

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT**

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## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Plumas Lake Elementary School District (PLESD) has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Plumas Lake Elementary School District.

## **GOALS**

Diligent implementation of this program will reap many benefits for PLESD. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with PLESD. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Superintendent's final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Superintendent or designee is responsible for developing and managing this Injury & Illness Prevention Program.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Site Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Plumas Lake Elementary School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD IDENTIFICATION**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of PLESD to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all buildings to detect and eliminate any hazardous structural conditions that may exist.
2. Monthly inspections of all areas (cafeterias, classrooms, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Superintendent or designee will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

### ***General Safe Work Practices***

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

### ***Specific Safe Work Practices***

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

**COMMUNICATION**

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- \_\_\_\_\_ Posters      \_\_\_\_\_ Meetings      \_\_\_\_\_ Manuals
- \_\_\_\_\_ Newsletters      \_\_\_\_\_ Bulletins      \_\_\_\_\_ Warning Labels

Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

## **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at PLESD, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at Ray McKinney at (530)743-4428 ext. 215.

**APPENDIX A**  
**ACCIDENT INVESTIGATION CHECKLIST**

# Supervisor's Report of Accident

Supervisor's Name: \_\_\_\_\_

## Basic Rules for Accident Investigation

- ✓ Find the cause to prevent future accidents - Use an unbiased approach during investigation
- ✓ Interview witnesses & injured employees at the scene - conduct a walkthrough of the accident
- ✓ Conduct interviews in private - Interview one witness at a time.
- ✓ Get signed statements from all involved.
- ✓ Take photos or make a sketch of the accident scene if deemed necessary
- ✓ Ensure hazardous conditions are corrected immediately.

<b>Date &amp; Time</b>		<b>Location</b>	
<b>Tasks performed</b>		<b>Witnesses</b>	
<b>Resulted in</b>	<input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Property Damage	<b>Property Damage</b>	
<b>Injured</b>		<b>Injured</b>	

Describe Accident Facts & Events

**Supervisor's Root Cause Analysis** - Check ALL that apply to this accident

Unsafe Acts		Unsafe Conditions	
Improper work technique		Poor Workstation design	
Safety rule violation		Unsafe Operation Method	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	
Drug or alcohol use		Insufficient lighting	

Re-Training Assigned		Unsafe Condition Guarded	
Re-Training Completed		Unsafe Condition Corrected	
<b>Supervisor Signature</b>		Supervisor Signature	

**Accident Report Review**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX B**  
**EMPLOYEE SAFETY RECOMMENDATION FORM**

**PLESD EMPLOYEE SAFETY RECOMMENDATION FORM**  
**REPORT OF UNSAFE CONDITION OR HAZARD**

Optional: Employees may submit this form anonymously

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard: \_\_\_\_\_

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

Optional:  
Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Plumas Lake Elementary School District's Response:**

Name of Person Investigating Report: \_\_\_\_\_

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: \_\_\_\_\_

**APPENDIX C**  
**SAFETY TRAINING**



## Annual Training Planner & Login Instructions

To login, go to PLESD website, click on Staff Room, scroll down to For Staff Only and click on the SafeSchools Training link, which takes you to the login page. Login is your e-mail address – Example: Username: [jsmith@plusd.org](mailto:jsmith@plusd.org). Your annual training requirements are outlined below. If you have any questions or concerns, please contact Melody Bell @ (530)743-4428 ext. 107 or [mbell@plusd.org](mailto:mbell@plusd.org).

### ALL EMPLOYEES MUST COMPLETE THE FOLLOWING TRAINING

#### Cal-OSHA Required Training Must be completed by October 31st

- Bloodborne Pathogens Exposure Prevention Complete – New Employees
- Bloodborne Pathogens Exposure Prevention Refresher – Current Employees
- Fire Extinguisher Safety
- Hazard Communications: Right to Know
- Injury, Illness & Prevention Program
- Material Safety Data Sheets (MSDS)
- New Hire Training: NEW HIRES ONLY
- Sexual Harassment: Staff-to-Staff Complete – New Employees
- Sexual Harassment: Staff-to-Staff Refresher – Current Employees
- Sexual Misconduct: Staff-to-Student

