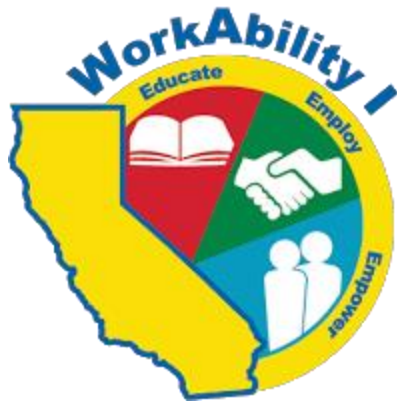


Safety Handbook



Published January 2014, updated August 2017



WorkAbility I
Wage, Labor & Safety Committee

WORKABILITY I PROGRAM

Safety is important!

Welcome to the WorkAbility I Program. This program serves students with disabilities in California. With hundreds of students in the workplace each day, the importance of safety cannot be overstated.

Our biggest challenge is providing the students with employability skills and good work attitudes. Supervision and careful attention is needed to help youth achieve these goals. You may be the difference in a young person entering the job market ill-prepared or well-prepared to meet the challenges of today's workforce.

On behalf of the WorkAbility I Wage Labor & Safety Committee, may we offer our sincere appreciation for your cooperation in helping to ensure the safety and success of students in the WorkAbility I Program!

WorkAbility I Wage, Labor & Safety Committee

RESOURCES FOR INFORMATION AND HELP

Health and Safety:

Cal/OSHA Consultation Service- Provides free, confidential advice and assistance to employers.

(800) 963-9424

www.dir.ca.gov/DOSH

California Chamber of Commerce- Has publications to assist with compliance.

(800) 331-8877

<http://products.calchamber.com>

Occupational Health Branch, California Department of Health Services-

Offers publications and consultation on specific hazards.

(800) 321-OSHA (6742)

www.osha.gov

Wages & Child Labor Laws:

Division of Labor Standards Enforcement- Enforces state labor laws.

(415) 703-5300

<https://www.dir.ca.gov/dlse/>

Wage and Hour Division, U.S. Department of Labor- Enforces federal labor laws.

(866) 4-USWAGE (487-9243)

www.dol.gov/whd/

About workers' compensation:

Division of Workers' Compensation- Has information and assistance offices throughout California.

(800) 736-7401

www.dir.ca.gov/DWC

Other website resources

www.youthrules.dol.gov

<https://sites.google.com/a/workabilitycentral.com/workability-1/>

www.youngworkers.org

www.cde.ca.gov

OCCUPATIONAL INJURY (cont.)

In either of the injury situations, the supervisor should also immediately gather the following information and prepare a written report to be given to the WorkAbility I Staff:

- ◆ Worksite
- ◆ Name of injured
- ◆ Age
- ◆ Job Title
- ◆ Date and hour of accident
- ◆ Nature of injury
- ◆ Who administered first aid?
- ◆ Name and address of physician
- ◆ Date and time of day student left and returned to work
- ◆ Contact form
- ◆ Where or how the accident occurred?
- ◆ Was the student acting in the regular line of duty?
- ◆ Notification of parent, guardian or responsible person—
how and when notified.

Disaster: Follow the worksite established disaster plan.
If you are unsure- PLEASE ASK!!!

This handbook has been prepared to answer questions about the WorkAbility I Program. We hope it will assist and guide you in the implementation of the program.

Please keep it as a reference. If you have any questions contact:

Joanne Darlington
Student Employment Program
Director
(530) 251-8712 (LCOE)
(530) 257-2518 (Fax)
jdarlington@lcoe.org



Lassen County Office of Education
472-013 Johnstonville Road, North
Susanville, CA 96130

to provide further assistance.

ON THE JOB SAFETY

Many of our WorkAbility I students are entering the workforce for the very first time. There is a good chance no one has ever told them about their job rights and responsibilities or how to stay safe at work.

We can all be valuable resources for our students navigating the world of work for the first time. There are some topics that we can address to promote safety on the job:

- Teach about youth worker rights and responsibilities
- Be aware of the laws that can protect youth from being injured on the job
- Help youths with problems at work
- Make sure working youths have a work permit
- Visit www.youngworkers.org for more information



OCCUPATIONAL INJURY

All students are covered by a Workers' Compensation Plan. The following information is vital to ensuring the proper steps are taken should a participant sustain an injury.

