

Health & Safety Services

Contra Costa County Schools Insurance Group offers the following services to members at no additional cost to assist in the prevention of injuries. For more information about the services listed*, please contact Health and Safety Services at 1-866-922-2744.

- Ergonomic Training & Workstation Assessments
- Back Injury Prevention & Proper Lifting
- Site Safety Inspections
- Injury & Illness Prevention Program
- Wellness Presentations
- Fitness Screenings
- Forklift Operator Training



* Please note that the list above is a partial list of services that are offered.

ABOUT CCCSIG

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of loss prevention services to its 20 member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is the largest of its kind in the State of California. Of the 21 member districts, 19 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's workers' compensation program **encompasses greater than 30,000 employees and more than \$900 million in payroll**, which translates to approximately **\$23 million in workers' compensation premium**. Of the 21 member districts, 7 are also members of the Health Benefits Program, established in October 2004, which continues to grow and expand.

CCCSIG has been recognized for success in leadership by its peers. First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group currently is **Accredited with Excellence** through 2006.

CCCSIG's overall attitude towards employee health, wellness and safety carries over to its member districts, through the health, safety, and claims services provided and our commitment to enhance the human and financial resources of its members in order to contribute to public education.

**Contra Costa County
Schools Insurance Group**
550 Ellinwood Way
Pleasant Hill, CA 94523

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Contra Costa County
Schools Insurance Group

Safe Work Practices or "Safety Precautions"

For Custodians



Health & Safety Services

550 Ellinwood Way • Pleasant Hill, CA 94523
Main Office: 1-866-922-2744 • Fax: (925) 692-1137
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Safe Work Practices Injury and Illness Prevention Program

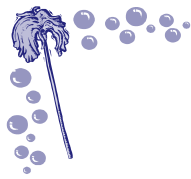
The statutes and standards which mandate the establishment of an Injury and Illness Prevention program require that all employees receive training in General Safe Work Practices and Specific Safe Work Practices for their particular job.



Custodian – Classroom and School Site

Potential Hazard	Safe Work Practice
Slips and Falls on Same Level	<ul style="list-style-type: none"> When cleaning floors, clean only a small area at a time. Keep area isolated by barriers. Cover oil/grease spills with an oil-absorbing compound and clean up at once. Wear appropriate footwear.
Falls From High Places	<ul style="list-style-type: none"> Always use appropriate ladder or step stool. Never use a broken ladder. For additional information on ladders, please contact CCCSIG.
Back Injuries	<ul style="list-style-type: none"> Safe lifting training is strongly recommended for this job classification. Warm up and conduct stretching exercises before doing any lifting.

Potential Hazard	Safe Work Practice
Back Injuries cont.	<ul style="list-style-type: none"> Push, don't pull, custodial cart, hand truck, etc. Do not twist or over-reach while mopping or lifting. Use caution when approaching corners and doorways with cart. Check weight of trash can prior to lifting; get help if necessary. Break heavy loads down into smaller, lighter units whenever possible. Always use dollies, hand trucks or carts for heavy loads. Use proper body mechanics when emptying trash into dumpsters.
Being Hit By Falling Objects/ Caught in or Between	<p>Built in Bleachers</p> <ul style="list-style-type: none"> Always have at least two people to pull out or put back rolling bleachers. Recommend use of powered "mule" to assist in pulling out or putting back rolling bleachers. <p>Built In Lunch Tables</p> <ul style="list-style-type: none"> Make sure that both pins are engaged into wall channels before raising into position on tables so equipped. Make sure spacers at the top are in the proper position before raising tables. Report any broken or worn parts immediately to supervisor. Always use a latch puller to release lower latches on tables so equipped. If tables are equipped with security latches, make sure they are engaged when tables are in their raised positions. Do not turn your back on tables or benches which have had security latches released. Unlatch one table or bench at a time.



Potential Hazard	Safe Work Practice
Cuts, Abrasions, Burns and Other Bodily Injuries	<ul style="list-style-type: none"> Do not operate any equipment or machinery without proper training. Knives and other sharp instruments/tools should be sheathed when carried. Don't use broken tools. Use leather gloves when cleaning broken glass. Do not wear jewelry, or loose or baggy clothing that might catch/snag on objects. Remove protruding staples, nails, straps or wire before handling loads. Watch position of hands when carrying loads through doorways or past fixed objects. Do not dig out waste by hand. Watch for jagged/torn metal trash cans. Wear eye protection when changing fluorescent tubes or incandescent lamps. Wear hard toed shoes/boots not tennis shoes to protect feet. Identify hazards to the eyes and face (chemicals, dust, heat, impact and optical radiation.) Reduce all hazards.

Special Caution

This employee classification experiences a high rate of back injuries. To minimize exposure to back injuries, always use proper lifting techniques and good body mechanics. It is also highly recommended to attend back safety classes.

Never operate any piece of equipment without receiving training in proper use.

Never use any chemical without knowing its proper use and hazards. Always review the MSDS prior to using any new chemical.

