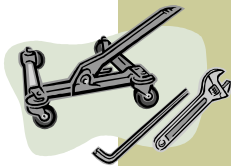


Health & Safety Services

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
- Forklift Operator Training
- 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
E-mail: (first initial)(last name)@cccsig.org

Health & Safety Services



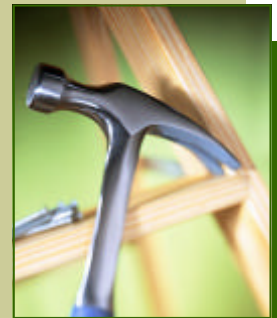
CCCSIG July 2005



Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Maintenance Workers



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.

Never operate any piece of equipment or machinery without receiving training in its proper use.

Never use any chemical without knowing its hazards. Always review the MSDS prior to using any new chemical.



Maintenance Worker — School Site

Potential Hazard	Safe Work Practice
Falls From High Places	<ul style="list-style-type: none"> • Never use broken ladder. • Report to supervisor any elevated work area that is hazardous. <p>LADDER SAFETY</p> <ul style="list-style-type: none"> • Do not use ladders with broken or missing rungs or steps, broken or split side rails, or other defective construction. • When defective ladders are discovered they should immediately be withdrawn from service and tagged "Dangerous, Do Not Use". • Ladders should be maintained in good condition at all times: the joint between the steps and side rails should be tight, all hardware fittings should be securely attached, and all moveable parts should operate freely without binding or undue play.
Back Injuries	<ul style="list-style-type: none"> • Safe lifting training is strongly recommended for this job classification. • Warm up and conduct stretching exercises before doing any lifting. • Push, don't pull carts or hand trucks. • Do not twist or over-reach while lifting. • Use caution when approaching corners and doorways with carts or hand trucks.
Cuts, Abrasions, Burns and Other Bodily Injuries	<ul style="list-style-type: none"> • Wedges, hammers and chisels should be kept clean, sharp and dressed. • Wear gloves, safety glasses and other protective devices. • Wooden handles on axes, hammers, hatchets and other tools should be replaced when needed. • Do not use broken tools. • Wear leather gloves when removing fluorescent tubes and bulbs. The power should be off, tubes and bulbs cool, and eyes protected.

Potential Hazard	Safe Work Practice
Fire Injury	<ul style="list-style-type: none"> • Flammable liquids, such as gasoline, cleaning solvents, or acetone should be properly labeled and stored in approved safety cans. • Dispense flammable liquids away from open flames and sources of ignition. • Oily or solvent-soaked rags should be placed in an U.L. approved oily waste can with a self closing lid and should be emptied at least one daily.
Electrical Shock Injuries	<ul style="list-style-type: none"> • Bulbs broken off in socket should be removed with insulated pliers. • When repairing air conditioners, heaters and other electrical equipment, the power should be off and the switch secured from being accidentally turned on through lock-out/tag-out procedures. • When working on electrical equipment or building electrical systems, wear rubber soled shoes and use insulated tools.
Misc. Injuries	<ul style="list-style-type: none"> • Use appropriate methods to secure furniture, shelving, computers, etc. to prevent injury or property damage from earthquakes. • All equipment must have guards in place during operation except as authorized in general industry safety orders. • When storing wood or metal in high, vertical storage, secure material in place.
Eye Injuries	<ul style="list-style-type: none"> • Be sure appropriate guards are in place on all power equipment. • Wear eye protection when grinding, chipping, sawing, sanding, etc. • Require that proper eye protection be worn at all times in hazardous areas. • Always read labels on all products and follow directions.
Toxic Chemical Substance Injuries	<ul style="list-style-type: none"> • Know location of written hazard communication program and Material Safety Data Sheets and be trained in the hazard communication standards. • If clothing is contaminated, remove and change clothes immediately.