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District Name

**INJURY AND ILLNESS  
PREVENTION PROGRAM  
(IIPP)**

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Place Logo Here

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District Name

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District Address

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District Phone



GENERAL INDUSTRY SAFETY ORDER 3203  
State Standard  
Title 8, Chapter 4  
(As of February 2013)

3203. Injury and Illness Prevention Program

- A. Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:
1. Identify the person or persons with authority and responsibility for implementing the Program.
  2. Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
  3. Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with Section A.3

4. Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:
  - a. When the Program is first established:  
  
Exception: Those employers having a place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing Section 3203.
  - b. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new occupational safety and health hazard: and
  - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
5. Include a procedure to investigate occupational injury or occupational illness.

6. Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices, and work procedures in a timely manner based on the severity of the hazard.
  - a. When observed or discovered: and,
  - b. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided necessary safeguards.

7. Provide training and instruction:

- a. When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing accident prevention program in Section 3203.

- b. To all new employees;
- c. To all employees given new job assignments for which training has not previously been received;
- d. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- e. Whenever the employer is made aware a new or previously unrecognized hazard; and
- f. For supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

B. Records of the steps taken to implement and maintain the Program shall include:

1. Records of scheduled and periodic inspections required by subsection A.4 to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for three (3) years; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

2. Documentation of safety and health training required by subsection A.7 for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for three (3) years.

Exception No. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees job assignment when first hired or assigned new duties.

Exception No. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

- A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).
- B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).
- C. C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

C. Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection A.3 of this section shall be presumed to be in substantial compliance with subsection A.3 if the committee:

1. Meets regularly, but not less than quarterly;

a. \_\_\_\_\_

Recommended to Input Dates for Upcoming Safety Committee meetings (update annually)

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

2. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request;

3. Reviews results of the periodic, scheduled worksite inspections;

4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

4. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

5. Submits recommendations to assist in the evaluation of employee safety suggestions; and

7. Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Section 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

INJURY AND ILLNESS  
PREVENTION PROGRAM

The following written Injury and Illness Prevention Program, combined with the basic safety policies of \_\_\_\_\_, document that it is the District's

District Name

policy to fully comply with Labor Code Section 6401.7 and General Industry Order Section 3203, Injury and Illness Prevention Program.

I

Business Description

District

**EXAMPLE** - NBSIA is a public agency formed under Section 6500 of the California Government Code, providing insurance related and risk management services to public school districts.

(Please delete NBSIA example above upon completion of Business Description.)

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District Name

District Address

District Phone

II

Authority and Responsibility

8 CCR 3203A.1

The person(s) with authority and responsibility for implementing the Authority's Injury and Illness Prevention Program are listed below.

1. \_\_\_\_\_  
Name and Title of Responsible Person (Suggested Superintendent)

**EXAMPLE** - Responsible for the implementation and enforcement of \_\_\_\_\_ Injury and Illness Prevention

District

Program. Authority to require employee compliance with established work practices in accordance with NBSIA Personnel Handbook.

\_\_\_\_\_  
Phone Number

2. \_\_\_\_\_  
Name and Title of Responsible Person (Suggested Risk Manager or HR Director)

**EXAMPLE** - Responsible for facility investigation, training of staff, accident investigation and evaluation of suggestions, information and/or hazards reported by employees. Authority to correct, eliminate or mitigate identified hazards, require employee attendance at approved training sessions and investigate, unhindered, all accidents involving \_\_\_\_\_ employees.

District

\_\_\_\_\_  
Phone Number



III  
Identification, Evaluation and Prevention  
8 CCR 3203 A.2

\_\_\_\_\_ will use the following system  
District Name

for identifying, evaluating, and preventing occupational safety and health hazards.

1. There shall be periodic and scheduled inspections of the facility and all workstations. Frequency of inspections shall be based on need, but all areas will be inspected at least yearly.
2. There shall be investigations of all occupational accidents, injuries, illnesses and other potentially hazardous events.
3. There shall be a review of applicable General Industrial Safety Orders and other Safety Orders that apply to the District's operations.
4. There shall be a review of industry and general safety information related to occupational safety and health hazards found in office environments.
5. There shall be evaluations made of other information or hazards reported by employees.

