details related to the reported illness or exposure. Thank you and we hope for a speedy recovery.

Submit

Clear form

Additional Consideration #1

COVID-19 Outbreaks

An Outbreak is defined as three or more employee COVID-19 cases within an exposed group who visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

COVID-19 investigation, review, and hazard correction

Brea Olinda Unified School District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from

- remaining home when sick.
 - o Our COVID-19 testing policies.
 - o Insufficient supply of outdoor air to indoor workplaces.
 - o Insufficient air filtration.
 - o Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
 - o In response to new information or to new or previously unrecognized COVID-19 hazards.
 - o When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
 - o Moving indoor tasks outdoors or having them performed remotely.
 - o Increasing the outdoor air supply when work is done indoors.
 - o Improving air filtration.
 - o Increasing physical distancing to the extent feasible.
 - o Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
 - o Other applicable controls.

Ventilation

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

Major Outbreaks

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by Orange County Health Care Agency. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirements until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that

at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:

- o Telework or other remote work arrangements.
- o Reducing the number of persons in an area at one time, including visitors.
- o Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- o Staggered arrival, departure, work, and break times.
- o Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

Workplace Violence Prevention Program

Brea Olinda Unified School District Workplace Violence Prevention Plan

September 3, 2025

<https://www.goethena.com/post/california-sb-553-requirements-and-training-length/>

Workplace Violence Prevention Program
TABLE OF CONTENTS

Policy.....	32
Prohibited Acts.....	32
Responsibility and Authority.....	33
Compliance.....	34
Communication and Training.....	34
Procedures.....	36
Hazard Assessment.....	37
Hazard Correction.....	37
Post Incident Response and Investigation.....	37
Recordkeeping.....	38
Annual Review.....	38
Appendix A: Workplace Violence Reporting Form.....	39
Appendix B: Hazard Control Checklist.....	43

Policy

Brea Olinda Unified School District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [SB 533](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

Brea Olinda Unified School District will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, Brea Olinda Unified School District prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all Brea Olinda Unified School District property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on Brea Olinda Unified School District property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Business Services Department, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Risk Manager will also be able to answer employee questions concerning this plan.

The Risk Manager, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Risk Manager, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on Brea Olinda Unified School District's WPV plan.

Business Office: 714-990-7827, Business@bousd.us

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on a yearly basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence. This log is located on Informed K12 and can be found here and on the BOUSD website:

https://app.informedk12.com/link_campaigns/workplace-violence-incident-log?token=3nBeP9NqbQrnGgKHXBKhFT49

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the Brea Olinda Unified School District's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use Brea Olinda Unified School District's confidential Employee Assistance Program:

Health Advocate EAP

Main Phone Number: 866-799-2728

Website: Healthadvocate.com/members

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- Brea Olinda Unified School District alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- Health Advocate EAP

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a

person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, Cabinet will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Titan Alerts and email

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the Risk Manager, Human Resources, their Supervisor, or any Cabinet member and fill out the Workplace Violence Reporting Form.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by utilizing Titan Alerts. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly through Informed K12 here: [Informed K12 Workplace Violence Reporting Form](#). Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail. The form is also located on the BOUSD website: <https://www.bousd.us/apps/pages/riskmanagement>.

Restraining Orders

Employees or other personnel affiliated with the Brea Olinda Unified School District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet

with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;

- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 553.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at Brea Olinda Unified District Office in the Business Services Department.

Annual Review

Brea Olinda Unified School District's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A: Workplace Violence Reporting Form

BREA OLINDA UNIFIED SCHOOL DISTRICT WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to Business Services. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

<ul style="list-style-type: none">Type 1 Committed by a person who has no legitimate purpose at the worksite.	<ul style="list-style-type: none">Type 2 Committed by a person who does have a legitimate purpose at the worksite	<ul style="list-style-type: none">Type 3 Committed by a present or former employee, supervisor, or manager.	<ul style="list-style-type: none">Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
---	---	---	---

Classification of Incident Location (Select One)

<ul style="list-style-type: none">At Workplace, Indoors (Please Include Bldg. Name/Room No.)	<ul style="list-style-type: none">At Workplace, Outdoors (Please Specify)	<ul style="list-style-type: none">Other Area (Please Explain)
--	---	---

Classification of Assailant (Check one or more)

