

Seeley Union School District
1812 W. Rio Vista, Seeley, California 92273

Seasonal Hire

Seeley Union School District hires its labor for seasonal work. The job is not "permanent." Being hired is NOT A GUARANTEE that your work will last indefinitely. The duration of the job depends on the "season" for which your services are hired for. The first ninety (90) days are a probationary period. You are subject to dismissal without cause. You have the right to quit the job without giving us prior notice.

Seeley Union School District has a safety program. ALL employees are required to participate in the program. The employee has a responsibility to participate in safety meetings related to your work. Any employee who does NOT want to obey the safety rules is subject to immediate dismissal.

If you suffer a work related injury you will be subject to a "Post Accident" 1) Alcohol, and 2) Drug test. If you refuse to test you are subject to immediate termination. A "positive" alcohol or drug test may affect your workers' compensation benefits - this determination may be made by the Insurance Carrier and NOT **Seeley Union School District**

ALL "Post Accident" alcohol and drug test results will be forwarded to our insurance carrier. SIGNING THIS FORM AUTHORIZES US TO FORWARD ALL DRUG AND ALCOHOL TESTS TO OUR INSURANCE CARRIER.

We ask that you sign this form also in recognition that you have received a copy of the form and a copy of this safety manual.

Thank you,

Seeley Union School District

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A Message from Administration

Seeley Union School District has an Injury & Illness Prevention Program (IIPP) plan for the benefit of our employees. The Program covers:

1. How management and employees can work together to prevent accidents,
2. Safe working conditions in all work places and assignments, and
3. Safe performance by employees at all times

Safety by all **Seeley Union School District** employees will be included in work duties. Each employee must follow work safety and protect him or her and others from injury no matter what they are doing, or where they are assigned. Work safety is a “**Condition of Employment**”, which means, if you do not want to comply with these safety rules you CANNOT work here.

Your safety as our employee is very important to us and we must all work together to protect against injury. This manual endeavors to explain how **Seeley Union School District** will work towards ensuring a safe work environment to all of its employees. Employee suggestions are welcomed and are an integral part of this program.

We look forward to a mutually beneficial working relationship and one which is marked foremost by safe working practices and work environment.

Sincerely,

Seeley Union School District

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General Code of Safe Practices

It is the policy of **Seeley Union School District** that everything possible will be done to protect our employees from accidents and injuries while on the job. We are presenting the following information for your safety and benefit. You are expected to know and observe these practices.

1. All employees will follow these safe practice rules, render every possible aid to safe operations, and shall immediately report all unsafe conditions and practices to their immediate supervisor.
2. All employees will be given periodic accident prevention and safety instructions as it relates to their specific work assignment.
3. Anyone known to be under the influence of alcohol and/or drugs WILL NOT be allowed on the job while in that condition and is subject to either immediate suspension or termination. A doctor's prescription is needed as proof in order to use medicine which contains drugs, however, it is against **Seeley Union School District** safety policy to work while under prescribed medication since your motor skills are so impaired.
4. No one will be knowingly permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other cause that might necessarily expose the individual or others to injury. ALL employees must report these deficiencies to their immediate supervisor.
5. Employees should be alert to see that all guards or protective devices are in proper places and adjusted, and will report deficiencies promptly to the supervisor.
6. Horseplay, scuffling and other acts which tend to endanger the safety or well being of employees is PROHIBITED.
7. Workers WILL NOT handle or tamper with electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions on specific safe practice procedures by their supervisor.
8. Good housekeeping MUST be practiced at all times by all employees.
9. All employees will participate in safety meetings conducted by their supervisor on a regular basis. Immediately report ALL hazards, which require immediate attention.
10. Always use the appropriate clothes for the work and climate you work in. Clothes can keep you warm in cold weather. Light colored clothes; a hat or cap, which help ventilate you head in times of warm weather, is advisable, and as such. NO LOOSE CLOTHING. Always tuck in loose clothing and/or long hair.
11. All injuries will be reported immediately to the supervisor or management so that arrangements can be made for medical and/or first aid treatment. Failure to do so subjects the violator to disciplinary action leading up to an including job termination.

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Unsafe Acts & Conditions

The following unsafe acts and conditions are regarded as unacceptable in all industries. **Seeley Union School District** asks its employees to exercise "common sense" at all times and to make his/her personal safety of foremost importance as they perform their daily work activities.

Unsafe Acts Definition: *"The unsafe act is a violation of an accepted safe procedure which could permit the occurrence of an accident."*

1. Operating without authority or safety training.
2. Failure to warn or secure.
3. Operating at improper speed.
4. Making safety devices inoperable.
5. Using defective gear or equipment.
6. Using gear or equipment improperly; not consistent with the manner it was designed.
7. Failure to use personal protective equipment.
8. Improper loading or placement.
9. Improper lifting.
10. Servicing equipment that is in motion or which has not been rendered inoperable.
11. Horseplay and practical jokes.
12. Drinking alcohol, using any type of narcotic drugs prior to or during work hours.
13. Failure to wear seat belts, safety belt or safety shoes when required.
14. Failure to use safety devices.
15. Failure to advise supervisor you are suffering from heat illness symptoms.

