

**Title: Safety for School Employees**

[music] Lawrence Sukay: Hi, I'm Larry Sukay. As a new employee to the school system, let me be the first to welcome you to the school's family. I know you have a lot on your mind these first few days with trying to learn your new job and to get to know your coworkers. However, it's important for you to understand the need to perform your job safely. The purpose of this video is to help you to understand the various programs and control measures that have been put in place to reduce the likelihood of your being injured. Your ability to perform your job safely has a direct impact on the organization's overall effort to provide quality services. Effective July 1, of 1991 all employers in the state of California were required to develop and implement a written injury and illness prevention program. SB-198 which requires this written program was designed to improve employee safety by mandating illness and injury prevention programs. SB-198 requires employers to set up and implement various programs to reduce the likelihood of your being injured. Your understanding of the injury and illness prevention program and your active involvement play a critical role in the overall success of injury reduction. By viewing this video, you're completing the first component of an ongoing program designed to enhance your ability to perform your job safely. Additional training will be provided to you as you progress through the various phases of your job. Let's take a look what happens when an employee is injured on the job. Suffering is often the most obvious result of an accident. Whether it's a first aid case, reportable injury or a fatality, someone suffers. Not only do injuries affect you directly, but they often result in worry to your family, and extra work for your fellow workers. Accidents cost money. Work related injuries are covered under workers' compensation. But it's important to understand the school district is self insured for their workmans compensation. What this means is that every time an employee's injured, the cost associated with that injury comes directly out of the school district's operating budget. This means, for every dollar spent on workmans compensation, that's one dollar less that is available for employees' salaries, or for the purchases of supplies, materials needed to to perform your job. By way of this video, we hope to convey to you, your responsibility for working safely. Accident and injury prevention starts with you. Let's take a look at a primary cause of injuries and why they occur. Accidents are a result of three basic reasons: unsafe attitudes, unsafe behaviors, and unsafe conditions. Now you may think that unsafe conditions are the main reason for accidents. Such as a tear in carpeting, water on the floor, or other hazards. But studies have shown that 90% of all employee injuries are a result of unsafe behavior or unsafe attitudes. These unsafe attitudes and behaviors play significant role in allowing accidents and injuries to occur. Unsafe attitudes include impatience, boredom, over confidence, recklessness, and a willful disregard for health and safety rules and regulations. Unsafe behaviors are considered the driving force of accidents and injuries. Behavior such as taking short cuts, ignoring warning signs, taking unnecessary risks, joining in horseplay, or improper use of tools are examples of unsafe behaviors. Proper training and job knowledge is the key to eliminating unsafe behaviors. Hopefully, you'll never have an injury. But let's take a look at what you can do to reduce the chance of you or one of your fellow employees from being injured. First of all, use safe procedures. Know your job and what it takes to do it safely. If you're not sure, ask your supervisor. Learn to do your job the right way, which is usually the safe way. Don't take shortcuts. Always obey warning signs and if you recognize a hazard, report it immediately to a supervisor or a member of the safety committee. If you do identify a hazard, take the time to

