

ALL PERSONNEL**Employee Safety**

Safety is every employee's responsibility. Unsafe working conditions or practices will not knowingly be permitted to exist. Violations of established safe work practices may result in disciplinary action.

Since employees are more apt to be aware of unsafe conditions, they are encouraged to make recommendations and suggestions regarding potential hazardous or unsafe conditions to their immediate supervisor. In addition, employees shall actively participate in County Office of Education safety programs and observe all established precautionary measures.

Supervisors shall promote safety and correct, as appropriate, any unsafe work practices through education, training and enforcement. Supervisors will ensure that Material Data Safety Data Sheets (MSDS) and training are provided to employees as appropriate. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. Protective equipment will be supplied and issued where appropriate. Each supervisor will be responsible for seeing that all employees are issued the necessary protective equipment and that said equipment is worn and used in accordance with safe work practices. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local law and regulation.

Adequate education, training and enforcement procedures shall be developed. An injury and illness prevention training program which complies with applicable law will be implemented and maintained. Procedures for communicating requirements to employees and the enforcement of conditions shall be part of the program. Appropriate records shall be maintained to ensure there is documentation of County Office of Education compliance with the applicable law.

Purchase and use of known hazardous chemicals are prohibited in County Office of Education programs except under unusual circumstances. Employees shall seek and use suggested safe alternative non-hazardous chemicals.

Legal Reference:**EDUCATION CODE**

32000-32066 School Safety: public and private institutions

32200-32254 School Safety: public institutions

LABOR CODE

6305 Occupational safety health standards and orders: special order

6310 Retaliation for filing complaint prohibited

6401.7 Injury prevention programs

CODE OF REGULATIONS, TITLE 8

3203 Injury and Illness Prevention Program