Unsafe Conditions Definition: *"The unsafe condition is a hazardous physical condition or circumstance which could directly permit the occurrence of an accident."*

1. Inadequate guards or protection.
2. Defective tools, equipment, substances.
3. Congested working conditions or work areas - substandard housekeeping.
4. Inadequate, broken or disabled warning system(s).
5. Fire and explosion hazards, e.g. gases, dust, fumes, vapors, poor housekeeping.
6. Substandard housekeeping.
7. Hazardous atmospheric conditions, e.g., gases, dust, fumes, vapors, etc.
8. Excessive noise.
9. Radiation exposure.
10. Inadequate ventilation or lighting.
11. Confined spaces.
12. Failure to "lock-out" and "tag-out".
13. Failure to notify us that you are not accustomed to working in the heat.

NOTE: Any employee who directly or willfully violates any of the above practices or conditions is subject to disciplinary action(s) which may lead up to or include immediate suspension or termination.

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Progressive Discipline Procedure (Interim - Subject to Change)

First Violation

The employee will be advised that he/she is not working safely. They will be instructed on the following: 1) How to perform the operation safely and, 2) The reason for it. A written "**Employee Safety Warning Report**" will be issued.

Second Violation

The Supervisor will issue a written "**Employee Safety Warning Report.**" The employee will be subject to: 1) A three (3) day suspension without pay or, 2) Possible immediate termination. Before returning to work will have to undergo safety training.

Third Violation

Same as the Second and violator may receive: 1) 5 day suspension without pay or, 2) Immediate termination.

Life Threatening Violations - First Violation

After a thorough investigation the following actions may be taken:

1. For deliberate, willful neglect and/or gross negligence: the employee will be terminated immediately from further employment with **Seeley Union School District.**
2. For ignorance or lack of common sense: The employee will be immediately suspended for five (5) working days without pay. Upon return, the employee must be counseled and trained on proper procedures on the specific safety violation.

Definition: As a general rule, a life-threatening safety violation is one which may cause an immediate threat to life or serious injury to the employee personally or another individual.

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Company's Alcohol & Drug Testing Policy & Procedures

A. Policy Statement

Our Policy is: ZERO TOLERANCE. In continued recognition of the fact that drug and alcohol abuse (hereinafter "substance abuse") is a critical threat to the safety and well being of employees and others with whom we are working or doing work for, **Seeley Union School District** has instituted a substance abuse policy. Therefore, in accordance with California and Federal law applicants and employees must be substance free and must conform to and not be in violation of this substance abuse policy.

___ (Initials)

B. Voluntary Treatment and Counseling

We encourage all employees who need assistance in dealing with substance abuse or dependency problems to seek counseling through the various private and public agencies. At the start of this program, employees who come forward to request treatment or leaves of absence for treatment will not be subject to discipline. (Your employment will be suspended without pay until you rectify the problem.) Employees may not escape discipline, however, by first requesting such treatment after being selected for testing or if he/she leaves after being selected for testing or violating this substance abuse policy or rules of conduct. Nor will such requests for help excuse employees from future compliance with normal standards of performance or conduct.

___ (Initials)

C. Prohibitions

Employees are strictly prohibited from: **1)** Possessing, using, buying, selling, transferring, dispensing, manufacturing, transporting or being under the influence of a substance while on Company time (including lunch and rest periods), which includes alcohol, illegal/illicit drugs; **2)** Using a substance while on their own time in a way that causes them to report for work or otherwise be on Company time while under the influence or effects of the substance; **3)** Switching, tampering with or adulterating any urine sample collected under this policy, or attempting to do so; **4)** Having alcohol or illegal/illicit drugs in their system during Company time resulting in a positive illegal drug or alcohol test finding - Alcohol/Drug Tolerance is : ZERO (.000) percent; **5)** Refusal to Test. You have a right to refuse ANY alcohol or drug test. However, refusal to test constitutes insubordination and a violation of our Company policy. You will be suspended immediately without pay and escorted off Company property. Your refusal to test will be investigated and a decision based on the evidence and any reasonable inferences that may be drawn from the evidence then available will be rendered within 24 hours of the individual's refusal to consent to test. ___ (Initials)

D. Procedures

Applicants and/or employees will be directed to cooperate in testing of their urine and/or breath for substance for any job related purposes consistent with business necessity, which includes, but not limited to: **1) Pre-Employment** for hazardous materials work, and other safety sensitive work, directly or indirectly, and employees performing such work; **2) Investigation of possible individual employee impairment;** **3) Reasonable suspicion** involved, which can include an employee's error that appears to have been the cause of an accident, injury, or property damage while on Company time; **4) Investigation of accidents** in the workplace (i.e., testing of employees who are reasonably believed to have been involved in or contributed to the accident);

___ (Initials)

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5) Maintenance of safety for employees, customers, or the public at large; 6) Maintenance of productivity, quality of products or services or security of property or information; 7) Reasonable suspicion that an employee may be affected by the use of drugs or alcohol and that the use may adversely affect the job performance or the work environment; 8) Based on an employee's behavior, bodily odors, appearance, speech or actions, including but not limited to slurred speech, dilation of pupils, bloodshot eyes, staggered gait, disorientation, odor of marijuana or alcohol on clothes or breath, or mood swings; 9) There is evidence of on Company time use, consumption or possession of a substance in violation of this policy; and 10) Return to work from a lay off or leave of absence (or other reason for missing work) after an absence of 30 days or more. ___ (Initials)

