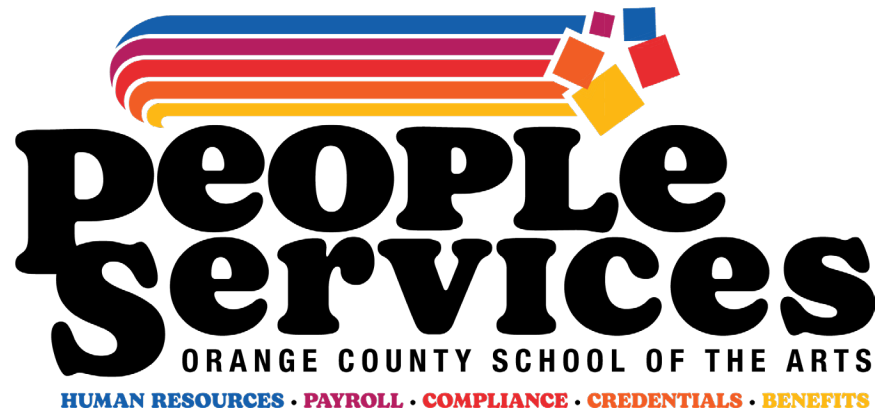


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Injury and Illness Prevention Program

Orange County School of the Arts



Effective July 1, 2026

Title 8, California Code of Regulations, section 3203

Program Identification

Field	Detail
Employer	Orange County School of the Arts (OCSA)
Address	1010 N. Main Street, Santa Ana, CA 92701
Program	Injury and Illness Prevention Program (IIPP)
Authority	Title 8, California Code of Regulations, section 3203
Effective date	July 1, 2026
Prepared by	People Services
Form completed by	Gregory Endelman, Ed.D., Chief Operations Officer — gregory.endelman@ocsarts.net, (714) 560-0900 x6105

Scope

This IIPP applies to all OCSA employees at all OCSA work locations, including classrooms, studios, rehearsal halls, theaters, the scene shop, offices, kitchens, grounds, and any off-site location where employees perform work on behalf of OCSA.

Relationship to other OCSA programs

This IIPP is the foundation of OCSA's occupational safety and health program. The following programs operate alongside it:

- Workplace Violence Prevention Plan (WVPP), adopted under Labor Code section 6401.9. The WVPP governs the identification, reporting, investigation, and recording of workplace violence. It supersedes the workplace security attachment previously included in this IIPP.
- Emergency Response Plan (ERP), which governs evacuation, lockdown, shelter in place, and emergency notification.

Where this IIPP and the WVPP address the same subject, the WVPP governs for workplace violence matters and this IIPP governs for all other occupational safety and health matters.

1. Assignment of Responsibility

Title 8 CCR §3203(a)(1)

IIPP Administrator

Role	Name, title, and contact
Lead IIPP Administrator	Debbie Peurrung, Facility Director — 1010 N. Main Street, Santa Ana, CA 92701, (714) 560-0900 x6617
Co-Administrator	Oscar Avelar, Senior Facilities Specialist — 1010 N. Main Street, Santa Ana, CA 92701, (714) 560-0900

Role	Name, title, and contact
Document steward	People Services — hrhelpdesk@ocsarts.net, extension 5520

The IIPP Administrator has the authority and responsibility for implementing and maintaining this program. People Services maintains the written program document, keeps it current, and coordinates the annual review; it does not administer the program.

Responsibilities of the IIPP Administrator

- Implementing the provisions of this IIPP.
- Ensuring each department has access to the IIPP.
- Conducting and documenting periodic inspections.
- Ensuring hazards, injuries, and accidents are investigated.
- Taking action to mitigate identified hazards.
- Convening the Safety Committee.
- Maintaining procedures for employee reporting of hazards, accidents, injuries, and safety concerns.
- Notifying People Services of any change requiring a revision to this document.

Responsibilities of managers and supervisors

- Providing a safe work environment within their areas.
- Identifying safety risks and training needs for their staff.
- Ensuring employees receive required training before beginning work.
- Investigating and reporting incidents in their areas.
- Enforcing safe work practices fairly and uniformly.

Responsibilities of all employees

- Reporting unsafe conditions, work practices, injuries, and accidents to their supervisor immediately.
- Following safe work practices.
- Using personal protective equipment as instructed.
- Completing required safety training.

2. Hazard Assessment and Inspection

Title 8 CCR §3203(a)(4)

Periodic inspections to identify and evaluate hazards are performed by the IIPP Administrator or co-administrator, and by competent persons in areas where they have specialized knowledge.

Inspection schedule

Inspections are performed:

- When this IIPP was initially established.
- On a scheduled periodic basis, no less than annually, covering each work area.
- Whenever new substances, processes, procedures, or equipment presenting potential new hazards are introduced.
- Whenever new or previously unidentified hazards are recognized.
- Whenever occupational injuries or illnesses occur.
- Whenever workplace conditions warrant an inspection.
- When employees are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not previously been conducted.

Areas requiring specific attention

Because of the nature of OCSA's programs, inspections give particular attention to:

- Scene shop and technical theater areas — machine guarding, dust collection, tool condition, and material storage.
- Theaters and rehearsal spaces — catwalks, grid, permanently installed overhead equipment, and fall exposure.
- Art studios — ventilation, kilns, chemical storage, and spray operations.
- Music and dance spaces — sound levels, floor condition, and equipment storage.
- Kitchens and food service areas.
- Grounds and outdoor work areas, including heat exposure.
- Work performed outside normal school hours, including load-in, load-out, and performance calls.

COORDINATION *The Workplace Violence Prevention Plan requires hazard identification and evaluation for workplace violence on a comparable schedule. Where practical, that assessment is conducted during the same inspection using Addendum D of the WVPP, and the records are retained for five years as required by that plan.*

3. Accident and Exposure Investigations

Title 8 CCR §3203(a)(5)

Investigations of workplace accidents, hazardous substance exposures, and near misses are conducted by the employee's supervisor, with support from the IIPP Administrator.

Procedures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident or exposure.
- Examining the workplace and the incident for underlying causes.

- Taking corrective action to prevent recurrence.
- Recording the findings and the actions taken.

Incidents involving acts or threats of violence are additionally reported, investigated, and logged under the Workplace Violence Prevention Plan.

4. Hazard Correction

Title 8 CCR §3203(a)(6)

Unsafe or unhealthy conditions, practices, and procedures are corrected in a timely manner, in order of priority based on the severity of the hazard. Hazards are corrected when observed or discovered.

Where an imminent hazard exists that cannot be immediately abated without endangering employees or property, all exposed employees are removed from the area except those necessary to correct the condition. Employees required to correct the condition are provided with the necessary protection and training.

Hazard-specific programs

OCSA maintains the following programs, attached to this IIPP:

Program	Program
Accident and Incident Investigation	Job Safety Analysis
Asbestos Management Plan	Ladder Safety
Bloodborne Pathogens Exposure Control Plan	Lead Management Plan
Code of Safe Practices	Machine Guarding
Confined Space Entry	Manual Lifting
Electrical Safety	Motor Vehicle Safety
Emergency Response and First Aid	New Employee Safety Orientation
Employee Safety Training	Personal Protective Equipment
Ergonomics	Recordkeeping and Posting Requirements
Fall Prevention	Respiratory Protection
Fire Prevention and Protection	Safety Committee
Hand and Power Tool Safety	Scissor Lifts and Aerial Lifts
Hazard Communication	Scaffolds
Hearing Conservation	Lockout and Tagout
Heat Illness Prevention	Workplace Discipline

5. Communication with Employees About Safety

Title 8 CCR §3203(a)(3)

All supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. OCSA's communication system encourages employees to inform supervisors about workplace hazards without fear of reprisal.