IV  
Communication  
8 CCR 3203 A.3

The following methods shall be used to effectively communicate with the employees to meet the required standard.

1. \_\_\_\_\_ has established a  
District Name  
labor-management safety committee which meets quarterly. Minutes are prepared and posted \_\_\_\_\_.  
Enter Appropriate Location

Additional means of safety communication consist of:

**EXAMPLE**

- The suggestion box located on the table opposite the fax machine adjacent to the entrance to the file room.
- Contacting any member of the Safety Committee or
- Contacting your Supervisor

(Please delete NBSIA example above upon completion of Communication.)

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V  
Evaluation and Documentation of Hazards  
8 CCR 3203 A.4

Inspections to identify hazards shall be conducted when the program is first established; whenever new substances, processes, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and whenever the District is made aware of a new or previously unrecognized hazard. These hazards shall be evaluated and if the exposure cannot be eliminated it will be controlled using administrative methods, or by use of personal protective equipment and/ or safe work practices.

VI  
Incident Investigation  
8 CCR 3203 A.5

Occupational Incidents and Injury/Illness Investigation will take place as follows:

1. Upon report of injury, \_\_\_\_\_

Enter Name of Responsible Party & Title

will initiate an investigation of injury to be conducted as soon as possible. This includes occupational injury or illness, or hazardous occurrence.

2. The investigation will be documented in writing.

\_\_\_\_\_  
Insert District Investigation Form (Note Page Number)

3. The forms are maintained by \_\_\_\_\_

Enter Name of Responsible Party & Title

VII  
Methods and Procedures for Correcting Unsafe  
and Unhealthy Conditions and Work Practices  
8 CCR 3203 A.6

The following methods and/or procedures will be used to correct unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

1. Imminent hazard.  
Personnel not needed for corrective action will be removed from the area.
2. Less severe hazards.  
Problems will be dealt with in a timely manner as determined by the  
\_\_\_\_\_  
Responsible Party & Title
3. Activities such as training and/or retraining of employees on safe work practices and hazard problems will be practiced to reduce unsafe or hazardous conditions.
4. Procedures such as safety work order system, inspection reviews, and monitoring of employees and conditions will be standard operating procedures.

VIII  
Inspections

Inspections will be conducted to verify compliance with safe work practices and other safety requirements, to identify any new or additional hazards, and to monitor basic safety operations. Inspections shall also be part of investigation procedures related to any occupational incident, injury or illness occurrences.

Frequency and responsibility for inspections:

- Frequency of Scheduled Inspections: Minimum – Annually
- Person Responsible - \_\_\_\_\_  
or designated representative Responsible Party & Title

IX  
Inspection Documentation

Documentation of Inspections:

1. Periodic scheduled inspections are documented in writing and include methods of correction of hazards identified.
2. Documentation is maintained by the \_\_\_\_\_  
Responsible Party & Title

X  
Safe Work Practices

General and specific safe work practices including safe working conditions and protective equipment requirements are documented and communicated in the following manner: Written safe work practices/conditions are distributed to all employees upon hire and to all employees currently employed as of \_\_\_\_\_.

Enter Appropriate Date. (Original date of District IIPP creation)

Safe work practices have been developed for all staff for

\_\_\_\_\_. The safe work practices

District Name

are described in attached appendices. Employees shall receive training as required (see Section XI Employee Safety Training).

XI  
Employee Safety Training  
8 CCR 3203 A.7

Employee Safety Training shall be provided under the following guidelines:

1. Initial training shall be provided for all current employees and substitutes as soon after the establishment of the District's program as possible.
2. New employees shall be provided initial safety training upon hiring and prior to assignment.
3. Employees shall be provided safety training when assigned to a new task or job for which training has not been received.
4. Supervisors shall be trained on hazards and safe practices in their area of responsibility.
5. Training shall include general and specific job safety category training.
6. Documentation of training shall be maintained in writing by individual and/or group training sessions. Documentation is maintained by the \_\_\_\_\_.  
Responsible Party & Title
7. Refresher training is provided at the following frequency: as needed but not less than annually. Specific designated trainings may be made available through Targetsolutions.com.

