

SAFE AND HEALTHY WORK PLACE



An Illness and Injury Prevention Program

For

RIPON UNIFIED SCHOOL DISTRICT

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SAFE AND HEALTHY WORK PLACE

Safety Committees and Safety Officers

1. **District Safety Officer**
 - 1.1 The superintendent of the district shall be the safety officer. Louise Nan, the safety officer, will implement the following policy to maintain a safe and healthy work environment.
2. **District Safety Committee**
 - 2.1 The District Safety Committee will be the District Superintendent, the Administrator of each campus, the Supervisors of Maintenance, Transportation, Food Service, the Director of Student Services, the Director of Curriculum and Instruction, the Chief Business Officer, the Human Resources Manager and the Administrative Assistant to Superintendent.
 - 2.2 The District Safety Committee will meet monthly.
 - 2.3 Names of the District Safety Officer and various safety committees will be appended to this policy, attached to staff handbooks and posted at each site.
3. **Safety and Health Committees**
 - 3.1 Each school site will have a safety committee of at least three people representing the school administration, certificated and classified staff.
 - 3.1.1 The committee will meet at least once each semester, and additional meetings will be scheduled within ten days after receiving employee concerns or suggestions relating to health and safety issues.
 - 3.1.2 The names of the committee members will be listed in each staff handbook and announced generally to staff once a year.
 - 3.1.3 The committee will provide a suggestion box and take staff concerns on a written basis. However, employees will be encouraged to discuss concerns with a member of the safety committee.
 - 3.1.4 Each staff concern, if not (submitted) in writing, shall be written. Each notation shall be dated and acted upon by the committee within ten days.
 - 3.1.5 The actions of the committee and every recommendation from staff will be shared at monthly staff meetings as a regular agenda item.
 - 3.1.6 Sections of this policy will be reviewed with staff including the results of an initial inspection tour of each site.
 - 3.2 A committee will tour each site and develop a list of potential hazards identified by one or more of the committee.
 - 3.2.1 The list will be presented to the site safety committee and a copy given to the District Safety Committee within 30 days.
 - 3.2.2 The site committee will address each item by correcting an identified hazard where appropriate or describing why an identified hazard does not need attention. The site committee will address each item within 30 days.
 - 3.2.3 The written list of reported hazards, whether determined to need correction or not, will be given to each site employee.
 - 3.2.4 The District Safety Committee will approve the action of the site committee or may take action on additional items.

Inspections

4. **Inspection Levels**

There will be three (3) levels of inspections.

 - 4.1 The first level will be a one time initial inspection of each work site. The purpose of the initial inspection is to identify and correct existing and potential hazards.
 - 4.2 Second level inspections will be monthly site inspections. The purposes of the monthly inspections are to identify and correct hazards which may have occurred after the initial inspection.
 - 4.3 Third level inspections will be post injury job site inspections. The purpose of these inspections is to determine the reason for the injury. The results will be reviewed by the site safety committee to determine if the reason is directly attributable to a site hazard or to employee violation of safe working conditions. A copy of the results will be reported to the District Safety Committee. If the reason is related to an identified hazard, the safety committee or District Safety Officer will immediately take the necessary steps to correct the deficiency.
5. **Inspection Procedures**

- 5.1 Inspections will include but not be limited to:
 - 5.1.1 Buildings and grounds
 - 5.1.2 Apparatus and equipment
 - 5.1.3 Personal safety equipment and work habits.
- 5.2 Safety inspections may be conducted during other site inspections. However, the results of the inspections must be recorded separately.
- 5.3 All supervisors and employees have the responsibility to be constantly on the lookout for any safety hazards. The more serious the potential hazards, the more vigilant everybody should be.
- 5.4 In addition to routine vigilance, written inspections will be done whenever a new hazard is recognized and whenever a hazard exists from new substances, processes, procedures or equipment.
- 5.5 If a hazard is identified during a written inspection, the solution and the date of correction will be recorded.
- 6. **Monthly Inspections**
 - 6.1 A site safety committee member or qualified designate will tour the site monthly, develop a list of potential hazards and report to the safety committee.
 - 6.2 The safety committee will determine which items needs to be addressed and which do not.
 - 6.3 The safety committee's action will be reported to the District Safety Committee who may also address any items on the list.
 - 6.4 The results of the monthly inspections will be shared with site staff by placing the item on the following staff meeting agenda and by posting a written list in the staff lounge.
- 7. **Correcting Unsafe Conditions**
 - 7.1 Anyone who observes an unsafe act or condition has the responsibility of either immediately reporting it or correcting it. If it is beyond an employee's ability or authority to correct an unsafe situation, one should report the matter to the immediate supervisor. Corrections of unsafe situations will be done in a timely manner based on the severity of the hazard.