correct the problem, or warn others that the hazard exists. Conditions which have the potential to cause an injury should never be allowed to remain. The school system's injury prevention program has established specific policies and procedures for reporting unsafe conditions and hazards. As an employee, it's your responsibility to bring these unsafe conditions or hazards to the attention of management. Systems are available in the injury prevention program that allow you to submit reports of an unsafe condition or hazards. Your supervisor should cover this information with you once you arrive in your department. When performing your job, use the proper equipment to do the job safely. Remember, unsafe behavior is the primary reason for employee injuries. Don't stand on desks or chairs when attempting to reach high places. Instead, use a step stool or ladder. Use personal protective equipment, safety glasses, rubber gloves, respirators and other equipment when required. Again, don't take shortcuts. Do the job the right way. When you get to your work site, ask your supervisor to review the fire and safety emergency procedures for your department. Look around for the location of your portable fire equipment and exits. Know what to do in the event of an emergency. Finally, come to work physically and mentally capable of doing your job. Take good care of your health and it will help you handle job stress more effectively. Get exercise and enough rest. Eat a balanced, healthy diet and you'll be ready for change. Don't try to reduce stress by abusing drugs and alcohol. Even prescription drugs can be as dangerous as non-prescription drugs if used in an improper manner. If your doctor has prescribed medication that may affect your ability to perform your job safely, then inform your supervisor immediately. If your job requires you to lift or move things you'll be receiving more indepth information on back injury prevention when you get to your department. It's important that you learn how to prevent injuries from moving things. If you have to lift, look over the object to be lifted. Make sure it's not too heavy or too clumsy. Size up the load. Get help if the load is too bulky or heavy for you to lift alone. Don't hesitate to ask someone else for a hand. Be sure to apply proper lifting techniques, whether working alone or as a team. Let's take a few minutes to review those lifting techniques. First, get close to the load and grasp firmly. Hug it. Place your feet firmly apart for good balance. Bend your knees. Keep the load close to the center of your body. Lift gradually, smoothly, and without jerking. Don't twist your back while lifting, but pivot with your feet. Push, don't pull whenever possible, push rather than pull. You can push twice as much as you can pull, while running less risk of back injury. When possible, use mechanical help such as push carts, hand trucks or a forklift. Keep in mind, that posture and a healthy back can help prevent back injury. Your back is not made to stay in one position for a long time. So, for relief, try the following: raise and rest one foot on something about eight inches high, crouch periodically to relax your back. If you've been bending forward, stretch and bend backwards. If you've been standing in one place, move your feet. At your desk, work at a comfortable height that doesn't make you slouch and reach. Adjust your chair to keep your knees level with your hips. If you need to, place a pillow behind your back for additional support. Keep your back in good shape. 80% of all back pain can be traced to a lack of exercise. Lose weight if you're not at your recommended weight. Losing excess pounds can take a sizable load off your back. Finally, your spine is sensitive to muscle tension that builds up during a stress filled day. Learn how to relax and unwind. Organize your daily routine to make it easier on both your mind and your body. While we're on the subject of prevention, keep in mind several tips that you can take to prevent accidents. Pick up everything spilled or dropped on the floor. Liquids, paper, even paper clips can be dangerous. When walking, watch your step, don't read while walking and don't obstruct your view or vision with high loads. Use handrails for extra support when going up and down stairs. Be alert for anything that is in the path of traffic or that makes walking hazardous. Avoid groping in the dark. Report all the burned out or missing lights. Wear sensible shoes for the environment that you're working in. And never, under any circumstances, leave articles on the stairs on in the hallway that could cause someone to trip and fall. Now, with respect to fire safety. There are three basic causes of fire you should be

aware of. Number 1, careless smoking. Number 2, improper storage and use of flammable liquid and gases. And number 3, electrical equipment. Know how to prevent fires. Observe smoking rules or remind others to do the same. Inspect your work area and equipment frequently and report unsafe conditions. Keep fire exits clear. Use extra caution around flammable liquids and gases. Know how to report a fire and where the fire extinguishers are located. Know the type of fire extinguishers in your work area and what they can be used on. Some extinguishers are for more than one class of fires. Know what to do in case of fire, including the evacuation plan for your work area. Electrical accidents can have deadly consequences. So know how to prevent electrical accidents. Inspect cords, see that no plugs or insulated areas are broken. Keep cords away from rough, sharp, hot and greasy surfaces. Make sure the plug is grounded with a three prong plug or double insulated. Be alert for trouble signs. If a piece of equipment overheats, smokes or sparks or you feel a light shock, turn it off, unplug it, place a warning sign on the equipment and notify a supervisor. Finally, water plus electricity equals trouble. Don't touch electrical equipment if you're in or near water or other wet areas.

female: Let's stop for a moment and take a short quiz on what we've learned so far. On the answer sheet that has been provided, circle the answer that best fits the following questions. True or false. Accidents are a result of three basic reasons: Unsafe attitudes, unsafe behaviors, unsafe conditions. True or False. Studies have shown that 90% of all employee injuries are a result of unsafe behavior and unsafe attitudes. True or false. There are three basic causes of fires: careless smoking, improper storage and use of flammable liquids and gases, electrical equipment. True or false. To report a fire or emergency dial 411. True or false. Only three prong electrical plugs or double insulated electrical cords are to be used. At the conclusion of the video, someone will review the answers with you. Let's now resume our program.

