



Monterey Educational Risk Management Authority

Los Control Services Newsletter– Targeting Safety First 



August 2020: Incorporating Safety Measures

Covid-19: California
Department of Education,
CDC and CALOSHA

Regulation Updates

Safety Topic
Housekeeping Inspections

Current Incident Trends

CALOSHA Guidelines and
Other Resources

Training Announcements

COVID-19 continues to be the headlines of every news media worldwide. Countries, states, counties, and cities are challenged with the need to flatten the curve. In the United States, employers highly rely on information, guidelines, and procedures issued by the Centers for Disease Control and Prevention (CDCs) with efforts to mitigate exposure levels. Guidelines issued by the CDC appear to overlap with the IIPP and the efforts are sometimes duplicated and in other cases, important employee safety measures, are left out.

Guidelines issued by the CDC include the need to implement methods for protecting both for the employee and the student. The California Department of Education's "Stronger Together: a Guide for the Reopening of California Public Schools" (<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>) includes recommendations, links, and guidelines issued by the CDC, and a checklist as a guide for Local Educational agencies to implement plans and procedures and to update their Injury and Illness Prevention Program (IIPP) all to prevent exposure of the virus. (CalOSHA, through the IIPP, mandates that employers implement a program to prevent exposure to protect employees.)

The IIPP is the policy that spearheads the planning, protocols, procedures, and guidelines that reinforce employee safety. On the other hand, the guidelines, checklists, recommended protocols issued by the CDC and the California Department of Education serve as resources to assist educational agencies with developing plans, policies, and procedures to prevent the spread of the virus.

In order to better understand the guidelines and requirements set forth by the various agencies, we prepared a presentation where we compare the CDC's "Considerations for Schools and the Guiding Principles to Keep in Mind" to the "IIPP – COVID-19 Mandatory Supplement Sample". The presentation is available to CBOs, Directors, Principals, Assistant Principals and any other person with responsibilities to write and implement guidelines and CALOSHA plans. The training date and time is listed under the "Training Announcements".



Safety Topic - Housekeeping Inspections

Prevention is Key to a Hazard and Injury Free Environment

Educators and Administrator start their day with a plan in place ready to deliver the lessons, ensure that the school activities are running smoothly, and everyone is meeting their goals for the day. No one plans to slip, trip, and fall in the parking lot, hallway, classroom, or field.

However, **slip, trip and fall injuries are the leading cause of injury** in and around the office, classroom, and school campus. These incidents can lead to serious, life-altering injuries, and they cost MERMA districts hundreds of thousands of dollars that could be used to fund programs, purchase material and equipment, hire staff, or increase pay ([see graph on page 6](#) under “Current Incident Trends”).

Injuries arising from slip, trip and fall incidents are **mostly due to hazards and lack of awareness** of surroundings. But there is good news, like most causes of injury, slip, trip and fall incidents can be prevented! How? Through the identification and elimination of hazards by implementing an *effective inspection plan*.

CALOSHA’s IIPP requires that employers implement a method for identifying and eliminating hazards. This requirement can be accomplished by implementing inspection plans that include a policy statement for how compliance will be accomplished, when inspections must be conducted, a set of checklists for the different types of inspections, and methods for implementing corrective action.

MERMA has developed the **Office and Classroom Weekly Inspection Checklist** to assist members with implementing a proactive prevention system through the identification and elimination of hazards. The inspection can be conducted by an employee and/or it can be incorporated into the curriculum to add this task for students as part of a plan to increase safety awareness to employees and students and, thereby, create a hazard free campus.

Our Loss Control Manager can assist with developing inspection plans. We also offer site and safety plan inspections and provide training to employees tasked with conducting monthly and annual inspections. *Inspection checklists for annual, monthly, and weekly inspections will be coming soon to our website under the Loss Control Services tab.* Please contact MERMA’s Loss Control Manager for more information on developing inspection plans, conducting inspections and training.



MERMA Office and Classroom Weekly Inspections

Location:	Room Number/Office:
Inspector Name:	Date:

Mark the appropriate letter in the Rating column next to the item inspected. S = Satisfactory (needs no attention). A = Acceptable (may need some attention). U = Unsatisfactory (requires attention) N/A = Not Applicable

Rating	Inspection Item	Remarks/Work Order
	Slip/trip/fall hazards in and around the building.	
	Entrance, stairs, aisles, clear of obstructions and tripping hazards.	
	Workstations/student desks free of tripping/slipping hazards	
	Telephone wires, electrical cords and backpacks are properly guarded or routed around walkways and stowed away.	
	Workstation provides safe cover space in the event of an earthquake.	
	Adequate lighting (All light fixtures in good working order with covers properly in place.)	
	Electrical: Exposed or damaged wiring; plates in place.	
	Emergency equipment accessible (fire extinguishers, eye wash, first aid kit, etc.) free of obstruction.	
	First Aid Kits are adequately marked and stocked.	
	Storage 18" below plane of sprinkler heads or 24" below ceilings of areas with no sprinklers.	
	Ceiling tiles, walls and floors are in good condition, free of water intrusion or mold.	
	Is consumption of beverages and food restricted to break rooms?	
	Floors, stairs, and handrails are clean, dry, have no protruding nails/screws, splinters, holes or loose boards or tiles.	
	Wet floors are guarded and posted with appropriate signs or barriers.	
	Six feet spacing is visibly marked.	
	COVID-19 Barriers are in place at customer service areas.	
	Employees, students, and the public wearing face masks.	
	Mandated Federal and State Posters are posted and up to date.	
	Area is free of clutter, organized and clean.	
	Other	

