

EMPLOYEE SAFETY HANDBOOK

*Pleasanton Independent School District
831 Stadium Drive
Pleasanton, Texas 78064*

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TABLE OF CONTENTS

Management Commitment and Involvement	
Management Safety Policy Statement.....	1
Back to Work Policies	
▪ Employees.....	2
▪ Physicians.....	3
Annual Review / Revision of the Employee Handbook	4
Safety Program Responsibilities	
Principals, Supervisors, & Department Heads Responsibility.....	5
Superintendent of Schools Responsibilities.....	6
Staff Development.....	7
Record Keeping.....	8
Accident Reporting	
District Procedure for Filing a Claim.....	9
How to Prevent Accidents.....	10
Principals of Accident Investigation	11,12,13
Safety Rules & Inspections	
General Safety Guidelines.....	14
Material Handling & Storage / Vehicle Operations / Fire Ext / Food Svc-Custodial.....	15
Safety Rules.....	16,17,18,19
Safety Rules - Custodial / Food Service / Academic Staff.....	20
General Inspection Procedures.....	21
Employee Safety Checklist.....	22
Teachers Safety Checklist.....	23
Department Safety Check List - Facilities.....	24
Cafeteria Inspections.....	25
Transportation Inspections.....	26
Custodial Inspections.....	27
Incident Report (Near Miss).....	28
Rules, Policies, and Procedures.....	29

PLEASANTON INDEPENDENT SCHOOL DISTRICT
831 Stadium Drive
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(830) 569-1200
Fax (830) 569-2171

Superintendent
Bernard Zarosky

Assistant Superintendent Finance/Operations
Bruce Yarbrough

MANAGEMENT SAFETY STATEMENT

Pleasanton Independent School District is committed to the protection of its resources, including employees and physical assets, against human distress and financial loss resulting from accident occurrences. The overall achievement of a successful and effective safety program requires leadership, positive attitude and the support of each and every employee.

Bernard Zarosky, Superintendent of Schools, is responsible for overseeing the assigned responsibilities of safety. It is the goal of Pleasanton Independent School District to furnish its employees a safe and healthy place to work, free from recognized hazards that might cause accidents, and to promote safe practices.

In addition to the above state goal, Pleasanton Independent School District strives to create an environment where every member of the organization can maintain a personal goal of constant improvement. The result would be total quality in every aspect of their job.

The Director of Maintenance is designated to coordinate the safety program. Every employee and supervisor is responsible for observing safety procedures in their day-to-day activities on the job and encouraged to continue to do so off the job as well.

Superintendent

PLEASANTON INDEPENDENT SCHOOL DISTRICT

**831 Stadium Drive
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*Superintendent
Bernard Zarosky*

*Assistant Superintendent Finance/Operations
Bruce Yarbrough*

All Employees

Pleasanton Independent School District is entering into an effort to foster the ability for injured employees to return to work as soon as medically possible. This effort is to fulfill the spirit and intent of new legislation (HB2600) which is designed to encourage recovery of both the body and spirit of injured employees by providing either part-time limited duty in their original position or full-time duty in an alternate position, depending on individual employee capability and medical feasibility.

The District is committed to helping employees minimize the time their wages are reduced as a result of suffering a work-related injury. Research shows that an employee who re-enters the work environment as quickly as possible, even if the return is for a reduced amount of time or in another capacity, recovers more quickly than an employee who is unable to return to work. In addition, studies have shown that when injured employees return to work, as soon as medically feasible, they receive encouragement and support from their co-workers, which helps the healing process.

Should you have any questions, you may call me or speak to your supervisor.

Sincerely,

Bruce Yarbrough
Assistant Superintendent
Finance / Operations

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*Superintendent
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*Assistant Superintendent Finance/Operations
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O: Physicians

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All medical restrictions, if any, prescribed for the employee will be met by the Pleasanton Independent School District when the employee returns to work. For additional information on the employee's job duties, please refer to the attached job description.

Sincerely,

Bruce Yarbrough
Assistant Superintendent
Finance / Operations

BY:FD,Jr:jeb
Attachment

ANNUAL REVIEW / REVISION OF THE EMPLOYEE SAFETY HANDBOOK

The handbook will be reviewed and revised annually by the Safety Coordinator prior to the beginning of each new school year. Changes in operations, equipment or employee activities that have occurred or which are anticipated to occur will be determined. The Plan will be revised according to recommendations and updates will be disseminated to the staff that is responsible for proper documentation. All employees will be informed of changes in information that pertain to their work environments.

REPORT ALL INJURIES AND ACCIDENTS AT ONCE!