The system includes:

- New employee orientation covering safety and health policies and procedures.
- Worksite-specific health and safety training.
- Follow-through by supervisors to ensure effectiveness.
- Regularly scheduled safety meetings, held quarterly in August, November, February, and May, and more frequently as warranted by new hazards or the occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between employees and supervisors.
- Posted or distributed safety information.
- An anonymous reporting channel. Employees may report hazards through the Text a Tip line. Anonymous reports are treated as signed reports and are investigated.

No employee will be subject to retaliation for reporting a hazard, an injury, or a safety concern, or for participating in an investigation.

6. Training and Instruction

Title 8 CCR §3203(a)(7)

All employees, including supervisors, receive training and instruction on general and job-specific safety and health practices. Training is provided:

- When this IIPP was first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors, covering the hazards to which employees under their direction may be exposed.
- To all employees, covering the hazards specific to their job assignment.

General training content

- An explanation of this IIPP, the Emergency Response Plan, and fire prevention measures.
- How to report unsafe conditions, work practices, and injuries.
- The location of first aid supplies, automated external defibrillators, fire extinguishers, and exits.

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- Provisions for medical services and first aid, including emergency procedures.
 - Availability of toilet, hand-washing, and drinking water facilities.
 - Proper housekeeping, including keeping stairways, aisles, and exits clear and cleaning spills promptly.
 - The prohibition on horseplay and other conduct that adversely affects safety.
 - Proper storage, including not stacking materials unstably and not storing materials against doors, exits, fire extinguishers, or electrical panels.

Role-specific training

Additional training is provided according to assignment, including:

- Scene shop and technical theater staff — machine guarding, hand and power tools, lockout and tagout, respiratory protection where applicable, and hazard communication.
- Production and lighting staff — fall prevention, scissor and aerial lifts, and ladder safety.
- Art studio staff — hazard communication, ventilation, kiln operation, and personal protective equipment.
- Music and performance staff — hearing conservation.
- Facilities, grounds, and custodial staff — hazard communication, heat illness prevention, manual lifting, ladder safety, and bloodborne pathogens where assigned.
- Health office, athletics, and designated first aid responders — bloodborne pathogens and exposure control.
- Drivers — motor vehicle safety.

Training materials are appropriate in content and vocabulary to the education level, literacy, and language of employees. Training is documented and individual records are maintained in personnel files.

7. Employee Compliance with Safety Procedures

Title 8 CCR §3203(a)(2)

Management is responsible for ensuring that safety and health policies and procedures are clearly communicated and understood. Supervisors enforce the rules fairly and uniformly.

OCSA's system for ensuring compliance includes:

- Informing employees of the provisions of this IIPP.
- Evaluating the safety performance of all employees.
- Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices, through individual recognition by supervisors.
- Corrective action, up to and including termination, for failure to comply with safe work practices.

8. Recordkeeping and Documentation

Title 8 CCR §3203(b)

Although school districts are not required to keep records of every element of an IIPP beyond the written program itself, OCSA maintains the following records to implement this program effectively and to satisfy overlapping obligations under other standards.

Record	Retention	Held by
This written program	Current version	People Services
Scheduled and periodic inspection records, including the inspector, hazards identified, and corrective action taken	Five years	IIPP Administrator
Safety and health training records	Three years	People Services
Accident and incident investigation records	Five years	People Services
Cal/OSHA Form 300 log and Form 300A summary	Five years	People Services
Bloodborne pathogens medical records	Duration of employment plus 30 years	People Services
Sharps injury log	Five years	People Services
Safety Committee minutes	Three years	IIPP Administrator

Availability

The master copy of this IIPP is held at the Business Office, 1107 N. Main Street, Santa Ana, CA 92701. Copies are available on the OCSA website under Policies and Payroll Forms, and on request from People Services at hrhelpdesk@ocsarts.net or extension 5520, at no cost to the employee.

9. Program Review

This IIPP is reviewed at least annually by People Services together with the IIPP Administrator, and additionally whenever a deficiency is identified, a serious injury occurs, a new hazard is recognized, or an applicable regulation changes.

The review confirms that the assignment of responsibility remains accurate, that inspections and training are occurring as described, that the hazard-specific programs attached reflect OCSA's actual operations, and that records are being maintained.

Attachments

The programs that follow form part of this IIPP.

A. Accident and Incident Investigation

It is OCSA's policy to maintain strict standards of loss control and to minimize employee injuries and accidental loss. Supervisors investigate accidents and incidents involving staff and contractors to determine root cause and identify corrective action.

Reporting injuries

All accidents and incidents, regardless of type or severity, must be reported to a supervisor immediately. Employees must complete the OCSA Incident Report for any injury occurring on OCSA property or in the course of work. Once aware of an injury, a supervisor must direct the employee to complete the required paperwork. At no time may a supervisor withhold or hinder the reporting of an accident.

Completed paperwork is sent to People Services, which reports to Cal/OSHA as required. Where an employee receives medical treatment, they may not return to work without a signed physician's release. Supervisors will make every effort to assign work within any stated limitations.

Questions regarding workers' compensation should be directed to People Services.

Serious emergencies

For any emergency that is life threatening or requires more than routine first aid, call 911 immediately. Dial 911 directly; no prefix is required.

Provide the dispatcher with the location of the incident, the specific location of the injured person on site, the nature of the injury, and the number you are calling from. Do not hang up until the dispatcher ends the call.

After placing the call, ensure there is no further risk of injury, provide first aid within the limits of your training, and contact Reception to have a health clerk dispatched. Clear and secure the area and have someone meet emergency responders and direct them to the injured person.

Non-injury incidents

OCSA vehicles involved in a collision on a roadway must be reported to the police department. Damage to OCSA property must be reported on the OCSA Incident Report and submitted to the IIPP Administrator.

All injury and accident documentation is retained for a minimum of five years.

B. Asbestos Management Plan

OCSA complies with the Asbestos Hazard Emergency Response Act (AHERA) and maintains a management plan for asbestos-containing materials in its buildings.

Classification and response

Asbestos is classified as friable or non-friable. Friable material may release fibers into the air if disturbed. The four permitted responses are removal, encapsulation, enclosure, or maintenance in satisfactory condition until removal is scheduled. For low-hazard, non-friable material, OCSA's response is to maintain the material in a non-friable state until it can be removed during a scheduled renovation or demolition project. The governing consideration in selecting a response is the protection of human health and safety.

Required activities

- Periodic surveillance of all known or assumed asbestos-containing material every six months.
- Re-inspection by an accredited inspector every three years.
- Annual written notification to parents, staff, and employee organizations regarding the availability of the management plan and any asbestos-related activity conducted or planned. The IIPP Administrator is responsible for issuing this notification and retaining a record of it.
- Maintaining the management plan at the administrative office and making it available for inspection on request.
- Posting warning labels where disturbance may occur.
- Notifying outside contractors of the presence of asbestos before any work begins.

Training

All maintenance and custodial staff who work in a building containing asbestos receive two hours of awareness training in recognizing asbestos-containing material and performing duties without disturbing it, consistent with Title 8 CCR §1529 and 40 CFR 763.92(a)(1).