### ALL EMPLOYEES MUST COMPLETE THEIR JOB SPECIFIC TRAINING. FIND YOUR POSITION BELOW.

#### ADMINISTRATOR, MANAGER

#### Cal-OSHA Required Training Must be completed by October 31st

- Sexual Harassment: Policy & Prevention
- Slips, Trips & Falls: Refresher

#### CLERICAL

#### Cal-OSHA Required Training Must be completed by October 31st

- Slips, Trip & Falls: Refresher

#### CUSTODIAL, MAINTENANCE

#### Cal-OSHA Required Training Must be completed by October 31st

- Heat Illness Prevention
- Slips, Trip & Falls: Complete

#### DISTRICT REQUIRED TRAINING Must be completed by October 31st

- Back Injury & Lifting: Complete
- Electrical Safety: Complete
- Ladder Safety

## **FOOD SERVICES**

Cal-OSHA Required Training  
Must be completed by October 31st

- Heat Illness Prevention
- Slips, Trip & Falls: Complete

## **DISTRICT REQUIRED TRAINING**

Must be completed by October 31st

- Food Service Equipment: Safe Use
- HACCP: Hazard Analysis and Critical Control Points

## **HEALTH CLERK**

Cal-OSHA Required Training  
Must be completed by October 31st

- Heat Illness Prevention
- Slips, Trips & Falls: Refresher

## **MAINTENANCE**

Cal-OSHA Required Training  
Must be completed by October 31st

- Lockout/Tagout: Energy Release

## **DISTRICT REQUIRED TRAINING**

Must be completed by October 31st

- Playground Maintenance & Inspection

## **PARAPROFESSIONAL, TEACHER, YARD DUTY**

Cal-OSHA Required Training  
Must be completed by October 31st

- Heat Illness Prevention
- Slips, Trips & Falls: Complete

## **SP ED PARAPROFESSIONAL, SP ED TEACHER**

DISTRICT REQUIRED TRAINING  
Must be completed by October 31st

- Roles & Responsibility of All Employees in CA Public Schools

## **TECHNOLOGY**

Cal-OSHA Required Training  
Must be completed by October 31st

- Slips, Trips & Falls: Complete

**APPENDIX D**

**SITE SAFETY INSPECTION CHECKLIST**



## Monthly Safety Inspection Report - Page 2

	SATISFACTORY				SATISFACTORY		
	YES	NO	BLDG		YES	NO	BLDG
<b>CAFETERIA, MULTI-PURPOSE ROOM</b>				<b>LADDERS</b>			
Cafeteria tables in good condition?				Ladders in good condition?			
Exit lights operating?							
Emergency lights operating?				<b>SHOP AREAS/MACHINERY/EQUIPMENT/ POWER TOOLS</b>			
				<i>(Instructional &amp; Dist Shop Area)</i>			
<b>OUTSIDE ATHLETIC FACILITIES</b>				Moving parts guarded?			
Fields in good condition?				Equipment properly grounded or double insulated?			
Basketball courts in good condition?				Tools in good condition?			
Nylon netting on all basketball hoops?				Cords in good condition?			
				Housekeeping in shop areas okay?			
<b>MATERIAL SAFETY DATA SHEETS</b>				Personal protective equipment available and in good condition?			
Accessible to employees?							
Updated?				<b>GRAFFITI</b>			
				Buildings free of graffiti?			
<b>PLUMBING</b>							
Exterior drains working?				<b>ROOFING</b>			
Interior drains working?				Roofs free of leaks?			
Drinking Fountains working?				Down spouts in good condition?			
<b>OTHER: Specify</b>							

REMARKS/RECOMMENDATIONS		WORK ORDER SUBMITTED:	
		YES	NO
	#		
	#		
	#		
	#		
	#		
	#		

DISTRICT RESPONSE

Action taken to correct unsatisfactory condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director of Maintenance & Operations or Designee \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX E**

**KITCHEN SAFETY INSPECTION CHECKLIST**

# Plumas Lake Elementary School District

## Kitchen Safety Inspection Report

Give copy of inspection to FMOT Department. List a recommendation for each item marked "No" below each section or on the second page.