<input type="checkbox"/> Student	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Vendor	<input type="checkbox"/> Stranger
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family/Friend of Co-worker	<input type="checkbox"/> Parent/Family of Student	<input type="checkbox"/> Animal
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Former Spouse/Partner	<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Family Member
<input type="checkbox"/> Other (specify)			

Type of Incident

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

Circumstances at Time of Incident (Check one or more)

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Employee Isolated	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Unable to get help/assistance	<input type="checkbox"/> Low Staffing Level	<input type="checkbox"/> Community Setting
<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> New/Unfamiliar Location	<input type="checkbox"/> High Crime Area
<input type="checkbox"/> Other (specify)		

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Text	<input type="checkbox"/> Social Media	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Text	<input type="checkbox"/> Social Media	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)						

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Employer Evaluation & Response

Root cause:
Corrective Actions:
Other Notes:
Completed By:

Routing

Human Resources Name & Title:	Signature:	Date:
Business Services Name & Title:	Signature:	Date:
Department/Site Administrator Name & Title:	Signature:	Date:

Appendix B: Hazard Control Checklist

Appendix B

**Brea Olinda Unified School District
WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Brea Olinda Unified School District's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT**Building Interior**

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belongings?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

Brea Olinda Unified School District

Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment

August 2024

Heat Illness Prevention Plan

TABLE OF CONTENTS

Purpose.....	51
Responsibilities.....	51
Affected Positions.....	52
Weather Forecast and Conditions Monitoring.....	52
Employee Acclimatization.....	53
Provisions for Water.....	54
Access to Cool-Down Areas for Indoor Places of Employment.....	55
Access to Shade for Outdoor Places of Employment.....	55
Procedures for Temperature Assessment for Indoor Places of Employment.....	57
Procedures for Monitoring the Weather for Outdoor Places of Employment.....	58
Procedures for Control Measures for Indoor Places of Employment.....	58
Heat Wave Procedures for Outdoor Places of Employment.....	59
High-Heat Procedures (95°F) for Outdoor Places of Employment.....	60
Emergency Response Procedures.....	60
Procedures for Handling a Sick Worker.....	61
Employee and Supervisor Training.....	62
Appendix A.....	64
Appendix B.....	65
Appendix C.....	67
Appendix D.....	69

Purpose

This plan is in place to protect employees from heat hazards posed by working in indoor and outdoor environments as required by the heat illness prevention regulations (Title 8 CCR 3395 and 3396). This plan is in effect when the outdoor temperatures meet or exceed 80°F, or the indoor temperatures exceed 82°F.

Brea Olinda Unified School District is committed to preventing heat-related illnesses that can occur to employees working outdoors or indoors by implementing the following key steps:

- Identifying outdoor and indoor work environments and conditions;
- Monitoring weather conditions;
- Monitoring employee acclimatization for working outdoors or indoors in heat;
- Providing clean drinking water;
- Providing adequate shade;
- Addressing high heat procedures;
- Handling an ill employee and initiating emergency procedures; and
- Providing supervisor and employee training.

Responsibilities

Plan Administrator

The Risk Manager/Business Department has the authority and responsibility for implementing and maintaining the Heat Illness Prevention Plan. The duties include, but are not limited to:

- Establishing and updating the plan as needed; and
- Ensuring department heads/supervisors have the training and resources to implement the plan.

This plan is maintained at our worksite at Brea Olinda Unified School District Office located at 1 Civic Circle, Level II, Brea, CA 92821 and can be accessed electronically at www.bousd.us. It is available to workers and their representatives upon request.

Department Heads/Supervisors

Department heads will have the authority and responsibility for implementing the provisions of this plan at the affected worksites. The duties include, but are not limited to:

- Implementing the plan;
- Notifying the Business Department when job duties or assignments change;
- Following all safety policies and procedures as outlined in the plan;
- Attending required training; and
- Training affected employees.

Employees

Employee responsibilities include, but are not limited to:

- Following all safety policies and procedures as outlined in the plan; and
- Attending required training.

Affected Positions

See Appendix A for a list of positions that have been identified as working in outdoor, indoor, or both environments that could potentially expose employees to illnesses associated with high heat.