E. Condition of Employment

Participation in this program is a **Condition Of Employment**. YOU HAVE THE RIGHT TO REFUSE TO PARTICIPATE. HOWEVER, IF YOU REFUSE YOU CANNOT WORK HERE. Anyone found in violation of this policy will be subject to disciplinary action and/or dismissal. If you are found positive for an alcohol or drug test **YOU** have two (2) options. **Option #1: Quit.** **Option #2:** We will refer you to a Substance Abuse Professional (SAP) for an evaluation. **YOU** pay for the SAP evaluation. You must then follow the SAP's recommendations. All SAP services are paid at employee's own expense. "Return to Duty" and "Follow-Up" testing is at employee's expense and paid through a payroll deduction arrangement. If you are found "Positive" for alcohol or illicit drugs during a routine "Follow-Up" test you will be terminated immediately. There are no more options left for **YOU** or **Seeley Union School District**
___ (Initials)

All positive urine screens will be confirmed through gas chromatography-mass spectrometry ("GCMS") testing or another comparably reliable analytical method. Reasonable efforts to interview the applicant/employee in person or by phone will be made by a Medical Review Officer (MRO) before any discipline is imposed or hiring decisions are made. ___ (Initials)

F. Drugs

We will be testing for, but are not limited to, the following: Breath test measuring Blood Alcohol Content and/or urine test for Marijuana, Cocaine, Amphetamines, Methamphetamine, PCP, Opiates and others. Alcohol testing is done through a breathalyzer machine. Drug testing is done through a urine sample. NO BLOOD or HAIR is used for testing. If you are "Positive" in an initial Alcohol test, we will immediately re-test you for confirmation. If the confirmation is "Negative" the initial test is "Negative". If the confirmation test is "Positive", the initial test is "Positive". If you are "Positive" for drugs you may have the original specimen re-tested at a NIDA certified laboratory within 72 hours of being notified of a "Positive" drug test. "Re-Testing" is at the employee's own expense. A "Re-Test" is possible only if the integrity of the original specimen has not been compromised. **Seeley Union School District** and its Third Party Administrator (TPA) are held harmless for Laboratory's or Courier's compromising of specimen's integrity. The presence of any level of drugs or any metabolites in any concentration in the "Re-Test" shall constitute a positive test. A "New Test" IS NOT within the meaning of a "Re-Test". You will be provided with the opportunity to present written evidence of any use of a controlled substance or a legitimate reason why alcohol test results are positive at the time you are notified of a "Positive" test. The MRO makes the determination whether your evidence is acceptable or not. **Seeley Union School District** and the **TPA** do not get involved in this decision. Proof of any medication you may be taking should be presented to the MRO whenever necessary to do so. ___ (Initials)

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G. Confidentiality and Privacy

Seeley Union School District will attempt to insure that all aspects of the testing process, including medical information provided, are as private and confidential as reasonably practical. Employees or applicants will not be observed while providing a urine specimen unless there is reason to believe that the employee or applicant has adulterated or attempted to adulterate or evade a urine specimen. Actual test results, and information regarding underlying medical conditions, will not be disclosed to Company personnel unless specific permission has been granted in writing by the applicant employee, or on a need-to-know basis, or where permitted by law. If, however, the individual directly or indirectly initiates a legal proceeding involving **Seeley Union School District** in which such records or information is relevant, we will disclose to the extent permitted by law. "Post Accident" positive alcohol and drug tests results will be provided to our Workers' Compensation Insurance Carrier. Your signing this form authorizes us to release this information to our existing Insurance Carriers. "Positive" alcohol and drug test results may be grounds for denial of workers' compensation claims benefits. **Seeley Union School District** does not make this determination, our Workers' Compensation Insurance Carrier makes this decision. ____ (Initials)

H. Discipline

Seeley Union School District may take disciplinary action based upon a positive test result or a refusal to test as already described herein. A requirement to enroll in rehabilitation, treatment or counseling, suspension without pay, refusal to hire, termination and other adverse employment actions may be taken against persons who violate this Company policy. ____ (Initials)

I. Fitness for Duty

Employees are responsible for notifying **Seeley Union School District** of any conditions, including but not limited to the taking of medically authorized prescription drug that may impair the employee's ability to perform his/her job in a safe manner. ____ (Initials)

"I hereby acknowledge that I have received **Seeley Union School District** Alcohol and Drug Policy and that I have read and fully understand its contents, that I understand that I may be subject to alcohol and drug testing, and that I may be disciplined, up to and including discharge, for using drugs or alcohol in a manner as set forth in this policy."

Print Employee's Name

Employee's Signature

Date Signed

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Work Related Injuries & Illnesses

California requires we provide Workers' Compensation Insurance. This means that if you are ill or injured as a **direct result** of your work activities our Workers' Compensation Insurance will cover for your medical and other related costs. However, as an employee, **YOU HAVE THE RESPONSIBILITY TO IMMEDIATELY NOTIFY YOUR SUPERVISOR** of any accident or illness. Failure to do so may result in 1) A delay in your benefits, 2) Disciplinary action against you for failing to obey a Company Policy.

Remember, if you fail to notify us immediately of your injury or illness any discipline you receive will not be because you got hurt or ill but because you violated a company policy.

Guaranteed Benefits

You are being notified that California law GUARANTEES certain benefits to employees injured or who become ill because of their work. NO ONE can deny your benefits if the illness or injury legitimately occurred because of your work. Obtaining the services of an attorney will NOT guarantee an increase in your benefits. On the contrary, YOU WILL HAVE TO PAY FROM YOUR BENEFITS EXORBITANT ATTORNEY FEES FROM YOUR GUARANTEED BENEFITS. The Company has contracted the services of an independent consultant at NO CHARGE to you to help you in your claim if you need help. We will make sure you receive the benefits you have a right to receive..