Larry: Today, chemicals are a part of our high quality of life and a necessary part of many work environments. Anymore, almost all jobs require that we come in contact with some form of chemical, such as acids, flammable liquids, even cleaning materials are considered to be chemicals. The school system's hazard communication program can help you better understand the chemicals you handle. The best way for you to protect your health and safety is to know about each of the chemicals you work with. Some chemicals can explode or start fires. Others can cause skin rashes, breathing problems or more serious illnesses. But if you handle hazardous chemicals carefully, following the right precautions, these chemicals can be handled safely. You can help prevent illness and injury by reading the material safety data sheet or warning labels for each chemical you use. MSDSs and warning labels give you key health and safety information about the hazardous chemicals in your work area. Material safety data sheets should be available to you in your work area. For questions concerning specific chemicals you're working with, ask your supervisor for a copy of the MSDS. Warning labels combined with the material safety data sheets are the primary means of communicating material's health hazard and general safety precautions. Warning labels typically list the chemical name, hazardous ingredients, hazardous warnings and the chemical manufacturer's name and address. Material safety data sheets give you more detailed health and safety information. For cautions for handling an emergency and first aid procedures. Let's look a little closer at a material safety data sheet. First of all, who prepares the material safety data sheet? Well, the normal manufacturer prepares the MSDS on each of the products they produce or distribute. The MSDS is a multiple page form that provides health and safety information on a chemical product. Each material safety data sheet may look a little different but all give the same basic information. There are nine main sections to the material safety data sheet. The first section, chemical identification, helps you identify the chemical. It lists the name of the chemical, any trade names and the chemical manufacturer's name and address. This section may also list emergency phone numbers for the manufacturers. The second section involves hazardous ingredients. This section lists what's on the chemical that can harm you. It also lists the concentration of the chemical to which you can safely be exposed. Often listed is a

permissible exposure limit or the threshold limit value. These safe exposure limits are usually figured for average exposures for a typical work shift. The third section involves physical data. This section describes the chemical's appearance, odor, and other characteristics. The fourth section involves fire and explosion data information. Here you can find out what temperature the chemical ignites, called the flash point. If a chemical is flammable, it ignites below 100 degrees fahrenheit. If it's combustible it ignites at 100 degrees fahrenheit or above. This section also list extinguishing material, what will put out the fire safely such as water spray, foam or other types of fire extinguisher. The next section involves health hazards. This section lists symptoms of overexposure, such as a skin rash, burn, headache or dizziness. It's also going to tell you first aid emergency procedures in case of overexposure, such as flushing your exposed skin with running water for 15 minutes. It may also list any medical conditions that can be aggravated by exposure to the chemical, such as asthma. The sixth section involves reactivity data. Here you'll find whether the chemical reacts with materials or conditions. Incapability lists the material such as water, or other chemicals that cause the chemical to burn, explode, or release dangerous gases. Instability lists the environmental conditions such as heat, or direct sunlight that causes a dangerous reaction. Section seven will provide you information on the spill or leak procedures. This section tells you what to use when you clean up an accidental spill or leak. No matter what the chemical is, always notify your supervisor right away before cleaning up a chemical spill. You may need to wear respiratory protection, gloves, safety goggles or other protective clothing. This section may also include notes on how to dispose of the chemical safely. The next section involves special protection. Here you'll find a listing of any personal protective equipment such as respirators, gloves, eye protection, or other equipment that you'll need to work safely with the chemical. If protective equipment is required, this section may list the specific types you should use. The last section involves special precautions. This section lists any other special precautions to follow when handling the chemical. This may include, what to have nearby, clean up a spill or put out a fire and what safety signs to post near the chemical. This section also lists any other health and safety information not covered in other parts of the MSDS. The one thing to keep in mind when working with chemicals is that for toxic effect to happen the chemical has to come in contact with your body. The way a chemical can enter your body is called the route of entry. It's important to understand there are three basic routes of entry. The first is through the skin, by absorbing the chemical. The second is through inhalation or breathing it. And the third is through ingestion, or swallowing the material. Depending upon their nature, chemicals can either damage the skin, or cause an effect elsewhere in the body. Some of the commonly observed effects include irritation or burns to the skin that's caused by acids and bases and rashes or dermatitis that's caused by detergents and other cleaning materials. Chemicals that are in the air can be inhaled into the lungs. This is important to know because it's the primary route of entry for any chemical entering our bodies. Hazardous chemicals are not normally ingested or swallowed deliberately. However, chemicals may enter to body by this route when eating, drinking, or smoking occur in a contaminated area or when hands are not washed before eating. The school system hazards communication program has been designed with your health and safety in mind. but the program can only work if you help. Before using a chemical in your new job, ask your supervisor for the material safety data sheet and read the warning labels provided on the container. Take the necessary precautions to prevent any injury before using the material. As a new employee, it's your responsibility to know and understand precautions necessary for performing your job safely. As always, if you have any questions, or are in doubt about a specific procedure, consult your supervisor for specific safety guidelines.