XII  
Documentation  
8 CCR 3203(a)(2)

Recordkeeping requirements of General Industry Safety Order 3203 shall be documented in writing and maintained for at least three years, except for specified job safety categories which have longer periods for certain activities under other code sections.

XIII  
Approval

On \_\_\_\_\_, \_\_\_\_\_  
Date District Name

approved this written Injury and Illness Prevention Program.

The following revisions have been made:

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Enter Original and all Revision Dates Here

\_\_\_\_\_  
Signature of Responsible Party & Title

\_\_\_\_\_  
Date

Employee Injury and Illness  
Prevention Standard

Notice to Employees:

The \_\_\_\_\_ has complied with General  
District Name  
Industry Safety Order #3203 by establishing an Injury and Illness Prevention Program.

A copy of the written program is available at the following locations:

\_\_\_\_\_  
Enter Applicable Information – Physical Sites and/or Electronic

Employees have the following rights under this program:

To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.

To provide information to the employer on safety hazards, request information to make safety suggestions without fear of reprisal.

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

Know the safe work practices for the general work area and for your job.

Comply with working conditions, safe work practices and personal protective equipment requirements for your job.

Report unsafe conditions and injuries/illnesses to your supervisor.

Employees must comply with the requirements listed above or face the following disciplinary actions:

\_\_\_\_\_  
Enter Applicable Document or Reference

The employer will conduct inspections to identify unsafe conditions and violations of safety rules.

If you have any questions about this program, ask your supervisor or the  
\_\_\_\_\_. Safety information may be confidentially

Responsible Party & Title

reported using \_\_\_\_\_.  
Applicable Method

Signed \_\_\_\_\_  
Signature of Responsible Party & Title

\_\_\_\_\_  
Date

Labor-Management  
Injury and Illness Prevention Committee

Labor-Management  
\_\_\_\_\_ Safety Committee

District

Enter information about district safety committee (include number of committee members, process for election/selection, unions represented, frequency of meetings, length of term, any other applicable information)

_____
Name & Title
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Name & Title
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Name & Title
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Name & Title
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Name & Title



Injury and Illness Prevention Program Forms

**ATTACH APPLICABLE APPENDICES AND FORMS**

**EXAMPLES:**

- **Documentation of Employee Safety Training Sign-in Sheet**
- **Employee Safety Reporting and Near Hits/Misses**
- **Occupational Incident, Injury and Illness Investigation Form**
- **Annual Site Inspection Form**
- **Any additional safety form currently in use.**

APPENDIX A

In Accordance With SB198  
INJURY AND ILLNESS PREVENTION PROGRAM  
*(General Industry Safety Order 3203)*

GENERAL AND SPECIFIC  
SAFE WORK PRACTICES

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District Name

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District Address

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District Phone

GENERAL  
SAFE WORK PRACTICES

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Slips and Falls  
On Same Level

- Clean up all spills immediately.
- Report slick floors as a hazard.
- Reduce tripping hazards through good housekeeping and safety awareness.
- Unplug and roll up long electrical cords and extension cords when not in immediate use.
- Wear appropriate shoes for job classification.
- Use alternate routes when floors are wet or being mopped.
- Ensure floor mats are being used at all entrances/exits to the buildings.
- Turn on lights when entering an unlit area.
- Use tread guards across walkways where it is *not* possible to re-route cords.
- Maintain clear aisle ways.
- Be especially cautious when walking during wet or icy weather conditions.
- Be aware of gravel, sand or other debris on walkways.

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Falls From  
High Places

- Never use a broken ladder or step stool.
- Use stepladder rather than chairs or tables.
- Use appropriate ladder for the situation.
- Make sure ladders and step stools are in good repair and are properly set before use.
- Report any potentially hazardous condition, including missing or broken guardrails or other hazards.
- Limit the amount of high storage and other reasons for needing ladders.
- Secure help on high work or unusual circumstances.
- Keep ladder area clear of obstructions.
- Use handrails on ascending and descending stairs.