Fraud in Workers' Compensation

California law permits Companies to take legal action against employees who receive workers' compensation benefits through fraudulent means. **The School District will not tolerate fraud by their employees.** We, along with our insurance carrier and their legal department, **will demand to the degree permitted by law**, legal action towards any employee who commits fraud in workers' compensation. We will also take legal action against any person who assists, directly or indirectly, employees who commit fraud in workers compensation.

California law allows to penalize fraudulent employees by being sent to the county jail for one (1) year, or state prison for five (5) years or by a fine not to exceed \$50,000, or by **DOUBLE** the value of the fraud, whichever is greater, or by **BOTH** jail time and the fine.

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Heat Illness

Recap of Main Points of Title 8, Section 3395

The employer is responsible for ...

1. Providing cool water to its employees, equivalent to 1 quart of water per hour per employee for the entire shift. This is equivalent to 2 gallons per employee per 8 hour shift; more if shift is longer than 8 hours.
2. Making arrangements so that drinking water is replenished and in so doing that it meets the requirements as noted in Sections 1524, 3363, and 3457, as applicable.
3. Encourage frequent drinking of water.
4. Providing shade, in a location cooler than ambient temperature, for employees suffering from heat illness or believing a preventive recovery period is needed.
5. Shade MUST be up and available once the temperature reaches 80° F. Shade consists of individual umbrella, tarp, or trees (reviewed on a case-by-case basis).
6. Providing access to shade shall be made available and permitted at all times.
7. Providing a mandatory 5 minute break for employees who complain of any of the heat illness related symptoms. Mandatory 10-minute rest period (paid) for every 2-hours of work whenever the temperature reaches 95° F and above.
8. Training Supervisors on all aspects of its "Heat Illness Prevention Program Plan" so that they can ensure the implementation of this plan.
9. Providing non-supervisory employees training on the signs, symptoms, and effects of heat related illnesses.
10. Training all employees on first aid measures for heat related illnesses.
11. Providing prompt medical attention to employees affected by heat illness symptoms.

Cal/OSHA
1-877-992-2567

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Things to Remember...

1. First, be aware of your physical health/condition and know your limitations.
2. Acclimation. If you are not accustomed to working in the heat TELL YOUR SUPERVISOR IMMEDIATELY. DO NOT START WORK. **Your body needs to become accustomed to the heat. This process may take as much as 14 days while working between 2 to 4 hours daily.**
3. Wear loose fitting, lightweight clothing. Eat a light diet. Avoid alcohol as this is a diuretic and promotes loss of body fluids. You want to RETAIN body fluids in order to be able to sweat.
4. Drink plenty of water - between 20 to 32 ounces per hour.
5. Take periodic breaks in the shade or cool environment. Elevate your feet if possible. Loosen clothing. Allow your perspiration to evaporate.
6. If you begin feeling dizzy or your legs muscles or other body parts begin to “cramp” immediately advise your supervisor. Seek medical attention if symptoms persist.
7. If you are taking any kind of medication and your usual and customary work duties require working in the heat or sun, inform your treating physician and seek medical opinion. Advise you immediate supervisor of your doctor’s opinion. Employers, if possible accommodate medical restrictions (if any).
8. Humid conditions reduce the body’s ability to cool itself by the evaporation of sweat. You will need to keep drinking plenty of water as you will sweat more when it is humid.
9. Consult with your physician BEFORE you take salt tablets or other supplements.
10. Protect your head from direct heat or sunlight with a hard hat or other means.
11. Wear a “sweat band” to protect eyes from sweat causing an obstruction to vision.
12. REMEMBER - PREVENTION & HYDRATION.

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Heat Illness

Body Temperature Regulation

1. The normal core body temperature is 98.6 degrees Fahrenheit.
2. Blood flows to the body surface to remove body heat.
3. Sweat flows to the body surface to regulate heat by cooling down the body. In order to be effective, sweat must evaporate, otherwise the body temperature will continue to rise - a "hot house" effect can start.
4. Ambient temperature affects body heat. Wear appropriate protection, e.g. hat, light colored clothes, drink water regularly, etc.

Minor Heat Stress

1. The body begins to sweat excessively.
2. The body begins to experience cramps and pain in the muscles.
3. Red patches begin to appear on the skin.
4. The person begins to feel irritated, dizzy, and weak.

Moderate Heat Stress

1. The body continues to sweat excessively.
2. Red patches appear on the skin, the skin is cold, pale and clammy.
3. The person feels tired and without strength.
4. Head aches, nausea, loss of appetite.
5. Dizziness and feels "light headed".
6. Irregular pulse, rapid and or weak pulse. (Check carotid artery for pulse.)

Heat Stroke

1. The body stops sweating.
2. The skin is hot and dry, pale and with red patches.
3. Breathing is heavy and deep and very rapid.
4. Rapid pulse, weak and possibly irregular.
5. Head aches and nausea.
6. Dizziness, confusion, delirious.
7. Loss of consciousness.
8. Convulsions.
9. THE PERSON MAY DIE.

