

Health & Safety Services

Contra Costa County Schools Insurance Group offers the following services to members at no additional cost to assist in the prevention of injuries. For more information about the services listed*, please contact Health and Safety Services at 1-866-922-2744.

- Ergonomic Training & Workstation Assessments
- Back Injury Prevention & Proper Lifting
- Site Safety Inspections
- Injury & Illness Prevention Program
- Wellness Presentations
- Fitness Screenings
- Physical Activity Programs



* Please note that the list above is a partial list of services that are offered.

ABOUT CCCSIG

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of loss prevention services to its 20 member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is the largest of its kind in the State of California. Of the 21 member districts, 19 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's workers' compensation program **encompasses greater than 30,000 employees and more than \$900 million in payroll**, which translates to approximately **\$23 million in workers' compensation premium**. Of the 21 member districts, 7 are also members of the Health Benefits Program, established in October 2004, which continues to grow and expand.

CCCSIG has been recognized for success in leadership by its peers. First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group currently is **Accredited with Excellence** through 2006.

CCCSIG's overall attitude towards employee health, wellness and safety carries over to its member districts, through the health, safety, and claims services provided and our commitment to enhance the human and financial resources of its members in order to contribute to public education.

Contra Costa County
Schools Insurance Group
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Pleasant Hill, CA 94523

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Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Administration/
Support Staff



Health & Safety Services

550 Ellinwood Way • Pleasant Hill, CA 94523
Main Office: 1-866-922-2744 • Fax: (925) 692-1137
www.cccsig.org

Safe Work Practices Injury and Illness Prevention Program

The statutes and standards which mandate the establishment of an Injury and Illness Prevention program require that all employees receive training in General Safe Work Practices and Specific Safe Work Practices for their particular job.



Special Caution


This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is highly recommended to attend back safety classes.

This employee classification also experiences a high rate of injuries due to slips and falls. To minimize exposure, always watch where you are walking, watch for cords or other tripping hazards, be particularly cautious during rainy or icy weather, and watch for gravel, rocks or other debris on walkways.



Always follow ergonomic guidelines to prevent repetitive motion injuries such as carpal tunnel syndrome. Alternate tasks throughout the day, adjust your work station and do simple stretching exercises.

Administration/Support Staff

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> • Keep all passageways clear. • Do not run, particularly carrying files, papers, etc. on stairs, in halls and corridors.
	<ul style="list-style-type: none"> • Report worn or warped chair mats, floor mats and runners to supervisor. • Do not lean or tilt back in chair.
Falls From High Places	<ul style="list-style-type: none"> • Use ladder or step stool to reach high items. Never stand on chairs or desks. • Never use broken ladder or step stool.
Back Injuries	<ul style="list-style-type: none"> • Do not place stacks of boxes, papers or other heavy objects on top of file cabinets, desks or window ledges. • Call custodian or maintenance staff to assist in rearranging furniture, moving desks, file cabinets or other heavy items. • Safe lifting training is strongly recommended for this job classification. • Always use proper lifting techniques
Being Hit By Falling Objects/ Caught In Or Between	<ul style="list-style-type: none"> • Open only <u>one</u> file drawer at a time. • Do not place office equipment near edge of desk or table. • Use non-slip pads with machines that tend to "creep" during operation. • Do not pull file/desk drawer past safety stop. • Use care when removing/returning typewriter to a spring-loaded folding pedestal or rolling stand. • When storing materials, the heaviest items should be stored closest to the floor and the lightweight items stored in the higher locations.

Potential Hazard	Safe Work Practice
Cuts, Abrasions, Burns and Other Bodily Injuries	<ul style="list-style-type: none"> • Paper cutter should be provided with finger guard. • Do not leave knives or scissors on desk with point toward you. • Thumb tacks, razor blades, and other sharp objects should not be stored loose in drawers. • Do not place glass objects (flower pots, vases, bottles, etc.) near edge of desk, tables or file cabinets.
Fire Injury	<ul style="list-style-type: none"> • Do not run electric cords under rugs. • Individual heaters at work stations should be kept clear of combustible materials such as drapes, paper or trash from waste baskets. Heaters must be equipped with tip-over switches and should be unplugged at the end of each work day.
Repetitive Motion Injuries (Cumulative Trauma)	<ul style="list-style-type: none"> • Attend ergonomic safety training. • Keyboard should be positioned so wrists and hands are straight. • Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel can be used.) • Periodically perform exercises designed to relax muscle tension/stiffness, stress and general fatigue. • If possible, alternate different tasks throughout the day. • Be aware of the early warning symptoms of carpal tunnel syndrome: <ol style="list-style-type: none"> undue fatigue in hands; tingling in fingers especially in thumb and first two fingers aching in wrists and hands hands falling asleep at night; difficulty in handling small objects;