Weather Forecast and Conditions Monitoring

When environmental risk factors create the possibility for heat illness, the supervisor/lead person will monitor the two-week forecast for the work area. Supervisors will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov, and also the ASCQMD App. Work schedules will be planned in advance based upon the forecast. Modifications to the work schedules may be made accordingly, especially if a heat wave is expected. This monitoring will take place in high-heat conditions.

Prior to each workday, supervisors will be responsible for monitoring the weather or with the aid of a thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a high heat condition, supervisors will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, supervisors will provide workers with an increased number of water and rest breaks. Supervisors will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. Supervisors will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

Supervisors will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80°F, access to shade will be made available to employees. Once the temperature equals or exceeds 95°F, additional preventive measures such as the high-heat procedures will be implemented. See Access to Shade and High-Heat Procedures (95°) for Outdoor Places of Employment for additional information.

Employee 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 be significantly more perilous in conditions of high heat and physical stress. The following procedures will be utilized when conditions result in sudden exposure to heat which employees are not used to:

- Supervisors will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer;
- New employees or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor/lead person for the first 14 days. The intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening) or increasing the frequency of rest periods]. Steps taken to lessen the intensity of the workload for new employees will be documented;
- Supervisors will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms;
- New employees will be assigned a "buddy" or experienced co-worker to watch them closely for discomfort or symptoms of heat illness; and
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these procedures address it.

New Employees

The employer must implement one of the following acclimation protocols for each employee during their first week on the job:

- A plan that, at minimum, incorporates the HIIPP measures whenever the heat index is at or above the initial heat trigger during the employee's first week of work; or
- Gradual acclimation to heat in which the employee's exposure to heat is restricted to no more than: 20% of a normal work shift exposure duration on the first day of work, 40% on the second day of work, 60% on the third day of work, and 80% on the fourth day of work.

Returning Employees;

The employer must implement one of the following acclimation protocols for each employee who has been away (vacation or sick leave) for more than 14 days during their first week back on the job;

- A plan that, at minimum, incorporates the measures outlined above whenever the heat index is at or above the initial heat trigger during the employee's first week upon returning to work; or
- Gradual acclimation to heat in which employee exposure to heat is restricted to no more than 50% of a normal work shift exposure duration on the first day of work, 60% on the second day of work, and 80% on the third day of work.

Provisions for Water

Where drinking water is not plumbed or otherwise continuously supplied, drinking water containers will be brought to the worksite so at least one quart per employee per hour is available at all times. All workers whether working individually or in smaller crews will have access to drinking water. Staff has access to ice machines on property and is provided ample time to fill up large containers.

The water level of all containers will be checked periodically and more frequently when the temperature rises. Water containers will be refilled with suitably cool water when the water level within a container drops below 50 percent or below the quantity needed to provide each employee at the worksite with one quart of water at any given time. Additional water containers will be carried to replace water as needed.

Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisor will allow employees to refill the ice and water containers as needed throughout their shift. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

Water containers will be located as close as practicable to the areas where employees are working, given the working conditions and layout of the worksite, to encourage the frequent drinking of water. If field terrain prevents the water from being placed close to the workers, bottled water or personal water containers will be made available, so workers can have drinking water readily accessible.

Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. If employees are working across large areas, water will be placed in multiple locations, so it is easily accessible.

All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not permitted. If hoses or connections are used, they must be governmentally approved for potable drinking water systems as shown on the manufacturer's label.

Workers will be reminded daily of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80°F, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.

Audible devices, such as whistles or air horns, may be used to remind employees to drink water.

When the temperature is expected to equal or exceed 95°F or during a heat wave, pre-shift meetings will be conducted to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest period when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example, and workers will be reminded throughout the work shift to drink water.

Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Electrolyte replacement drinks may be used to supplement the water supply, but they cannot be used to replace the total amount of water that is required.

Access to Cool-Down Areas for Indoor Places of Employment

Cool-down areas will be located at every site, utilizing the faculty lounge. The temperature in the cool-down areas will be maintained at less than 82°F by ensuring the Air Conditioning is turned on. Workers will be informed of the location of the cool-down areas.