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Back Injuries

- Achieve and maintain good personal fitness through regular stretching and exercise.
- Attend a back safety training program.
- Learn and use proper lifting techniques and practice good body mechanics.
- Secure assistance with heavy or bulky material.
- Do not twist while lifting. Lift first, then turn your body.
- Avoid reaching or lifting from an awkward position.
- Use stepladder and/or get help when lowering materials from high places.
- When carrying a load, plan your route before starting, block doors open and be sure the route is clear of obstructions or tripping hazards.
- Do not attempt any unsafe lifting operation.
- Use hand truck, lifts, or other mechanical means to assist you.
- Use back support devices when load is heavy or a back problem exists.
- Make sure chair or furniture is comfortable and is properly adjusted.
- Stand and move about frequently.

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Being Hit By  
Falling Objects/  
Caught In Or  
Between

- Limit high storage where possible.
- Equip all cabinets over 5 ft. with device, other than magnets, to prevent door from opening in the event of an earthquake.
- Secure material with shelf lips or other means.
- Store glass products, breakables, and heavy materials on lower shelves.
- Attach cabinets, shelving and certain fixtures to secure structures.
- Toe boards and handrails should be in place in all loft areas.
- Open only one file drawer at a time.
- Do not open drawers past safety stops.

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL HAZARD: SAFE WORK PRACTICE

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Cuts, Abrasions, Burns And Other Bodily Injuries

- Use proper carrying techniques for sharp objects.
  - Store sharp, pointed objects flat and pointed away from user.
  - Clean/store sharp utensils individually, do not mix with other materials in a sink or drawer.
  - Safety devices, such as finger guards and blade locking devices should be used on paper cutters.
  - Understand proper use techniques for each tool before using.
- 

Cuts, Lacerations And Eye Injuries From Power Equipment

- Do not operate machines or equipment until instructed in proper use.
  - Follow manufacturer's recommendations for safe use of tool.
  - All electrical equipment should be turned off and unplugged when cleaning, repairing or changing parts.
- 

Fire Injury

- Know fire extinguisher location and operation.
- Know evacuation routes and alternatives.
- Know bell or alarm system at work locations.
- Know location of electrical and gas controls for work area.
- Know contingency plans for various emergencies.
- Practice specific role in emergency plan.
- Store combustible materials away from heat sources.
- Make sure portable heaters have tip over switches and are U.L. approved.
- Maintain good housekeeping practices.
- Do not risk your life trying to extinguish a fire which could get out of control.
- Storage of duplication/ditto fluids should be limited to 2 gallons, plus one in use, at a single location.
- Unplug all electrical appliances (such as space heaters, coffee pots, etc.) at the end of each workday.

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL  
HAZARD:

SAFE WORK PRACTICE

Electrical Shock  
Injuries

- Only trained personnel should work on or modify electrical systems.
- All electrical plugs should be pushed fully into receptacle.
- Make sure electrical equipment is not wet or damp.
- Always use grounded electrical cords.
- Multiple outlet extenders (power strip, etc.) must have a circuit breaker.
- Unplug electrical equipment by pulling on the plug instead of the cord.
- Do not hang objects from light fixtures.
- Replace rather than repair electrical cords.
- Do not remove ground prong on the male electrical plug.
- Inspect electrical equipment, including cords, for defects before use.
- All outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report any unprotected outlets.
- Use non-metal ladders around electrical equipment.

Driving

- Valid California Driver's License
- Wear seat belts.
- Obey traffic laws when driving on \_\_\_\_\_ business.  
District
- Make a pre-trip inspection of all lights, brakes, tire tread, seat belts, mirrors and signals.
- Avoid backing where possible on school grounds.
- Practice defensive driving.
- Keep windows clean and free of visual obstructions.
- Keep dashboard free of clutter.
- Avoid distractions, i.e., adjusting vehicle controls, etc.
- Do not talk on cellular phones when driving on NBSIA business. (See Administrative Manual Cellular Phone Usage Policy).

