

# Safety Newsletter

A quarterly publication for injury and illness prevention

Summer/Fall 2024

## Workplace Violence Prevention Program

According to OSHA, workplace violence affects nearly 2 million American workers annually. SB 553 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work. Your school district has established Workplace Violence Prevention Plan (WVPP). You can request a copy through your school office or district office.

### **Recognizing Threats and Violent Situations.**

Threat of violence can be verbal, written (i.e. Text messages, social media and online posts). It can even be observed behavioral or physical conduct conveying intent to cause physical harm or creates fear of physical harm (i.e. Yelling, destruction of property, slamming doors, other abusive or aggressive behavior). This also includes any incident involving a threat or use of a firearm or other dangerous weapons, including the use of common objects as weapons, regardless of whether the employee sustains an injury.



**Who are the perpetrators?** Threats of violence and violence committed against employees can occur in various ways. The WVPP defines four different categories of how acts of violence can occur and what type of people may be the acting perpetrator:

- **Type 1-** committed by a person who has no legitimate business at the worksite. This includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2-** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3-** Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4-** Committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**How do I submit a report Workplace Violence Report?** If you have information of a threat or workplace violence that took place you are encouraged to submit a report immediately to your school district's Workplace Violence Prevention Coordinator. Things to consider when completing a Workplace Violence Report:

- Be as detailed as possible when describing the threat or violent incident.
- If you were able to record or snap a picture of the event/suspect consider submitting that to your WVPP Coordinator as well.
- Answer all questions on the WVPP reporting document.

**What happens after I submit a Workplace Violence Report?** The Workplace Violence Prevention Coordinator will be required to review all report submissions. Your Workplace Violence Prevention Coordinator will:

- Investigate all submitted reports.
- Record the outcome of the investigation on the violence incident log.
- Provide training on workplace violence hazards specific to your jobs, how to seek assistance to prevent or respond to workplace violence, and strategies to avoid physical harm.
- Violence Incident Logs will be kept

For questions and additional information on your WVPP please contact your Workplace Violence Prevention Coordinator or your school district office.



## Employee Safety Tips



- Promptly report any unsafe conditions you encounter, such as faulty equipment, spills, or blocked emergency exits.
- Inspect PPE-check your personal protective equipment (PPE) to ensure it is ok to use.
- Keep your work area organized and free of trip hazards. Clean up spills that could cause others to slip and fall.
- Ensure emergency exit routes are clearly marked, unobstructed, and well-lit.
- Regularly scheduled breaks help employees stay alert and focused on the job.
- Always take proper precautions when using machines and tools. Never use equipment for purposes other than for what it's intended.



## New Heat Regulation: Indoor Heat

On June 20, 2024, OSHA approved CCR, Title 8, section 3396 "Heat Illness Prevention in Indoor Places of Employment." The new indoor heat regulation has been implemented at your school district. For indoor workplaces where the temperature reaches 82 degrees Fahrenheit, the school district will take steps to protect employees from heat illness. This includes: providing water, rest, cool-down areas, and training.

**Here is a comparison of Indoor and Outdoor Heat Illness Prevention Standards:**

Requirement	Outdoor Heat (T8CCR 3395)	Indoor Heat (T8CCR 3396)
<b>Scope and Application</b>	<ul style="list-style-type: none"> <li>Applies to outdoor workplaces</li> </ul>	<ul style="list-style-type: none"> <li>Applies to indoor workplaces when the indoor temperature is greater than 82°F</li> </ul>
<b>Provide Clean Drinking Water</b>	<ul style="list-style-type: none"> <li>Provide access to potable water that is fresh, suitably cool, and free of charge</li> <li>Located as close as possible to work areas</li> </ul>	<ul style="list-style-type: none"> <li>Provide access to potable water that is fresh, suitably cool, and free of charge</li> <li>Located as close as possible to work areas and cool-down areas</li> </ul>
<b>Access to Shade and Cool-Down Areas</b>	<ul style="list-style-type: none"> <li>For outdoor workplaces, shade must be present when temperatures are greater than 80°F. When temperatures are less than 80°F, shade must be available upon request</li> <li>For indoor workplaces, provide access to at least one cool-down area which must be kept at a temperature below 82°F</li> <li>Shade and cool-down areas must be:                             <ul style="list-style-type: none"> <li>Blocked from direct sunlight</li> <li>Large enough to accommodate the number of workers on rest breaks so they can sit comfortably without touching each other</li> <li>Close as possible to the work areas</li> </ul> </li> <li>For indoor workplaces, the cool-down areas must be kept at less than 82°F and shielded from other high-radiant heat sources</li> </ul>	
<b>Cool-Down Rest Periods</b>	<ul style="list-style-type: none"> <li>Take preventative cool-down rest periods</li> <li>Ask for a cool-down rest period, when needed</li> <li>Monitor co-workers taking such rest periods for symptoms of heat-related illness</li> </ul>	
<b>High-Heat Procedures</b>	 <ul style="list-style-type: none"> <li>Have and implement procedures to deal with heat when the temperature equals or exceeds 95°F</li> <li>Procedures must include:                             <ul style="list-style-type: none"> <li>Observing and communicating effectively with workers</li> <li>Reminding workers to drink water and take cool-down rest breaks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><i>Not applicable to Indoor Workplaces</i></li> </ul>
<b>Assessment and Control Measures</b>	<ul style="list-style-type: none"> <li><i>Not applicable to Outdoor Workplaces</i></li> </ul>	<ul style="list-style-type: none"> <li>Measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for workers working in clothing that restricts heat removal or high-radiant-heat areas)</li> <li>Implement control measures to keep workers safe.</li> </ul>
<b>Emergency Response Procedures</b>	<ul style="list-style-type: none"> <li>Provide first aid or emergency response to any workers showing heat illness signs or symptoms, including contacting emergency medical services</li> </ul>	

**Psychological safety**

Psychological safety is a workplace environment where employees feel comfortable sharing ideas, concerns, and mistakes without fear of judgment or retaliation. It's a key factor in creating a healthy and productive workplace. Psychological safety is a condition in which you feel

- (1) included,
- (2) safe to learn,
- (3) safe to contribute, and
- (4) safe to challenge the status quo—all without fear of being embarrassed, marginalized, or punished in some way.

To practice psychological safety, employees can: actively listen to colleagues, openly share ideas and concerns, and ask questions without fear of judgment. Key practices for employees to foster psychological safety include:

- Speak up and share ideas
- Ask for feedback
- Be receptive to others' perspectives
- Acknowledge uncertainties
- Give constructive feedback
- Embrace mistakes as learning opportunities
- Support colleagues
- Practice active listening
- Challenge respectfully: