



West Contra Costa Unified School District (WCCUSD) Code of Safe Work Practices:

Human Resources Department

Introduction:

The West Contra Costa Unified School District (WCCUSD) is committed to ensuring a safe and healthy environment for all employees, students, and visitors. This Safe Work Practices document outlines the procedures and guidelines that must be followed to comply with California Occupational Safety and Health Administration (Cal/OSHA) and Federal Occupational Safety and Health Administration (OSHA) regulations. These practices are designed to mitigate risks, promote safety, and ensure compliance with all applicable legal requirements.

Legal Compliance:

WCCUSD is legally obligated to comply with all applicable federal, state, and local regulations concerning occupational safety and health, including:

- **California Occupational Safety and Health Act of 1973 (Cal/OSHA):** Enforced by the California Division of Occupational Safety and Health, this act mandates the provision of a safe and healthful working environment for all employees in California. The district will adhere to Title 8 of the California Code of Regulations (CCR), which details specific safety standards.
- **Federal Occupational Safety and Health Act of 1970 (OSHA):** Under this act, WCCUSD must comply with OSHA standards as enforced by the Occupational Safety and Health Administration. This includes maintaining a workplace free from recognized hazards and adhering to standards outlined in Title 29 of the Code of Federal Regulations (CFR), Parts 1900-1999.
- **Labor Code Requirements:** The district is also governed by relevant sections of the California Labor Code, imposing obligations related to worker safety, wage and hour laws, and employee rights.
- **Workers' Compensation Laws:** WCCUSD will comply with California's Workers' Compensation laws to ensure employees who suffer work-related injuries or illnesses receive appropriate medical treatment and compensation.
- **Americans with Disabilities Act (ADA):** The district will comply with the ADA, which requires reasonable accommodations for employees with disabilities, including those related to safety and emergency procedures.

General Safety Guidelines:

1. Awareness and Training

- **Legal Requirement:** Per Cal/OSHA Title 8 CCR §3203 and Federal OSHA 29 CFR §1910.1200, all employees must receive training on general and specific workplace hazards, PPE use, and emergency procedures.
- All employees must undergo mandatory safety training relevant to their job functions, including hazard communication and emergency response.
- Employees must familiarize themselves with the location of safety equipment, such as fire extinguishers, first aid kits, and emergency exits.

2. Hazard Communication

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §5194 and Federal OSHA 29 CFR §1910.1200.
- The district will maintain a written Hazard Communication Program, including an inventory of hazardous chemicals, Safety Data Sheets (SDS), and proper labeling of chemical containers.
- Employees must report any potential hazards to their supervisors immediately.



3. **Personal Protective Equipment (PPE)**

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §3380 and Federal OSHA 29 CFR §1910.132.
- Appropriate PPE must be worn as required by specific tasks, including gloves, safety glasses, hearing protection, and respiratory protection.
- PPE must be inspected regularly, properly stored, and maintained in good condition.

4. **Emergency Preparedness**

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §3220 and Federal OSHA 29 CFR §1910.38.
- The district will maintain and regularly update an Emergency Action Plan (EAP) for each facility, including evacuation routes and emergency procedures.
- Regular emergency drills, including fire, earthquake, and lockdown drills, will be conducted.

5. **Ergonomics**

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §5110.
- Employees will be provided with ergonomically appropriate workstations and tools to minimize strain and injury.
- Training on proper lifting techniques and safe body mechanics will be provided.

Specific Work Area Guidelines:

1. **Classrooms and Educational Spaces**

- **Legal Requirement:** Compliance with relevant safety standards, including electrical safety (Cal/OSHA Title 8 CCR §2340.1-2340.31 and Federal OSHA 29 CFR §1910.301-399) and chemical safety in laboratories (Cal/OSHA Title 8 CCR §5191 and Federal OSHA 29 CFR §1910.1450).
- Classrooms must be arranged to avoid overcrowding and ensure clear evacuation pathways.
- Electrical equipment must be properly maintained and used according to manufacturer instructions.
- Chemical storage and use in science labs must comply with safety standards, including proper ventilation and handling procedures.