Training, Record Keeping, Communications

- 8. **Safety Training**
 - 8.1 New employees will receive a safety orientation at the time of employment.
 - 8.2 All employees will receive appropriate training from their supervisor on all of the equipment, methods and chemicals they use. When new substances, processes, procedures, equipment or previously unrecognized hazards are identified, appropriate additional training will be given. Records will be kept of the names of the employees trained, training dates, and type of training and names of the trainers.
 - 8.3 Supervisors will receive appropriate training concerning safety hazards, necessary precautions and principles of safety management.
- 9. **Safety Communication**
 - 9.1 Communication with all employees concerning safety will be accomplished by safety committees, safety meetings, safety posters, written handouts and safety films.
 - 9.2 Each site safety committee will report monthly to the District Safety Committee the results of site inspections, employee injuries and employee recommendations concerning hazards.
 - 9.3 In an employee has questions or concerns regarding safety, the issues should be discussed with the immediate supervisory. If the problem or concern is not resolved, then the employee should contact the safety committee. There will be no reprisals against employees for addressing safety problems or concerns.
- 10. **Program Review and Record Keeping**
 - 10.1 The safety program and the safety performance of those responsible for carrying it out will be reviewed every twelve months. The review will be done by the District Safety Committee and reviewed by the safety officer.
 - 10.2 Written records of inspections, training and corrections of hazards will be kept for three years.
- 11. **Staff Reporting**
 - 11.1 The employee working on a site or in a specific area is very knowledgeable about the degrees of safety which may be involved with the task. The following steps should be enthusiastically endorsed by the employee and the manager.
 - 11.1.1 Each staff handbook will contain a statement encouraging employees to report hazards and potential hazards.

- 11.1.2 The employee may choose any method to report the hazard.
- 11.1.3 The staff handbook will contain a suggested form which may be used to report the hazard.
- 11.1.4 Forms may be submitted signed or unsigned.
- 11.1.5 A suggestion box will be available in each staff room.
- 11.1.6 Employees will be encouraged to discuss safety and hazards at the monthly staff meetings.

Supervisor Responsibilities

12. Reinforcement and Discipline

- 12.1 All levels of management will require safe work behavior from all the employees they supervise. Employees will be periodically inservd4ed for safe work behavior. Unsafe work behavior will be immediately corrected. Disciplinary action will be taken when appropriate.

13. Safety Responsibilities of Supervisors

- 13.1 Supervisors will
 - 13.1.1 Provide periodic training of all employees
 - 13.1.2 Train all new employees.
 - 13.1.3 Train employees when new equipment is introduced.
 - 13.1.4 Train employees when new procedures are introduced.
 - 13.1.5 Train employees when new materials are used.
 - 13.1.6 Train employees when new hazards are recognized.
 - 13.1.7 Provide necessary motivation so employees will work safely; periodically reinforce employees for safe work behavior; immediately correct any unsafe behavior that is observed.
 - 13.1.8 Conduct thorough accident investigations for all accidents.
 - 13.1.9 Conduct periodic formal written safety inspections.
 - 13.1.10 Document appropriate safety activities, (safety inspections, meetings training, accident investigations, etc.)
 - 13.1.11 Know the CA/OSHA regulations that pertain to the type of work.
 - 13.1.12 Develop specific safety rules that apply to the type of work.
 - 13.1.13 Enforce safety rules fairly and consistently.
 - 13.1.14 Make recommendation as needed to improve safety.
 - 13.1.15 Encourage employee participating in the safety program.
 - 13.1.16 Maintain acceptable levels of morale; lead by example.
 - 13.1.17 Insure needed safety equipment is available to do job at hand.
 - 13.1.18 Anticipate hazards before they cause problems.
 - 13.1.19 Take corrective action to correct any unsafe conditions and any unsafe work behavior as soon as it is observed.
 - 13.1.20 Follow through and see to it that what is necessary is done.
 - 13.1.21 Plan for emergencies before they occur.
 - 13.1.22 Provide first aide to injured employees.
 - 13.1.23 Keep in contact with injured employees when they are unable to return to the job; show concern for their condition and encourage them to return as soon as they can safely do so.
 - 13.1.24 Solicit, evaluate and implement valid employee suggestions concerning safety.
 - 13.1.25 Provide constant vigilance for unsafe working conditions and behaviors.