female: Let's stop for a moment and take a short quiz on what we've learned so far about chemicals. On the answer sheet that has been provided, circle the answer that best fits the following questions. True or false. Warning labels combined with material safety data sheets are the primary means of obtaining information on a chemical's health hazard and general

safety precautions. True or false. Material safety data sheets give you detailed health and safety information, precautions for handling an emergency and first aid procedures. True or false. Material safety data sheets should be used to determine the proper cleanup and disposal methods for a spilled chemical. True or false. There are three basic routes of entry a chemical can enter your body: through the skin, by breathing it, through ingestion or swallowing the material. True or false. The primary route of entry for chemicals is by ingestion or deliberate swallowing of the material. At the conclusion of the video, someone will review the test answers with you. Let's now resume our program. Larry: In almost every office located within the school system you'll find personal computers, also known as visual display terminals, or VDT. Computers are remarkable, time saving tools but they require a good deal of concentration and precision to operate. This portion of our program will address questions most frequently asked about safety of visual display terminals and suggest working conditions in which make their use more comfortable. Let's take a look at some of the myths associated with computers and VDT usage. female: I've heard that my VDT gives off radiation. Should I be concerned? Larry: No. The National Institute for Occupational Safety and Health, or NIOSH, has conducted studies on VDTs that has shown that radiation levels from VDTs are well below those allowed in current standards. In fact, some measurements show radiation levels to be so low they can't be distinguished from the general background radiation found naturally in the soil and from the sun. male: Doesn't working at the computer screen cause sore muscles and eye strain? Larry: They can. But you can make the VDT work for you by learning some basic principles of ergonomics. Ergonomics is a science which looks at how people interact safely and efficiently with machines and their working environment. You can use the principles of ergonomics to adapt and adjust your VDT work environment to make it comfortable, safe, and productive for you. Think about it. What's most comfortable for you may not be comfortable for someone else. Someone who's 6 feet tall will fit differently in a chair and a desk than someone who is 5 feet tall. So adjusting your VDT environment to what is comfortable and safe for you makes sense. Let's look at how your work station should be set up. Your individual work station should provide you with a comfortable sitting position, flexible enough to reach, use and observe the screen, keyboard and documents you're working from. Good posture is essential for your comfort and well being. Especially when sitting for several hours a day. To prevent neck and back strain, keep your spine and head upright and sit well back into your chair. The seat and back rest of your chair should be easily adjustable so that you can occasionally change your working position. The keyboard, screen and document holder should also be adjustable to provide sufficient flexibility. This is how you should be sitting at your workstation. Your thighs should be parallel to the floor, with your feet resting flat on the floor or on a foot rest so they are in a neutral position. Your lower arms should also be parallel to the floor, forming a right angle with your upper arm and forearm. Your wrist should be in line with your forearm, keeping your wrist in a neutral position. The top of your screen should be slightly below eye level, with the screen about 18 to 26 inches from your eyes. If your screen doesn't adjust, use a book or some other wedge to raise the front or back of the screen to a comfortable position for you. Working at a VDT, as with other close work like reading, can cause eye fatigue. Use these visual exercises to help reduce eye strain. At least every fifteen and twenty minutes, change your focus away from the terminal for a few seconds and look at something at least 20 feet away. Blink often, but slowly to allow your eyes to moisten. The human body was made to move, so you usually experience some discomfort from sitting too long, no matter what the task. If you're working and you can't walk away from your terminal there are exercises you can do at your desk. Begin with deep breathing and shoulder shrugs. Bring your shoulders up, breath in, and release. Gently roll your head from side to side. Do shoulder rolls. Raise your shoulders up towards your ears and rotate them back. Then rotate them forward. Hold your wrists in front of you. Raise and lower your hands to stretch the muscles in the forearm. Repeat this several times. Make a tight fist with your hands.