2. **Maintenance and Operations**

- **Legal Requirement:** Compliance with lockout/tagout procedures (Cal/OSHA Title 8 CCR §3314 and Federal OSHA 29 CFR §1910.147), ladder safety, and hazardous materials handling.
- Maintenance personnel must follow lockout/tagout procedures when servicing equipment to prevent accidental energization.
- Safe use of ladders, scaffolds, and other elevated platforms must be enforced.
- Proper handling, storage, and disposal of hazardous materials, such as cleaning agents and paints, must be strictly followed.

3. **Food Service Areas**

- **Legal Requirement:** Compliance with safety standards related to kitchen safety, including equipment use, sanitation, and PPE.
- Food service workers must follow food safety guidelines, including proper handwashing, food storage, and preparation procedures.
- Kitchen equipment must be used safely and maintained regularly.
- Slip-resistant footwear should be worn to prevent slips and falls.

4. **Transportation and Vehicle Use**

- **Legal Requirement:** Compliance with Cal/OSHA and Department of Transportation (DOT) regulations.
- Drivers of district vehicles must hold valid licenses, complete driver safety training, and adhere to traffic laws.
- Regular vehicle inspections and maintenance must be conducted to ensure safety.
- Safe loading and unloading procedures must be followed at all times.



Health and Wellness:

1. Injury and Illness Prevention Program (IIPP)

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §3203.
- The district will maintain an IIPP that includes regular safety inspections, incident investigations, and corrective actions.
- Employees must report any injury or illness immediately to their supervisor.

2. Exposure Control

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §5193 and Federal OSHA 29 CFR §1910.1030 regarding bloodborne pathogens.
- Employees must follow Universal Precautions to prevent exposure to bloodborne pathogens.
- The district will provide necessary vaccinations, such as the hepatitis B vaccine, to employees at risk of exposure.

3. Indoor Air Quality

- **Legal Requirement:** Compliance with Cal/OSHA regulations on ventilation and indoor air quality.
- Ventilation systems will be maintained to ensure good indoor air quality.
- The use of non-toxic, low-emission products will be encouraged to minimize air contamination.

4. Wellness Programs

- **Legal Requirement:** While not explicitly mandated, offering wellness programs aligns with OSHA's recommendations.
- The district will offer wellness programs aimed at promoting physical and mental health.

Environmental Safety:

1. Waste Management

- **Legal Requirement:** Compliance with federal, state, and local environmental regulations, including the Resource Conservation and Recovery Act (RCRA) and Cal/OSHA standards on hazardous waste.
- The district will implement waste management practices that comply with environmental regulations.
- Employees must follow waste segregation guidelines and report any issues related to waste management.

2. Energy and Water Conservation

- **Legal Requirement:** Compliance with state and local regulations promoting energy efficiency and water conservation.
- Energy-efficient practices, such as turning off lights and equipment when not in use, will be promoted.
- Water conservation measures, including fixing leaks promptly, will be enforced.

3. Pest Management

- **Legal Requirement:** Compliance with the Healthy Schools Act (California Education Code Sections 17608-17613) and Cal/OSHA guidelines for pesticide use.
- Integrated Pest Management (IPM) practices will be followed to minimize pesticide use and reduce environmental impact.
- All pesticide applications will be documented, and notifications will be provided as required by law.

Reporting and Recordkeeping:

1. Incident Reporting

- **Legal Requirement:** Compliance with Cal/OSHA Title 8 CCR §342 and Federal OSHA 29 CFR §1904.
- All incidents, including near-misses, must be reported immediately.
- The district will maintain records of all incidents, training, inspections, and maintenance activities as required by law.

2. Documentation

- **Legal Requirement:** Compliance with Cal/OSHA and Federal OSHA recordkeeping requirements, including OSHA 300 logs, SDS records, and training documentation.



- Documentation of all safety programs, including training records, safety meetings, and inspections, will be maintained and made available upon request.

Responsibilities:

1. Administration

- **Legal Requirement:** The district administration is legally responsible for ensuring compliance with all applicable Cal/OSHA and OSHA regulations.
- The administration is responsible for the overall implementation and enforcement of the Safe Work Practices.
- Regular safety audits and reviews will be conducted to ensure ongoing compliance with safety regulations.