Misc. Injuries

- Horseplay is not appropriate in the work place and should be avoided.
- Desks, furniture and workspace should be arranged to minimize reaching, twisting and bending.
- Furniture, tables, workspace area and equipment should be maintained in good repair to avoid breakage or other failure which might cause injury.
- Store lunches and food where it is safe from contamination by chemicals or other hazardous substances.

- Unusual conditions such as extra high or low steps, low ceilings, or unclear exiting should have special signs and/or be highlighted with paint to draw attention to the condition.

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL HAZARD: SAFE WORK PRACTICE

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Misc. Injuries cont.

- Keep file drawers closed except during immediate use.
  - Maintain moderate noise levels (i.e., dance music, loud speakers, etc.).
  - Report all accidents/injuries at work.
  - Become familiar with emergency/disaster plan for your site and participate in practice drills.
  - Learn to recognize potential hazards from earthquakes and set up your work area to minimize those hazards.
- 

Stress

- Prioritize the tasks that you are to accomplish.
  - Mix tasks you like to do with those that are more difficult.
  - Take breaks and relax muscles.
  - Work on developing good conflict resolution skills and effective communication skills.
  - Increase level of exercise.
  - Add humor and relaxing activities to the workday.
  - Take vacation time regularly.
  - Make friends at work and develop a support system.
  - Attend stress workshops and practice the stress reducing suggestions.
  - When you feel overloaded with work, ask for help either administratively or from a co-worker.
- 

Infectious Diseases or Health Conditions

- Report infectious diseases and other health conditions to appropriate supervisor.
- Practice good personal hygiene and wash hands as needed.
- Use non-latex rubber gloves when contact is likely with human body fluids (blood, vomit, feces, urine, etc.).
- Blood or other bodily fluids should be cleaned up with soap and hot water.
- Keep work areas well ventilated.
- Dispose of contaminated materials properly.
- Learn first aid and CPR.
- Contact local health professionals for additional health information.

JOB CATEGORY: ALL EMPLOYEES

TYPE OF FACILITY: ALL FACILITIES

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Toxic Substance  
Illnesses

- Never use any chemical without knowing its hazards. Always review the Safety Data Sheets (SDS) before using any new chemical.
- Know location of SDS and follow recommendations for use.
- Use non-toxic materials where possible.
- Read container label and follow manufacturer's safe use directions.
- Make sure that all primary and secondary containers are properly labeled.

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Repetitive  
Motion Injuries  
(Cumulative  
Trauma)

- Do not remain in one position for long periods without moving.
- Change activities as often as possible.
- Alternate tasking between non-dominant and dominant hand as needed to help reduce overuse of tendons.
- Take mini-breaks and do basic office stretches to reduce muscle and tendon tightness.
- See that your furniture is adjusted to your particular needs.



SPECIFIC  
SAFE WORK PRACTICES

*General and specific safe work practices are integrated.  
Review the general safe work practices in conjunction with  
these specific safe work practices.*

Special Caution

- This employee classification may experience a high rate of injuries due to trips, slips and falls. To minimize exposure, practice good housekeeping, always watch where you are walking, watch for cords or other tripping hazards, be particularly cautious during rainy or icy weather, and watch for gravel, rocks or other debris on walkways.
- Always follow ergonomic guidelines to prevent repetitive motion injuries such as carpal tunnel syndrome. Alternate tasks throughout the day, adjust your workstation and do simple stretching exercises.

JOB CATEGORY:                      ADMINISTRATION/CLERICAL

TYPE OF FACILITY:                OFFICE SITE

POTENTIAL  
HAZARD:                              SAFE WORK PRACTICE

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Slips and Falls  
On Same Level

- Keep all passageways clear.
- Do not run, particularly when carrying files, papers, etc., on stairs, in halls or in corridors.
- Report worn or warped chair mats, floor mats and runners to supervisor.
- Do not lean or tilt back or sit on the edge of a chair.
- Position cables, phone and electrical cords to prevent tripping.
- Use tread guards across walkways where it is not possible to re-route cords.