If you have an accident-prevention suggestion, make it safer for yourself and others by passing it along to your supervisor. Additional accident prevention information will be provided from time to time by your supervisor and the Safety Coordinator.

This Employee Safety Handbook contains general safety rules and is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents.

Violation of safety regulations or safe practices could result in severe and painful consequences. Compliance with accepted safety regulations is a condition of continued employment.

Questions and requests for additional information relative to the contents of the Handbook should be directed to the Safety Coordinator.

R E M E M B E R

**YOU ARE RESPONSIBLE FOR
SAFETY
IN YOUR DAILY ACTIVITIES**

SAFETY PROGRAM RESPONSIBILITIES

SUPERINTENDENT, PRINCIPALS, SUPERVISORS AND DEPARTMENT HEADS

RESPONSIBILITY:

Because of the close relationship with the employees and intimate knowledge of operation procedures, the Superintendent, Department Heads and Supervisors are the key persons in the scheme of loss control.

Principals, Supervisors and Department Heads of each campus or department are charged with the responsibilities of quality and quantity of service within that campus or department, and therefore are responsible for the work conduct of same. Principals, Supervisors and Department Heads should be afforded the necessary knowledge to carry out their duties with efficiency and safety.

Principals, Supervisors and Department Heads should:

1. Have a thorough knowledge of the safety policy.
2. Provide instruction and training to workers so that they may fulfill their job in a safe manner.
3. Make daily walk-through checks and documented monthly inspections of their departments to ensure that no unsafe conditions or unsafe practices exist.
4. Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections, a written report shall be submitted through the Superintendent of Schools.
5. Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of a similar accident.
6. Be familiar with procedures, which must be followed in the event of an emergency.
7. Enforce safety rules and regulations.
8. Provide good example by safe work habits.

SUPERINTENDENT OF SCHOOLS

RESPONSIBILITY:

The Superintendent is directly responsible for all safety efforts for Pleasanton ISD. The Superintendent's own enthusiasm and faith in the work must be such as to maintain the interest and support of all Department Heads and Supervisors. A Superintendent's attitude toward safety is reflected down through the staff and faculty to all employees. The specific accident prevention duties include the following:

- Active participation and direction in the planning of details for accident prevention which will bring the best results for employees. Extension and adaptation of division-wide programs and procedures to meet the needs of the district.
- Demonstrate support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, mechanical guards, good lighting, good ventilation, and other physical improvements to the working environment, as well as expenditures for safety training materials, awards and incentives, etc.

Continuing review of the effectiveness of accident prevention efforts in various sections and departments with necessary follow-up and bolstering of efforts when required.

Bernard Zarosky, Superintendent of Schools

STAFF DEVELOPMENT

Various methods - professional staff meetings, in-service meetings, toolbox sessions, regular safety meetings, and envelope "stuffers" will be used to ensure safe working environments for all employees.

At least quarterly, all employees will receive safety training related to their work. This will take place using one of the above mentioned techniques. The quarters will be identified as follows:

FIRST QUARTER - August, September, October
March, April

SECOND QUARTER - November, December, January
July

THIRD QUARTER - February,

FOURTH QUARTER - May, June,

Employees not receiving information due to absences or extenuating circumstances will be provided the information within five (5) days of returning to work.

Safety Reminders (written training) will continue to be sent out monthly on topics such as the following:

Preventing Bloodborne Pathogen Exposure
Preventing Injury in the Classroom
Better Back Basics
Preventing Repetitive Motion Injuries
Hazardous Communications Right-to-Know

Accidents Cost Everyone
Preventing Back Injury in the Classroom
Carpel Tunnel Syndrome
Material Safety Data Sheets

Employees who are charged with documenting safety and completing inspection forms will be trained on the process, procedures and filing at the beginning of each new school year or as new-hires during the year. They may also recommend training to District Administration that would best meet the needs of employees in addressing safety requirements.

Sign-In Sheets and Agendas will be maintained at the corresponding location of training - Central Office, Campus Offices or Cafeteria.

INITIAL SAFETY TRAINING

All new or transferred employees must receive training on the correct way to do the job. Supervisors should perform this training which would identify to the employee the known job hazards and the safety rules and procedures which must be followed to successfully complete the job. The initial training should continue until the employee can demonstrate completion of the job in a safe manner.

Initial safety training should also be conducted for all employees when a new machine, procedure or process is introduced into the work environment.

REFRESHER SAFETY TRAINING

Refresher safety training should be accomplished on an as-needed basis and should be based upon the following minimum schedule:

On a one-to-one basis, whenever the supervisor observes an employee doing something incorrectly. The training should be performed on-the-spot by the supervisor.

