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OGSD

# Oak Grove School District Employee Safety Newsletter

## Safety Committee

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## OAK GROVE SCHOOL DISTRICT SAFETY PLANS

Do you know where you can find all the OSHA mandated Oak Grove School District safety plans? All plans are available to employees on the OGSD website/M&O folder. The District has available to all employees:

Asbestos/AHERA	Scissor Lift	Injury and Illness Prevention Plan (IIPP)
Safety Data Sheets (SDS)	Scaffolding/Ladder	Bloodborne Pathogens
Chemical Hygiene Plan	Hand & Portable Tools	Ergonomics
Playground Safety	Pest Management	Workplace Violence
Electrical Safety	Indoor Air Quality	Back and Lifting
Heat Illness Prevention	Trenching/Excavation	Disinfectant Cleaners
Lock Out Tag Out	Confined Spaces	Slip, Trips and Falls
Fire Prevention	Lead	PCB
Hazardous Communication	Hazardous Waste Disposal	Personnel Protective Equipment (PPE)
Storm Water	General First Aid	Respiratory

## SCHOOL SITE CLEAN UP

Good housekeeping is an important safety issue. Even items that aren't really hazardous can become so when they're left lying around where people can trip over them or bump into them.

**Oak Grove School District Maintenance Department will have bins available in June for the annual site clean up. Contact the Maintenance and Operations Department at 408-227-8300 ext. 100343 to order the bin delivery.**

When your work area is clean and neat, it's a lot easier to find what you need and do your job efficiently. It also makes it easier to respond or get out fast in an emergency.

Good housekeeping is everyone's responsibility. Good housekeeping has to be constant and ongoing if it's going to prevent and eliminate hazards as well as pests in your work area. Please make sure your area is clean and free of hazards before you leave for the summer.

It is the goal of Oak Grove School District to prevent or suppress pests throughout the District by making the habitat less conducive. Paper, boxes, and food fuel the pest control maintenance.

Good housekeeping is so important that OSHA has a general housekeeping regulation (29 CFR 1910.141(a)(3) plus two specific ones: 29 CFR 1910.106(e)(9) for flammable liquids and 29 CFR 1910.22(a) for walking-working surfaces.

## INDOOR AIR QUALITY

The Indoor Air Quality action procedure establishes a standard operating procedure with respect to safety and environmental precautions for the Oak Grove School District. The District believes that safety and health must be an integral part of every task and must be given the highest priority. No job is so urgent and no work is so important that we cannot devote adequate resources and time to ensure a safe working place.

Each identified unsafe or unhealthful condition, procedure or work practice will be addressed in a timely manner. Work orders should be submitted for the first level of notification. The Manager of Maintenance and Operations shall determine the appropriate corrective action to abate, eliminate or correct identified condition.

If the problem can not be assessed and resolved within the Oak Grove School District, the concern is then turned over to the Chief Officer of the Business Office to accelerate the intervention to outside sources and experts. The safety of our employees and students is an integral part of the success of the Oak Grove School District.

Please notify the M&O Department if an Indoor Air Quality concern continues.

## PCBs IN SCHOOLS

**Polychlorinated biphenyl (PCB)** is a synthetic organic chemical compound of chlorine attached to biphenyl. PCBs are regulated by the United States Environmental Protection Agency (EPA) under the Toxic Substance Control Act. Oak Grove School District has a PCB plan implementing PCB Best Management Practices. Regulations regarding PCB use, clean up, and disposal is the responsibility of the Manager of M&O, James Moreno. For more information contact M&O Department or your EPA Regional PCB coordinator.

## HEAT ILLNESS PREVENTION

With the mercury rising around the country, the National Institute for Occupational Safety and Health (NIOSH) warns that heat-induced occupational illnesses, injuries, and reduced productivity can occur with excessive exposure to a hot work environment.

Heat-induced disorders include transient heat fatigue, heat rash, fainting, heat cramps, heat exhaustion, and heatstroke. Aside from these disorders, heat poses the threat of injuries because of accidents caused by slippery palms as a result of sweating, fogged-up safety glasses, and dizziness. Severe burns can also occur as a direct result of accidental contact with hot surfaces and steam.

NIOSH has assembled a number of references with information on heat-induced occupational illnesses, injuries, and reduced productivity, as well as methods that can be taken to reduce risk.

The Centers for Disease Control and Prevention (CDC) also provides helpful tips as to how individuals can avoid heat-related illness. That advice includes:

- Drink more fluids (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask him or her how much you should drink while the weather is hot.
- Don't drink liquids that contain caffeine, alcohol, or large amounts of sugar- these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- Wear lightweight, light-colored, loose-fitting clothing.
- Make sure shade is available.