2. Supervisors

- **Legal Requirement:** Supervisors are legally required to enforce safety standards and ensure that employees are trained and equipped to work safely.
- Supervisors must ensure that all employees under their supervision understand and follow the Safe Work Practices.
- Supervisors are responsible for conducting regular safety briefings and addressing any safety concerns raised by employees.

3. Employees

- **Legal Requirement:** Employees have a legal obligation to follow safety practices and report unsafe conditions, as required by Cal/OSHA and OSHA.
- Employees are responsible for adhering to the Safe Work Practices, participating in training, and reporting unsafe conditions.
- Employees must take an active role in promoting a safe work environment.

Conclusion:

The West Contra Costa Unified School District is dedicated to maintaining a safe and healthy environment for all employees, students, and visitors. Adherence to these Safe Work Practices is essential for achieving this goal. Continuous improvement in safety practices will be pursued through regular training, monitoring, and feedback. Compliance with all relevant federal, state, and local laws and regulations is not just a legal obligation but a fundamental part of our commitment to safety.

To ensure the Safe Work Practices document is thoroughly supported by legal references, the following references section can be added to the end of the document:

References

1. California Occupational Safety and Health Act of 1973 (Cal/OSHA)

- **Source:** California Division of Occupational Safety and Health (Cal/OSHA)
- **Regulations:** Title 8, California Code of Regulations (CCR)
- **Website:** <https://www.dir.ca.gov/dosh/>

2. Federal Occupational Safety and Health Act of 1970 (OSHA)

- **Source:** Occupational Safety and Health Administration (OSHA)
- **Regulations:** Title 29, Code of Federal Regulations (CFR), Parts 1900-1999
- **Website:** <https://www.osha.gov>

3. Labor Code Requirements

- **Source:** California Department of Industrial Relations (DIR)
- **Key Sections:** California Labor Code
- **Website:** <https://www.dir.ca.gov/>



4. **Workers' Compensation Laws**

- **Source:** California Department of Industrial Relations (DIR)
- **Key Sections:** California Workers' Compensation Laws
- **Website:** <https://www.dir.ca.gov/dwc/>

5. **Americans with Disabilities Act (ADA)**

- **Source:** U.S. Department of Justice (DOJ), Civil Rights Division
- **Key Sections:** Title I, Americans with Disabilities Act of 1990
- **Website:** <https://www.ada.gov/>

6. **Hazard Communication Standard**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §5194, Federal OSHA 29 CFR §1910.1200
- **Website:** <https://www.osha.gov/hazcom>

7. **Personal Protective Equipment (PPE)**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §3380, Federal OSHA 29 CFR §1910.132
- **Website:** <https://www.osha.gov/personal-protective-equipment>

8. **Emergency Action Plan**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §3220, Federal OSHA 29 CFR §1910.38
- **Website:** <https://www.osha.gov/emergency-preparedness>

9. **Ergonomics**

- **Source:** Cal/OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §5110
- **Website:** <https://www.dir.ca.gov/dosh/ergonomics.html>

10. **Lockout/Tagout**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §3314, Federal OSHA 29 CFR §1910.147
- **Website:** <https://www.osha.gov/lockout-tagout>

11. **Bloodborne Pathogens**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §5193, Federal OSHA 29 CFR §1910.1030
- **Website:** <https://www.osha.gov/bloodborne-pathogens>

12. **Pesticide Use and Integrated Pest Management (IPM)**

- **Source:** California Department of Pesticide Regulation (DPR)
- **Regulations:** Healthy Schools Act, California Education Code Sections 17608-17613
- **Website:** <https://www.cdpr.ca.gov/docs/pestmgt/ipminovate.htm>

13. **Waste Management and Environmental Compliance**

- **Source:** U.S. Environmental Protection Agency (EPA) and Cal/OSHA
- **Regulations:** Resource Conservation and Recovery Act (RCRA)
- **Website:** <https://www.epa.gov/rcra>

14. **Energy and Water Conservation**

- **Source:** California Energy Commission
- **Regulations:** Title 24, California Code of Regulations
- **Website:** <https://www.energy.ca.gov/>

15. **Incident Reporting and Recordkeeping**

- **Source:** Cal/OSHA and OSHA
- **Regulations:** Cal/OSHA Title 8 CCR §342, Federal OSHA 29 CFR §1904
- **Website:** <https://www.osha.gov/recordkeeping>