EMERGENCY SITUATIONS

Serious injuries requiring **immediate** medical attention.



1. **Dial 911.**
2. Notify listed emergency contact.
3. Contact WA I Staff.

Please note: Medical Release Form should be taken with student when going to medical facility.

NON EMERGENCY SITUATIONS

Injuries that are **not** life-threatening.

1. First-aid cases should be treated on location where possible.
2. Notify listed emergency contact.
3. Contact WA I Staff.
4. Refer to district's Workmens' Compensation protocol.

SEXUAL HARASSMENT

Sexual harassment is defined under the law as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature and includes third party offenses.

Sexual harassment may be expressed as:

- ◆ Unwelcome touching or patting
- ◆ Staring or leering
- ◆ Suggestive remarks or other verbal abuse
- ◆ An offensive work environment (e.g. sexually suggestive posters or calendars on the walls)
- ◆ Requests for sexual favors
- ◆ Inappropriate, vulgar, and/or offensive comments or jokes

The employer's responsibilities are:

- ◆ To prohibit sexual harassment in the workplace
- ◆ To investigate and respond to all employees' complaints
- ◆ To provide brochures, literature, or training on the prevention of sexual harassment

Sexual Harassment is a violation of Education Code 48915 and can result in expulsion from school.

WHO TO CALL

◆ In California

Department of Fair Employment and Housing:
1-800-884-1684

◆ Outside California

U.S. Equal Employment Opportunity Commission:
1-800-669-4000



HAND WASHING and UNIVERSAL PRECAUTIONS

Hand Washing

Hand washing facilities should include soap and running water at a warm temperature. The following hand washing procedures should be followed:

- ◆ Wet hands
- ◆ Apply soap and lather well
- ◆ Wash hands for 15-30 seconds
- ◆ Use friction, paying particular attention to the areas between the fingers and under the nails
- ◆ Everyone should wash their hands before and after toileting
- ◆ Everyone should wash their hands before handling food
- ◆ Everyone should wash their hands before eating or drinking
- ◆ Everyone should wash their hands after contact with body secretions
- ◆ Everyone should wash their hands after contact with skin or hair of another person

Universal Precautions

Any person, who may be required to administer first aid involving blood or to handle body fluids that may contain blood, should wear gloves. Always use an effective disinfectant for cleaning.

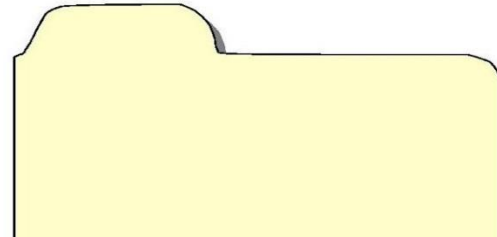
FOOD SERVICE SAFETY

- ◆ Report all injuries to your immediate supervisor
- ◆ Wipe up all spills
- ◆ Store all heavy items on lower shelves.
- ◆ Break down cases to individual units prior to storage whenever possible

- ◆ Never use chairs for climbing. Only use ladders provided for that purpose
- ◆ Keep all machinery guards in place whenever in use
- ◆ Wash sharp utensils individually. Never drop them into dishwashers

- ◆ Wash glassware and dishes separately
- ◆ Never stack glassware in the sink
- ◆ Never remove broken glasses or dishes
- ◆ Stay alert for all unusual hazards, in all areas, which may expose students, staff and visitors to injury

- ◆ Check with your county to verify which Food Handlers certificates are approved



RECORDS

Service providers and worksite supervisors must also assume responsibility for maintaining all required records and documents as follows.

WORKSITE RECORDS

To be maintained by supervisor where student works.

- ◆ A copy of the signed Worksite Agreement
- ◆ Daily attendance records that accurately record time worked by each student
- ◆ A copy of the work permit for work experience for **every** participant 17 years of age and under
- ◆ A signed Parental Consent (Medical Release) form for all youths 17 years of age or under (This document will be provided by the service provider)
- ◆ Include any medical information related to conditions which may impede a student's ability at the worksite.