Employee Discipline

14. Employee Discipline for Safety Violations

- 14.1 If the safety violation is related to an employee error, the employee will be counseled accordingly and a written summary given to the employee, the employee's supervisor, the District Safety Officer and a copy placed in employee's personal folder.
- 14.2 If the incident is a repeated violation of any safety rule, the employee will be counseled accordingly, written copies distributed as above and a conditional employment status attached. The statement will clearly explain that repeated safety problems constitute a violation for the safe working environment which is a condition of employment.
- 14.3 If there is another violation of a working rule, the employee will be suspended without pay up to ten (10) working days. If the violation causes injury to the employee or another person, the employee will be terminated.
- 14.4 If a fourth violation occurs, the employee will be terminated.

General Safety Program

15. General Safety Program

15.1 Scope

- 15.1.1 Safety rules shall serve as a guideline to safety. They are by no means a complete list of all circumstances with which one may be confronted. Each situation calls for individual attention to the safety and welfare of all parties concerned. Each situation must be dealt with on an individual common sense basis, taking into consideration safety guidelines and any local, state, and federal rules, regulations and guidelines that may apply.

15.2 Education

- 15.2.1 It shall be the responsibility of every supervisor to ensure that employees and/or members under supervision have been instructed and advised concerning safety rules and all local, state and federal rules, regulations and guidelines that may apply to the type of work being performed.

15.3 Knowledge

- 15.3.1 Every employee of Ripon Unified is required to know, understand and adhere to the safety rules which apply to the work he/she performs. Willful disregard of these safety rules or other pertinent safety rules, regulations or guidelines may result in the disciplinary action or termination. Each continuing and each new employee will be given a copy of this policy.
- 15.3.2 Each employee will initial a copy of the training received, trainer, date of training and receipt of any written material.

15.4 Enforcement

- 15.4.1 Employees acting in a supervisory capacity shall require employees working under their supervision to comply with all applicable safety instructions and safe practices.
- 15.4.2 If a difference arises in the interpretation of the application of these rules, the decision of the supervisory in charge at the time shall be followed. Subsequent appeal of the decision may be made through established channels.
- 15.4.3 Safety devices, tools or equipment which the employee finds unsafe, shall not be used and will be reported to the supervisor.

15.5 Emergencies

- 15.5.1 In the case of an emergency, a supervisor may temporarily modify or suspend any of these rules as he/she may consider necessary to permit proper handling of the specific emergency. In such a case, the person so acting shall be fully accountable for any accident or service interruption resulting there from.

15.6 Supplementary Information

- 15.6.1 Additional instructions and information relating to safe performance of work as issued through the medium of information bulletins, special bulletins, and training bulletins, new or revised policies or procedures or rules and regulations, can be used to supplement these basic accident prevention rules.

15.7 Governmental Safety Standards

- 15.7.1 In addition to our accident prevention rules and safety practices, the employees in the performance of their work, are subject to the regulations of various governmental agencies including federal, state and county. Supervisors or the employee in charge shall make certain that all applicable regulations are complied with while on the job.

15.8 Care in the Performance of Duties

- 15.8.1 Each employee shall use reasonable care in the performance of one's duties and act in such a manner so as to insure maximum safety to oneself, other employees and the public.
- 15.8.2 Employees shall not engage in scuffling, "horseplay", or the urging of persons to take unnecessary chances. Any such actions will subject the employee(s) and/or member(s) involved to disciplinary action or termination.
- 15.8.3 Each employee shall follow any and all orders, commands or directives given by a supervisor unless the execution or attempted execution of such would be an immediate endangerment to personal safety.