Access to Shade for Outdoor Places of Employment

Shade will be provided and maintained at one or more areas when the outdoor temperature in the work area exceeds 80°F. These areas will either be open to the air or provided with ventilation or cooling. Shade will also be provided promptly when an employee specifically requests it, even when the temperature does not exceed 80°F.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade will be permitted at all times. An individual employee who takes a preventative cool-down rest will be monitored and asked if he or she is experiencing symptoms of heat illness, will be encouraged to remain in the shade, and will not be ordered back to work until any signs or symptoms of heat illness have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, other acceptable means of shade such as umbrellas, tents, canopies, etc. to block the sunlight will be provided. In these instances, chairs, benches, sheets, towels, or any other items will be provided to allow employees to sit and rest without contacting the bare ground. Shade structures will be relocated as the work environment or location changes.

For the purposes of this standard, vehicles operated outdoors are considered outdoor work areas. The interior of a vehicle may only be used to provide shade when the vehicle is air-conditioned, and the air conditioner has been turned on so it is sufficiently cool prior to the employee entering the vehicle.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will also be available in the rest area, so employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site;
- Ensure sufficient shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F;
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a minimum five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating; and
- Ensure the shade structures are relocated to follow along with the crew when necessary and double-check they are as close as practical to the employees so access to shade is provided at all times.

If it is infeasible or unsafe to have shade structures or to have shade present on a continuous basis, alternative procedures with equivalent protection will be provided.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (e.g., during high winds), supervisors will document how the determination was made and identify what steps will be taken if someone requests shade, or the supervisors will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a “preventive cool-down rest” in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if he or she is

experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

If employees work in small groups, the supervisor/lead person will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed and to facilitate supervisor monitoring of their condition.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

Procedures for Temperature Assessment for Indoor Places of Employment

A thermostat will be used throughout the workplace to monitor temperature or heat index.

The temperature and heat index will be measured and recorded by Department Supervisors. Workers and/or their union representatives will be actively involved in the planning, conducting, and recording of the temperature measurements.

Records of the temperatures or heat index measurements, whichever value is greater, will be retained for one year or until the next measurements are taken, whichever is later, and made available at Brea Olinda Unified District Office to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.

Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when workers exposures are expected to be the greatest and when it is suspected to equal or exceed 82°F.

Measurements will be taken again when they are reasonably expected to be 10°F or above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Workers and/or their union representatives will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace.

Procedures for Monitoring the Weather for Outdoor Places of Employment

The supervisor will be trained and instructed to check the extended weather forecast in advance. Forecasts will be checked by accessing the National Weather Service at www.weather.gov, and also the ASCQMD App when applicable.

Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (i.e., rescheduling to work during cooler hours of the day, increasing the number of water and rest breaks, etc.)

The supervisor will use a thermometer throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80°F, shade structures will be opened and made available to workers. In addition, when the temperature equals or exceeds 95°F, additional preventive measures, such as high-heat procedures, will be implemented.

Procedures for Control Measures for Indoor Places of Employment

Control measures will be implemented when either of the following occurs:

- 1) Indoor temperature or heat index is 87°F or higher.
- 2) Indoor temperature is 82°F or higher and workers are either:
 - a. Wearing clothing that restrict heat removal or;
 - b. Working in an area with high radiant heat.

Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or at a temperature below 82°F for workers working in clothing that restricts heat removal or working in high radiant areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering controls and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level.

- 1) Cooling fans or air conditioning
- 2) Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- 3) Local exhaust ventilation at points of high heat production or moisture
- 4) Reflective shields to block heat
- 5) Insulating/isolating heat sources from workers or isolating workers from heat sources
- 6) Evaporative coolers
- 7) Dehumidifiers

The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified practices that can reduce heat exposure by adjusting work procedures, practices, or schedules. The following are examples of control measures:

- 1) Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts.
- 2) Require mandatory 15-minute paid rest breaks at least every two hours in a cooler environment
- 3) Schedule work at cooler periods or times of the day, such as early morning or late afternoon
- 4) Require workers to work in pairs or groups during extreme heat, so they can monitor each other for signs of heat illness

The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. The following are examples of heat-protective equipment:

- 1) Water and air-cooled garments, cooling vests, jackets, and neck wraps.
- 2) Supplied air cooling systems
- 3) Insulated suits
- 4) Heat-reflective clothing

Heat Wave Procedures for Outdoor Places of Employment

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80°F *and* at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave, workloads may be reduced, rest periods added, or the workday cut short or rescheduled (example conducted at night or during cooler hours).