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Falls From  
High Places

- Use a ladder or step stool to reach high items. *Never* stand on chairs or desks. (See Appendix – “Safe Work Practices for Stepstool & Step ladder”)
- Do not place stacks of boxes, papers or other heavy objects on top of file cabinets, desks or window ledges.
- Never use a broken ladder or step stool.

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Back Injuries

- Call custodian or maintenance staff to assist in rearranging furniture, moving desks, file cabinets or other heavy items.
- Always use proper lifting techniques and good body mechanics.
- Position regularly used items within easy reach to avoid leaning/twisting motion while lifting.

JOB CATEGORY: ADMINISTRATION/CLERICAL

TYPE OF FACILITY: OFFICE SITE

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Being Hit By  
Falling Objects/  
Caught In Or  
Between

- Open only *one* file drawer at a time.
- Do not place office equipment near edge of desk or table.
- Use appropriate furniture to support computers and peripherals.
- Use non-slip pads with machines that tend to “creep” during operation.
- Do not pull file/desk drawer past safety stop.
- Use care when removing/returning equipment to a spring-loaded folding pedestal or rolling stand.
- When storing materials, the heaviest items should be stored closest to the floor and the lightweight items stored in the higher locations.
- Do not store excess equipment, computer paper, reports, etc. on high shelves or cabinets.

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Cuts, Abrasions,  
Burns and  
Other Bodily  
Injuries

- Paper cutter should be provided with finger guard.
- Retaining spring should be adjusted to hold blade in the up position.
- Lock paper cutter blade in down position when not in use.
- Do not leave knives or scissors on desk with point toward you.
- Thumb tacks, razor blades, other sharp objects should not be stored loose in drawers.
- Do not place glass objects (flower pots, vases, bottles, etc.) near edge of desk tables, or file cabinets.
- Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark “Broken Glass”.
- Fans used in work areas should be equipped with proper guards which prevent fingers from being inserted through the mesh.

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Fire Injury

- Do not run electric cords under rugs.
- Individual heaters at workstations should be kept clear of combustible materials such as drapes, paper or trash from wastebaskets. Heaters must be equipped with tip-over switches and should be unplugged at the end of each workday.
- Cleaning solvents and flammable liquids should be stored in appropriate, clearly labeled containers.

JOB CATEGORY: ADMINISTRATION/CLERICAL

TYPE OF FACILITY: OFFICE SITE

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Electrical Shock Injuries

- Use only U.L. approved appliances (coffee makers, radios, lamps, etc.)
- If office equipment gives a shock, appears defective, sparks/smokes, turn off, unplug and report it to supervisor.

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Sit/Stand Workstations

- Use in the seated and standing position intermittently. Sitting or standing for too long may cause increased lower back pain. Try to adjust from the sitting to standing position and vice versa at least once per hour.
- Adjust your monitor levels to ensure a balance vision level while sitting and standing.
- Adjust keyboard tray to a neutral position allowing shoulders to fully relax at sides. Ensure you aren't reaching or shrugging to type comfortably. Elbows should be bent at approximately at a 90 degree angle, never less.

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Repetitive Motion Injuries (Cumulative Trauma)

- Attend ergonomic safety training.
- Keyboard should be positioned so wrists and hands are in a neutral position.
- Adjust backrest of chair to maintain natural curve of lower back.
- Keep feet flat on floor or use footrest to help maintain good posture and leg circulation.
- Shift position frequently.
- Periodically perform exercises designed to relax muscle tension/stiffness, stress and general fatigue.
- If possible, alternate different tasks throughout the day.
- Consider computer software that periodically reminds user to do other activities/exercises.
- Be aware of the early warning symptoms of carpal tunnel syndrome:
  - undue fatigue in hands;
  - tingling in fingers especially in thumb and first two fingers;
  - aching in wrist and hands;
  - hands falling asleep at night;
  - difficulty in handling small objects;
  - loss of feeling in finger tips.