Specific Safety Program

16. Specific Safety Program

16.1 Work Area

- 16.1.1 Electrical equipment cords should be inspected on a regular basis for damage.
- 16.1.2 Caution will be exercised when floors are wet.
- 16.1.3 All contaminated materials shall be disposed of in the proper containers and utilizing established policies.
- 16.1.4 Storage of all chemical shall be in properly labeled and appropriately stored containers.
- 16.1.5 Chemicals shall be used for their intended purpose only.
- 16.1.6 Adequate ventilation is required for painting, welding and other maintenance operations.
- 16.1.7 All storage areas will be kept clean, neat, orderly and free of any trip hazards, foreign objects or spills.
- 16.1.8 All tools are to be cleaned after each use and returned to their proper place.
- 16.1.9 Hands will be washed thoroughly after handling any material or substances.
- 16.1.10 All soiled rags/towels will be kept in an approved container.
- 16.1.11 Restrooms, eating areas, living areas and office area are to be kept clean and orderly at all times. Good housekeeping is the key to a safe environment.
- 16.1.12 Any unsafe situation or condition should be corrected immediately.

16.2 Office Safety

- 16.2.1 All file, desk and table drawers will be closed when not in use. Employee will not open more than one file drawer at a time or pull out file drawers to full extension.
- 16.2.2 Blades of paper cutters will be closed and locked when not in use.
- 16.2.3 Extension cords are not permanent wiring. Electrical and telephone cords must be out of the normal traffic patterns.
- 16.2.4 All electrical equipment such as computers, word processors, electric typewriters, calculators, etc. will be turned off at the end of the day.
- 16.2.5 Flammable materials containing alcohol such as board clearer, toners, etc. will be stored away from combustible materials.
- 16.2.6 Each employee will be certain computer terminal and chairs are individually and properly adjusted and will be aware of ergonomically safe use of all equipment and activities.
- 16.2.7 All work stations will be adequately illuminated.
- 16.2.8 Corridors are to be kept free and clear of obstacles. There will be at least a 48" clearance. Entrances and exits will not be blocked.

16.3 Vehicle Safety

- 16.3.1 Each employee is required to remain seated whenever the vehicle is in motion.
- 16.3.2 Seatbelts will be worn at all times.
- 16.3.3 Caution will be exercised when entering and exiting a vehicle.
- 16.3.4 Employee will avoid stepping backwards off of the vehicle, mover or trailer.
- 16.3.5 Employee will have thorough understanding of the proper manner concerning removal and replacement of equipment on the vehicle.
- 16.3.6 Employee will work on vehicles only after the vehicle has been properly secured to prevent accidental movement.
- 16.3.7 Employee will be aware of other vehicle traffic.

16.4 Tool and Equipment Safety

Each employee is required to

- 16.4.1 Have a thorough understanding of the proper use and operations of all tools and equipment before attempting their use.
- 16.4.2 Use tools and equipment for their intended use only.
- 16.4.3 Never alter or provide make-shift additions to tools or equipment.
- 16.4.4 Always use proper eye protection when working with drills, saws, welding equipment or other tools likely to cause eye injury.
- 16.4.5 Use equipment with the proper/approved safeguards securely in place. Safeguards must be left in place and not be removed.
- 16.4.6 Use ground-fault interrupters (GFI) anytime that electricity issued near water.

