

Safety Newsletter

A quarterly publication for injury and illness prevention

Spring 2025

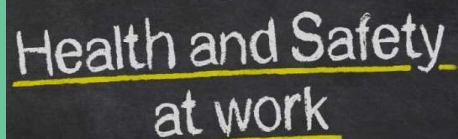
Safety Meetings

The goal of safety meetings is to identify potential workplace risks, and develop ways to mitigate them. Accidents cost your district money, time, and human capital. Fortunately, most accidents are preventable.



Key Components:

1. Meetings should be run by the District Safety Coordinator and follow an agenda.
2. The Safety Coordinator needs to bring the IIPP as a reference.
3. A safety representative who is familiar with the safety concerns for each district site should be present.

A graphic of a chalkboard with the words 'Health and Safety' written in white chalk, underlined with a yellow line. Below it, the words 'at work' are written in white chalk, also underlined with a yellow line.

4. The agenda should list each site, allowing that site's representative dedicated time to discuss their safety concerns. The Maintenance representative should keep a running list of concerns and prioritize them.
5. A Work Comp breakdown should be presented and discussed to identify injury trends.

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Cal/OSHA's COVID-19 Prevention Non-emergency Standards End as of February 2025



The California Division of Occupational Safety and Health (Cal/OSHA) is advising employers that most of its COVID-19 Prevention Non-Emergency Standards ended this week. Cal/OSHA's regulations took effect February 3, 2023, and remained in effect for two years, except for the reporting and recordkeeping requirements, which remain in effect until 2026.

Although there is no longer a specific set of regulatory requirements relating to COVID- 19 prevention in the workplace, employers in California must still:

- ✓ Maintain a safe and healthful place of employment as required by Labor Code section 6400.
- ✓ Establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) as required by Title 8, California Code of Regulations, section 3203.
- ✓ Identify, evaluate, and correct any unsafe or unhealthy conditions, work practices, or work procedures associated with COVID-19 if they identify COVID- 19 as a workplace hazard at their place of employment.

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6. The meeting concludes with a review of safety trainings required and conducted.
7. Records of the meetings and any training sign-in sheets are added to the IIPP in the “Worker training and instruction” tab.

Bring in the EXPERTS:

- Safety Coordinators from each site
- Human Resources
- Maintenance/Operations
- Transportation
- Risk/Safety Manager
- Administrators

Examples of Safety Concerns:

- ✓ Maintenance issues
- ✓ Gates & Fences
- ✓ Security issues
- ✓ Trespassers
- ✓ Lighting
- ✓ Fire alarm issues
- ✓ Trip hazards
- ✓ Upcoming events
- ✓ Pesticides

The LAW: In accordance with CCR, Title 8, 3203(a)(3), Safety Meetings are a substantial component of satisfying the requirement for “safety communication in the workplace” regarding occupational safety and health.

Safety Data Sheets



If your workplace uses or stores hazardous chemicals, a Safety Data Sheet (SDS) is required.

The SDS provides critical information to chemical handlers including the ingredients and characteristics of a chemical, its hazards, how to store it, and what to do in case of a spill, fire, or other emergency.

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COVID-19 reporting and recordkeeping requirements (Title 8 Subsection 3205(j)) remain in effect until February 3, 2026. The requirements specify that the employer:

- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis.

These records must be retained for two years beyond the period in which the record is necessary to meet the requirements of this section.

- Provide information on COVID-19 cases to the local health department with jurisdiction over the workplace, CDPH, Cal/OSHA, and NIOSH immediately upon request, and when required by law.



AHERA MANAGEMENT PLANS

The Environmental Protection Agency enacted the Asbestos Hazard Emergency Response Act (AHERA) in 1987. AHERA applies to all K-12 public and private schools. Briefly, districts must inspect and identify suspect asbestos containing building material, conduct periodic surveillance of the material and maintain a management plan. While many districts have abated suspect building materials through modernization projects, some sites still have building material that is being monitored.

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- Under the Hazard Communication Standard, producers of chemicals must provide an SDS for each hazardous chemical that they sell or distribute. Employers are required to make an SDS available to all employees for every hazardous chemical used in the workplace.

What information does an SDS provide?

- The SDS has 16 standardized sections to make it easier to find important information quickly. The most important sections relate to how employees can protect themselves: hazard identification, exposure controls/personal protection, and first aid.
- Other commonly used sections are chemical name(s), routes of exposure, and storage precautions. All workers who handle or work around hazardous chemicals need to be familiar with the SDS sections and how to get the specific information they need.