### IF FAIL (SHORT DESCRIPTION BELOW & WRITE WORK ORDER)

updated 04/25/2012

School	Inspection made by
Principal's Approval	Date

	SATISFACTORY			SATISFACTORY	
	YES	NO		YES	NO
<b>COOKING AREA</b>			<b>FOOD HANDLING AND STORAGE CONTINUED</b>		
Are exhaust fans operating properly (note if fans are excessively noisy)?			Knives are cleaned after each use?		
There are no foul odors near cooking, preparation or eating areas?			Floors are swept and wet mopped?		
Are exhaust fans used whenever cooking, washing dishes and cleaning?			Heavier items are stored as low as possible and lighter items are stored in higher locations?		
Are gas appliances functioning properly?			Refrigerators are running properly at an acceptable temperature?		
Are gas appliances vented outdoors?			Freezers are running properly at an acceptable temperature?		
There are no combustion gas or natural gas odors, leaks, backdrafting or headaches when gas appliances are used?					
There are no signs of microbiological growth in the kitchen, including the upper walls and ceiling (e.g., mold, slime, algae)?					
Kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration and damp areas)?			<b>HYGIENE/PERSONAL PROTECTIVE EQUIPMENT</b>		
Slip resistant mats are in front of each piece of equipment with special attention to the dishwashing area?			Does the kitchen staff wash their hhands before every shift and periodically throughout the day?		
<b>FOOD HANDLING AND STORAGE</b>			Are gloves, haimets and aprons supplied and being used, as necessary, by each of the staff?		
Food preparation, cooking and storage areas are checked for signs of insects and vermin?			Are knives properly stored?		
Stored leftovers are in well-sealed containers with no traces of food on outside surfaces?			When using knives do employees always cut away from their bodies?		
Food Preparation, cooking and storage parctices are sanitary?			Are proper oven mitts available and used as needed?		
Food scraps are disposed of properly?			Precautions taken to prevent burns when working with steam posts?		
Counters are wiped clean with soap and water or disinfectant after being used?			Personal Protective Equipment provided and utilized?		

**Kitchen Safety Inspection Report - Page 2**

	SATISFACTORY			
	YES	NO		
<b>WASTE MANAGEMENT</b>				
Is waste placed in appropriate, designated containers?				
Are food container lids securely closed?				
Food waste, food-contaminated items other wastes separated?				
Are stored waste containers in a well-ventilated area?				
Are dumpsters properly located away from air intake vents, operable windows and food service doors?			<b>WORK ORDER SUBMITTED:</b>	<b>YES</b>
			#	
			#	
<b>OTHER: SPECIFY</b>				
			#	
			#	
			#	
			#	
			#	

<b>REMARKS/RECOMMENDATIONS</b>
<b>DISTRICT RESPONSE</b>

Action taken to correct unsatisfactory condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Food Service Manager

\_\_\_\_\_  
Date

## **APPENDIX F**

### **CODES OF SAFE PRACTICES**

- ***BUS DRIVERS***
- ***CUSTODIANS***
- ***FOOD SERVICE***
- ***MAINTENANCE***
- ***YARD DUTY***
- ***TEACHERS/PARAPROFESSIONALS***

## CODES OF SAFE PRACTICES – BUS DRIVERS

### Personal Safety Rules

Often bus drivers work alone at night, or in the early morning. Special safety precautions may be necessary.

- A. Pay attention to your surroundings. Your work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. Work in a well-lit area. Make sure security lighting is functioning properly. Report inoperative outside security lights to your supervisor. Obtain a flashlight if it would be useful.
- C. Know where co-workers are working. Know where to get help if you need it. To communicate with co-workers, bus drivers can use two-way radios or cell phones.
- D. Get help with heavy or awkward objects. Don't try to do a job by yourself if it requires two people to do it safely.
- E. Be sure you know the locations of fire extinguishers. Fire extinguishers should only be used on relatively small fires. If a fire is too big you should call 911, and move everyone to a safe area. Be sure you know how to operate the extinguisher properly, and always aim at the base of the fire with a sweeping motion.
- F. Use good judgment. You are not a police officer or security guard. Only approach a situation when you feel comfortable doing so. Don't hesitate to call 911 for help.

### Ladder Safety Rules

Bus drivers often need to clean the windows, check fluids, check lights, etc. Some tasks may require the use of a ladder.