Hold for a second, then spread your fingers apart as far as you can. Hold this position for 5 seconds. If your responsibilities with the school involves the possible contact of blood or bodily fluids then you'll be receiving additional training once you reach your department concerning the transmission of infectious diseases. In the interim, keep in mind the use of sterile technique and universal precautions that include frequent hand washing and use of personal protective equipment, such as gloves, gowns, eye protection and other miscellaneous equipment. If in your job you are exposed to blood or potentially infectious materials, you'll be offered a hepatitis B vaccine at no cost to you. Taking advantage of the vaccine eliminates the potential for your contracting hepatitis B and becoming seriously ill. Again, if you have the potential exposure to blood or infectious diseases, this information will be covered in greater detail once you reach your assigned department. Finally, many California schools were built during a time period when asbestos was utilized in a number of components throughout the building. It's important for you to understand that asbestos is not a hazard as long as it's maintained in good condition and not allowed to become airborne. All the schools asbestos should have been removed or encapsulated. If you'll be working in the custodial or maintenance areas you'll be receiving additional training on asbestos when you get to your department. If you're not assigned to the maintenance or custodial departments your chances of coming in contact with asbestos is highly unlikely. We've attempted to review the basic reasons why accidents and illness occur and what can be done to prevent them. Okay, what should you do if you get hurt? Let's say after you begin working in your department you're involved in a job related injury. First of all, get in contact with your supervisor immediately so they can get you the proper medical care and complete the necessary paperwork required both internally and by state law. Second, you should obtain medical aid for any injury or toxic exposure. Even small cuts can become serious if neglected. Hopefully, you'll never be involved in any accident and need to use the reporting procedures. However, keep in mind that as an employee you're required to report all injuries no matter how minor they may be immediately to your supervisor. The school system's main interest in making this presentation is to help you recognize and correct unsafe practices while on the job. Many of the tips you've learned today can be used at home as well. Safety is everyone's job, with a little more care and concern we can make our work sites, our homes, our lives a lot safer. Remember, 90% of all accidents are result of unsafe attitudes, unsafe behaviors. Let's make sure we enter our new jobs with the right attitudes and follow sound job procedure. female: Let's finish by taking a short quiz on what we've learned in the third segment. On the answer sheet that has been provided, circle the answer that best fits the following questions. True or false. Radiation levels given off by computers or VDTs are as low as the general background radiation found naturally in the soil and from the sun. True or false. Ergonomics is the science which adapts the work environment with people so that they can interact safely and efficiently with machines. True or false. Asbestos is not a hazard as long as it is maintained in good condition and not allowed to become airborne. True or false. If you become injured on the job, you should report it to your supervisor only when you know you are seriously hurt. True or false. Only 25% of accidents are a result of unsafe attitudes and unsafe behaviors. Please return your answer sheet to the person who set up the video for you to watch. Thank you for your attention, and again, we welcome you to the school's family.

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