Additional Comments:

Route Original Report: Site Safety Representative Copy: Principal/Director/Assistant Principal/Maintenance

CALOSHA Guidelines and Other Resources

- [CDPH – Workplace Outbreak Employer Guidance \(for Employers\)](#) – *Posted* June 18, 2020
- [COVID-19 Worker Protection Video – Worker Safety Message from the California Labor and Workforce Development Agency](#)

[English \(Video Transcript\)](#) – *Posted* June 8, 2020

[Español \(transcripción de video en español\)](#) – *Posted* June 11, 2020

- [Interim General Guidelines on Protecting Workers from COVID-19](#) – *Updated* May 14, 2020

[English](#)

- [Know Your Rights: Safe and Healthy Workplace in California Video](#) – *Posted* Apr. 28, 2020

[English](#)



[Stronger Together:
A Guidebook for the Safe Reopening of California's Public Schools](#)
(PDF; 4MB; Added 08-Jun-2020)

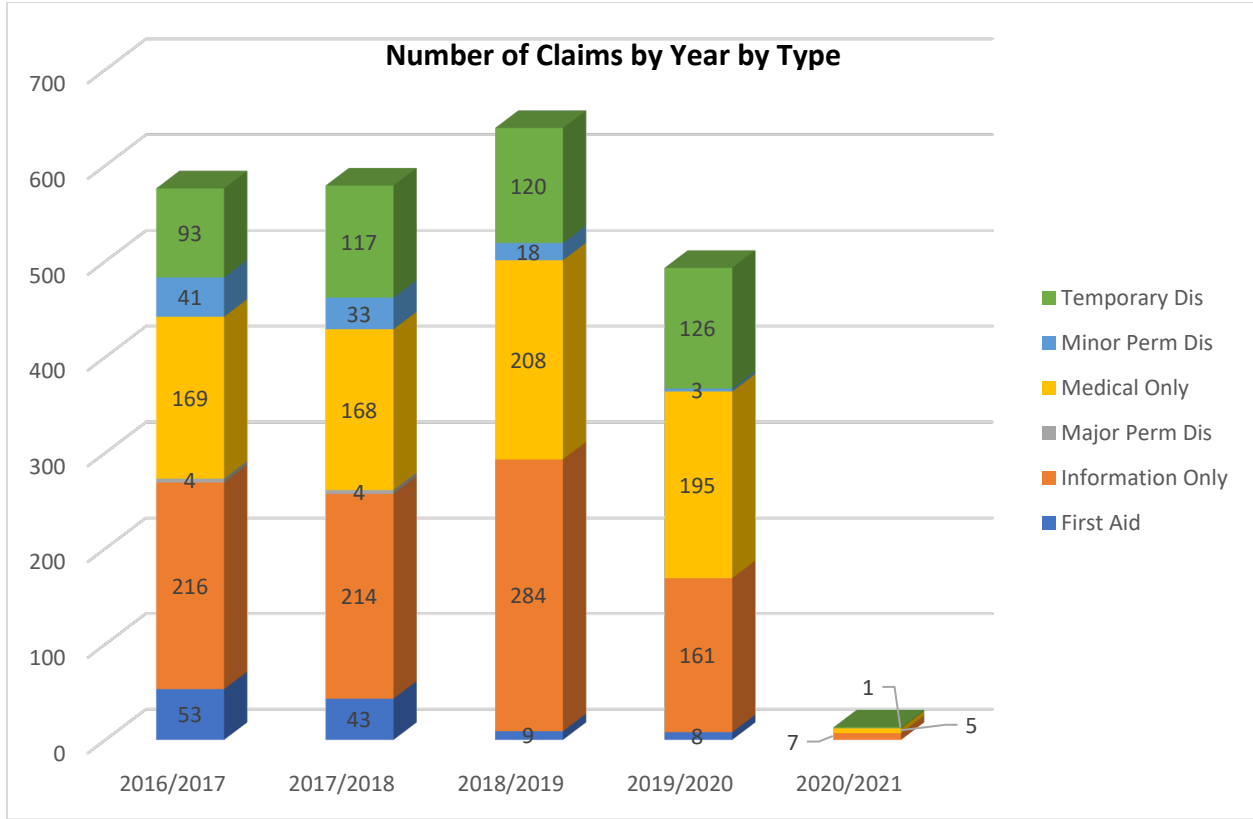
Ergonomics at home: MERMA has developed a Job Safety Analysis (JSA) to assist employees in setting up their workstations at home. Click on the following link to access the Job Safety Analysis with instructions on how to set up your workstation at home, stretches and other helpful tips: <https://merma.org/wp-content/uploads/2020/08/Ergonomics-Workstation-Set-up-and-Body-Posture.pdf>

Contact MERMA's Loss Control Manager for ergonomics assistance via Zoom meeting.