- A. Use a straight ladder if you must lean the ladder against a support. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. When using a straight ladder, be sure to secure the ladder *before* standing on it. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio –

means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

- D. Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.
- E. Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

### **Lifting Rules- Proper Body Mechanics**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## Machinery Safety Rules

Most repairs should only be performed by a qualified/ certified mechanic; however, routine maintenance and some minor repairs may require the use of a tool, chemicals etc. Your bus is a large and potentially hazardous piece of machinery. These safety procedures should also be considered when operating the bus, and any machinery on the bus (i.e. automated lifts).

- A. Manufacturers supply manuals with machinery. Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of your supervisor.
- C. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. Review the Personal Protective Equipment (PPE) required for safe use of each machine. Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- E. Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking, and excessive heat.
- F. Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

## Electrical Repairs Safety Rules

- A. Take charge of the source of power. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.
- B. Do not perform electrical repairs around water.
- C. Never put your hands into an area that you cannot see. Live wires may be there.
- D. Always replace a fuse with one that is of the same type and size.

- E. All electrical installations should be made in compliance with the National Electric Code.

### **Bus Yard/ Shop Safety Rules**

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. Store your tools safely. Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.
- E. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### **Wheelchair Loading and Unloading**

If you have passengers who require special loading and unloading procedures, be sure you know the proper way to move, secure and respond to the special needs of your passengers.

- A. Know your equipment. There are many different types of lift gates, ramps, and safety devices on school busses. Be sure you know the capacity, and proper operating procedures for each piece of equipment you use.
- B. Tie it down properly. Always use proper procedures when restraining wheelchairs. Always use the correct four-point restraint system for any wheelchair/ passenger you intend to transport.

## CODES OF SAFE PRACTICES – CUSTODIANS

### Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

- A. Pay attention to your surroundings. Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.
- B. Work in a well-lit area. Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.
- C. Know where co-workers are working. Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.
- D. Get help with heavy or awkward objects. Don't try to do a job by yourself if it requires two people to do it safely.
- E. When working inside, make sure entrances are secured. Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.
- F. Use good judgment. You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store supplies safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

- D. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### Ladder Safety Rules

- A. Use a straight ladder if you must lean the ladder against a support. Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it’s fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.
- D. Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don’t take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.
- E. Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

### Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

- B. Prepare the equipment and yourself for work. Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply
- D. Report any inoperative or unsafe equipment to your supervisor. Take unsafe equipment out of service until it can be repaired or replaced.

### Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. Take care when refueling and storing the equipment. Using a safety can, refuel on a hard surface in a well-ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.
- C. Prepare the tool and yourself for work. Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- D. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

## **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## **Riding Equipment Safety Rules**

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

- A. All riding equipment comes equipped with manuals. Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.
- B. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not.

Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

- C. Avoid hazards while operating the equipment. Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.
- D. Keep alert. While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.
- E. Do not leave the equipment unattended. After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.
- F. Follow shutdown instructions in the manual. Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

# PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

<b>TOOL/EQUIPMENT</b>	<b>Hard Hat</b>	<b>Goggles</b>	<b>Gloves</b>	<b>Hearing</b>	<b>Mask</b>
<b>LINE TRIMMER</b>		X	X	X	
<b>EDGER</b>		X	X	X	
<b>HEDGE TRIMMER</b>		X	X	X	
<b>CHAIN SAW</b>	X	X	X	X	
<b>BLOWER</b>		X	X	X	X
<b>PRESSURE WASHER</b>			X	X	
<b>POWER AUGER</b>			X	X	
<b>TRENCHER</b>			X	X	
<b>LITTER VACUUM</b>			X	X	
<b>ROTOTILLER</b>			X	X	
<b>PAINT STRIPER</b>		X	X	X	X
<b>MOWERS (WALK BEHIND)</b>		X	X	X	
<b>EQUIPMENT (RIDING)</b>			X	X	
<b>PESTICIDE/HERBICIDES</b>		X	X		X
<b>ELECTRIC POWER TOOLS</b>		X	X	X	X
<b>AR= As recommended in manual</b>					
<b>OTHER TOOLS/EQUIPMENT</b>	AR	AR	AR	AR	AR

## CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

### General Kitchen Safety Rules

- A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
- B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.
- C. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.
- D. Assume heat-producing equipment, such as stoves and steamers, are hot.
- E. Don’t use wet potholders or mittens. The moisture will transmit heat to your hands.
- F. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.
- G. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.
- H. Rolling carts should be pushed, not pulled. If carts don’t move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don’t overload carts and don’t load them too heavy.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store supplies safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.
- B. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- C. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.
- D. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding

nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

### Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think “safety” when using kitchen tools and equipment.

