

CLASSIFICATION: All Personnel

ADOPTED: 7/24/91

REVISED: 5/10/95

SUBJECT: Safety

PAGE: 1 of 2

Every employee shall comply with occupational safety and health standards and all rules, regulations, and orders required by law.

ILLNESS AND INJURY PREVENTION PROGRAM

1. Identification of the person(s) responsible for implementing the program.
2. A system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.
3. The procedures for the timely correction of unsafe or unhealthy conditions and work practices.
4. An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide instruction about hazards specific to each employee's job assignment.
5. A system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal.
6. A system, which may include disciplinary action, for ensuring that employees comply with safe and healthy work practices. (Labor Code section 6401.7)
7. Written records kept of the steps taken to implement and maintain the program.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code section 6401.7.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 4011**

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PAGE: 2 of 2

Board Policy No.: 4011

Derivation: Former Administrative Regulation 3820 Adopted 7/24/91. Amended and Renumbered 4011, 5/10/95.

**Reference: Education Code
32000 - 32052, 32210 - 32224
Insurance Code
11745
Labor Code
3702, 6310, 6318, 6319, 6320, 6354, 6427, 6428, 6430
California Code of Regulations, Title 8
3203**