During a heat wave and before starting work, tailgate meetings will be held to review the heat illness prevention procedures, the weather forecast, and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure emergency procedures are initiated when someone displays signs or symptoms of possible heat illness.

High-Heat Procedures (95°F) for Outdoor Places of Employment

High heat procedures are additional preventive measures that are implemented when the temperature equals or exceeds 95°F.

Effective communication by voice, direct observation, mandatory buddy system, or electronic means will be maintained, so employees at the worksite can contact a supervisor/lead person when necessary. If the supervisor/lead person is unable to be near the workers to observe them or communicate with them, an electronic device, such as a cell phone or two-way radio, will be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups via phone or two-way radio to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor/lead person is not available, a designated alternate responsible person will be assigned to look for signs and symptoms of heat illness. If a supervisor/lead person, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor/lead person or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to Appendix C for a list of signs of heat illness) a supervisor/lead person will take immediate action commensurate with the severity of the illness that includes, but is not limited to:

- Moving the employee to a cooler/shaded area;
- Removing excess layers of clothing;
- Fanning and misting the worker with water;
- Applying ice (ice bags or ice towels);
- Providing cool drinking water, if able to drink; and
- Calling for emergency medical services.

If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), the supervisor/lead person must implement emergency response procedures.

When emergency medical services are called, a supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor must be able to provide clear

and precise directions (such as street or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. If needed, the supervisor/lead person will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, employees will be transported to a place where they can be reached by emergency medical services.

An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Provide workers and the foreman with clear and precise directions (such as street or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services;
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary;
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site;
- Verify all supervisors carry cell phones, two-way radios, or other means of communication to ensure emergency medical services can be called; and
- Ensure all communication devices are functional at the worksite prior to each shift.

Procedures for Handling a Sick Worker

When a worker displays possible signs or symptoms of heat illness, the affected employee must be immediately removed from duty and monitored. A trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in the cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. An affected employee will be provided means to reduce their body temperature. A sick worker will not be left alone in the cool-down area as their conditions could worsen. When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called by the Supervisor.

Emergency service workers will be called immediately if a worker displays signs or symptoms of severe heat illness (e.g. decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (e.g. cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim.) We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

The signs and symptoms of the victim will be communicated to emergency service workers and an ambulance will be requested.

Employee and Supervisor Training

Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The concept, importance, and methods of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The appropriate first aid and/or emergency responses to the different types of heat illness and in addition that heat illness may progress quickly from mild signs and symptoms to serious and life-threatening illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

Supplemental Training

The employer will ensure each employee promptly receives and understands additional training whenever:

- Changes occur that affect the employee's exposure to heat at work (e.g., new job tasks)
- The employer changes the policies or procedures addressed in this plan

- There is an indication that the employee has not retained the necessary understanding;
or
- A heat-related injury or illness occurs at the work site that results in death, days away from work, medical treatment beyond first aid, or loss of consciousness.

Appendix A

Affected Positions (Outdoor, Indoor, or Both)

Department	Position	Outdoor, Indoor, or Both
MOT	Custodian	Both
MOT	Grounds Worker	Outdoor
Athletics	Athletics Instructor	Both
FoodServices	FoodService Worker	Indoor
Transportation	Bus Driver	Both

Appendix B

Heat Illness Employee Training Handout

This training program was developed to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulations

The heat illness prevention regulation is intended to ensure both the employer and its employees understand the dangers associated with working in heat in indoor or outdoor workplaces or both. The following information is a review of the specific requirements of a heat illness prevention plan, including water, shade, acclimatization, high-heat procedures, emergency procedures, and training.

Written Heat Illness Prevention Plan

The written plan provides information on and control of exposures that can result in heat illness while performing indoor or outdoor work in the heat. This plan is available to you during our training or during your work shift from your supervisor.

Work Environment and Conditions in Our Workplace

The written plan includes the identification of work that is performed outdoors when the weather is hot or indoors in a hot environment or both. This list is not all inclusive and when other types of work or conditions are identified, we will update the plan and training. The most important element is to realize that when it is hot outside or inside and you are working, take precautions to protect yourself.

Water

Enough fresh drinking water will be provided, so employees have access to at least one quart of water per hour and are actively encouraged to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

The goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, other means to help keep you cool will be provided.