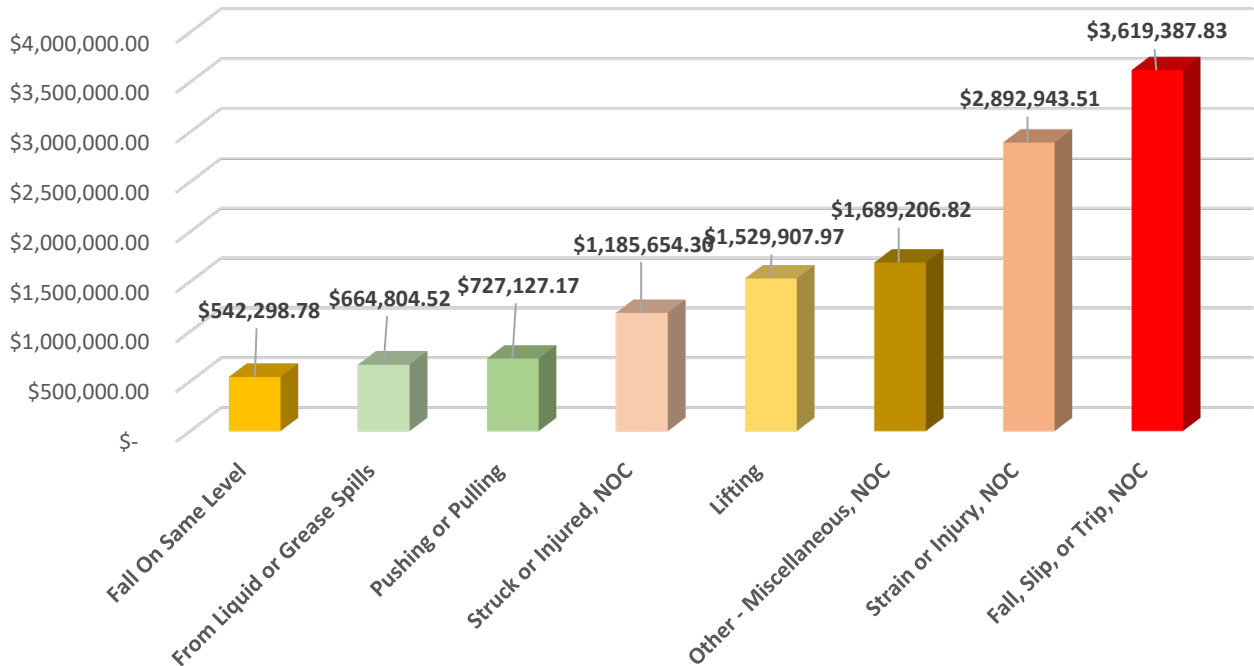
Regulation Updates

No updates as of 8/1/2020.

Current Incident Trends



2016-2017 to 2020-2021 Cause of Injury >\$500,000 Incurred All Members Combined



Training Announcements

Combining and Streamlining CDC and CALOSHA'S IIPP - COVID-19 Mandate Training

When: Friday, August 21, 2020 from 11:00 AM to 12:00 PM

Who: CBOs, Directors, Principals and Assistant Principals

Registration: E-mail MERMA's Loss Control Manager to register for this training.

Need customized safety training?

Trainings that can be customized to meet your needs:

- Back Safety Training (1 hour)
- Bloodborne Pathogens (All - 1 hour)
- Bus Driver Ergonomics (Bus Drivers – 1 hour)
- Defensive Driving (All that drive on District business - 1 hour)
- First Aid, CPR & AED training (Blended training – combination of online and in person training)
- General Office Ergonomics (All employees – 1.5 hours)
- Hazard Communication, Your Right to know. (All employees - 1 hour)
- Heat Illness Prevention Training (Maintenance, Grounds, yard supervisors – 1 hour)
- Incident Investigation Training (Leadership – Managers and Supervisors and designated Incident Investigators)
- Injury and Illness Prevention Program Training (All employees – 1 hour)
- Inspections (Two hours – 30 minute classroom 1.5 physical audit at a school site.)
- Job Safety Analysis and Power Tools (JSA's) – (Custodians, Maintenance and Grounds – 1 hour)
- Personal Protective Equipment (Custodians, Maintenance and Grounds – 1 hour)
- Safety Committees (Everyone participating in the Safety Committee – i.e., Designated Safety Representative and Committee Volunteers, Management, Union Shop Stewards)
- Safety Culture and Team Building (1.5 hours) (Leadership – Managers and Supervisors)
- Safety Observation Training (All employees – 1 hour)
- Slip, Trip and Fall Prevention (All employees 30 Minutes)

**Contact MERMA's Loss Control Manager
for more information on customized safety training.**

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