

Health and Safety Incentive Program - FY2017/18				
Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>1. Written Hazardous Communication Program</p> <ul style="list-style-type: none"> Review, update and submit to CCCSIG by 6/30/18 Resources to assist districts in completing this item: Cal OSHA Hazard Communication Program Self-Audit Tool and Hazardous Communication Template both available on CCCSIG website under Publications <p>Purpose: Assists districts in maintaining regulatory compliance with Cal OSHA</p> <p>Due Date: 6/30/18</p>	20%			
<p>2. Health & Safety Summer Program</p> <ul style="list-style-type: none"> Duration:3.5-hrs Training Content: interactive job-specific safety, wellness and mandated Cal OSHA training Accepted Training Formats: In-Person (with CCCSIG H&S Team Instructors) Required Attendance: At least 75% attendance of full-time custodial, building and grounds maintenance, warehouse employees and supervisors (recommend also sending subs, part-time and hourly employees) Program available 6/5/17 through 9/8/17 <p>Purpose: Assists districts in preventing injuries, promoting good health and maintaining Cal OSHA compliancy.</p> <p>Due Date: 9/8/17</p>	15%			
<p>3. CCCSIG Quarterly Health and Safety (H&S) Services Email Updates to All Administrators</p> <ul style="list-style-type: none"> Forward each quarterly CCCSIG H&S Services Email Update to all District Leadership, Campus and School Site Administrators and Department Managers Copy CCCSIG on each of the four emails for credit <p>Purpose: Assists districts in enhancing administrator awareness of district/site incident trends and the CCCSIG health and safety services available to address trends, prevent injuries and maintain the district's safety culture through periodic email communications throughout the school year</p> <p>Due dates: Q1: 8/25/17; Q2: 11/9/17; Q3: 2/9/18; Q4: 5/11/18</p>	10%	Q1 Aug 25 Q2 Nov 9 Q3 Feb 9 Q4 May 11		
<p>4. Health and Safety (H&S) Action Meetings</p> <ul style="list-style-type: none"> At least two meetings must occur: first one by 10/31/17; second one by 3/31/18 Meeting attendees must include at least one District H&S Coordinator and CCCSIG H&S Services Representative Districts may invite other district individuals to attend at their discretion Meeting agenda must include review of incentive program requirements, district incident trends and potential actions to mitigate trends District H&S Committee Meetings may be used to satisfy this requirement (which also counts toward the "Communication" section of the IIPP if quarterly meetings) <p>Purpose: Assists District H&S Coordinator(s) and other individuals as appointed by the District in identifying trends, preventing injuries and successful safety planning and completion of the District H&S Incentive Program.</p> <p>Due Dates: First meeting completed by 10/31/17; second meeting completed by 3/31/18</p>	20%			

<p>5. Slip, Trip and Fall (STF) Site Inspections</p> <ul style="list-style-type: none"> • Conduct at least one STF Site Inspection at 100% of sites • May use either CCCSIG STF Site Inspection Checklist available on CCCSIG Website under Publications; or a non-CCCSIG checklist as long as it includes at least 75% of the items listed on the CCCSIG STF Site Inspection Checklist • Each STF Inspection Checklist must be signed by each respective Site Administrator <p>Purpose: Slip Trip and Fall incidents are the #1 incident type among most occupations and districts. Conducting periodic site inspections, which include STF Site Inspections, is not only required by Cal OSHA, but also a very proactive injury prevention strategy that eliminates or reduces the risk of a hazard before it leads to an injury.</p> <p>Due Date: 6/30/18</p>	15%			
<p>6. Health and Safety (H&S) Services Presentation for Administrators</p> <ul style="list-style-type: none"> • Duration: 45 minutes • Training content: overview of district/site incident trends, strategies specific to administrators for preventing employee injuries and promoting good health and wellness, accident investigation refresher, and available CCCSIG H&S services • Accepted Training Formats: CCCSIG In-Person Instructor and/or CCCSIG On Demand Video Training • Required attendance: at least 75% of all District Leadership, Campus and School Site Administrators and Department Managers <p>Purpose: Provides continuing education for existing and new administrators on ways they can contribute to employee injury prevention/health and wellness; important safety protocols and CCCSIG services available to assist.</p> <p>Due Date: 6/30/18</p>	10%			
<p>7. Healthy Lifestyle Program Promotion</p> <ul style="list-style-type: none"> • Forward CCCSIG's fall and spring Healthy Lifestyle Program promotional email and/or a Crossroads newsletter that includes same information to all employees • Emails must be sent to employees at least one week before the start date of each program • Copy CCCSIG on both emails <p>Purpose: Workplace fitness and nutrition programs promote good health and wellness and support employees in making healthy choices. Healthy employees are less likely to be injured at work, and, if they do get injured, may require less time to recover.</p> <p>Due Dates: At least one week before the start date of each program; program dates TBA.</p>	5%			
<p>8. CCCSIG Countywide Health and Safety (H&S) Coordinator Meetings</p> <ul style="list-style-type: none"> • At least one district H&S representative must attend each of the three meetings: <ul style="list-style-type: none"> • 10/18/17 • 1/17/18 • 4/18/18 <p>Purpose: Meetings are for District H&S Coordinators to enhance their knowledge of workplace health and safety through guest speakers and featured topics, to discuss and brainstorm solutions for high frequency/severity incident trends, to stay abreast of new H&S program updates and to learn from peers through networking opportunities.</p>	5%	Oct 18 Jan 17 April 18		