- A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. Prepare both the equipment and yourself for work. Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.
- C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.
- D. Keep tools and equipment clean. Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.
- E. Report any inoperative or unsafe equipment to your supervisor. Take any unsafe equipment out of service until it can be repaired or replaced.

### Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your “tool” is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

- C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

## CODES OF SAFE PRACTICES – MAINTENANCE WORKERS

### Electrical Repairs Safety Rules

- A. Take charge of the source of power. Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating “Person at Work”. Remove the padlock or sign when the task is completed.
- B. Do not perform electrical repairs around water.
- C. Never put your hands into an area that you cannot see. Live wires may be there.
- D. Always replace a fuse with one that is of the same type and size.
- E. All electrical installations should be made in compliance with the National Electric Code.

### Plumbing Repairs Safety Rules

- A. Be careful with P.V.C cement. When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.
- B. Inspect the immediate work area prior to performing brazing operations. Ensure that no flammable liquids or combustible materials are present.
- C. Ensure that a fire extinguisher is available. If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

### Ladder Safety Rules

- A. Use a straight ladder if you must lean the ladder against a support. Avoid using an “A” frame ladder in this situation – it’s not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. “A” frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.
- B. Inspect the ladder before you use it. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.
- C. Set up your ladder safely. If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it’s fully open and its

spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder’s length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. Climb and descend ladders cautiously. Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don’t take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don’t skip steps.

E. Use common sense when working on ladders. Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don’t climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don’t place tools on the rungs or top of the ladder.

### Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think “safety” when using your tools.

- A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.
- B. Prepare the equipment and yourself for work. Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).
- C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.
- D. Report any inoperative or unsafe equipment to your supervisor. Take unsafe equipment out of service until it can be repaired or replaced.

### **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier

ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

### *Machinery Safety Rules*

- A. Manufacturers supply manuals with machinery. Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.
- B. Learn safeguarding techniques for each machine. Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.
- C. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.
- D. Review the Personal Protective Equipment (PPE) required for safe use of each machine.

Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

- E. Be aware of the non-mechanical hazards. Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.
- F. Keep the area in and around the machine neat and well lit. Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.
- G. Do not wear loose fitting clothes or jewelry. Long hair also needs to be confined.
- H. Follow lockout/tagout procedures when performing maintenance. Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

### Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

- A. Store chemicals safely. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.
- B. Store your tools safely. Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.
- C. Weight can be a safety hazard. Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.
- D. Electrical/water heater rooms are not storerooms. Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36” from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don’t store flammable materials in rooms with water heaters.
- E. Keep it neat. Keep at least one aisle of your storage areas open at all times. Protruding nails and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

## CODES OF SAFE PRACTICES – YARD DUTY

### General Safety Rules

- A. **Be aware of your surroundings. Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.**
- B. **Carry a source of immediate communication. Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.**
- C. **Be aware of strangers. Report unauthorized visitors immediately.**
- D. **Be aware of where you are walking. Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.**
  - 1. **When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.**
  - 2. **Trip and slip hazards are common in the kitchen. Always put out “Caution, Wet Floor” signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.**
  - 3. **Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.**
- E. **Keep latex gloves on hand. Gloves are required whenever contact with bodily fluids is possible.**
  - 1. **Wear latex gloves and other appropriate personal protective equipment.**
  - 2. **Remove visible soil with a detergent solution. Rinse in water.**
  - 3. **Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.**
  - 4. **Remove gloves and wash hands immediately.**
- F. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**
- G. **Report faulty equipment. If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.**
- H. **Familiarize yourself with the emergency exit procedures. An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.**
  - 1. **Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.**
  - 2. **Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.**

- I. **Be aware of the location of the nearest fire extinguisher. Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.**
  1. **Assist in keeping this area clear from obstructions and should always be readily available.**
  2. **Don't post notices and decorative paper that may obscure its location.**
  3. **Report discharged or expired fire extinguishers.**

## **Lifting Rules**

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.**
- B. **Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.**
- C. **Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.**
- D. **Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.**
- E. **Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.**
- F. **Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.**

## CODES OF SAFE PRACTICES – TEACHERS/PARAPROFESSIONALS

### General Classroom Safety Rules

- A. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

### Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18” and 24” from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.
- G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

#### Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

#### Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36” of the ceiling.

- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

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