

# Workers' Compensation Policies, Programs, Records, Permits, and Notices for Public School Districts



Program (A-Z)	Activity	Priority	Frequency	Documentation	Requirement
Accident Investigation	Investigate Workers' Compensation accidents and injuries	Medium	Per Occurrence	Written Investigation Form	California Code of Regulations, Title 8, Section 3203
Aerial Lift	Employee Training	Low	Every three Years	Sign-in Sheet	Best Risk Management Practices
Aerosol Transmitted Diseases	Written Program	Low	Review Annually	Written Program	California Code of Regulations, Title 8, Section 5199
	Employee Training		Annual	Sign In Sheet	
	Vaccination		As Needed	Form	
	Recordkeeping		Per Occurrence	Written Program	
Asbestos	The district should have a written management plan for asbestos on site that is in compliance with the Asbestos Hazard Emergency Response Act.	Low	Initial	Written Program	40 CFR Part 763
	Training for all employees who may be exposed to Asbestos during their job duties		Annual	Sign In Sheet	California Code of Regulations, Title 8-1529, 5208, AHERA, Ed. Code 49410
Back Injury Prevention	Employee Training	High	As Needed	Sign In Sheet	California Code of Regulations, Title 8, Section 3203
Bloodborne Pathogens Exposure Control	Develop a written Bloodborne Pathogens (BBP) Exposure Control Program	Medium	Review Annually	Written Program	California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens
	Training for all employees who have an exposure to BBPs during their job duties		Annual	Sign In Sheet	
	Offer of Hepatitis B Vaccinations to all employees who have a potential exposure to BBPs		New Hire Orientation	Form	
	Review employee injury reports for BBP exposure and revise written program as needed		As Needed	Updated Written Program	
Chemical Hygiene (Laboratory Safety) Plan	Written Program	Low	Review Annually	Written Program	California Code of Regulations, Title 8, Section 5191, Occupational Exposure to Hazardous Chemicals in Laboratories
	Training		Annual	Sign In Sheet	
	Inventory of Chemicals		Annual	Inventory Spreadsheet	
Claims Handling	Awareness in the area of Workers' Compensation claims handling, reduction, and fraud identification	High	As Needed	Claims Review Packet	Best Risk Management Practices
Claims Review	Review of your workers compensation claims, claim reserves and claim handling practices	Medium	Anytime during policy period	Claim Review Packet	Best Risk Management Practices
Class Room Decorating Guidelines	Develop Class Room Decorating Guidelines and Safety Procedures	Medium	Update Annually	Written Procedures	Best Risk Management Practices and California Code of Regulations, Title 8, Section 3221, Fire Prevention Plan
	Provide employees the Class Room Decorating Guidelines and Safety Procedures		Update Annually	Written Procedures	Best Risk Management Practices
Confined Space Entry	A comprehensive inventory of all confined spaces should be developed	Low	When locations change or new classrooms are added	Inventory Spreadsheet	California Code of Regulations, Title 8, Section 5156 through 5158, Confined Spaces
	A written Confined Space Entry Plan should be developed to include specific procedures for entry and rescue operations, documented employee training, atmospheric testing as needed, labeling of Permit-Required Confined Spaces or other confined spaces, and contractor notification.		Review Annually	Written Program	
	Those spaces identified as Permit Required Confined Spaces should require procedures and training prior to employee entry		Annual Awareness	Sign In Sheet	
Eye Safety	Eye protective devices shall be worn in job activities or courses including, but not limited to, vocational or industrial arts shops or laboratories, and chemistry, physics or combined chemistry-physics laboratories, at any time at which the individual is engaged in, or observing, an activity or the use of hazardous substances likely to cause injury to the eyes.	High	Review Annually	N/A	Ed Code 32031, CCR, Title 8, Section 3203
Ergonomics	Consideration should be given to conducting ergonomic evaluations of workstations to identify conditions that would benefit from modifications	High	As Needed	Written Report	California Code of Regulations, Title 8, Sections 3203 and 5110
	Develop a Repetitive Motion Injury Control (ergonomics) Program		As Needed per Regulation	Written Program	
Fall Protection Program	Provide necessary equipment and procedures to protect employees who access ladders or rooftops that exceed the thresholds	Medium	Ongoing	Maintain written records	CFR 1910.21-30 and CCR T8 §8608 & 8371
	Employee Training		Annual	Sign In Sheet	