- 16.4.7 Permit repairs on electrical equipment to be performed only by knowledgeable personnel.
- 16.5 **Ladder Safety**
Employee will
 - 16.5.1 Always face the ladder and use both hands when climbing and descending.
 - 16.5.2 Properly position and secure a ladder before using.
 - 16.5.3 Only use ladders in a safe condition.
 - 16.5.4 Use the appropriate ladder for the task at hand.
 - 16.5.5 Keep all ladders, as other tools and equipment, clean at all times.
 - 16.5.6 Inspect the halyard on a regular basis for damage.
 - 16.5.7 Always be aware of electrical lines, antenna wires and any other overhead obstructions when using ladders.
- 16.6 **Lifting**
Each employee is required to
 - 16.6.1 Not attempt to lift or carry more weight than can be easily handled.
 - 16.6.2 Utilize proper lifting techniques whenever and wherever possible.
 - 16.6.2.1 Use the legs to lift, bend knees.
 - 16.6.2.2 Keep the back straight.
 - 16.6.2.3 Do not twist while lifting, reposition feet to avoid twisting.
 - 16.6.2.4 Get the body as close to the object as possible to lift heavy objects
 - 16.6.2.5 Do not extend weight away from the body.
 - 16.6.3 Pull an object instead of pushing an object.
- 16.7 **Smoking**
 - 16.7.1 Ripon schools are tobacco free 24 hours a day for all buildings and grounds and for all students, employees, parents and visitors.
 - 16.7.2 Employees shall not smoke on any district property.
- 16.8 **Intoxicants or Drugs**
 - 16.8.1 Each employee is required to be drug and alcohol free when reporting work and while on duty. Any employee reporting for duty while under the influence of intoxicants or drugs shall not be allowed to assume his/her duties. Disciplinary action may be initiated.
 - 16.8.2 Each employee shall follow the Drug Free Work Place Policy.
- 16.9 **Shop Safety**
The following safety procedures shall be used at all times:
 - 16.9.1 **Grinders and Buffers**
 - 16.9.1.1 Eye protection will be worn at all times
 - 16.9.1.2 Grinding wheels and metal wire wheels will be changed when worn.
 - 16.9.1.3 When practical, clamps or vice grip type pliers will be used to hold material to be ground.
 - 16.9.1.4 All grinders shall have the required shrouds and safety covers. They shall not be removed under any circumstances.
 - 16.9.1.5 All grinders shall have upper shields or guard in place (between grinding wheel and upper shroud). The shield shall be adjusted ¼" from the grinding stone.
 - 16.9.1.6 All grinders shall have lower tool rests in place. The tool rests shall be adjusted 1/8" from the grinding wheel.
 - 16.9.1.7 Signs shall be permanently posted in plain sight and in close proximity to the grinder with the message "Eye Protection Required".
- 16.10 **Welding Safety**
 - 16.10.1 **Electric Welders (arc welders)**
 - 16.10.1.1 Electric welders shall only be used by knowledgeable personnel.
 - 16.10.1.2 Electric welders may only be operated when the proper practice equipment is worn.
 - 16.10.1.2.1 Welding hood with proper eye protection (correct darkness of lenses)
 - 16.10.1.2.2 Leather welding gloves
 - 16.10.1.2.3 Leather welding apron or other protective clothing
 - 16.10.2 **Oxygen/Acetylene Welding and Cutting**

- 16.10.2.1 Gas welding and cutting torches may only be used with the permission of the maintenance supervisor.
- 16.10.2.2 The following guidelines for welding, cutting and compressed gases will be adhered to:
- 16.10.2.3 Open flames shall not be applied to or brought near to (including welding processes, brazing, soldering or flame cutting) any empty container, tank or any vessel which has or may have previously contained a flammable or explosive substance until one or more of the following precautions are taken to prevent explosion or fire: (AND ONLY WHEN SAFE TO DO SO).
- 16.10.2.4 Fill containers or vessels with water and/or
- 16.10.2.5 Clean inside
- 16.10.2.6 Residue or other flammable material shall be removed from the work area or an observer shall be present (when safe to do so), equipped with the proper safety equipment such as fire extinguishing devices to safeguard surrounding areas; and
- 16.10.2.7 Oil or grease shall not be allowed to come in contact with valves, regulators or any other parts of oxygen cylinders or apparatus. (Oxygen contacting oil or grease may cause an explosion).
- 16.10.2.8 Portable gas cylinders or containers shall be handled with extreme care and shall be stored in a suitable well-ventilated location, properly secured in a vertical position with valve cap in place.
- 16.10.2.9 All connections to piping, regulators and other appliances shall be kept tight to prevent leakage. Should leaks develop, never test with open flame. When cylinders or containers are not in use, always keep valves tightly closed.
- 16.10.2.10 Compressed gases shall not be used from a cylinder or cylinder manifold or other containers unless an acceptable pressure regulating device is installed on the cylinder, valve or manifold.
- 16.10.2.11 When transporting, cylinder or compressed gas, the valves shall be protected by securely attached metal caps and by loading the cylinders compactly in an upright position and securely bracing them in place.
- 16.10.2.12 Compressed gas or welding fuel-gas cylinders in portable service shall be securely fastened in a suitable fashion with valves tightly closed before moving. Pressure regulating devices may remain in place during transport of compressed gas or welding fuel-gas cylinders used in portable service.
- 16.10.3 **General rules to be followed for all types of welding, cutting or burning.**
- 16.10.3.1 Welding processes, flame cutting, brazing, soldering and the use of open flames on vessels is subject to accordance with approved procedures by fully qualified personnel who shall always observe the following additional precautions:
- 16.10.3.2 Keep away from vessel openings as far as possible.
- 16.10.3.3 Provide suitable fire protection equipment adjacent to the work.
- 16.10.3.4 Hazardous areas shall be designated hazardous areas by signs and be protected by approved barricades as required.
- 16.10.3.5 It shall be the responsibility of the welder to see that where practical, screens are properly placed to prevent eye injury to other personnel in the area. Any helper shall wear suitable eye protection when assisting in welding procedures.
- 16.10.3.6 Whenever lead, cadmium, galvanized or other toxic fume producing material is welded, burned or otherwise heated to such a degree that fumes may develop, the work shall be ventilated to protect the operator and the people nearby. If respiratory equipment is required to protect the operator and/or persons nearby, then the following additional precautions shall be observed:

