

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
- Customized Teacher Training
- Wellness Presentations
- Fitness Screenings
- Injury & Illness Prevention Program



* 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
Website: www.cccsig.org
E-mail: (first initial)(last name)@cccsig.org

& Safety Services

Health

Health & Safety Services



CCCSIG July 2005



Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Food Service Workers



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.



Food Service Worker — Kitchen

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> • Clean up all spills immediately. • Wear non slip, <u>closed toe</u> footwear. • Keep food preparation areas free of excessive debris. • Sweep floors regularly and don't allow food to accumulate.
Falls From High Places	<ul style="list-style-type: none"> • Always use appropriate ladder or foot stool.
Back Injuries	<ul style="list-style-type: none"> • Safe lifting training is strongly recommended for this job classification. • Use carts or hand trucks instead of carrying heavy loads by hand. • Push, don't pull carts. • Use caution when approaching corners and doorways with carts.

Potential Hazard	Safe Work Practice
Back Injuries	<ul style="list-style-type: none"> • Always use proper lifting techniques and good body mechanics. • Use anti-fatigue mats in areas where you must stand for long periods of time. • Never bend over from the waist to lift. • Never twist your body while lifting.
Cuts, Abrasions, Burns and Other Bodily Injuries	<ul style="list-style-type: none"> • Always watch what you are doing. Do not look away from knife while cutting. • Keep fingers bent under while chopping vegetables or fruit. • Always make sure knife blade is moving away from you while cutting or trimming. • Keep knives sharp so that excessive pressure is not required to cut. • Never leave a knife under any other object. • Move with caution when taking knives to and from their storage area. • Knives should never be stored in a drawer or on a rack with any other utensil. Always store with the points away from user. • Knives should be washed separately, one at a time, and should never be released in the dish water. • When finished with a knife, put it away. • Use extreme care when working around stoves, ovens, or kettles. Do not touch their surfaces without knowing if they are hot or cold. • Use extreme care when carrying hot liquids or grease. Get help if needed. • Use long, heat-resistant gloves when taking racks or pans in or out of ovens to avoid burns to arms. • Due to heat retention, do not wear wool clothing in kitchen and dish washing area.



Potential Hazard	Safe Work Practice
Fire Injury	<ul style="list-style-type: none"> • Know fire extinguisher location and operation. • Clean hoods and vents regularly to prevent build-up of grease. • Be trained and know procedures for activating fire extinguishing systems and emergency shut-offs.
Electrical Shock Injuries	<ul style="list-style-type: none"> • Any outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any
Misc. Injuries/Illnesses	<ul style="list-style-type: none"> • Ensure that student volunteers/workers follow all established procedures. Never stack carts higher than eye level so you can always see where you are going. • Always wash hands after handling money and before handling food.



Special Caution



Kitchen and Snack Bars– Food Service Worker 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.

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