	An educational program should be implemented to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.		Annual Awareness	Sign In Sheet	

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Fire Extinguisher Use	Map of Fire Extinguisher Locations	Low	When locations change or new classrooms are added	Written Map	California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
	Monthly inspections		Monthly	Inspector's initials on the back of the annual inspection tag	
	Annual Inspection Extinguisher Teardown		Annual Every 3 Years	Annual Inspection Tag N/A	
Forklift Usage	Posting of Forklift Operating Rules	Low	As Needed	Written Rules	California Code of Regulations, Title 8, Section 3668
	Training for employees who operation a forklift		Every 3 Years	Sign In Sheet	
Hazard Communication	Develop a written Hazard Communication Program Hazardous materials should be identified and a safety data sheet should be on file for every product. Products should be evaluated for physical and health hazards to determine that the least hazardous product is used. All primary and secondary containers of substances (cleaners, chemicals, etc.) should be properly labeled to identify contents including the product name and hazard warning. Employers shall ensure that employees are provided with information and training in accordance with subsection (h) except for the location and availability of the written hazard communication program under subsection (h)(2)(C), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.	Medium	Update Annually	Written Program	California Code of Regulations, Title 8, Section 5194, Hazard Communication
			As Needed	Inventory Spreadsheet and SDS	
			As Needed	Label	
Hearing Conservation Program	Sound level testing should be conducted on employees who may have significant exposure to occupational noise to determine the Time Weighted Average (TWA) exposure. If the employee noise exposure exceeds the TWA action level of 85 decibels, the District should implement a comprehensive Hearing Conservation Program Training should be provided whenever hearing protection devices are made available for employee use Areas with noise levels determined to be in excess of action levels prescribed by Cal/OSHA should be conspicuously marked with warning signs that state the requirement for hearing protection device use	Low	Initial	Survey	California Code of Regulations, Title 8, Section 3340, Accident Prevention Signs, 29 CFR 1910, Subpart G - Occupational Health and Environment Control, California Code of Regulations, Title 8, Article 105, Control of Noise Exposure
			Annual	Sign In Sheet	
			As Needed	Signage	
Heat Illness Prevention	Written Heat Illness Prevention and Response Program should be developed and implemented Employee Training Review employee injury reports for heat illness exposure and revise written program as needed	Medium	Update Annually	Written Program	California Code of Regulations, Title 8, Section 3395, Heat Illness Prevention
			Annual	Sign In Sheet	
			As Needed	Updated Written Program	
Indoor Air Quality (IAQ)	Ongoing duct work and general maintenance	Low	Ongoing	Maintain written maintenance records	T8 CCR §5142 ASHRAE Standards
	Filter Changes		2-3 months		
	Inspection of HVAC system and coil cleaning		Annually		
	Prepare a district/agency protocol for responding to IAQ complaints		Ongoing	Maintain written records of complaints received and response made	
Injury and Illness Prevention	Written Program	High	Annual	Written Program	California Code of Regulations, Title 8, Section 3203
	Training		Annual	Sign In Sheet	
	Hazard Reporting System		Per Occurrence	Form	
	Facility Inspections		Frequent	Inspection Checklist	
	Incident & Accident Investigation		Per Occurrence	Incident Forms	
	Hazard Correction Follow up		Per Occurrence	Form	
	Program Review		Annual	Survey	
	Safety Committee Meetings		Quarterly	Meeting Minutes	
Interactive Process	Process of providing reasonable accommodations to qualified employees	Medium	As Needed	Written Report of Process	Americans with Disability Act (ADA) and California's Fair Employment and Housing Act (FEHA)
Job Hazard Analysis	Identification of workplace hazards	Low	Review Annually	Written Analysis per Job Title	Best Risk Management Practices
Kitchen and Food Safety	Employee Training	Low	Annual	Sign In Sheet	Best Risk Management Practices
Laboratory Fume Hood Testing	The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested	Low	After initial installation, alterations, or maintenance and at minimum annually	Written Certification/Testing Results	California Code of Regulations, Title 8, Section 5143, 5154.1