First Aid

1. Remove the person from the heat source. Take to the shade, somewhere cool. Give water.
2. Call 9-1-1 immediately if the condition is life threatening. Call the supervisor.
3. Fan air on the person. Loosen clothing. Refresh the person.
4. Place person in comfortable position, elevate feet about 12" (30cm).
5. Do not give water if person is unconscious.
6. Do not place the person face up. Lay them down on their side.
7. Do not leave person alone. Stay with the person until professional help arrives.

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Blood Borne Pathogens – Fact Sheet

Definition: Blood borne pathogens are “micro organisms” which can cause infection and illness in the human body. It is “blood borne” because it travels through the blood and the four main blood components, e.g. Plasma, Red Blood Cells, White Blood Cells, and Platelets.

I. Universal Precautions:

“Universal Precautions” means: Treating all body fluids (whether they are visibly or not visibly contaminated with blood) as if they were contaminated and then taking the necessary safety precautions.

2. Bloodborne Pathogens includes:

1. Hepatitis B (HBV)
2. Hepatitis C (HBC)
3. HIV (the virus which causes AIDS)

3. Body fluids which could cause infection.

1. Human blood, including blood components such as red blood cells, white blood cells, platelets, and plasma.
2. Saliva in dental procedures.
3. Semen
4. Vagina secretions
5. Other body fluids

4. Routes of entry into the body.

1. Eyes
2. Mouth
3. Nasal membrane
4. Scratch, cut in the skin
5. Acne
6. Unprotected sexual relations
7. Blood transfusions (whole blood, plasma, red/white blood cells, platelets)

5. Ways of protection

1. Always use Universal Precautions when assisting in a work related accident which involves blood or other body fluids.

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2. Universal precautions may include the following: **1)** putting on surgical gloves, **2)** wearing safety glasses, **3)** wearing face shield, **4)** calling 9-1-1 for their help.
3. NEVER touch body fluids without the proper protection.
4. NEVER touch contaminated sharps with your hands as they are sharp and can cut through the protective gloves. Use a mechanical means for picking up broken glass or sharps, e.g. dust pan and broom, forceps, etc.
5. ALWAYS disinfect your hands by washing them afterwards with plenty of water and an antibacterial soap. DO NOT use an abrasive soap.
6. Clorox or Bleach diluted in water is a good disinfectant. A ratio of 10-to-1 (10 parts water to 1 part Clorox or Bleach) usually works well.
7. ALWAYS dispose of BioHazardous waste in a BioHazardous waste bag and container.
8. NEVER allow the BioHazardous waste bag to press against your body in order to prevent possible puncture would by glass or sharp object inside the bag.
9. IMMEDIATELY report to administration or your supervisor any incident in which you were exposed to or contaminated with another person's body fluid or blood.

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Back Safety

1. We are all born with only one back. Take care of it and it will take care of you. Once you have an accident it is never the same. There are no replacement parts for your back.
2. The most common causes for pain in your back are:

Poor Posture. Poor posture increases tension on your muscles. Muscle tension may affect the curvature of your back.

Poor Physical Condition. Exercise and proper eating habits is a sensible way to help avoid back problems. "Warm up" exercises before beginning work is a good habit to start daily.

Repetitive Trauma. This takes place when repeating a particular movement which irritates your back. This irritation causes "minor" injuries which, through time, begin to "accumulate". This accumulation of minor injuries begin to weaken your back muscles and/or ligaments. Then, one day you make a "normal" lift and you injure your back. **EXAMPLE:** Imagine what happens with a piece of wire when it is bent repetitively. What will happen if you continue to bend it?
3. Body weight in your stomach and weight which you lift transfer to your back of approximately 10 pounds of pressure for every one (1) pound being lifted or are overweight.
4. Basic Lifting Technique: **1)** "Measure" or "Size Up" your load before lifting, **2)** Before you lift, make sure you can move the load without obstructions, **3)** Bend your knees, lift with your legs and NOT with your back, keep back in a vertical position, **4)** Do not twist at the waist once you have lifted, move your feet, **5)** put down the load as you bend you knees, keep back in vertical position, let go of the load.
5. Push vs. Pull. Always PUSH a load, never PULL a load. The reason: When pushing a load you make better use of your bigger and stronger leg muscles. When pulling a load you exert you smaller and weaker back muscles.
6. Ask for help. If possible, organize the load into smaller pieces, less heavy pieces.
7. If you lift with someone helping, coordinate your movements as you execute the lift. Only ONE person should give the instructions in a load voice as you lift. Try to have the persons of the same height.
8. Always use "common sense" when lifting. Think before you lift. Begin with an "attitude adjustment" before you execute the lift.
9. If possible, use a back support ONLY when you lift. DO NOT leave back support on after you lift. Consult with your doctor if you are going to use a back support.

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Reminder on Back Supports

THINGS TO REMEMBER WHEN USING BACK SUPPORTS:

- BACK SUPPORTS ARE NOT A GUARANTEE THAT YOU WILL NOT SUFFER A BACK INJURY. BACK SUPPORTS ARE SIMPLY FOR COMPLIMENTING and HELPING THE USER AT THE MOMENT HE/SHE IS LIFTING.
- Using a back support can give the user a “false sense of security”, that is, the user could begin to think that the back support will protect him/her from a back injury and could therefore be more likely to risk lifting heavier loads than he/she would normally lift.
- The user should loosen the back support when not using it. Oftentimes, the user continues to have the back support in a snug position throughout the course of the day. ALWAYS loosen the back support after completing the lifting.
- Especially during hot weather, back supports interfere with body heat loss. A consequence is that core body temperatures increase in your back area, spinal column, muscles, etc.
- There exist a great variety of back supports. The correct support for you depends on the specific type of lifting and daily work activity you are doing. Consult with a duly licensed physician experienced in industrial medicine to obtain a good recommendation.