- 16.10.3.7 Sufficient ventilation shall be provided for the protection of yourself and others to prevent accumulation of harmful quantities of fumes in the work area; and/or
- 16.10.3.8 The operation shall be isolated; and or
- 16.10.3.9 The work areas shall be performed outdoors, in such a location that no harmful fumes will enter any building.
- 16.10.3.10 The use of open flames in and around battery storage areas is prohibited.

16.11 **Painting**

The following procedures shall be used at all times.

- 16.11.1 Spray painting will only be allowed in well ventilated areas.
- 16.11.2 All proper fire safety rules will be observed while mixing, applying or storing flammable paints and finishes.
- 16.11.3 Paint and solvents will be stored in a proper manner that complies with all fire codes.
- 16.11.4 Rags, filters and stir sticks along with used masking tape and paper will be disposed of in an approved manner.
- 16.11.5 Painters are required to use safety glasses and painting mask.

16.12 **Small Tool Safety**

The following procedures shall be used at all times.

- 16.12.1 Small tools shall be properly maintained
 - 16.12.1.1 Chisels and punches shall be properly dressed when the striking surface (or head) is mushroomed.
 - 16.12.1.2 Hammers shall be discarded if the striking surfaces are cracked or rounded.
 - 16.12.1.3 Handles shall be replaced if damaged.
- 16.12.2 Specialized tools shall only be used after proper instruction in the use of the tool.
- 16.12.3 Eye protection should be utilized at all times.

16.13 **Swimming Pool**

- 16.13.1 Chlorine tanks must be stored and chained separately in a fire rated room.
- 16.13.2 The vent fans must be utilized at all times while working in the chlorine room.
- 16.13.3 All persons should wear safety glasses with protective side shields or cover goggle when changing chlorine cylinders.
- 16.13.4 Plastic coated-cotton gloves which provide protection from both liquid and gaseous chlorine should be worn when handling chlorine connections and containers. Gloves should cover to the mid-forearm.
- 16.13.5 All persons changing chlorine gas cylinders must wear proper clothing (no sandals, shorts or tank tops) Cotton coveralls or a long-sleeved shirt and long pants are recommended.

Hazardous Chemicals

17 **Hazardous Chemicals**

17.1 **Labeling**

- 17.1.1 No containers of hazardous substances will be used unless the container is correctly labeled and the label is legible.
- 17.1.2 All chemicals in bags, drums, pails, etc. will be checked when received to ensure that the manufacturers label is intact, legible, and has not been damaged during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed, or the damaged label repaired so it is complete and legible. If the label cannot be repaired or restored, a new one will be requested from the supplier or manufacturer.
- 17.1.3 The label must contain
 - 17.1.3.1 The chemical name of the content
 - 17.1.3.2 The appropriate hazard warnings
 - 17.1.3.3 The name and address of the manufacturer
- 17.1.4 Whenever possible, antidotes, washing instructions, neutralizers, etc., will be posted to every container of chemicals.