Ladder Safety	Employee Training	Low	Annual	Sign In Sheet	CFR 1910 21-30 and CFR T8 68608 & 8371

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Ladder Safety	Provide necessary equipment	Low	As Needed	N/A	CFR 1910.21-50 and CCR 169006 & 6371
Lead	The district should recognize that any school built before 1992 probably contains lead paint and therefore should treat all painted surfaces accordingly.	Low	As Needed	N/A	California Code of Regulations, Title 8, Section 1532.1
	District shall follow the Lead-Paint Renovation, Repair and Painting Program (RRP) for child occupied facilities built before 1978.		As Needed	N/A	40 CRF Part 745, Subpart E
	Training for all employees who may be exposed to Lead Paint during their job duties		Annual	Sign In Sheet	California Code of Regulations, Title 8, Section 1532, 5198
Lockout/Tagout	Inventory of Machinery	Low	Annual	Inventory Spreadsheet	California Code of Regulations, Title 8, Section 3314
	Written Program		Annual	Written Program	
	Employee Training		Annual	Sign In Sheet	
Personal Protective Equipment (PPE)	A survey should be conducted to determine what types of personal protective equipment are needed based on employee activities and exposures.	Medium	Annual	Written Survey	California Code of Regulations, Title 8, Section 3380, Personal Protective Devices
	Employees should receive documented initial and annual training regarding the PPE they voluntarily use or are required to use to ensure that they use the equipment in an appropriate manner			Sign In Sheet	
Pesticide Handler Training	A written IPM shall be developed and implemented	Low	Review Annually	Written Program	California Code of Regulations, Title 3, Section 6724, Handler Training
	Pesticide Handler safety training		Annual	Sign In Sheet	
Post Offer Physical Program	Provide Pre-Employment Physicals	Low	As Needed	Medical Documentation	Best Risk Management Practices
Required Postings and Safety Bulletin Boards	Conspicuously post Cal/OSHA, Labor Code, and other required postings	Low	Annual	Postings	California Labor Code, Government Code, Section 12900
Respiratory Protection Program	A survey should be conducted to determine what activities pose exposure hazards and identify which of their employees should be included in the program	Low	Initial	Written Survey	California Code of Regulations, Title 8, Section 5144, Respiratory Protection, 29 CFR 1910, Subpart I - Personal Protective Equipment
	Develop a written compliance plan		Review Annually	Written Program	
	Provide employee education and training		Initial and Annual	Sign In Sheet	
	Provide medical examination of employees covered by the program		Initial and Annual	Medical Documentation	
	Provide approved respiratory equipment		As Needed	Equipment Form	
Return to Work Program	Establish a written Transitional Return to Work Policy for injured or ill employees	Medium	Update as Needed	Written Policy	Best Risk Management Practices
Risk Management Evaluations	Evaluation of District Risk Management Policies, Procedures and Practices	Medium	Ongoing	Written Report	Best Risk Management Practices
Safety Incentive Programs	Consider developing a safety incentive program for accident prevention	Low	As Needed	Written Program	Best Risk Management Practices
Safety Training Program	Establish a safety training program	High	Annual	Written Program	California Code of Regulations, Title 8, Section 3203
Sexual Harassment Prevention	Written Program/Policy	High	Review Annually	Written Program	Title VII, CGC 12940, 12950, CAC 7288.0
	Employers with 50 or more employees must provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005, and to all new supervisory employees within six months of assuming a supervisory position. There after, covered employers must provide sexual harassment training and education to each supervisory employee once every two years.		Every 2 Years	Sign In Sheet	
Workplace Security/Violence	Workplace assessment, prevention strategies, recording and reporting incidents, and investigations.	Medium	Review Annually	Written Policy	CCR, Title 8 Section 3203
Utility Cart Usage	Written policy	Low	Update as Needed	Written Policy	Best Risk Management Practices
	Training for employees who operate an Utility cart or low speed vehicle		Before First Use	Sign-in Sheet	
Vehicle Safety	DMV Pull Notice	High	As Needed	DMV Notification	Best Risk Management Practices
	Defensive Driver Training for employees		Annual	Sign-in Sheet	
Vehicle Use Policy	A formal Vehicle Usage Policy should be developed and implemented	High	Update as Needed	Written Policy	Best Risk Management Practices
	Train employee on Vehicle Usage policy		Update as Needed	Sign-in Sheet	