High-Heat Procedures

When the outside temperature reaches or exceeds 95°F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, additional rest and recovery periods, observing you, and reminding you to drink plenty of water.

Training

All employees and supervisors who have potential heat exposures receive the same training, so everyone understands our policy and procedures for keeping everyone safe when working outdoors in the heat or indoors in hot environments. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

Additional training resources are available at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

Appendix C

Types of Heat Illnesses

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Rash (Prickly Heat)	<ul style="list-style-type: none">Is a skin irritation caused by sweat that does not evaporate from the skin	<ul style="list-style-type: none">Clusters of red bumps on skinOften appears on neck, upper chest, folds of skin	<ul style="list-style-type: none">Try to work in a cooler, less humid environmentKeep the affected areas dry
Muscle (Heat) Cramps	<ul style="list-style-type: none">Occurs during or after intense physical activityVictim will experience acute, painful, involuntary muscle contractions typically in the arms, legs, or abdomen.	<ul style="list-style-type: none">DehydrationThirstFatigueSweatingMuscle spasmsPain	<ul style="list-style-type: none">Stop all activity and sit quietly in a cool place.Drink clear water or a sports drink.Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke.Seek medical attention if heat cramps do not subside in 1 hour.
Heat Syncope	<ul style="list-style-type: none">Occurs as result of exposure to high temperaturesTypically occurs during the first 5 days of acclimation to physical activity in the heatMay also occur after a long period of standing after physical activity	<ul style="list-style-type: none">FaintnessDizzinessHeadacheIncreased pulse rateRestlessnessNauseaVomitingBrief loss of consciousness	<ul style="list-style-type: none">Lie down in a cool place.Elevate the feet.Drink clear water or a sports drink.Refrain from vigorous activity.

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat (Exercise) Exhaustion	<ul style="list-style-type: none"> The inability to continue exercising that is associated with heavy sweating, dehydration, energy depletion, and sodium loss Frequently occurs in hot, humid conditions 	<ul style="list-style-type: none"> Cool, moist skin with goose bumps when in the heat Heavy sweating Faintness Dizziness Fatigue Weak, rapid pulse Low blood pressure upon standing Muscle cramps Nausea Headache 	<ul style="list-style-type: none"> Seek medical attention immediately if symptoms are severe, the victim has existing heart problems or high blood pressure. You may attempt to cool the victim by giving cool, non-alcoholic beverages (as directed by physician), rest, cool shower/bath/sponge bath, moving to an air-conditioned environment, and wearing lightweight clothing.
Heat Stroke	<ul style="list-style-type: none"> Life-threatening unless promptly recognized and treated Occurs as a result of prolonged heat exposure while engaging in physical activity Symptoms are a result of the body shutting down when it is no longer able to regulate temperature naturally 	<ul style="list-style-type: none"> Throbbing headache Dizziness and light-headedness Lack of sweating despite the heat Red, hot, and dry skin Muscle weakness or cramps Nausea and vomiting Rapid heartbeat, which may be either strong or weak Rapid, shallow breathing Behavioral changes such as confusion, disorientation, or staggering Seizures Unconsciousness 	<ul style="list-style-type: none"> If any symptoms are evident-CALL 9-1-1 Move victim to shady area. Remove excess clothing. Cool victim rapidly using whatever methods are available, i.e. ice packs placed at pulse points at the neck, arms, groin, knees and ankles; spray the victim with cool water and then fan the victim. Monitor the victim's body temperature and continue to cool until the temperature drops to less than 101°F Continue first aid until medical professionals arrive and take over. If emergency response is delayed, call the emergency room for instructions.

Appendix D

Definitions

Acclimatization

The body's temporary adaptation to hot environments occurs gradually when a person is exposed to such an environment. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Affected Employees

Employees who perform, or may perform, work activities that have, or may have, environmental heat illness risk factors.

Heat Illness

Refers to 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.

High Heat Conditions

When outdoor temperatures equal or exceed 95°F.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness.

Environmental Risk Factors for Heat Illness

Working conditions that create the possibility heat illness could occur, including air temperature, relative humidity, and 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.

Personal Risk Factors for Heat Illness

Risk 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

Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not discourage access.

Temperature

The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Potentially Impacted Employees

Employees whose job tasks expose them to environmental risk factors for heat illness.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness.

Provision of Water

Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (h)(1)(C), shall be encouraged. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.