The District is committed to protecting employees from the hazards of hot conditions and to preventing heat-related illnesses at the workplace. We will identify, evaluate, and control potential exposure of our employees to extreme temperature, humidity, and other heat-related factors.

The Plan Administrators, Fred Dickey and James Moreno are responsible for implementing the Heat Stress Prevention Program, monitoring work area heat conditions and for ensuring that employees are trained to recognize the signs and symptoms of heat stress illnesses or injury and what to do if these occur.

Supervisors are responsible for encouraging employees to frequently consume water or other acceptable beverages to ensure hydration.

Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration.

### HEAT ILLNESS PREVENTION PROGRAM

This Heat Illness Prevention Program describes controls and work practices to protect employees from heat stress while working in hot conditions. The program can be found on the Oak Grove website in the Injury and Illness Prevention Plan (IIPP). The IIPP plan is located in the M&O folder. A hard copy is available at the M&O Department and the front office of all school sites.

## UNDERSTANDING BULLYING BEHAVIOR

Bullying is a big problem. It can make kids feel hurt, scared, sick, lonely, embarrassed, and sad. Bullies might hit, kick, or push to hurt people, or use words to call names, tease, or scare them.

A bully might say mean things about someone, grab a kid's stuff, make fun of someone, or leave a kid out of the group on purpose. Some bullies threaten people or try to make them do things they don't want to do.

### **Bullying Is a Big Deal**

Bullying is a big problem that affects lots of kids. Three-quarters of all kids say they have been bullied or teased. Being bullied can make kids feel really bad, and the stress of dealing with it can make them feel sick.

Bullying can make kids not want to play outside or go to school. It's hard to keep your mind on schoolwork when you're worried about how you're going to deal with the bully near your locker.

Bullying bothers everyone — and not just the kids who are getting picked on. Bullying can make school a place of fear and can lead to violence and more stress for everyone. Kids bully for many reasons. Some bully because they feel insecure. Picking on someone who seems emotionally or physically weaker provides a feeling of being more important, popular, or in control. In other cases, kids bully because they simply don't know that it's unacceptable to pick on kids who are different because of size, looks, race, or religion.

In some cases bullying is a part of an ongoing pattern of defiant or aggressive behavior. These kids are likely to need help learning to manage anger and hurt, frustration, or other strong emotions. They may not have the skills they need to cooperate with others. Professional counseling often can help them learn to deal with their feelings, curb their bullying, and improve their social skills.

### **Helping Kids Stop Bullying**

Let children know that bullying is unacceptable and that there will be serious consequences at home, school, and in the community if it continues.

Try to understand the reasons behind the child's behavior. In some cases, kids bully because they have trouble managing strong emotions like anger, frustration, or insecurity. In other cases, kids haven't learned cooperative ways to work out conflicts and understand differences.

**Teach kids to treat others with respect and kindness.** Teach children that it is wrong to ridicule differences (e.g., race, religion, appearance, special needs, gender, economic status) and try to instill a sense of empathy for those who are different.

**Encourage good behavior.** Positive reinforcement can be more powerful than negative discipline. Catch kids being good — and when they handle situations in ways that are constructive or positive, take notice and praise them for it.

**Set a good example.** Think carefully about how you talk around kids and how you handle conflict and problems. If you behave aggressively — toward or in front of the kids — chances are they'll follow your example. Instead, point out positives in others, rather than negatives. And when conflicts arise in your own life, be open about the frustrations you have and how you cope with your feelings.

Bullying can leave deep emotional scars. And in extreme situations, it can involve violent threats, property damage, or someone getting seriously hurt. Help stop bullying!

Reference: KidsHealth

## LEAD AWARENESS

The Guidelines for Working with Lead-Containing Materials applies to any work where Oak Grove School District staff and/or contractor personnel may be exposed to lead or lead-containing materials. Activities covered by Oak Grove School District's guideline include (but are not limited to) demolition, renovation, encapsulation, maintenance operations, paint-prepping and firing range clean-up. All employees involved in the disturbance of lead-containing materials and lead based paint as part of regular work activities must have at least a lead awareness training class. Oak Grove School District will conduct necessary sampling, monitoring and inspections to ensure compliance with regulations as well as to protect employee health and safety. Maintenance and Operations will provide guidance to departments regarding lead, lead exposure, and if necessary, lead abatement. Maintenance and Operations will act as a liaison between sites and departments requesting services and lead abatement contractors.