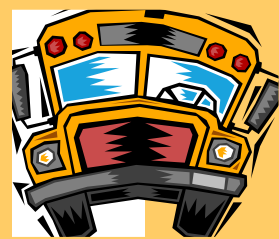


Health & Safety Services

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 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



CCCSIG July 2005



Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Transportation
(Bus Driver)



Safety Services

Health &

Health & Safety Services

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

Specific 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.



Transportation—Bus Driver

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> Keep bus steps and floor clean and dry. Pay special attention to height and condition of bus steps when getting on or off the bus, as well as the condition of the ground or asphalt surface. Watch for spilled fuels around fueling island. When washing bus and windows, pay special attention to slippery conditions caused by water and soap. Wear appropriate non-slip footwear.
Back Injuries	<ul style="list-style-type: none"> Adjust seat to proper position and height prior to starting bus. Pay particular attention to amount of air in an air-ride seat to prevent “bottoming out.” Use lumbar support pillow to reduce strain on back

Potential Hazard	Safe Work Practice
Fire Injury	<ul style="list-style-type: none"> Know fire extinguisher location and operation. No open flames or smoking should be allowed in fueling area. Use proper procedures to operate fueling equipment. Do not top off tanks. Clean up any spills and properly dispose of cleaning material prior to starting the bus.
Vehicle Accidents	<ul style="list-style-type: none"> Follow all rules and regulations required by CHP for safe operation of the bus. Do not operate a bus that does not meet CHP requirements. Conduct red light crossings only at approved CHP stops and follow proper procedures. Be particularly attentive and cautious in inclement weather or changed road conditions. Alcohol, drugs and/or medications should never be consumed at any time that may affect the ability to operate the bus. Pay particular attention to hazardous locations on the route. Alert other drivers to hazardous road conditions. Do not eat, drink or smoke when operating a bus.
Stress	<ul style="list-style-type: none"> Establish and consistently enforce bus rules for student behavior. Discuss disciplinary action and other problems with supervisor to identify possible solutions for student misbehavior, etc.



Potential Hazard	Safe Work Practice
Infectious Diseases or Health Conditions	<ul style="list-style-type: none"> Provide waste container for students to place used facial tissues, etc. Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, urine, feces, etc.). Blood and other bodily fluids should be cleaned up with appropriate disinfectant. Contact CCCSIG for further material on the General Safe Work Practices and information on universal precautions against exposure to bloodborne pathogens.
Repetitive Motion Injuries (Cumulative Trauma)	<ul style="list-style-type: none"> Attend ergonomic safety training to reduce risk of repetitive motion injuries. Stretch before and after driving, and during breaks.



Health & Safety Services

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