C. Bloodborne Pathogens Exposure Control Plan

Title 8 CCR §5193

Exposure determination

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials arising from the performance of an employee's duties. The following classifications are identified as having occupational exposure:

- Health office staff and health clerks.
- Athletic trainers and coaching staff providing injury care.
- Special education staff providing personal or toileting care.
- Custodial staff assigned to clean spills of blood or other potentially infectious materials.
- Campus supervision and security staff, and any employee designated as a first aid responder.

All other employees may render assistance in an emergency but are not assigned duties involving occupational exposure. Employees who render first aid in an unanticipated emergency are provided post-exposure evaluation and follow-up on the same terms.

Methods of compliance

- Universal precautions are observed. All blood and other potentially infectious materials are treated as if infectious.
- Engineering controls, including sharps disposal containers and, where sharps are used, engineered sharps injury protection devices.
- Work practice controls, including hand-washing immediately after glove removal, prohibition on recapping needles, and prohibition on eating, drinking, and applying cosmetics in areas of potential exposure.
- Personal protective equipment, provided at no cost, including gloves and, where splashing is anticipated, eye protection and gowns.
- Spill kits available in the health office, athletics areas, and custodial closets.

Spill cleanup

1. Notify the IIPP Administrator or supervisor.
2. Put on protective gloves before any cleanup, and eye protection where splashing is anticipated.
3. Apply absorbent material from the spill kit.
4. Disinfect with an appropriate disinfectant or the material supplied in the spill kit, and allow the required contact time.
5. Collect all contaminated material into a leak-proof bag and double bag.
6. Clean equipment with hot soapy water and dispose of contaminated cleaning materials appropriately.
7. Remove gloves last and wash hands immediately.

Hepatitis B vaccination

Hepatitis B vaccination is offered at no cost to all employees with occupational exposure within ten working days of initial assignment, unless the employee has previously received the series, antibody testing shows immunity, or the vaccine is contraindicated. Employees who decline must sign the declination form required by §5193 and may request vaccination at any later date while still covered.

Post-exposure evaluation and follow-up

Following any exposure incident, the employee reports immediately to their supervisor and People Services. OCSA provides a confidential medical evaluation and follow-up at no cost, including documentation of the route of exposure, identification of the source individual where feasible and permitted, testing, post-exposure prophylaxis where medically indicated, counseling, and evaluation of reported illness.

Sharps injury log

OCSA maintains a sharps injury log recording the type and brand of device involved, the department or work area where the incident occurred, and an explanation of how the incident occurred. The log is maintained in a manner that protects employee privacy and is retained for five years.

Training and review

Employees with occupational exposure receive training at the time of initial assignment and at least annually thereafter, covering the standard, the epidemiology and transmission of bloodborne diseases, this plan, exposure control methods, hepatitis B vaccination, post-exposure procedures, and signs and labels. This plan is reviewed and updated at least annually and whenever new tasks or procedures affect occupational exposure.

D. Code of Safe Practices

It is OCSA's policy to do everything possible to protect employees, students, and visitors from injury and illness. Safety requires the participation of every employee. Failure to comply with safety rules is grounds for corrective action up to and including termination. Supervisors ensure that employees observe all applicable OCSA and state safety rules.

General rules — all employees

1. Report unsafe conditions, practices, and equipment to your supervisor or the IIPP Administrator immediately.
2. Report all injuries and illnesses immediately, however minor.
3. Know the location of the nearest first aid supplies, automated external defibrillator, fire extinguisher, and exit.
4. Keep exits, corridors, stairways, and aisles clear at all times.
5. Clean spills immediately.
6. Secure cables and cords crossing walkways with tape, ramps, or covers.
7. Do not store materials against doors, exits, fire extinguishers, or electrical panels, and do not stack materials in an unstable manner. Store heavier items low.
8. Use proper lifting technique and request assistance for heavy, bulky, or awkward loads.
9. Use a ladder or step stool to reach height. Never stand on chairs, desks, tables, or boxes.
10. Close drawers when not in use and open only one upper drawer of a filing cabinet at a time.
11. Wear the personal protective equipment required for the task.
12. Do not use damaged tools or equipment. Tag them and report them.
13. Being under the influence of alcohol or drugs at work is prohibited.
14. Horseplay and similar conduct that adversely affects safety is prohibited.
15. Follow emergency procedures. On an alarm, stop work and proceed to the nearest clear exit and the designated assembly point.
16. Only trained and designated employees attempt to respond to a fire or other emergency beyond summoning help and securing their own safety and that of students in their care.
17. Adjust computer workstations to minimize strain, and take brief breaks from sustained keyboard and screen work.

Scene shop and technical theater

18. Only trained and authorized employees operate shop machinery.
19. Guards must be in place and in good condition before any machine is started.
20. Wear eye protection when cutting, grinding, drilling, or fastening, and hearing protection where required.
21. Do not wear loose clothing, dangling jewelry, gloves, or unrestrained long hair near moving machinery.

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- 22. Use dust collection where fitted. Do not use compressed air to clear wood dust.
 - 23. Follow lockout and tagout procedures before servicing, adjusting, or clearing equipment.
 - 24. Store and label finishes, adhesives, and solvents according to the Hazard Communication program, and keep containers closed when not in use.
 - 25. Do not operate powered equipment alone outside normal working hours.

Theater and production

- 26. Only trained employees access catwalks, grid, and elevated positions, and fall protection is used where required.
- 27. Only trained operators use scissor lifts and aerial lifts, and only in accordance with the lift program.
- 28. Secure all tools and equipment when working at height, and keep the area below clear of other people.
- 29. Use carts and assistance to move scenery, platforms, and staging. Set units down where they cannot tip or slide.
- 30. Keep stage, wing, and backstage circulation routes clear and adequately lit during rehearsals and performances.

Art studios

- 31. Use local exhaust ventilation for spraying, soldering, firing, and solvent work.
- 32. Follow the Hazard Communication program for all glazes, inks, solvents, dyes, and finishes, and check the Safety Data Sheet before first use of any material.
- 33. Do not eat or drink in areas where chemicals are used or stored.
- 34. Handle dry glaze and clay materials so as to minimize airborne dust, and clean by wet methods or HEPA vacuum rather than sweeping.
- 35. Only trained employees operate kilns, and kilns are not left operating in an unoccupied building without approved monitoring.

Music, dance, and performance spaces

- 36. Hearing protection suitable for musicians is available and is used where sound levels require it under the Hearing Conservation program.
- 37. Keep dance and rehearsal floors clean, dry, and free of obstruction.
- 38. Use carts or request assistance when moving pianos, percussion, risers, and staging.
- 39. Store instruments, stands, and cases so that they do not obstruct circulation or exits.

Kitchen, custodial, and grounds

- 40. Use cut-resistant gloves when handling knives, blades, or broken glass.
- 41. Follow the Heat Illness Prevention program when working outdoors or in hot indoor areas.
- 42. Use only labeled chemical containers and never mix cleaning products.
- 43. Use wet floor signage and clean spills immediately.

44. Wear appropriate footwear with slip-resistant soles.

Acknowledgment

I have read, understand, and agree to comply with the OCSA Code of Safe Practices. I understand that failure to comply may result in corrective action up to and including termination, and that I may report an unsafe condition at any time without fear of reprisal.

