

**Regulation 4157: Employee Safety**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/1991 | **Last Revised Date:**  
03/01/2024 | **Last Reviewed Date:** 03/01/2024

The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

If the Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of an imminent hazard, including a machine, device, apparatus, or equipment that is in a dangerous condition or is dangerously placed, the Superintendent or designee shall post a notice of the hazard provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the workplace, operation, or process is made safe, and the required safeguards, safety appliances, or devices are provided. (Labor Code 6325)

**Injury and Illness Prevention Program**

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but are not limited to:
  1. Recognition of employees who follow safe and healthful work practices
  2. Training and retraining programs
  3. Disciplinary actions
3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions

designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but is not limited to:

1. Meetings
  2. Training programs
  3. Posting
  4. Written communications
  5. A system of anonymous notification by employees about hazards
  6. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
    1. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
    2. Whenever the district is made aware of a new or previously unrecognized hazard
  5. A procedure for investigating occupational injury or illness
  6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided with the necessary safeguards.
7. Provision of training and instruction as follows:
    1. To all new employees
    2. To all employees given new job assignments for which training has not previously been received
    3. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard

4. Whenever the district is made aware of a new or previously unrecognized hazard
  5. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
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8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee.

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or website that allows an employee to review, print, and email the current version of the district's injury and illness prevention program.

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

#### **Labor/Management Safety and Health Committee**

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

### **Hearing Protection**

Whenever employee noise exposure equals or exceeds the standards specified by law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

### **Eye Safety Devices**

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030-32034)

### **First Aid and Medical Services**

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall

be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate

#### **Protection from Communicable Diseases and Infections**

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

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**State**  
17 CCR 2508  
8 CCR 14000-14316

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**Description**  
Reporting of communicable diseases  
Occupational injury or illness reports and records

8 CCR 3203  
8 CCR 3204  
8 CCR 3400  
8 CCR 5095-5100  
8 CCR 5193  
Ed. Code 32030-32034  
Ed. Code 32225-32226  
Ed. Code 32280-32289.5  
Ed. Code 44984  
Gov. Code 3543.2  
Lab. Code 1139  
Lab. Code 132a  
Lab. Code 3300  
Lab. Code 6305  
Lab. Code 6310  
Lab. Code 6325  
Lab. Code 6400-6413.5  
Lab. Code 6401.7  
Lab. Code 6401.9

**Federal**

17 CFR 2508  
29 CFR 1910.1030  
29 CFR 1910.95  
29 CFR 651-678  
8 CFR 14000-14316  
8 CFR 3204  
8 CFR 5193

**Management Resources**

CA Department of Industrial Relations  
Publication  
Website  
Website  
Website  
  
Website  
  
Website  
Website  
Website

**Code**

0450  
0450  
3514  
3514  
3514.1  
3514.1  
3516  
3516  
3516.5  
3530  
3530  
4112.9  
4112.9-E(1)  
4113.5  
4118  
4118  
4119.41  
4119.42  
4119.42  
4119.42-E(1)

Injury and illness prevention program  
Access to employee exposure and medical records  
Medical services and first aid  
Control of noise exposure  
Bloodborne pathogens  
Eye safety  
Communications devices in classrooms  
School safety plans  
Required rules for industrial accident and illness leave  
Scope of representation  
Worker's rights in emergencies  
Workers' compensation; nondiscrimination  
Definition of employer  
Occupational safety and health standards; special order  
Retaliation for filing complaint prohibited  
Prohibition of entry into place of employment  
Responsibilities and duties of employers and employees  
Injury and illness prevention program  
Workplace violence prevention plans

**Description**

Reporting of communicable diseases  
Bloodborne pathogens  
Noise standards  
Occupational safety and health  
Occupational injury or illness reports and records  
Access to employee exposure and medical records  
Bloodborne pathogens  
**Description**  
Guide to Developing Your Workplace Injury and Illness  
Prevention Program, rev. August 2005  
CSBA District and County Office of Education Legal Services  
National Institute for Occupational Safety and Health  
U.S. Department of Labor, Occupational Safety and Health  
Administration  
California Department of Industrial Relations, Occupational  
Safety and Health  
National Hearing Conservation Association  
CSBA  
Centers for Disease Control and Prevention

**Description**

Comprehensive Safety Plan  
Comprehensive Safety Plan  
Environmental Safety  
Environmental Safety  
Hazardous Substances  
Hazardous Substances  
Emergencies And Disaster Preparedness Plan  
Emergencies And Disaster Preparedness Plan  
Emergency Schedules  
Risk Management/Insurance  
Risk Management/Insurance  
Employee Notifications  
Employee Notifications  
Working Remotely  
Dismissal/Suspension/Disciplinary Action  
Dismissal/Suspension/Disciplinary Action  
Employees With Infectious Disease  
Exposure Control Plan For Bloodborne Pathogens  
Exposure Control Plan For Bloodborne Pathogens  
Exposure Control Plan For Bloodborne Pathogens

4119.43	<u>Universal Precautions</u>
4119.43	<u>Universal Precautions</u>
4131	<u>Staff Development</u>
4156.2	<u>Awards And Recognition</u>
4157.1	<u>Work-Related Injuries</u>
4157.2	<u>Ergonomics</u>
4158	<u>Employee Security</u>
4158	<u>Employee Security</u>
4161.11	<u>Industrial Accident/Illness Leave</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4213.5	<u>Working Remotely</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.41	<u>Employees With Infectious Disease</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4219.43	<u>Universal Precautions</u>
4219.43	<u>Universal Precautions</u>
4231	<u>Staff Development</u>
4256.2	<u>Awards And Recognition</u>
4257.1	<u>Work-Related Injuries</u>
4257.2	<u>Ergonomics</u>
4258	<u>Employee Security</u>
4258	<u>Employee Security</u>
4261.11	<u>Industrial Accident/Illness Leave</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4313.5	<u>Working Remotely</u>
4319.41	<u>Employees With Infectious Disease</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.42-E(1)	<u>Exposure Control Plan For Bloodborne Pathogens</u>
4319.43	<u>Universal Precautions</u>
4319.43	<u>Universal Precautions</u>
4331	<u>Staff Development</u>
4356.2	<u>Awards And Recognition</u>
4357.1	<u>Work-Related Injuries</u>
4357.2	<u>Ergonomics</u>
4358	<u>Employee Security</u>
4358	<u>Employee Security</u>
4361.11	<u>Industrial Accident/Illness Leave</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
6142.93	<u>Science Instruction</u>