Periodically - for the same section, department or operation. This is an excellent forum for reviewing recent accident causes and corrective measures, re-emphasizing safety rules and allowing employee input on safety related matters.

Whenever an employee receives an injury which requires doctor's treatment, refresher safety training on safe job procedures would be completed by the employee before resuming work.

RECORD KEEPING

The following records will be kept as reported in the District's Records Management Plan:

<u>Record Responsible</u>	<u>Retention</u>	<u>Location</u>	<u>Person</u>
Accident Reports	5 Years	Personnel Office	Worker's Comp.
Employee Handbook	Continuous	Each Employee	Safety Coordinator
Safety Reports/Forms	3 Years	Purchasing Office	Safety Coordinator
Workers Compensation Claim Forms	5 Years	Personnel Office	Worker's Comp.
Accident/Damage Reports	3 Years	Central Office	Asst. Superintendent
Facilities Repair/Reports	3 Years	Central Office	Asst. Superintendent
Service Request / Work Orders for Maintenance & Transportation	3 Years	Central Office	Asst. Superintendent
Health Inspection Reports	5 Years	Central Office Food Service	Asst. Superintendent

DISTRICT PROCEDURE FOR FILING A CLAIM

When a work related injury is reported:

- **Injury should be reported immediately or within 24 hours of the injury.** The Workers Compensation Commission requires all injuries to be reported **within 30 days of the injury.**
- Employee should report to their supervisor to have the injury assessed.
- Direct the employee to go to the Personnel Office to complete the required **Employee Injury Incident Report** and receive the rights and responsibilities information for injured workers. If the employee wishes to seek medical attention the billing information needed to see a Doctor will be given to them at that time
- Complete the **Accident Investigation Report** enclosed and send it to Christi Ludlam, in the Personnel Office.

When an emergency work related injury is reported:

- **Call EMS** and transport the injured employee to the hospital of their choice.
- Use the enclosed **Employee Injury Incident Report** to document the information pertaining to the injury, and send it to Christi Ludlam at the Personnel Office.
- Complete the **Accident Investigation Report** enclosed and send it to the Personnel g Office.

Guidelines for completing the **Employee Injury Incident Reports** and the **Accident Investigation Reports** are enclosed. **The Personal Contact Form** is to be used in documenting that contact has been made between the injured employee and the Principal/Supervisor during the time they have missed. A copy of the Personal Contact Form needs to be sent to the Personnel Office after the injured employee has returned to work or weekly when an injured employee is out for an extended amount of time.

Please make copies of forms enclosed as needed.

HOW TO PREVENT ACCIDENTS

SOME SIMPLE RULES OF SAFETY

1. Walk slowly.
2. Wear proper shoes.
3. Watch where you are going.
4. Don't rush.
5. Don't fail to get help when it's needed.

FOUR CAUSES OF ACCIDENTS

1. Improper lifting
2. Failing to use or observe "Wet Floor" signs
3. Failing to clean up spills
4. Improper use/storage of equipment or materials

SOME SUGGESTIONS TO REMEMBER WHEN USING A WHEELCHAIR (WHEN APPLICABLE)

1. Always lock wheels.
2. If wheels won't lock, brace wheelchair against wall.
3. Tell individual what you are going to do. Ask for his or her help if possible.
4. Keep your knees bent and feet slightly apart.

SOME WAYS A SLIP AND FALL INJURY CAN BE PREVENTED

1. Always clean up spills.
2. Use and observe "Wet Floor" signs.
3. Always mop hallway one side at a time.

PROPER LIFTING TECHNIQUES WHEN LIFTING HEAVY EQUIPMENT OR BOXES

1. Get help.
2. Think before you lift.
3. Bend your knees.
4. Keep weight close to you.
5. Lift with your legs, not your back.

SAFETY PRECAUTIONS TO BE USED IN KITCHEN

1. Always wear protective gloves or pads when handling hot items.
2. Keep knives in their proper racks.
3. If you spill it, wipe it up.

4. Wear protective gloves when handling trash.

SAFETY SUGGESTIONS WHEN PLACING SUPPLIES ON SHELVES

1. Put heavy items on lower shelves and put lighter items on higher shelves.
2. Use step stools or ladders, not chairs or shelves.

PRINCIPLES OF ACCIDENT INVESTIGATION

We know all workplace accidents cannot be eliminated. As long as there are people, accidents will occur. But much can and should be done to train people to work safely and provide safe working conditions. Since we have already stated that accidents will occur, this section deals with what should be done after an accident happens.

Why investigate? Simply to prevent an accident in the future. Nearly every accident offers you the possibility of preventing another accident sometime in the future. In other words, it is good business sense to examine each accident as soon as possible, find the cause, and correct the situation. All accidents must be investigated and identified causes corrected to reduce the accident potential.

