

**CONTRA COSTA COUNTY
SCHOOLS INSURANCE GROUP**

**Health & Safety
Policies
&
Regulations**

Section 600



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**Health & Safety Policies
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INJURY & ILLNESS PREVENTION PROGRAM

AP601

The Agency shall develop and maintain a sample Injury and Illness Prevention Program (IIPP) that fully complies with Labor Code Section 640.7 and General Industry Order Section 3203 for member districts.

The Injury and Illness Prevention Program shall include, but not be limited to, the following components:

- Employer Information
- Authority and Responsibility
- Identification, Evaluation and Prevention
- Communication
- Evaluation and Documentation of Hazards
- Accident Investigation
- Methods and Procedures for Correcting Unsafe and Unhealthy
- Conditions and Work Practices
- Inspections
- Inspection Documentation
- Safe Work Practices
- Employee Safety Training
- Documentation

HEALTH & SAFETY TRAININGS

AP602

The Agency shall conduct health & safety trainings for member districts as required. The services and presentations shall promote and reinforce use of safe work practices.

The trainings shall include general health & safety issues applicable to member districts such as:

- Incident Investigation
- Safe working practices (general & specific)
- Ergonomics
- Health & Wellness (and related topics)
- Back Injury Prevention
- CalOSHA Compliance Topics
- Nonviolent Crisis Intervention (CPI)
- Forklift
- Asbestos Awareness
- Slip, Trip and Fall Prevention

SAFETY INSPECTIONS & ERGONOMIC EVALUATIONS

AP603

The Agency shall provide for safety inspections and ergonomic evaluations at member districts, various school and/or worksite locations upon request.

The inspections and evaluations shall be conducted by the Agency's Health & Safety Services Staff and the member district's safety coordinator. The inspections and evaluations shall identify workplace hazards and procedures for correction and/or elimination.

LOSS REPORTS

AP604

The Agency shall provide Loss Reports for member districts. The Loss Reports shall include detailed loss activity for each member district.

The Loss Reports may be provided to Agency Health & Safety contacts quarterly, or as needed, and shall include Agency-wide and individual member district statistics.

Annual reports and supplemental member district reports shall include a detailed analysis for year-to-year comparison and shall be provided to each member district.

POST OFFER PRE-PLACEMENT EVALUATION PROGRAM**AP605**

The Agency maintains a Post Offer Pre-Placement Evaluation Program for member districts and encourages all districts to participate in this program. The program is used to evaluate an applicant's physical strength to perform the essential functions of the job for which they applied. The pre-placement screens shall be conducted at the Agency facilities.

PROGRAM PROCEDURES

A Post Offer Pre-Placement Evaluation Program will be provided for member districts on an on-going basis. The scope of services include:

1. Screening to safely take the physical strength test. Applicants are required to complete questionnaires related to health history and complete each component of the screening process.

The pre-testing screening includes the following:

- Resting pulse
 - Blood pressure
 - Flexibility/range of motion
2. Physical strength testing for individuals who have been offered employment in occupations where the Group has developed program criteria and the member districts have defined essential functions.
 3. The results of the physical strength test, but not of the screening, are forwarded to the member district.
 4. Following the test, an educational component will occur on the following:
 - Proper lifting techniques and correct body postures for each candidate's safety awareness
 - Educational information about stretching, flexibility, and general health

HEALTH & SAFETY RESOURCES**AP606**

The Agency shall maintain a library of DVDs, books and training materials on health & safety topics for member districts' use. The Agency will provide a website on health and safety as an additional resource.

HEALTH & SAFETY INCENTIVE PROGRAM

AP607

The Agency may develop and implement an ongoing Health & Safety Incentive Program to assist member districts with various employee activities for health and safety.

The Health & Safety Incentive Program and criteria shall be reviewed and adopted annually by the Executive Committee.