Print name: _____ Job title: _____

Signature: _____ Date: _____

Code of Safe Practices — Orange County School of the Arts — effective July 1, 2026. Retain the signed original in the employee's personnel file.

E. Confined Space Entry

Policy

OCSA employees do not enter permit-required confined spaces. Any work requiring such entry is performed by a qualified contractor operating under its own compliant entry program.

Definitions

- Confined space — a space large enough for an employee to enter and perform work, with limited or restricted means of entry or exit, not designed for continuous occupancy.
- Permit-required confined space — a confined space that contains or may contain a hazardous atmosphere, contains material capable of engulfing an entrant, has a configuration in which an entrant could be trapped or asphyxiated, or contains any other recognized serious hazard.
- Entry — the action of passing through an opening into a confined space, occurring as soon as any part of the entrant's body breaks the plane of the opening.

Identification and signage

- The IIPP Administrator identifies locations at OCSA that meet the definition of a permit-required confined space. Locations that commonly qualify at school sites include grease interceptors, utility and electrical vaults, sewer and storm drain manholes, crawl spaces, elevator pits, and water storage tanks.
- Identified spaces are labeled: DANGER — PERMIT REQUIRED CONFINED SPACE — DO NOT ENTER.
- The identification is reviewed during the periodic inspections described in Section 2, and whenever building systems or facilities change.

Prevention of employee entry

- No OCSA employee may enter a permit-required confined space.
- An employee who encounters a space that may meet the definition must not enter, and must notify the IIPP Administrator.
- Access points are secured where practical.
- If OCSA ever determines that employee entry is necessary, a full entry program meeting section 5157 must be established first, including training, written permits, atmospheric monitoring, attendants, and rescue arrangements. No entry may occur before that program is in place.

Contractor entry

Where a contractor will enter a permit-required confined space at OCSA, the IIPP Administrator:

- Informs the contractor before work begins that the workplace contains permit-required confined spaces and that entry is permitted only under a compliant permit program.
- Apprises the contractor of the hazards OCSA is aware of, and of any precautions or procedures OCSA has implemented in or near the space.
- Obtains written confirmation that the contractor operates a compliant entry program.

- Debriefs the contractor at the conclusion of the work regarding the program followed and any hazards encountered, and updates the identification accordingly.

This coordination is documented and retained by the IIPP Administrator with the inspection records described in Section 8.

Emergency

No OCSA employee attempts entry rescue from a confined space. Emergency rescue is activated by calling 911.

F. Electrical Safety

Electrical faults are a leading cause of workplace fires, and electric shock can be fatal. Most incidents originate in improper installation or poor maintenance, and many hazards are not visible.

Recognizing hazards

- Ungrounded tools and equipment.
- Damaged wiring, plugs, and extension cords.
- Overloaded circuits and daisy-chained power strips, common in studios and production areas.
- Equipment used near water, including kitchens, ceramics areas, and outdoor locations.
- Temporary power for productions and events.

Safe practices

- Ground fault circuit interrupters are used for all electrically powered tools and equipment.
- Portable electric tools must be grounded or double insulated.
- Inspect cords and plugs before and after each use; remove damaged equipment from service.
- Never lift or lower a tool by its power cord.
- Maintain clear access and working space around electrical panels and equipment.
- Keep the doors and covers of panels, switches, and enclosures closed except when opened by authorized personnel.
- Only qualified persons perform electrical repairs. A circuit breaker that has tripped must be inspected by a qualified electrician before equipment is returned to service.
- Never use a metal ladder where it could contact energized parts.

G. Emergency Response and First Aid

Emergency numbers

Service	Number
Fire, police, and emergency medical	911 — dial directly, no prefix required

Service	Number
California Poison Control System	1-800-222-1222
OCSA Health Office	Contact Reception for dispatch of a health clerk
People Services	hrhelpdesk@ocsarts.net, extension 5520

Trained responders

OCSA maintains employees currently certified in first aid, cardiopulmonary resuscitation, and automated external defibrillator use. Certification is through the American Red Cross, the American Heart Association, or an equivalent provider, and is renewed on the provider's schedule. Employees should know which colleagues in their area hold current certification and where the nearest first aid supplies and automated external defibrillator are located.

Employees are not expected to provide care beyond the limits of their training. No employee is required to render aid beyond summoning help.

When an emergency occurs

1. Ensure your own safety and the safety of students in your care before approaching.
2. Call 911 for any condition that is life threatening or requires more than routine first aid.
3. Tell the dispatcher the campus address, the specific location of the person on site, the nature of the injury or illness, and the number you are calling from. Do not hang up until the dispatcher ends the call.
4. Send someone to contact Reception so a health clerk can be dispatched and to meet responders and direct them.
5. Provide care only within the limits of your training.
6. Do not move an injured person unless leaving them in place presents a greater danger.
7. Clear and secure the area.
8. Complete an OCSA Incident Report and notify your supervisor and People Services.

Chemical exposure

Consult the Safety Data Sheet for the substance involved and follow its first aid guidance. For eye or skin contact, flush with water at an eyewash station or safety shower for the period specified in the Safety Data Sheet. Take the Safety Data Sheet or the labeled container with the affected person if they are transported for treatment.

H. Employee Safety Training

Training in job responsibilities, correct methods, and associated hazards is the most important element of safe operation. Supervisors ensure that newly assigned employees receive adequate training before beginning work.

Supervisor-delivered training includes, as applicable to the assignment:

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- The OCSA Code of Safe Practices.
 - Personal protective equipment required for the role.
 - Equipment and tools used on the job.
 - Procedures for reporting fires, emergencies, injuries, and accidents.
 - Hazards specific to the job and to the work area, and how to recognize them.
 - First aid arrangements and the location of supplies.

Specialized training is provided where required by a specific standard, including hazard communication, hearing conservation, bloodborne pathogens, heat illness prevention, respiratory protection, lockout and tagout, fall protection, and lift operation.

I. Ergonomics

Employees exposed to ergonomic or repetitive motion hazards are required to follow these practices. Any employee experiencing a strain, sprain, back injury, prolonged discomfort in the hands, wrists, or arms, or frequent or severe visual strain must notify their supervisor.

Computer workstations

- Adjust chair height so both feet rest firmly on the floor or a footrest.
- Adjust the seat back to support the lower back; use a lumbar cushion if support is insufficient.
- Adjust work surface and seat height to avoid constant leaning or bending.
- Position knees and hips at approximately 90 degrees, with arms at your side and wrists straight toward the keyboard.
- Position the monitor so the primary viewing area is between 0 and 60 degrees below eye level.
- Use a document holder at an appropriate angle and height to avoid eye strain and awkward neck posture.
- Use a light touch on the keyboard and keep wrists in a neutral position.
- Adjust lighting to avoid glare on the screen; shield from windows or fit an anti-glare device.
- Perform alternative work for a few minutes during or after each hour of sustained keyboard work.
- Request a headset if you use the telephone continuously.

Instructional and production roles

- Vary posture and position during extended standing, and use anti-fatigue matting where provided.
- Use carts, dollies, and assistance when moving instruments, staging, scenery, and supplies.
- Alternate tasks where work involves sustained repetitive motion, including sewing, painting, and detail work.

J. Fall Prevention

Any surface on which an employee will place their full weight must first be determined to have the strength and structural integrity to support that weight safely.

