

YOLO COUNTY OFFICE OF EDUCATION MANDATORY SUBJECTS OF TRAINING

Welcome to the Back-to-School Orientation. As we start the school year, it is important that we are reminded of our **programs that are mandated by the State to be reviewed annually:**

- Workers' Compensation
- Child Abuse/Mandated Reporting
- Drug and Alcohol-Free Workplace
- Use of Copyrighted Materials and Software
- Practice of Ethical Behavior
- Sexual Harassment Awareness and Prevention
- Sexual Harassment
- Bloodborne Pathogens
- Hazardous Materials
- Illness & Injury Prevention Program (IIPP)
- Tobacco Free Environment
- Healthy Schools Act

WORKERS' COMPENSATION

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

If you are injured on the job: Notify supervisor and Human Resources of the injury/incident then contact Company Nurse at 1-877-518-6702. Company Nurse is available 24 hours per day, seven days per week to assist you with your medical needs. Contact Human Resources if medical treatment is needed and an appointment will be scheduled for you with Woodland Occupational Health. An Injury Report and Investigation Form will also need to be completed with Human Resources. If you have returned the "Workers' Compensation Pre-Designated Physician Form" to Human Resources designating your own physician, you will be given instructions to follow.

If life- or limb-threatening injury only, call 911!!! Then report the injury/incident after the employee is stabilized.

When you receive medical treatment, request a brief written report from the physician. This statement is commonly referred to as a "Work Status Report." The Work Status Report will specify one of several situations: return to full duty, return to modified duties with specified restrictions, or unable to work. **BEFORE YOU RETURN TO YOUR WORK SITE,** take the Work Status Report to Human Resources.

CHILD ABUSE REPORTING (Penal Code Sections 11166, 11167 and 11165.7)

All employees of schools are mandated reporters which mean they are obligated to report all known or suspected incidents of child abuse or neglect. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be found guilty of a misdemeanor punishable by a fine and/or imprisonment. "Child Abuse or Neglect" is any act which impairs a child's physical or emotional health and development. It includes the sexual assault of a child, willful cruelty, unjustifiable punishment or corporal punishment resulting in trauma, medical neglect, the infliction of mental suffering and neglect. **Annual Child Abuse/Mandated Reporting training is required for school district/county office employees prior to providing services and annually thereafter at the start of each school year under the Child Abuse and Neglect Reporting Law (CANRA), Penal Code (PC sections 11164-11174.3).**

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. An initial report by telephone shall be made immediately or as soon as practicable after knowing or observing suspected child abuse or neglect to Child Protective Services. Within 36 hours, a written follow-up report must be submitted to Child Protective Services. Forms are available from your school site administrator who shall provide you with any assistance necessary to ensure that reporting procedures are carried out in accordance with law.

BLOODBORNE PATHOGENS

Employees who are exposed to blood or other potentially infectious materials during the performance of their duties, or who regularly respond to accidents where they come into contact with bodily fluids, must complete a comprehensive training program. All employees are offered the hepatitis B vaccine free of charge and highly encouraged to participate in the vaccination program. Contact Human Resources if you would like to receive the hepatitis B vaccine.

HAZARDOUS MATERIALS

Your work site may contain materials that are hazardous to you. Make yourself familiar with the material safety data sheets (MSDS). Call your supervisor if you cannot locate this information. If you encounter a container without a label, it is your responsibility to notify your supervisor. Labels and MSDS's are your guides to working safely with hazardous materials.

ILLNESS & INJURY PREVENTION PROGRAM (IIPP) (See COVID-19 Prevention Program - CPP)

The objective of our safety program is to prevent accidental injuries. We are committed to provide safe and healthy working conditions for all employees and our clients. A copy of our Injury and Illness Prevention Program is posted on the YCOE website. You are specifically directed to page 5 of this document, which references employee safety. If you observe unsafe conditions at your work site, report these potential hazards to your immediate supervisor or to Human Resources. A reporting form is provided in the IIPP under forms and can be printed from the website, or you can call Human Resources for a reporting form. Each site is required to perform monthly premise self-inspections and document the results. Be sure that any unsafe conditions are brought to the attention of the person(s) conducting the inspections and are noted on the inspection form.

TOBACCO FREE ENVIRONMENT

The Yolo County Office of Education has designated all County Office property and vehicles tobacco free. This policy supports our instructional programs designed to discourage students from using tobacco products. Our policy on tobacco free environment is available on the YCOE website as well as in Human Resources.

SEXUAL HARASSMENT

Sexual harassment of any type is forbidden by law including: any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. There are two types of sexual harassment. (1) Quid pro quo, "this for that", occurs when submission to or rejection of such sexual harassment type conduct is used as a basis for making employment decisions. (2) Hostile environment sexual harassment involves unwelcome sexual conduct that interferes with work or creates an intimidating, hostile or offensive work environment. You may contact your immediate supervisor or Human Resources if you believe you have been sexually harassed. You may also contact the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing or the local police or sheriff's department. As an employee, you are encouraged to review your own behavior and comments to assure that your conduct cannot be considered harassing. Our policy on sexual harassment is available on the YCOE website as well as in Human Resources.

SEXUAL HARASSMENT AWARENESS & PREVENTION TRAINING

SB 1343 requires all employees to complete at least a one hour of Sexual Harassment Awareness and Prevention training by January 2020 and once every two years thereafter.

DRUG AND ALCOHOL-FREE WORKPLACE

The Yolo County Office of Education promotes a safe and healthy environment, which encourages and supports students and staff in their efforts to lead productive lives. **It is our policy to maintain a drug and alcohol-free workplace** by prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee. Our policy on drug and alcohol-free workplace is available on the YCOE website as well as in Human Resources.

USE OF COPYRIGHTED MATERIALS AND SOFTWARE

All employees of the Yolo County Office of Education are required to adhere to the provisions of the federal copyright laws which can include printed materials; sheet and recorded music; audiovisual works; computer software; and off-air videocassette recordings. Educational users are not exempt from these laws. Our policy on the use of copyrighted materials and software is available on the YCOE website as well as in Human Resources.

PRACTICE OF ETHICAL BEHAVIOR

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. Yolo County Office of Education does not tolerate:

- The willful violation or circumvention of any Federal, state, local, or foreign law by an employee during the course of that person's employment.
- The disregard or circumvention of the YCOE's policy or engagement in unscrupulous dealings.

See Policy on Practice of Ethical Behavior for entire text.

HEALTHY SCHOOLS ACT

The Healthy Schools Act requires annual training and the safe use of pesticides around children for school district/county office staff and childcare center staff using pesticides on a school campus or childcare center. The training requirement applies to use on a school campus or a childcare center of any product labeled by the U.S. Environmental Protection Agency (EPA) as a "pesticide." This includes many products such as disinfectants (disinfecting wipes) and sanitizers in addition to what most people think of when they hear the word "pesticide": insecticides, rodenticides, and weed killers (herbicides).