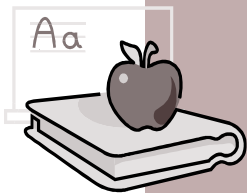


## Health & Safety Services

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 & Proper Lifting
- Site Safety Inspections
- Injury & Illness Prevention Program
- Safety Training and Health & Wellness Video Library
- Fitness Screenings
- Physical Activity Programs
- Wellness Presentations



\* 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](http://www.cccsig.org)  
E-mail: (first initial)(last name)@cccsig.org

Health & Safety Services



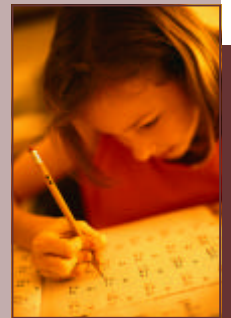
CCCSIG July 2005



Contra Costa County  
Schools Insurance Group

## Safe Work Practices or "Safety Precautions"

### Instructional Assistants (Special Education)



Health & Safety Services

550 Ellinwood Way • Pleasant Hill, CA 94523  
Main Office: 1-866-922-2744 • Fax: (925) 692-1137  
[www.cccsig.org](http://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 and Specific Safe Work Practices for their particular job.



### Special Caution

This employee classification experiences a high rate of back injuries. To minimize exposure, always use proper lifting techniques and good body mechanics. Get help when needed. It is highly recommended to attend back safety classes. Special consideration should be given to receiving training in assaultive behavior management and self defense strategies to minimize injuries due to student aggression.



### Instructional Assistant-Special Education

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> <li>• Pay particular attention to wet/slippery floors around sink areas at all times.</li> <li>• Use caution near entry areas and on cement walkways during rainy or icy weather.</li> <li>• Do not place electrical cords across walkways.</li> <li>• Unplug and roll up long cords when not in immediate use.</li> </ul>
Falls from High Places	<ul style="list-style-type: none"> <li>• Never stand on chairs, tables or desks when attempting to reach high items or when hanging displays, rather, use a ladder or a step stool.</li> <li>• Use overhead display wires to hang artwork vs. hanging from ceiling.</li> </ul>
Back Injuries	<ul style="list-style-type: none"> <li>• Back Injury Prevention training is strongly recommended for this job classification.</li> <li>• Learn proper use of the mechanical lift. Make sure the student is properly balanced in the sling to avoid having to catch them in an awkward or off balance position. Get assistance when needed.</li> <li>• Before beginning to lift a student:               <ul style="list-style-type: none"> <li>v Make sure adequate space exists</li> <li>v Properly position the student</li> <li>v Make sure adequate personnel is available</li> </ul> </li> <li>• Do all lifting in the "power zone", which is the area directly in front of the body that extends from the floor up to shoulder level. The maximum "power zone" is located between the knees and waist.</li> <li>• Always use proper lifting techniques and good body mechanics.</li> </ul>

Potential Hazard	Safe Work Practice
Fire Injury	<ul style="list-style-type: none"> <li>• Know where a fire extinguisher is and how to use it.</li> <li>• Make sure there is an evacuation plan developed for handicapped individuals. Be familiar with the plan and participate in practice drills.</li> <li>• Do not block exits in classrooms.</li> </ul>
Electrical Shock Injuries	<ul style="list-style-type: none"> <li>• Any outlets near water or liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.</li> <li>• Do not hang artwork or other materials from light fixtures.</li> </ul>
Vehicle Accidents	<ul style="list-style-type: none"> <li>• Use only properly equipped vehicles when transporting handicapped students.</li> </ul>
Misc. Injuries and Illnesses	<ul style="list-style-type: none"> <li>• Watch out for fingers when operating a mechanical lift to avoid crushing them between the machine and wall.</li> <li>• Be aware of proper use of hydraulic lifts on specially equipped buses. Keep feet out from under the lift and wheelchair.</li> <li>• Maintain control in classroom to minimize intentional and accidental striking and biting by the students. Learn and practice assaultive behavior management techniques and practice self defense strategies.</li> <li>• Anticipate potential problems.</li> <li>• Maintain ventilation in areas where toileting occurs. Report ventilation problems to your supervisor.</li> <li>• Do not work alone whenever possible</li> </ul>
Infectious Disease Or Health Conditions	<ul style="list-style-type: none"> <li>• Hand washing is the single most effective technique for preventing the spread of infectious diseases.</li> <li>• Learn and follow good sanitary practices including the proper use of gloves and disinfectant materials.</li> <li>• Maintain close communication with the medical professionals who work with your students and learn about their special needs and the medications they use</li> </ul>