Where fall protection is required

Employees working at six feet or more above a lower level are protected by a fall protection system. At OCSA this most commonly applies to:

- Catwalks, grid, and elevated positions in theaters, including access for maintenance, re-lamping, and adjustment of permanently installed equipment.
- Work from scissor lifts and aerial lifts.
- Roof access and work near skylights or roof openings.
- Work adjacent to open orchestra pits, traps, and stage lifts.
- Ramps, runways, and elevated walkways.

Guardrail systems

- Top rails are 42 to 45 inches above the walking surface.
- Midrails, screens, mesh, or equivalent members are installed between the top rail and the walking surface where there is no wall or parapet at least 21 inches high.
- Guardrail systems withstand a force of at least 200 pounds applied within two inches of the top edge in any outward or downward direction, without deflecting below 39 inches.
- Openings in the system are not more than 19 inches wide.
- Steel and plastic banding are not used as top rails or midrails.
- Openings used for access are fitted with a gate or offset so a person cannot walk directly into the opening.

Personal fall arrest systems

- D-rings and snap hooks have a minimum tensile strength of 5,000 pounds and are proof-tested to 3,600 pounds.
- Lanyards and vertical lifelines have a minimum breaking strength of 5,000 pounds.
- Anchorages are independent of any anchorage used to support or suspend platforms and support at least 5,000 pounds per attached employee.
- Horizontal lifelines are designed, installed, and used under the supervision of a qualified person with a safety factor of at least two.
- Ropes and webbing are synthetic fiber.
- Systems are inspected before each use and defective components removed from service.
- Harnesses and components are used only for employee protection, never to hoist materials.

K. Fire Prevention and Protection

- Observe all no-smoking restrictions.
- Only Class A, B, C, or K extinguishers are used. Extinguishers are kept fully charged in their designated locations, unobstructed and visible, and mounted between three and five feet from the floor to the top of the extinguisher.
- Extinguishers are available at intervals not exceeding approximately 75 feet of travel distance.
- Extinguishers are inspected at least monthly to confirm they are in place, have not been tampered with or discharged, and are undamaged. The tag is marked to document the inspection.
- Extinguishers are examined at least annually by a licensed contractor and recharged or repaired as required, with the tag updated.
- Exits, exit routes, and fire equipment are kept clear and unobstructed.
- Means of egress are kept unlocked and well lit during working hours.

Production and studio considerations

- Scenery, drapery, and soft goods used on stage must meet applicable flame resistance requirements, and certification is retained.
- Open flame, pyrotechnics, and haze or fog effects require prior approval and coordination with the fire authority having jurisdiction.
- Solvent-soaked rags are stored in approved self-closing metal containers and removed daily.
- Kilns, heat guns, irons, and steamers are used only in designated areas and are not left unattended while hot.

L. Hand and Power Tool Safety

Basic rules

- Know the tool. Read the manual and follow the correct technique.
- Select the right tool for the task and never use an undersized tool.
- Keep the work area clean and well lit.
- Ground all tools unless double insulated.
- Keep guards in place and in safe operating condition.
- Avoid dark or wet locations.
- Suspend cords and hoses over walkways rather than laying them across; keep them away from oil, chemicals, and hot surfaces.
- Do not overreach; maintain footing and balance.
- Disconnect tools when not in use and before changing blades or bits.
- Remove adjusting keys and wrenches before switching a tool on.

- Do not carry a plugged-in tool with a finger on the switch.
- Use clamps or a vise rather than your hands to secure work.
- Do not attempt to repair powered tools; tag and report them.

Handling and carrying

- Secure tools before climbing.
- Never carry chisels, screwdrivers, or pointed tools in pockets.
- Offer the handle first when passing a tool to another person.
- Clean any tool-inflicted cut immediately to avoid infection.

Responsibility

Employees select the right tool, use it correctly, check its condition before use, and return it to its place. Supervisors periodically inspect tools, housekeeping, and tool maintenance.

M. Hazard Communication

Title 8 CCR §5194

The Hazard Communication standard ensures that employers and employees know the hazards of substances in the workplace. This program applies to all hazardous substances used or stored at OCSA.

Chemical inventory by location

A written inventory of hazardous substances is maintained for each of the following, and is reviewed at least annually:

Area	Typical materials
Ceramics studio	Glazes, frits and colorants, clay bodies containing crystalline silica, kiln wash
Painting and printmaking	Solvents, thinners, inks, fixatives, aerosol and spray products
Scenic and scene shop	Scenic paint, adhesives, contact cement, finishes, wood dust, spray products
Costume and textiles	Dyes, fixatives, spot cleaning solvents
Science classrooms	Laboratory reagents
Custodial	Cleaning chemicals, disinfectants, floor products
Facilities and grounds	Fuels, lubricants, paints, pesticides and herbicides, pool chemicals where applicable
Kitchen	Sanitizers and degreasers

CARCINOGENS Wood dust and respirable crystalline silica are both listed carcinogens and are present in the scene shop and ceramics studio respectively. Confirm that dust control, housekeeping by wet methods or HEPA vacuum, and any required exposure assessment are addressed for those areas.

Labeling

- No container of a hazardous substance is permitted in the workplace unless labeled with the product identifier, appropriate hazard warnings, and the name and address of the manufacturer.
- Secondary containers are labeled with the product identifier and hazard warnings. It is each employee's responsibility to ensure any secondary container they use is properly labeled.
- A container filled and fully used within a single work shift by the person who filled it need not be labeled.

Safety Data Sheets

- A Safety Data Sheet is obtained and retained for every hazardous substance used or stored at OCSA.
- Safety Data Sheets are accessible to employees at all times during their work shift, without barrier and at no cost, at the location where the substance is used and through the central collection maintained by the IIPP Administrator.
- Employees must review the Safety Data Sheet before first using any material with which they are unfamiliar.
- A substance for which no Safety Data Sheet is held must not be used until one is obtained.

Training

Employees who work with or near hazardous substances are trained at initial assignment and whenever a new hazard is introduced, covering the standard and this program, the location of the inventory and Safety Data Sheets, how to read labels and Safety Data Sheets, the hazards of the substances in their area, protective measures and personal protective equipment, and emergency and spill procedures.

N. Hearing Conservation

Title 8 CCR §5097

A hearing conservation program is required where employees are exposed to noise at or above an eight-hour time-weighted average of 85 dBA. OCSA provides hearing protection to all employees exposed above 85 dBA and requires its use where exposure reaches or exceeds 90 dBA, and for any employee showing a significant threshold shift who is exposed at or above 85 dBA.

Exposures at OCSA

Sound levels at or above the action level may occur in:

- Instrumental ensemble, band, and orchestra rehearsal, particularly in enclosed or hard-surfaced rooms.
- Percussion and drumline instruction and practice.
- Amplified rehearsal, sound checks, and performance, including work at front-of-house and monitor positions.
- Orchestra pit positions, where players and staff work in close proximity to brass and percussion.
- Dance studios using amplified accompaniment.

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- Scene shop operation of saws, routers, planers, and dust collection.
 - Grounds equipment including mowers, blowers, and trimmers.

Monitoring

The IIPP Administrator is responsible for arranging sound level measurement across all affected areas, including rehearsal halls, theaters, practice rooms, the scene shop, and grounds operations. An initial baseline measurement establishes which areas and roles fall at or above the action level. Measurement is repeated when a change in program, equipment, room configuration, or staffing may materially alter exposure. Results are recorded with the inspection records under Section 8, and employees are notified of results affecting them.