JOB CATEGORY: ADMINISTRATION/CLERICAL

TYPE OF FACILITY: OFFICE SITE

POTENTIAL  
HAZARD: SAFE WORK PRACTICE

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Eye Strain –

- Adjust monitor screen to 18 to 28 inches away from eyes.
  - Eye to document holder distance should be consistent with the distance to the monitor screen.
  - Adjust monitor so that top of screen is 1 to 2 inches above eye level.
  - Learn and practice tips that relieve eyestrain and fatigue, for example:
  - Every 20 minutes look away from your monitor at an object at least 20 feet away for at least 20 seconds.
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APPENDIX  
Safe Work Practices for Stepstool & Stepladder in an Office Environment

Ladders can be used to perform a variety of tasks in many different applications particularly if the ladder is accessible and used by different people. For this reason the ladder should always be inspected prior to use (see procedures regarding Proper Set-Up). Common hazards associated with ladder use consist of slips and falls, ladder tip-over, electric shock, ladder failure due to defects, damage and overloading. Examples of improper ladder use in an office environment are: using a ladder that's too short, not using a ladder when one should be used, not using barricades or warning devices when setting up the ladder and/ or reaching too far from the sides of the ladder.

\_\_\_\_\_ provides \_\_\_\_\_  
District Tool  
to \_\_\_\_\_  
Classification

The following are general and specific safe work practices for using a stepstool or stepladder.

INSPECTION

- Inspect before each use. Never climb a broken or bent ladder. All parts must be in good working order.
- Make sure all rivets, joints, nut and bolts are tight; step spreader and braces are secure, no bends or cracks, spreaders and work shelf function properly.
- Ladder should not be used if there are signs of temporary repairs, damaged or missing parts.
- Withdraw from service, destroy and properly dispose of ladder if broken, worn, exposed to fire or chemical corrosion.

SET UP

- **DANGER!** Metal conducts electricity! Do not let ladder or any materials come into contact with exposed energized electrical equipment.
- Make sure spreader is fully opened/ locked and if a work shelf is provided it is in its full opened/ locked position.
- Place ladder on a firm, level surface with secure footing. Do not use on slippery surfaces. Do not place on boxes or other unstable bases to gain additional height.
- Test ladder's stability.
- Do not place in front of doors opening towards ladder or set-up in other areas i.e. hallways, passageways, sidewalks/ driveways, where it can be displaced by workplace activities or pedestrian traffic.

## PROPER CLIMBING AND USE

- DO NOT USE LADDER if you tire easily, are subject to fainting spells, using any medications/ drugs or are physically impaired.
- Make slow, cautious, deliberate movements.
- Face ladder when ascending/ descending and keep body centered between rails.
- Use at least one hand to grasp the stepstool's top rail or the ladder's steps while climbing.
- Maintain a firm grip and use both hands if possible. Grip the stepstool's top rail or steps of the ladder and not the side rails.
- Bottom of shoes should be cleaned prior to climbing the ladder steps. Wear slip-resistant shoes. Leather soled shoes should not be worn.
- Do not carry objects or loads that could cause loss of balance while climbing.
- Do not over reach. Move the ladder when needed.
- Do not "walk" or "jog" ladder when standing on it. Dismount the ladder if needed to be repositioned.
- Do not stand, sit or climb on the braces, spreaders, work shelf, back rails or above second step from top of the stepladder.
- Do not overload beyond manufacturer's rated maximum capacity. The ladder is designed for one person. Do not use planks, platforms or braces.
- Keep ladder close to work. Avoid pushing or pulling-off the side rails of the ladder.
- Ladder should be clean, free of grease, oil, mud, wet paint or other slippery materials.
- Keep areas clear around the top and bottom of ladder.
- Do not leave the ladder set-up and unattended.

## CARE AND STORAGE

- Store in a safe/ secured, dry and accessible location.
- Upright ladders should be secured from toppling over.
- Do not store items on the ladder.
- Keep the ladder free of grease, oil or other foreign materials.

**INSERT EACH SPECIFIC SAFE WORK PRACTICE FOR EACH INDIVIDUAL JOB CLASSIFICATION BELOW**