



Monterey Educational Risk Management Authority

The **MERMA Newsletter**

May – June 2025

INSIDE THIS ISSUE

Custodian, Maintenance, Food Service and
Grounds Keeper Safety

The Job Hazard Analysis Program

Shoes for Crews Events

eBacksafe®

Safety Calendar

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HELPFUL LINKS

[JOB HAZARD ANALYSIS OSHA3071](#)
[2002](#)

[Occupational Safety and Health](#)
[Administration.](#)

www.merma.org

www.dir.ca.gov/dosh/

[Schedule an Ergo Evaluation](#)

SAFETY ORIENTATION CHECKLIST

EMPLOYEE INFORMATION	
EMPLOYEE NAME	DEPARTMENT
HIRING MANAGER	HIRING DATE

SAFETY ORIENTATION

I. General Safety Information	
<input type="checkbox"/>	Introduction to the company's safety policies and procedures, including the requirement to work safely.
<input type="checkbox"/>	Overview of the organization's commitment to safety, including compliance with OSHA regulations.
<input type="checkbox"/>	Explanation of the employee's responsibilities regarding safety.
<input type="checkbox"/>	Reporting procedures for accidents, injuries, and near misses.
<input type="checkbox"/>	Location of emergency exits, assembly points, fire alarms, and fire extinguishers.
<input type="checkbox"/>	Review of the organization's emergency services.
II. Job Hazard Analysis	
<input type="checkbox"/>	Explanation of the importance of job hazard analysis in safety management.
<input type="checkbox"/>	OSHA 3071 2002 (Revised)
III. Workplace Hazard Identification	
<input type="checkbox"/>	Training on recognizing potential hazards.
<input type="checkbox"/>	Explanation of hazard communication.
<input type="checkbox"/>	Techniques for eliminating, controlling, or minimizing hazards.

OSHA

Occupational
Safety and Health
Administration

Custodian, Food Service, Maintenance and Grounds Keeper Safety

Graduations and Promotions

The months of May and June are some of the busiest months for custodians and maintenance. Graduations and promotions require lifting, pushing, pulling tables, chairs, podiums, etc. These tasks pose higher risk to back, shoulder, wrist and knee injuries. The eBacksafe training program provides safety awareness training to aid employees working in these classifications. The eBacksafe training helps the workers identify hazards, provides tips for working safely and most importantly, for avoiding potential injuries

Food Service and Maintenance Hazards

In the past few months, lifting milk crates has become one of the tasks leading to back and shoulder injuries. We have also seen an increase in hand injuries either due to lack of awareness of placement of hand or due to not wearing gloves. Injuries may be prevented by using proactive measures that reduce or eliminate the potential for injury. One of the methods used throughout many industries to prevent injuries is by implementing Job Hazard Analysis or JHA's that help identify, eliminate or safeguard potential hazards. Once Job Hazards are created, they are then used as a training tool during onboarding and annually thereafter.

The Job Hazard Analysis (JHA) Program



The JHA Program is a process that involves the development of checklist of the tasks performed for the various groups (classifications). Each item listed on the checklist must be accompanied by a job hazard analysis to aid in identifying tasks with inherent hazards in task performance and developing solutions and hazard control for the prevention of injury when performing such tasks. It is important to highlight that a JHA should be

Shoes for Crews Truck Events

@Gonzales USD

April 8 – 9, 2025



@Salinas UHSD

April 30-May 2, 2025



developed for each task to ensure that new employees receive orientation on all tasks that fall under their responsibility.

JHA Sample

APPENDIX A: JOB HAZARD ANALYSIS EXAMPLE FORM

Date of analysis: _____ Participants: _____

Job Hazard Analysis

Tasks/jobs where injuries occur, or can occur		
How people get hurt	What causes them to get hurt?	What safe practices or PPE are needed?
Ladders tipping over	<ul style="list-style-type: none"> Ladder was not on a level surface Ladder was on soft ground and the leg sunk in The person reached out too far The ladder wasn't high enough to reach up safely – the person stood up near the top of it Ladder broken or damaged 	<ul style="list-style-type: none"> Set ladder feet on solid level surfaces. When reaching out, keep belt buckle between the side rails of the ladder. Do not stand on the top of a stepladder or on the first step down from the top. Replace or repair ladder
Lifting heavy objects	<ul style="list-style-type: none"> Trying to lift too heavy objects Bending over at the waist when lifting 	<ul style="list-style-type: none"> Use proper lifting practices (bend knees, don't twist) For very heavy objects, use

The checklists may be customized to fit the training for each classification including Custodians, Food Service, Grounds Keepers, Electricians, Mechanics and Transportation. For more information regarding OSHA and JHA's, this newsletter includes a link to the OSHA's 3071 2002, Job Hazard Analysis booklet.

MERMA is here to help customize your safety program, please contact [Maria Lorenzana](#), [MERMA's Loss Control Manager](#), for information on the implementation of a JHA Program that fits your district's needs.

Shoes for Crews Truck Events

MERMA held two truck events during the months of April and May where five districts participated. Gonzales, Soledad and King City participated in a truck event that was held April 8th and 9th. Salinas UHSD and Washington USD participated in a Shoes for Crews Truck event April 30th, May 1st and May 2nd. About 80% of the employees were able to leave with a new pair of shoes in hand. About 50% of the employees paid a small additional amount to cover the full price of the shoes. As with anything new there is always room for improvement but overall, the benefits of using Shoes for Crews outweigh the flaws. We look forward to continuing working with the districts providing safe shoes for your staff. Contact Maria Lorenzana for more information on scheduling a truck event.



FOOTWEAR SAFETY DOESN'T COST...IT PAYS!

Slip-resistant footwear reduces workers' comp claims as well as slips and falls.



eBacksafe® by Future Industrial Technologies, Inc. (FIT)

Are you looking for strategies to improve culture, morale, staffing, and safety? The eBacksafe® program is perfect for you. **eBacksafe® is a great program that is free to our member districts, it is a virtual injury prevention program designed for teachers and paraeducators. However, the information and safety tips pertain to all types of classifications including maintenance, administration, and yard supervisors.** Note: Segments of the virtual safety training were customized and filmed locally to ensure that real-life wellness scenarios were addressed.

FIT has been in business for 30 years helping school districts and other organizations throughout the US protect the health and wellbeing of employees. Fatigue, discomfort, pain, and injuries are often caused by Cumulative Micro Trauma, and when employees learn how to prevent it, their quality of life at work and home improve dramatically.

Contact Maria Lorenzana via email at mlorenzana@merma.org or by phone at (831) 296-9196 for details on enrolling your staff in the virtual eBacksafe® training program or for training on any of the topics listed on this newsletter.

May - June Safety Calendar

<u>Electrical Safety Foundation International</u>	<u>Safe Kids Worldwide</u>	<u>American Trauma Society</u> <u>More on concussion</u>
<u>Prioritizing employee mental health</u>	<u>National Organizations for Youth Safety</u>	<u>Teen safe driving</u>
<u>NSC stands with OSHA on fall safety</u>	<u>National Center for Safe Routes to School</u>	<u>National Safety Month</u>
<u>National Highway Traffic Safety Administration</u>	<u>Ride to Work Day – 2nd Tuesday in June</u>	June - <u>National Safety Month</u>