Controls

- Room treatment and acoustic shielding, including risers, baffles, and screens for players seated in front of brass and percussion.
- Attention to ensemble layout, spacing, and rehearsal room selection.
- Management of rehearsal duration and the scheduling of breaks.
- Setting and monitoring amplification levels, including in-ear monitor limits.
- Engineering controls in the scene shop, including tool selection and dust collection maintenance.

Hearing protection

Hearing protection is provided at no cost. For employees working in music instruction and performance, OCSA provides flat-attenuation musicians' earplugs in addition to conventional foam plugs and earmuffs. Conventional foam plugs attenuate high frequencies disproportionately, distorting pitch and timbre, and are frequently not worn as a result; uniform-attenuation protectors preserve the ability to hear balance and intonation and are far more likely to be used.

Employees are trained in the selection, fitting, use, and care of hearing protection, and in the effects of noise on hearing. Audiometric testing is provided for employees whose exposure equals or exceeds an eight-hour time-weighted average of 85 dBA.

O. Heat Illness Prevention

Title 8 CCR §3395 (outdoor) and §3396 (indoor)

Who is covered

Outdoor provisions apply to employees working outdoors, including grounds and maintenance staff, athletics and physical education staff, outdoor supervision, marching and outdoor ensemble instruction, and load-in and load-out. Indoor provisions apply where the indoor temperature reaches 82°F, which may include the scene shop, kitchen, costume shop, storage and mechanical areas, and any space without effective cooling.

Water

Potable drinking water is provided free of charge, as close as practicable to where employees are working. Where a continuous supply is not plumbed, at least one quart per employee per hour is available for the full shift, and employees are encouraged to drink frequently.

Shade and cool-down areas

Shade is provided for outdoor work when the temperature exceeds 80°F, and is available on request at any temperature. Indoors, a cool-down area is maintained at or below 82°F, or the coolest practicable temperature, and is kept accessible.

Employees are permitted and encouraged to take a preventative cool-down rest whenever they feel the need. A cool-down rest is not less than five minutes, and an employee taking one is monitored for symptoms and is not ordered back to work until symptoms have abated.

High-heat procedures

When outdoor temperatures reach 95°F, OCSA maintains effective communication with employees, observes employees for signs of heat illness, reminds employees throughout the shift to drink water, and designates one or more employees to call emergency services.

Acclimatization

Employees newly assigned to work in heat are closely observed for their first fourteen days. During a heat wave, all employees working in the affected area are observed closely.

Emergency response

Supervisors are trained to recognize the signs and symptoms of heat illness and to respond. An employee showing symptoms is not left alone or sent home without being offered onsite first aid or emergency medical services. Where symptoms indicate serious heat illness, emergency medical services are contacted immediately and the employee is moved to a cool area and cooled while awaiting response.

Training

Employees and supervisors are trained before beginning work that may involve heat exposure, covering environmental and personal risk factors, OCSA's procedures, the importance of hydration and rest, acclimatization, recognition of symptoms, and the procedure for contacting emergency services and directing them to the site.

P. Job Safety Analysis

Job Safety Analysis identifies hazards in a task and eliminates or controls them before the task is performed. It is used to clarify procedures, to guide new employee orientation and refresher training, as an accident investigation tool, and to inform employees of specific hazards and protective measures.

Analyses are prioritized for tasks that have produced injuries, tasks with high potential for serious injury, and new or infrequently performed operations. At OCSA this includes production load-in and load-out, work at height on catwalks and grid, kiln loading and firing, and scene shop machine operations.

Method

1. Break the task into basic steps, each accomplishing a distinct part of the work.
2. Identify the hazards associated with each step, examining conditions, actions, and the surrounding environment, including health hazards such as dust, solvent vapor, and noise.
3. Determine the controls needed to eliminate or minimize each hazard, and record the required personal protective equipment for each step.

Distinguish between a hazard, an accident, and an injury: a hazard is a potential danger, such as solvent spilled on a floor; an accident is the unintended event, such as slipping on it; the injury is the result. Be specific in stating controls; avoid general statements such as be careful. Provide a control for every hazard listed, and correct any serious hazard immediately. Update the analysis whenever conditions or the task change.

Q. Ladder Safety

Selection and inspection

- Select the correct ladder for the task, accounting for total weight including the employee, tools, and materials.
- Inspect before use: steps firmly anchored, hardware secure, no loose or missing hinges, no cracks in the side rails, no protruding broken parts, locks and ropes in good order.
- Never use a defective ladder. Tag it for repair or removal from service.
- Never splice short ladders together.

Set-up

- Use the four-to-one ratio: the base is placed one foot out for every four feet of height to the point of support.
- Place the ladder on a firm, level base, never on movable objects.
- Extend side rails at least three feet above the top landing when used for access.
- Never place a ladder in front of a door unless the door is locked or blocked.
- Block off the area around the ladder to prevent people or equipment from striking it, and post a sign when working near a blind corner.
- Secure or tie off the ladder when used for access to a higher level.

Use

- Face the ladder and maintain three points of contact when ascending and descending.
- Raise and lower materials with a line rather than carrying them by hand.

- Do not climb higher than the third rung from the top of a straight or extension ladder, or the second tread from the top of a stepladder.
- Never move a ladder while on it, and never place a ladder on boxes or boards to gain height.
- Do not use ladders on scaffolds or lifts.
- Metal ladders conduct electricity and must not be used near electrical circuits.

Storage

- Store in a well-ventilated area away from extreme heat or cold; hang extension ladders horizontally with support every six feet.
- Keep rungs and steps free of oil and dirt; do not paint wood ladders, as paint conceals defects.

R. Lead Management Plan

OCSA reduces occupational and environmental exposure to lead during maintenance, demolition, and construction work, consistent with Title 8 CCR §1532.1, Title 17 CCR Division 1 Chapter 8, and the Lead-Safe Schools Protection Act at Education Code sections 32240 to 32245.

Before work begins

- Determine whether lead is present before selecting employees or a contractor for the work.
- Confirm that employees or the contractor have training appropriate to the work.
- Review the Cal/OSHA trigger task list — manual and power sanding, scraping, demolition, abrasive blasting, heat gun use, welding and torch cutting on lead-containing materials — to determine whether exposure above the permissible exposure limit is likely.
- Where work is contracted, include all requirements in the scope of work and the written contract.
- Use a state-certified supervisor on all projects with significant exposure above the permissible exposure limit.

Exposure assessment and monitoring

- Air sampling is conducted for each task type where employees may be exposed to lead dust or fume and the lead content of the coating disturbed exceeds 0.06 percent.
- Employees are notified of results within five days of receipt.
- Sampling is repeated when tasks, conditions, controls, personnel, surfaces, or lead content change in a way that may increase exposure.
- Until an assessment is complete, protective clothing and respirators are worn and a regulated area is established.

Safe work practices

- Reduce airborne dust using HEPA attachments, mechanical ventilation, and wet methods.
- Use HEPA vacuums to collect lead dust. Dry sweeping, shoveling, brushing, and compressed air are prohibited.

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- Contain the work area with plastic sheeting or an equivalent barrier.
 - Post signage restricting access wherever exposure may exceed the permissible exposure limit: WARNING — LEAD WORK AREA — POISON — NO EATING, DRINKING OR SMOKING.
 - Eating, drinking, tobacco use, and applying cosmetics are prohibited in lead work areas.
 - Provide wash-up facilities with soap and clean towels; employees wash before breaks and at end of shift.
 - Provide protective clothing, changed before leaving and not worn off site.

