

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 & Safety Services at 1-866-922-2744.

- Ergonomic Training & Workstation Assessments
- Back Injury Prevention
- Site Safety Inspections
- Customized Teacher Training
- Wellness Workshops
- Fitness Screenings
- Injury Illness Prevention Program
- Worksite Walking 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**
550 Ellinwood Way
Pleasant Hill, CA 94523

Phone: 1-866-922-2744 Fax: (925) 692-1137
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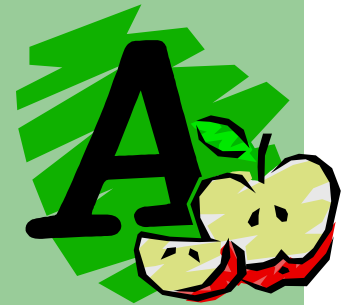
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Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Educators



Health & Safety Services

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550 Ellinwood Way • Pleasant Hill, CA 94523
Main Office: 1-866-922-2744 • Fax: (925) 692-1137
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Safe Work Practices Injury and Illness Prevention Program

EDUCATOR = SAFETY ROLE MODEL

As an educator, your position places you very high on your students' list as a role model. Using safe work practices and promoting safety awareness helps all staff and students work together to create and maintain a safe and "injury free" work environment.

The statutes and standards which mandate the establishment of an injury and illness prevention program (Employee Safety Program) require that all employees, including educators, receive training in General Safe Work Practices or "Safety Procedures" that should be followed while at work.

Please review this brochure which helps to reinforce employee safety for educators working in the school environment. Your safety is critical to the District, your students, and your family!

Please be Safe!



Educator-General Classroom

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> • Pay special attention to wet and slippery floors around sink areas at all times. • Use caution near entry areas and on cement walkways during rainy or icy weather. • Do not place electric cords across walkways. • Unplug and roll up long electric cords when not in immediate use.
Falls from High Places	<ul style="list-style-type: none"> • Never stand on chairs, tables, or desks when attempting to reach high items or when hanging displays - use a ladder or a step stool. • Use overhead display wires to hang artwork vs. hanging it from the ceiling.
Back Injuries	<ul style="list-style-type: none"> • Back Injury Prevention trainings are strongly recommended for this job classification. • Do not lift students, if at all possible. • Seek assistance from custodial or maintenance staff when attempting to move furniture or other heavy items. • Do not twist or over-extend while lifting. • Always use proper lifting techniques and good body mechanics.
Misc. Injuries	<ul style="list-style-type: none"> • If you use a computer on a regular basis, follow established ergonomic guidelines. • Attempt to keep student activities in front of you when supervising playground activities to prevent being inadvertently hit by a ball, etc. • Establish a contingency plan for dealing with student conduct when you suspect it may lead to violence.

Special Caution

Educator- The General Classroom Educator 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 Injury Prevention trainings.

Educators also experience a high rate of injuries due to slips, trips and falls. To minimize exposure, always watch where you are walking, be aware of students' movements which might cause an injury, and watch for cords and other trip hazards. Be particularly cautious during rainy or icy weather, and watch for gravel, rocks or other debris on walkways.



Avoid standing on a chair or desk in order to reach high items or to hang artwork. Always use an appropriate ladder or stepstool.

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