YOUTH LABOR LAWS (cont)

All labor laws applicable to other employees of the business will apply to the minor's employment.

In California, no worker under age 18 may:

- ◆ Drive a motor vehicle on public streets as part of the job, or work as an outside helper on a motor vehicle
- ◆ Drive a forklift or other heavy equipment
- ◆ Operate power-driven machinery, including meat slicers, box crushers, bakery machinery and circular saws
- ◆ Work in logging or a sawmill
- ◆ Prepare, handle, serve or sell alcoholic beverage
- ◆ Work where the teen is exposed to radiation
- ◆ Work in wrecking, demolition or roofing

Also in California, no worker under age 16 may:

- ◆ Do any Baking
- ◆ Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- ◆ Work in dry cleaning or a commercial laundry
- ◆ Do building, construction, manufacturing or food processing work
- ◆ Load or unload a truck, railroad car, or moving belt
- ◆ Work on ladder or scaffold
- ◆ Dispense gas or oil
- ◆ Clean, wash or polish cars



ON THE JOB SAFETY TIPS

- ◆ Report all injuries immediately to your supervisor
- ◆ Remove all debris from the floor which could cause slipping or tripping
- ◆ Keep cords (electrical, phone, etc.) out of walkways
- ◆ Keep file cabinet and desk drawers closed
- ◆ Keep all storage areas neat, clean and free of trash
- ◆ Use care in operating electrical office equipment. Follow manufacturer's instructions and precautions
- ◆ Never use chairs or desks for climbing or standing. Use ladders only. Adult supervision should be provided when students are using ladders
- ◆ Report all broken or cracked glass, including window panes, to the supervisor
- ◆ Store all heavy items on lower shelves
- ◆ Wipe up all spills and water accumulations immediately
- ◆ Follow proper lifting procedures
- ◆ Maintain adequate walkways between desks, work tables, etc.
- ◆ Keep all storage areas clean, neat and free of trash
- ◆ Inspect all electrical apparatus in use in each room to ensure good operating conditions. Look for frayed cords, broken plugs, exposed wires and broken or cracked housing
- ◆ Stay alert for all unusual hazards which could cause injury
- ◆ Wear face shields or eye goggles whenever engaged in eye hazardous operations
- ◆ Use common sense



PROPER LIFTING PROCEDURES

- Squat from the knees, never bend from the waist
- Keep spine straight, tuck your chin
- Keep feet comfortably spread-about shoulder width apart
- Keep load close to your body
- Never twist while carrying any load– no matter how light
- Seek assistance in moving any heavy or bulky item

SAFETY WITH CLEANING AGENTS

Specific, common household items requiring extreme caution when using includes:

- Bleach
- Any Aerosols (lacquer, paint, etc.)
- Any cleaning products which contain a label warning regarding hazardous materials or potentially harmful results if used
- Custodial or cleaning supplies
- Rubber cement
- Ammonia
- Insecticides and pesticides
- Precautions to be taken:
 - Label all containers
 - Use materials in accordance with manufacturer's guidelines as directed on label
 - Exercise good judgment in the use of hazardous materials
 - Hazardous materials should be stored in a locked cabinet or custodian's room when not in use

YOUTH LABOR LAWS

The following are laws that pertain to the participants:

All minors between the ages of 14-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).

Work Hours: 14-15 yrs. old

Not during school hours

- ◆ 7:00 am-7:00 pm Labor Day through June 1
Maximum hours when school is in session:
- ◆ **18 hours per week**, but not over 3 hours per day and 8 hours per day weekends and holidays
- ◆ 7:00 am-9:00 pm June 1 through Labor Day
Maximum hours when school is not in session:
- ◆ 40 hours a week and 8 hours a day

Work Hours: 16-17 yrs. old

- ◆ 5:00 am-10:00 pm when there is school the next day
- ◆ 5:00 am-12:30 pm when there is no school the next day
Maximum hours when school is in session:
- ◆ 48 hours per week, but not over 4 hours a day Monday-Thursday and 8 hours a day Friday-Sunday and holidays
Maximum hours when school is not in session:
- ◆ 48 hours a week and 8 hours a day