How do you obtain an SDS?

- An SDS comes with any chemical when it's delivered. If you purchase a hazardous chemical and it does not come with an SDS, you are required to request one from the manufacturer. Often you can download the SDS from the manufacturer's website or simply call or email customer service. If the same chemical is purchased from multiple manufacturers, you must obtain an SDS from each manufacturer.
- Whenever a chemical manufacturer changes their product formulation or new information becomes available about the chemical hazards, they must update the SDS and make the revised SDS available with each new shipment. Employers must train affected employees on the new chemical hazard information within 30 days of receiving a new or revised SDS document.

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The SISC Property and Liability Safety and Loss Control Specialists provide the following AHERA asbestos services to member districts:

- Maintaining the management plan on a computer database.
- Performing the required three-year re-inspections.
- Updating the management plan pursuant to inspection results.
- Providing employee training pursuant to AHERA.
- Advising districts regarding compliance issues.

Although the SISC Property and Liability safety staff offers a valuable service, it is important to note that your district has responsibilities regarding AHERA compliance. Some of those responsibilities include the following:

- Selecting and training an appropriate "designated person" to implement the AHERA requirements.
- Notifying employees, parents and contractors of the presence of the district's management plan.
- Tracking new construction and obtaining documentation from architects and contractors regarding certification of asbestos-free construction.
- Obtaining documentation that new materials installed in buildings do not contain asbestos.
- Maintaining documentation of all abatement projects and archived management plans.
- Making sure all six-month asbestos inspections are performed and kept in a permanent file.

AED MAINTENANCE CHECKLIST

A maintenance designee should follow (at least) these basic AED maintenance steps to evaluate the AED's current condition and keep the life saving device in working order:

1. **Visually inspect the general condition of the AED.** Is the case clean and intact? Are PPE supplies, shaver, and tool for removing/cutting jewelry included? Are there any signs of damage? Is there a status indicator light that indicates maintenance is needed?

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What are the employer's responsibilities?

- Employers must keep an SDS for each chemical stored or used in the workplace as part of their written hazard communication plan.
- They must be readily accessible to employees and in case of emergencies.
- If employees regularly travel between different worksites, the SDS can be at a central location. Safety data sheets can be in either paper or digital form, including operating procedures, and they may cover groups of chemicals in a work area to address a hazardous process.
- Employers must retain the SDS for at least 30 years beyond the last known use in the workplace.
- If older SDS are no longer available, archived chemical inventory records, operating procedures, and records of exposure monitoring serve as a backup for missing SDS by providing valuable details on the work locations and processes where exposures may have occurred.
- If your employees work with hazardous chemicals, the SDS is a critical part of your hazard communication program. Make sure they know where to find the SDS and how to read them.

**** The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP). Keep a copy of this newsletter in your IIPP binder.***

2. **Push the start button** (or simply open the cover) and confirm activation (automatic audio playing of instructions for use should begin).

Turn the machine off and make sure the status indicator shows the unit is again ready for use (green light).

3. **Check for any audio alarm or visual service notice being displayed on the unit.** Alarms may also come in the form of a blinking red light, an "X", instead of a checkmark, or a screen that is completely blank.
4. **Check batteries and replace past-date batteries.** Even though the AED batteries may power the machine for a test, past-date batteries should be replaced to be sure they will not run down before the next use or check-up. Find or order new ones and be sure to follow through on the new battery installation. If new batteries are ordered, be sure to include a backup battery to have on hand for future use.
5. **Inspect AED pads.** AED pads may have passed their expiration date, have been used, or show clear signs (cracking, stressed wiring, etc.) that they need to be replaced. Again, replace and/or reorder; a backup set of pads is generally recommended.



FURTHER AED MAINTENANCE: BATTERIES AND ADHESIVE ELECTRODE PADS

- AED(s) should be checked a minimum of every three months, perhaps even daily (by simply observing the status light) depending on the situation.
- AED maintenance requirements include regular checking and/or replacement of the electrode pads according to manufacturer guidelines.

CHECK-UP AND RECORD OF MAINTENANCE

A designated individual should check the AED(s) regularly, according to a set schedule, following recommended AED manufacturer guidelines and the basic steps above. Each check should be documented, any repair or replacement noted, and records stored should proof of maintenance be needed. Pre-printed AED maintenance record checklists are available to help with this task.