17.2 **Hazardous substances may include but are in no way limited to:**

- 17.2.1 Gasoline

- 17.2.2 Diesel
- 17.2.3 Solvent(s)
- 17.2.4 Antifreeze
- 17.2.5 Oxygen
- 17.2.6 Acetylene
- 17.2.7 Paints, Varnishes, Finishes
- 17.2.8 Chlorine
- 17.3 Employees must always use appropriate care and equipment, i.e. clothing, gloves, goggles, painting masks, when using any chemical on the above list. Any chemical will cause skin irritation if used repeatedly without care. Employees should wear gloves and wash hands regularly.
- 17.4 **All contaminants**
 - 17.4.1 Particulate contaminants (dust, spray, fume, mist, fog, smoke) Particles are produced by mechanical means by the disintegration processes of grinding, crushing, drilling, blasting and spraying or by the physiochemical reactions such as combustion, vaporization, distillations, sublimation, calcinations, and condensation. Particles are classified as follows:
 - 17.4.1.1 Dust: A solid mechanically produced article with sizes varying from submicroscopic to visible or macroscopic.
 - 17.4.1.2 Spray: A liquid mechanically produced particle with sizes generally in the visible or macroscopic range.
 - 17.4.1.3 Fume: A solid condensation particle of extremely small particle size, generally less than one micron in diameter.
 - 17.4.1.4 Mist: A liquid condensation particle with sizes ranging from submicroscopic to visible or macroscopic.
 - 17.4.1.5 Fog: A mist of sufficient concentrate to perceptibly obscure vision.
 - 17.4.1.6 Smoke: A system which includes the products of combustion, paralysis or chemical reaction, of substances in the form of visible and invisible solid and liquid particles and gaseous products in air. Smoke is usually of sufficient concentration to perceptibly obscure vision.
 - 17.4.2 Each of the above is relatively inert. In small concentrations each may become a cause for discomfort or minor irritation. Each of the above in high concentration over a long period of time could cause injury as described below.
 - 17.4.2.1 Pulmonary fibrosis-producing: produce nodulation and fibrosis in the lung, possibly leading to complications (for example: quartz, asbestos).
 - 17.4.2.2 Carcinogens: Produce cancer in some individuals after "latent" period (for example: asbestos, chromates, radioactive particulates).
 - 17.4.2.3 Chemical irritants: Produce irritation, inflammation and ulceration in upper respiratory tract (for example: acidic mists, alkalis).
 - 17.4.2.4 System poisons: Produce pathologic reactions in various systems of the body (for example: lead, manganese, cadmium).
 - 17.4.2.5 Allergy-producing: Produce reactions such as: itching, sneezing and asthma (for example: pollens, spices, and animal fur).
 - 17.4.2.6 Febrile reaction-producing: Produce chills followed by fever (for example: fumes of zinc and copper).
- 17.5 **Gas and Vapor contaminants**
 - 17.5.1 Gas and vapors normally do not react with other substances but they could create a danger by displacing oxygen. In high on concentrations, certain substances may be injurious to the eyes, skin or lungs. Therefore, all gas and vapors should be avoided.
 - 17.5.2 The four basic types of gases are:
 - 17.5.2.1 Acidic: Substances that are acids or that react with water to produce an acid. They taste sour and many are corrosive to tissues (for examples: hydrogen chloride, sulfur dioxide, fluorine, nitrogen dioxide, hydrogen sulfide and hydrogen cyanide).

- 17.5.2.2 Alkaline: Substance that are alkalis or that react with water to produce an alkali. They taste bitter and may be corrosive to tissues. (For example: ammonia, amines, phosphate, arsine and saline.)
- 17.5.2.3 Organic: These are the compounds of carbon. Examples are saturated hydrocarbons (methane, ethane, butane), unsaturated hydrocarbons (ethylene, acetylene), alcohols (methyl alcohol, ethyl alcohol), aldehydes (formaldehyde), ketones (dimethyl ketone), organic acids (formic acid, acetic acid), halides (chloroform, carbon tetra chloride), amides (formamide, acetamide), nitrites (acetonitrile), isocyanides (toluene diisocyanate) amines (methylamine), epoxies (epoxyethane, propylene oxide), and aromatics (benzene, toluene and xylene).
- 17.5.2.4 Organometallic: Compounds in which metals are chemically bonded to organic groups (for example: ethyl, silicate, tetraethyl lead, and organic phosphates). Hydrides are organometallic compounds in which hydrogen is chemically bonded to metals and certain other elements (for example: diborane and lithium hydride.)

The 2010-11 District Safety Committee:

- **Louise Nan, Superintendent**
- **Kathy Coleman, Director of Curriculum and Categorical Programs**
- **Donna Clark, Chief Business Officer**
- **Susan Harper, Coordinator of Student Support Services**
- **Clarice Luis, Human Resources Manager**
- **Michelle Ryan, Administrative Assistant**
- **Carol Schaper, Food Service Supervisor**
- **Ed Tagliabue, Maintenance and Operations Supervisor**
- **Warren Council, Ripona Elementary School Principal**
- **Sylvia Eheler, Colony Oak Elementary School Principal**
- **Lisa Fereria, Weston Elementary School Principal**
- **Mike Larson, Ripon Elementary School Principal**
- **Mona Ogden, Park View Elementary School Principal**
- **Lance Morrow Ripon High School , Principal**
- **Amie Carter-Baker, Ripon High School Vice Principal**