Medical monitoring and waste

- Initial blood lead and zinc protoporphyrin monitoring is provided where exposure exceeds the action level. Employees with blood lead levels indicating increased risk are temporarily removed from lead work.
- Medical records are retained for a minimum of 30 years.
- Construction debris suspected of containing lead is analyzed. Material at or above 1,000 parts per million requires further characterization as hazardous or non-hazardous.
- Contact the IIPP Administrator during project planning to arrange waste characterization.

S. Machine Guarding

Any moving part of a machine presents a hazard. Guarding eliminates or controls that hazard. The most dangerous motions are rotating parts, reciprocating and transverse motion, in-running nip points, cutting actions, and punching, shearing, and bending.

- No guard, barrier, or enclosure may be adjusted or removed by anyone without specific authorization and training.
- Before guards are removed for repair, adjustment, or service, power must be turned off and the main switch locked out and tagged.
- No machine may be started unless guards are in place and in good condition.
- Defective or missing guards must be reported to a supervisor immediately.
- Neckties, loose clothing, watches, rings, jewelry, and unrestrained long hair must not be worn around mechanical equipment.
- Only trained and authorized employees operate shop machinery. Students may use shop equipment only under the supervision arrangements established for the instructional program.

T. Manual Lifting

Manual handling injuries are usually caused by improper lifting, loads that are too heavy, poor grip, or failure to use protective equipment. Basic rules:

1. Plan the lift, the route, and where the load will be set down before starting.

2. Ensure a clear line of vision; obstructed vision is a frequent cause of injury.
3. Establish firm footing with feet close to the load and take a secure grip.
4. Face the direction of travel when lifting.
5. Lift with the legs, keep the back straight, and hold the load close to the body.
6. Get help for heavy, bulky, or awkward loads, or use a cart, dolly, or hoist.
7. Avoid twisting; turn the body by changing foot position.

At OCSA this applies particularly to moving pianos, percussion, risers, staging, scenery, and stock, and to deliveries. Assistance or mechanical aid should be the default for these items rather than the exception.

U. Motor Vehicle Safety

The operation of vehicles is necessary to OCSA business, and fleet losses are among the most costly an organization can incur. Exposures include property damage, bodily injury, liability, and workers' compensation.

Driver requirements

- Drivers must hold a valid California driver's license appropriate to the vehicle. Where a special license is required, it is identified at the time of hire or assignment.
- Drivers must be physically and mentally capable of operating the assigned vehicle.
- Drivers are responsible for checking fluid levels, maintaining cleanliness, and keeping vehicle records and emergency reporting paperwork in the vehicle.

Operation

- Cell phone use is prohibited while operating an OCSA vehicle.
- Seat belts are worn by all occupants.
- Approach intersections at a controlled speed, be prepared to stop, and do not enter on an amber signal.
- Signal all changes of direction in advance.
- Check front and rear before pulling out from a parked position.
- Drive with exceptional care and at low speed on school grounds. Never reverse without a spotter.
- Maintain a safe following distance for conditions.

Inspection and incidents

- Operators inspect the vehicle before and after each use. A vehicle with steering or brake problems is not operated until repaired by a qualified mechanic.
- Drivers report all collisions and damage, however minor, to their supervisor immediately.
- Police are called to investigate all OCSA vehicle collisions.
- No employee should make any statement regarding liability or draw conclusions at the scene.

- The supervisor determines whether the collision was preventable and what corrective action is required.

V. New Employee Safety Orientation

1. All new employees receive a safety orientation.
2. The employee's supervisor delivers the orientation.
3. The supervisor explains the safety requirements specific to the employee's role and work area.
4. New employees receive the OCSA Code of Safe Practices.
5. New employees are shown the location of first aid supplies, automated external defibrillators, fire extinguishers, exits, and assembly points for their work area.
6. A signed copy of the orientation record is maintained in the employee's personnel file.

W. Personal Protective Equipment

OCSA selects and approves the protective equipment issued to and used by employees. Supervisors determine the equipment required for specific tasks and monitor its use and effectiveness. Where protective equipment has been specified for a task, its use is mandatory. Equipment is provided at no cost to the employee.

Equipment	Requirement and typical use
Eye and face protection	Meeting ANSI Z87.1. Required for cutting, grinding, drilling, fastening, chemical handling, and any task with splash or projectile risk.
Foot protection	Sturdy closed footwear meeting recognized standards. Safety-toe footwear where crush hazards exist. Sandals, canvas shoes, and footwear with holes are not permitted in shop, kitchen, or grounds work areas.
Hearing protection	Provided where sound levels require it under the Hearing Conservation program, including flat-attenuation musicians' protectors for music instruction and performance.
Gloves	Suited to the task. Cut-resistant for blade and glass handling; chemical-resistant for solvents and cleaning chemicals; not worn near moving machinery.
Head protection	Where employees are exposed to falling objects or electrical hazards, including work beneath overhead equipment or elevated work areas.
Respiratory protection	Where required by the Respiratory Protection program; requires medical evaluation, fit testing, and training before use.
Protective clothing	Aprons, coveralls, and sleeves for chemical, dye, and scenic work.

X. Cal/OSHA Recordkeeping and Posting

OCSA maintains occupational injury and illness records as required.

Log and summary

- The Log of Work-Related Injuries and Illnesses (Form 300) classifies work-related injuries and illnesses and records the extent and severity of each case.
- The Summary (Form 300A) shows annual totals and is posted from February 1 through April 30 for the previous calendar year in a conspicuous location.
- The Log and Summary are retained for five years following the year to which they pertain.
- Listing a case on the Log does not indicate fault or that a standard was violated, and does not determine eligibility for workers' compensation.

What is recorded

Work-related injuries and illnesses resulting in death, loss of consciousness, days away from work, restricted work or job transfer, or medical treatment beyond first aid, and any significant work-related injury or illness diagnosed by a physician or licensed health care professional, including cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. Needlesticks and cuts from sharp objects contaminated with blood or other potentially infectious material are recorded, as is any case requiring medical removal under a Cal/OSHA health standard.

Treatment that is first aid only is not recordable, including non-prescription medication at non-prescription strength, tetanus immunization, wound cleaning and covering, hot or cold therapy, non-rigid support, temporary immobilization during transport, draining blisters, eye patches, removal of foreign material by simple means, finger guards, massage, and fluids for heat stress.

Privacy cases

Employee names are not entered on the Form 300 for injuries or illnesses involving an intimate body part or the reproductive system, resulting from sexual assault, involving mental illness, involving HIV, hepatitis, or tuberculosis, or involving a contaminated needlestick or sharp. Privacy case is entered in place of the name and a separate confidential list is maintained. Where a description could still identify the employee, the description is limited to the cause and general severity.

Required postings

Posting	Posting
Cal/OSHA — Safety and Health Protection on the Job	Notice regarding employee rights
Emergency telephone numbers	Equal employment opportunity notice
Notice of workers' compensation carrier	Cal/OSHA citations, where applicable

Posting	Posting
Payday notice	Confidentiality of medical records
Federal and state minimum wage; IWC wage order	Time off for voting
Unemployment and disability insurance	Whistleblower protections
Discrimination in employment	Form 300A summary, February 1 to April 30

Also posted or clearly identified: exit signage, room capacities, location of emergency equipment and first aid supplies, and emergency evacuation floor plans.

