

Health and Safety Incentive Program - FY2016/17

Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<p>1. Custodial New Hire Training</p> <ul style="list-style-type: none"> At least 75% of new custodial hires (sub and permanent) must complete at least the following Cal OSHA-required trainings: Bloodborne Pathogens, Personal Protective Equipment, IIPP, Ladder Safety, Back Safety, Haz Com, Heat Illness, Accident Prevention Signs/Tags, Garbage Compactor Safety and Slip, Trip, Fall Prevention. May use In-Person Custodial New Hire Training (4hrs; at CCCSIG or onsite; min. 8-10 required) and/or any online training program. If no new Custodians hired, may substitute with new M&O and/or Grounds hires, which require the same Cal OSHA-required training topics as Custodians. If no new M&O and/or Grounds hired, may substitute with occupation of choice and its corresponding Cal OSHA-required trainings. (Note: each occupation's Cal OSHA-required training matrix can be viewed on our website under "New Employee Trainings"). Due date: All training records must be submitted to CCCSIG by 6/30/17. For CCCSIG trainings, provide a list of all Custodians hired in FY16/17. For non-CCCSIG trainings, provide a list of all Custodians hired in FY16/17, sign-in sheets (to include instructor name, training topics, duration, location, format) or online training records; and training outlines. 	15%			
<p>2. Health & Safety (H&S) Summer Program</p> <ul style="list-style-type: none"> 3.5-hour program (with CCCSIG In-Person Instructors Only) At least 75% attendance of full-time C/M&O/G/Warehouse employees and supervisor(s) Program available 6/7/16 through 9/16/16 Due Date: 9/16/16 	15%			
<p>3. CCCSIG 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 (including the site Reports is optional). Copy CCCSIG on all four emails for credit Due dates: Q1: 8/26/16; Q2: 11/10/16; Q3: 2/10/17; Q4: 5/12/17 	15%	Q1: 8/26/16 Q2: 11/10/16 Q3: 2/10/17 Q4: 5/12/17		
<p>4. Accident Investigation Forms</p> <ul style="list-style-type: none"> An Accident Investigation Form for at least 75% of all reported employee incidents occurring in FY16/17 must be completed by employee's supervisor (all fields must be completed on each submitted form for credit). Districts may use tracking method of their choice. Example tracking method: districts may request a report of Incidents from CCCSIG to tag each incident for which an AI form has been fully completed and received by the district. Submit Incident report and corresponding Accident Investigation forms to CCCSIG by the due date. Due date: 6/30/17 	15%			

Program Elements	Weight	Event(s) Scheduled	Completed to Date	Fully Completed
<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. • Due Date: 6/30/17 	10%			
<p>6. Administrator Safety Brief at Staff Meeting</p> <ul style="list-style-type: none"> • K-12/CCCOE: Principals from at least 75% of sites to conduct a “Slip, Trip, Fall Prevention” Safety Brief during at least one certificated staff meeting for at least 75% of staff. • CCCCD: Custodial/Building & Grounds (C/B&G) Managers from each campus to conduct a “Safe Lifting” Safety Brief during at least one staff meeting for at least 75% of staff. (CCCSIG Summer Program training does not count toward this incentive program item). • CCCSIG will post Safety Briefs and corresponding optional videos on the CCCSIG website. At the beginning of each quarter, CCCSIG will send email to District H&S Coordinators that includes a web link and instructions for accessing the Safety Briefs and optional videos for the district to forward to their Administrators (K-12) or C/B&G Managers (CCCCD). • Documentation needed: Sign-in sheet and agenda (which include mention of the Safety Brief shared with staff) may be dropped off, mailed, emailed or faxed to CCCSIG on or before the due date. • Due Date: 6/30/17 	20%			
<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 H&SS Staff on each of the two emails. 	5%	Fall Email Spring Email		
<p>8. CCCSIG Countywide H&S Coordinator Meetings</p> <ul style="list-style-type: none"> • At least one district representative must attend each of the three meetings: -10/19/16 -1/18/17 -4/19/17 	5%	Oct 19 Jan 18 April 19		