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Pesticides & Other Hazardous Chemicals

1. Chemical products which control pests are called pesticides. They include insecticides, which kill insects, herbicides, which control bad weeds; and fungicides, which fight plant diseases. There are as many pesticides as there are pests.
2. The majority of the pesticides poison the pests and if you are not careful, they can also poison you.
3. Pesticides can cause harm when they enter or penetrate the body. This will happen if: **1)** you drink pesticides, **2)** you splash in your eyes, **3)** you inhale , or **4)** they enter when coming in contact with your skin.
4. When pesticides enter your body they can make you sick right away. In some cases the effects do not manifest themselves until many months or years later.
5. Some symptoms include: fatigue, head aches, dizziness, double vision, nausea, vomiting, cramps, diarrhea, excessive sweating, foaming, chest pains, difficulty in breathing, convulsions, unconsciousness, constriction of the pupil to the size of the head of a pin, eruptions or acne in the skin, "drunken" type of behavior.
6. If you work and come in contact with pesticides, wash your hands with soap and water before eating, drinking, smoking, using the bathroom, putting on make up. Never eat, drink, or smoke in areas where pesticides are stored, mixed, or applied.
7. Clothing can become contaminated with small amounts of pesticides. You should change your clothes daily and wash them before re-using. Do not allow anyone to come in contact with your dirty work clothes. Bathe yourself after work and put on clean clothes.
8. Never eat produce from the field without first asking if it is safe to do so. Field produce sometimes has sufficient pesticide residuals which can make you ill if you eat the produce. Never bring produce from the field since it can make your family ill and they run the risk of being poisoned.
9. If the pesticide comes in contact with your eyes, was them with constant water flow for 15 minutes. Seek immediate medical attention.
10. The pesticide label provides first aid instructions, administer these while you contact a medical care provider. Take the container/label with you and you should at least know the name of the pesticide.
11. Above all, pay attention to the words in the label. The words indicate how serious the pesticide actually is. These words include and mean:

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Pesticides (continued)

- “CAUTION”** = “Precaution” It means less harmful than “WARNING” or “DANGER.” But, 1 oz. to 1 pint can cause death.
- “WARNING”** = Means moderately poisonous. 1 to 3 spoon full can cause death.
- “DANGER”** = Means highly poisonous. A few drops to a spoonful can cause death.

12. No person under the age of 18 is allowed to handle pesticides which require a “closed system,” a respirator, or body protection.

13. Always read the label. The label informs you as to the type of PPE you should use.

14. Your PPE could include Tyvek suit, apron, boots, rubber gloves, safety glasses with side shields. It can also include a full face shield or a respirator so that you can breathe and be protected when working with pesticides.

15. The respirator filters have a life of a few hours. Change every 8 hours or more often depends on the use and the Manufacturers’ instructions.

16. Facial hair prohibits your skin from making a seal with the respirator. You will need to be clean shaven whenever using a respirator. Long side burns, beards, large mustaches, etc. can interfere with the skin-to-mask seal.

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Hazard Communications Standard “Your Right to Know”

Dear Employee,

In November 1986, the voters of California passed Proposition 65, officially California Health and Safety Code Section 24249.5 **et sec.** This law became effective on January 1, 1987. It requires the Governor of California to Publish a list of Chemicals “... known to the State to cause cancer or reproductive toxicity ...” according to a specified procedure established by the Proposition. This list was first published on February 27, 1987 covering 29 chemicals. The list has been revised since then to include additional chemicals, and other revisions will be forthcoming. A copy of this list is included in this binder and can also be obtained from the California Department of Health services.

Proposition 65 requires that a clear and reasonable warning to be given to persons potentially exposed to listed chemicals at the levels specified by the regulations adopted by the California Health and Welfare Agency (“CHWA”).

Seeley Union School District operates under numerous health, safety, and environmental laws which protect employee and public health. Many of these laws already require work place warnings regarding the potential health hazards from certain chemicals. In conformance with regulations adopted by CHWA on February 16, 1988, the following warning is provided:

WARNING

This area contains chemicals known to the State of California to cause cancer, birth defects and other reproductive harm. Unauthorized entry is prohibited. Authorized personnel entering this area should refer to the applicable Safety Data Sheet (SDS) and follow appropriate safety procedures. Persons having questions regarding this warning should write to: **Seeley Union School District, 1812 W. Rio Vista, Seeley, California 92273 to the Attention: LOLA LARIOS (760) 352-3571.**

(Proposition 65, California Health, and Safety Code 24249.5)

Very truly yours,

Seeley Union School District

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Things to Remember...

- “CAUTION”** Means ... less dangerous than “Warning” or “Dangerous” However, 1 oz. to 1 pint of the material can cause death.
- “WARNING”** Means ... moderately poisonous. 1 to 3 table spoons full can cause death.
- “DANGER”** Highly poisonous. A few drops or a table spoon full can cause death.

On the SDS the GHS Numerical Coding is...

5	Means...	MINIMAL danger
4	Means...	SLIGHT danger
3	Means...	MODERATE danger
2	Means...	SERIOUS danger
1	Means...	EXTREME danger



On the Color Coding...