Y. Respiratory Protection

Respirators are used only where engineering controls are infeasible or while controls are being installed. Where respiratory protection is necessary to protect employee health, OCSA provides it at no cost.

The IIPP Administrator identifies respiratory hazards, arranges evaluation, and determines appropriate protection.

Administrator responsibilities

- Ensuring required users receive medical evaluation and are fit tested annually and on any change in medical condition.
- Ensuring all equipment is NIOSH certified and appropriate to the hazard.
- Maintaining medical and fit test records as required by law.
- Reviewing the program periodically for effectiveness.

User responsibilities

- Complete medical evaluation, fit testing, and training before use.
- Use the correct respirator for the hazard, and only your own.
- Store, clean, inspect, and maintain the equipment properly.
- Report any deficiency or malfunction immediately, and leave the area if the respirator fails to provide protection.
- Inform the supervisor of any change that may affect respiratory protection requirements.

Voluntary use

Employees may wish to wear a filtering facepiece for comfort where exposure does not exceed permissible limits. Voluntary users must read and follow the manufacturer's instructions, select a NIOSH-certified device appropriate to the contaminant, not use a device in an atmosphere it is not designed for, and keep track of their own device. OCSA provides the information required by §5144 Appendix D to voluntary users.

Z. Safety Committee

OCSA maintains a Safety Committee to assist staff and management in achieving the goals of the safety program. The Committee communicates health and safety procedures and requirements, whether established by OCSA or by regulation, and provides a forum for safety issues.

- Meetings are held during the workday on a consistent schedule, quarterly in August, November, February, and May.
- Meetings do not exceed one hour.
- An agenda is prepared and circulated in advance.
- Minutes are recorded, posted, and retained for three years.
- The Committee reviews inspection findings, incident and injury trends, hazard reports received through the Text a Tip line, and the status of corrective actions.
- Additional meetings are convened as warranted by new hazards or the occurrence of injuries and illnesses.

AA. Scissor Lifts and Aerial Lifts

All elevated lifts used on OCSA premises comply with the following. These provisions apply particularly to lighting hang, focus, and maintenance work in theaters and high-bay spaces.

RESPONSIBILITY *OCSA's theatrical lighting is permanently installed and is not routinely hung or struck. Permanently installed overhead equipment still requires periodic inspection of mounting hardware, safety cables, and attachment points, since equipment that is never handled is also never examined. The Director of Productions is responsible for this inspection and for retaining a record of it, and reports the results to the IIPP Administrator for inclusion in the periodic inspection records under Section 2.*

1. Only trained personnel operate a lift. All employees are instructed in proper use before operation.
2. Inspect the equipment for damage daily before use.
3. The operating surface must be level and free of hazardous irregularities and debris. Survey the route and area immediately before use, checking for overhead obstructions, traffic, holes, ditches, and slopes.
4. Full body harnesses and lanyards are worn on boom-type aerial lifts. Guardrails serve as fall protection on scissor lifts; harnesses are used where the manufacturer or a risk assessment requires.
5. Most equipment is not insulated. Do not operate within 10 feet of electrical lines or equipment.
6. Ladders and other objects must not be placed in or on the platform to gain height, and employees must not sit or climb on the platform edge.
7. Do not exceed rated platform capacity or allow overhanging loads.
8. Never leave the platform while elevated.
9. Do not operate unless the access gate is closed.
10. Move control levers slowly and return them to neutral slowly; do not jerk controls.

11. Do not operate a malfunctioning lift, modify a lift, or use a lift for any purpose other than positioning personnel and their tools.
12. Do not operate outdoors when wind velocity exceeds 25 miles per hour.
13. Do not travel with the platform elevated unless the equipment is designed and rated for it.

BB. Scaffolds

All scaffolding used on OCSA premises complies with the following.

- The minimum base dimension of a freestanding tower or rolling scaffold is not less than one third of its height, unless securely guyed or tied.
- Uprights, ledgers, ribbons, braces, and splices meet Title 8 CCR §§1636 and 1644. Railings are required where the platform is 30 inches or more above grade.
- Screw jacks extend into the leg tube at least one third of their length, with exposed thread not exceeding 12 inches.
- Legs of rolling scaffolds are braced according to manufacturer specification.
- Wheels and casters have effective locking devices and are kept locked while employees climb or work on the scaffold. At least two of four are swivel type, and all support at least four times the maximum intended load.
- Joints, including caster joints, are secured with positive locking pins, bolts, or equivalent.
- Platform planks do not project more than 18 inches past supports, are prevented from slipping, and are tightly planked for the full width except at entrance openings.
- Ladders and other unstable objects are not placed on top of scaffolds to gain height.
- Outriggers are properly set on both sides and used in accordance with the working height.
- Employees may ride a rolling scaffold moved by others only where the surface is within three degrees of level and free of holes and obstructions, the base dimension is at least half the height, and the wheels have resilient tires.

CC. Lockout and Tagout

To prevent inadvertent operation of equipment during setup or maintenance, an energy control procedure is used. The main energy source is locked out and tagged to indicate that it must not be re-energized.

- Each person involved in the work attaches a unique lock and tag.
- Locks and tags are removed at the end of each shift where work continues into another shift, and the incoming shift attaches its own.
- Electrical equipment is turned off at the breaker panel and locked out or disconnected before maintenance. Electrical condition is verified to ensure no back-feed.
- Where a panel cannot be locked open, the breaker is turned off, the conductor disconnected, and the breaker face taped and tagged by the employee performing the work.

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- Doors and covers of electrical enclosures are kept closed except when opened by authorized personnel.
 - When disconnecting a plug, pull the plug and not the cord.
 - A qualified electrician inspects equipment protected by a tripped breaker before it is returned to service.
 - Lockout and tagout applies to stage machinery, lifts, and shop equipment as well as building systems.

DD. Workplace Discipline

Failure to comply with safe work practices, this IIPP, or any program attached to it may result in corrective action up to and including termination. Corrective action is administered in accordance with the OCSA Employee Handbook and applicable Board policy, and is applied fairly and uniformly.

Nothing in this program permits corrective action against an employee for reporting a hazard, an injury, or a safety concern, or for participating in an investigation. Retaliation for such reports is prohibited by law and by OCSA policy.

Program Administration and Revision History

This IIPP is reviewed at least annually by People Services together with the IIPP Administrator, and additionally when a deficiency is identified, after a serious injury, when a new hazard is recognized, or when an applicable regulation changes. The effective date is updated on each annual revision.

Current version

Field	Detail
Effective date	July 1, 2026
Date of review	July 2026
Reviewed by	Jena Duca, Senior Director of People Services
IIPP Administrator	Debbie Peurrung, Facility Director
Next scheduled review	July 2027

Revision history

Effective	Reviewed	Summary of changes
July 1, 2026	July 2026	Attachment set rebuilt. Bloodborne pathogens rewritten as a full Exposure Control Plan. Code of Safe Practices rewritten for school and arts operations. First aid clinical protocols replaced with current emergency contacts and a reference to certified training. Hazard communication updated to Safety Data Sheets with an arts chemical inventory. Hearing conservation rewritten for music and performance exposures. Heat illness prevention added for outdoor and indoor work. Industrial truck safety removed. Workplace security attachment retired as superseded by the Workplace Violence Prevention Plan. Inspection record retention extended to five years. Kari's Law 911 dialing and Poison Control number corrected. Asbestos three-year re-inspection and annual notification added.
August 1, 2025	—	Core program updated to the Cal/OSHA model program for California school districts.