RED	Means...	Flammability
BLUE	Means...	Health
YELLOW	Means...	Reactivity
WHITE	Means...	Protective Equipment and/or Specific Safety Hazards

Secondary Containers ...

ALL secondary containers must be clearly labeled and clearly spell out the material inside the container. Information on the label should be sufficient to warn of any potential hazards. NEVER use unmarked or unidentified containers.

Personal Protective Equipment (PPE) ...

Use of PPE is clearly spelled out in the SDS, follow these instructions
 The employer is responsible for providing the required PPE
 The employee is responsible for taking good care of the equipment
 The employee is responsible for inspecting PPE prior to putting it on
 PPE is helpful only if it is used correctly. If you're not sure how, ASK your supervisor

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Fact Sheet

1. Hazardous Chemical

A hazardous chemical is any chemical that poses a physical or health hazard

2. Physical Hazards

Physical hazards include 1) Combustible liquids, 2) Compressed Gas, 3) Explosive liquids, 4) Flammable liquids, and 5) Oxidizer.

3. Health Hazards

Includes those chemicals creating acute (immediate) or chronic (long term) effects. Basically, anything that can damage the eyes, lungs, skin, or [mucous] membranes.

4. ALL Chemicals

Practically ALL chemicals can present a physical or health hazard to some degree or another. READ and FOLLOW the INSTRUCTIONS and WARNING labels on all chemicals BEFORE using.

5. Your "Right to Know"

You have the right to know what chemicals you have in your place of work. You really NEED TO KNOW what these are and how they can affect you. Being informed about this is very important. TREAT ALL CHEMICALS WITH RESPECT.

6. Information on the Product Being Used

Comes in two (2) forms. **First**, there's the information on the product label. **Secondly**, there's the chemical manufacturer's Material Safety Data Sheet (SDS).

7. Material Safety Data Sheet (SDS)

Material Safety Data Sheet (SDS) provides detailed information about the product being used. They are an excellent source of information on how to handle the product. Each chemical being used in the work place must have an SDS. SDS information is available to ALL employees.

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8. Safety Policies & Programs

The SDS serves as a basis for your company's safety policies and procedures in regards to reducing physical or health hazards. This includes procedures on how to safely **1) Use, 2) store, 3) handle and, 4) dispose** of a particular chemical.

9. Waste Disposal

The proper disposal of hazardous waste materials is very important. Improper disposal can cause long lasting environmental effects including, groundwater or soil contamination, fire or other catastrophe. Each chemical has specific waste disposal procedures which must be followed.

10. Mixing Chemicals

NEVER mix any chemicals unless you have been TRAINED and AUTHORIZED to do so. Improper mixing of chemicals can be extremely hazardous. For example, mixing a simple household CHLORINE CLEANER with AMMONIA can produce CHLORAMINE, a DEADLY GAS. Avoid the common mistake of "MORE IS BETTER". Always follow the instructions on the label or SDS.

11. Employer Responsibility

Your employer is responsible to properly train you in the general and specific hazards of your job. In regards to chemicals, today's safety meeting serves that purpose.

12. Employee Responsibility

It is up to the employee to work and act safely. Safety is YOUR responsibility. All the rules, regulations, policies, labels, or SDS won't do any good if YOU don't take the responsibility to perform every job safely, it will reduce accidents. Take the time to think safety; it really does make a difference.

Thank You ...

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Emergency Plan

Above all REMAIN CALM.

Call 9-1-1 immediately if the emergency is life threatening.

If you have to evacuate, proceed to nearest EXIT and walk to designated staging area. (**Note:** Each job site needs to have a pre-designated staging area.) DO NOT obstruct access; emergency vehicles will need an area where to park.

DO NOT RUN when exiting the building. Running can induce panic in emergency situations and cause unnecessary injuries.

WALK, remove high heels if safe to do so and necessary. Remain CALM and follow instructions of those in charge of the emergency response.

When congregating in the designated area, stay with your work group/crew. This will help in counting of all of the workers and will make it easier to identify if someone is missing.

DO NOT LEAVE the staging areas until you've received instructions from Management.

DO NOT return to work area until you've received instructions from Management.

DO NOT USE telephone land line for NON EMERGENCIES. This will unnecessarily type up telephone lines when they are needed for life threatening situations/ emergencies..

Management will advise you if you are to return to work or if you may leave work.

Fires

If you find a "small FIRE" use a Fire Extinguisher to put it out if in your opinion you can do so safely. Remember the word "PASS," follow these instructions:

PULL the pin.

AIM the nozzle at the BASE of the fire (this is where the oxygen is at).

SQUEEZE the handle (this will release the powder and spray it on the fire).

SWEEP the handle from side-to-side. Re-use the extinguisher if the fire re-starts. You will no longer be able to use once it is empty.

Remove the used extinguisher from service. Immediately contact your Supervisor.

NOTE: The majority of fire extinguishers will last about 8 to 10 seconds and then will be empty. There is NO EXACT ANSWER as to WHAT constitutes a "small fire". This becomes an issue of personal judgment. Small fires can turn into "large fires" in seconds/minutes. LIFE SAFETY IS MORE IMPORTANT. Leave the building if you fear for our safety/life.

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- If you discover a fire or smell smoke, immediately contact your Supervisor and follow instructions..
- In large fires, immediately close doors behind you in order to contain the fire. Immediately contact your Supervisor and follow instructions.
- If you catch on fire, **STOP DROP, and ROLL**. The objective is to suffocate the flames. If you are a bystander grab whatever is available, towel, blanket, jacket, that can help you to cover the person and help suffocate the flames.
- **NEVER** open a door without first feeling with the back of your hand if there is fire on the other side. If it is hot, **DO NOT OPEN**. If absolutely necessary to do so, open carefully; stand to the side for possible back draft.

If you are trapped inside a room...

- Close doors to create a separation between you and the flames and smoke.
- Place a rag under the door and around the door jam to prevent smoke from entering.
- If a telephone is available call for help. If no telephone is available, yell for help.
- If there are windows, wave to call for help. **DO NOT** break windows unless it becomes absolutely necessary to do so.

If you are trapped inside a room...

- If you break a window, this could allow smoke to enter the room and feed more oxygen to the fire causing it to spread into your immediate area.
- Stay close to the floor. You might want to get on your knees or stomach since the oxygen is close to the floor while the hot air is up above.
- **REMAIN CALM**. You can think better if you are calm. **DO NOT PANIC**. Panic does not let you think clearly and you may begin to make errors in judgment and decisions, mistakes which can create life threatening situations for you.

The Number 1 killer in fires is SMOKE INHALATION. Cover your nose and mouth with a wet rag if one is available.

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Earthquakes

- REMAIN CALM and those around you as well.
- If INSIDE, DO NOT EXIT, IMMEDIATELY look for protection under desks, tables, door jams and similar areas where you can have protection from falling objects.
- Stay away from things like lights, windows

DUCK, COVER, and HOLD

- Stay away from things like lights, windows, shelves, etc. These can fall and turn into projectiles which can harm you.
- If you are in a hallway brace yourself against the walls. Cover your head, eyes, and arms.
- The majority of earthquakes last a few seconds or minutes. Remain calm and follow the movement until it has stopped.

If outside but close to a building, move to a door jam or lobby if it is close by.

If you are outside but in an open area away from the building stay there. Stay away from objects such as power lines, stacked materials, windows, light posts, above ground tanks.

AFTER THE EARTHQUAKE...

- Check yourself out to see if you are hurt.
- Check your co-workers to see if they are hurt, give the first aid necessary depending on what you find.
- See your Supervisor to receive instructions.
- REMEMBER, YOU CAN EXPECT AFTERSHOCKS.
- Report any fallen electrical lines, suspicious smells, broken water lines, etc.
- Make sure that telephones are on their cradle. DO NOT use telephones unless it is for an emergency.
- Evacuate the building if you are instructed to do so, or if in your opinion the building presents a danger to your safety or life.

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Snake Bites – Venomous Snakes

1. Snake bites kill very few persons annually in the United States. Of the over 8,000 persons bitten by snakes each year, less than 12 die as a result.
2. Of the less than 12 who die each year it is the rattle snake which is responsible for the great majority of the bites and deaths.
3. The majority of the deaths occur because:
 - a) the victim suffered an allergic reaction.
 - b) the victim was not in good health, or
 - c) because there was a long lapse from the time the person was bitten to the time they received medical attention.

HOW TO ATTEND TO A VENOMOUS SNAKE BITE

1. Call 9-1-1 immediately.
2. Wash the wound and immobilize the area of the bite.
3. If possible, maintain the area of the bite lower than the level of the heart. This will slow down the speed in which the venom enters into the blood stream.
4. While waiting for help to arrive, lay the person on their **LEFT SIDE**, this will slow down the venom entering into the small intestine.
5. Keep the person calm. If at all possible DO NOT make them walk. If you must move try to CARRY whenever possible. If you HAVE to walk, do so VERY SLOWLY. Physical exercise accelerates the heart, which in turn accelerates blood flow, which could accelerate the speed the venom enters all the body.
6. DO NOT APPLY A TOURNIQUET.
7. If you know that the victim WILL NOT receive medical attention within the first 30 minutes after being bitten, you should consider using the suction tool for snake bites in your first aid kit.

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.



SEXUAL HARASSMENT

1 *Unwanted sexual advances*

2 *Offering employment benefits in exchange for sexual favors*

3 *Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters*

4 *Derogatory comments, epithets, slurs, or jokes*

5 *Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations*

6 *Physical touching or assault, as well as impeding or blocking movements*

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

THERE ARE TWO TYPES OF SEXUAL HARASSMENT

① *"Quid pro quo"* (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.

② *"Hostile work environment"* sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

FOR MORE INFORMATION

Department of Fair Employment and Housing
Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

Also find us on:



If you have a disability that prevents you from submitting a written pre-complaint form on-line, by mail, or email, the DFEH can assist you by scribing your pre-complaint by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov to discuss your preferred format to access our materials or webpages.



CIVIL REMEDIES:

- 1 Damages for emotional distress from each employer or person in violation of the law
- 2 Hiring or reinstatement
- 3 Back pay or promotion
- 4 Changes in the policies or practices of the employer

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- 1 Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
- 2 Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
- 3 Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:
 - Be in writing.
 - List all protected groups under the FEHA.
 - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
 - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
- 5 Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
- 6 Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).
- 7 Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- 8 Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
- 9 Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
 - Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
 - Sending the policy via email with an acknowledgment return form.
 - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
 - Discussing policies upon hire and/or during a new hire orientation session.
 - Using any other method that ensures employees received and understand the policy.
- 10 If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
- 11 In addition, employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.