The next question is "who investigates?" The immediate administrator/supervisor is the logical person to investigate accidents within their area of responsibility. He/she is best equipped to investigate the accident because they should know the individuals working for them, their behavior patterns, attitudes, jobs, and the hazards involved. This does not mean they must stand alone with this responsibility. Management shares with them the responsibility for employee safety. Other sources of assistance such as outside consultants are also available in many cases where needed.

When is the proper time to investigate an accident? As soon as possible. The accident investigation should begin the moment that you hear an accident has occurred. Physical evidence usually starts to disappear almost at once. Clean-up crews will carry things away and erase important details. Witnesses may leave the scene.

While impractical in many instances, photographs of the accident can save the investigator much time in gathering accurate information. The use of a Polaroid camera to take a simple black and white photograph of the accident scene should be considered. Certainly, some things will have to be postponed. Questioning the victim who is still in shock, for example. The critical thing is to start your investigation while all the facts are present.

The investigator of an accident has two sources of information, objects and people. Objects are fairly reliable if they are present, for they aren't affected by tricks of memory or prejudice. The key to inspecting objects is to know what to look for. For instance, a cart spills a load of material. Did the cart strike an object on the floor, a hole in the floor? Was the cart in good condition with no defective parts, or so overloaded that it was unstable? An affirmative answer to any of these questions would help to narrow the investigation. People on the other hand, can be more difficult to handle because the manner in which they are approached will often determine the amount of information the investigator is going to receive. The investigator must be both impartial and impersonal. Trying to fix blame or find someone to blame it on or giving this impression will accomplish nothing.

The information received from the people at the scene may or may not be accurate. A variety of factors can color the facts. Some common ones are:

1. Did they actually see the entire accident take place or were they attracted by the noise and excitement?
2. What are the attitudes of the people involved? Do they dislike the establishment or their bosses?
3. Was the person you talked to trying to avoid being found at fault? Or, on the other hand, does the person have an axe to grind, and is merely taking this opportunity to do so?

To successfully complete an accident investigation the investigator should fully answer the six key accident investigation questions:

WHO:

1. Who was injured?
2. Who saw the accident?
3. Who was working with him/her?
4. Who had instructed/assigned him/her?
5. Who else was involved?
6. Who else can help prevent recurrences?

WHAT:

7. What was the accident?
8. What was the injury?
9. What was he doing?
10. What had he been told to do?
11. What tools was he using?
12. What machine was involved?
13. What operations was he performing?
14. What instructions had he been given?
15. What specific precautions were necessary?
16. What specific precautions were given?
17. What protective equipment should have been used?
18. What protective equipment was used?
19. What have other persons done that contributed to the accident?
20. What problem did the individual encounter?
21. What did the individual or witness do when the accident occurred?
22. What extenuating circumstances were involved?
23. What did the individual or witness see?
24. What will be done to prevent recurrences?
25. What safety rules were violated?
26. What new rules are needed?

WHEN:

27. When did the accident occur?
28. When did the individual start on the job?
29. When was the individual assigned to the job?
30. When were the hazards pointed out to the individual?
31. When had the supervisor last checked on the job progress?

32. When did the individual first sense something was wrong?

WHY:

- 32. Why was the individual injured?**
- 33. Why did the individual do what he did?**
- 34. Why did the other person do what they did?**
- 35. Why wasn't protective equipment used?**
- 36. Why weren't specific instructions given to the individual?**
- 37. Why was he in the position he was?**
- 38. Why was he using the machine or tools he was?**
- 39. Why didn't he check with his supervisor when he noted things were not as they should be?**
- 40. Why did he continue working under the circumstances?**
- 41. Why wasn't the supervisor there at the time?**

WHERE:

- 42. Where did the accident occur?**
- 43. Where was he at the time?**
- 44. Where was the supervisor at the time?**
- 45. Where were fellow workers at the time?**
- 46. Where were the witnesses when the accident occurred?**
- 47. Where was the safety equipment?**

HOW:

- 48. How did he get injured?**
- 49. How could he have avoided it?**
- 50. How could fellow workers have avoided it?**
- 51. How could the supervisor have prevented it? (Could he?)**

The next step in accident investigation process is the completion of a written accident investigation report. The report should address:

- 1. The accident – What happened? What could have happened?**
- 2. The Causes – What was the primary cause? What were the secondary causes? Were there other possible causes?**
- 3. Preventive action – What has been done or should have been done to prevent a recurrence of a similar type accident?**

The proper completion of an accident investigation report provides management with the necessary information to identify and eliminate accident-producing elements in the workplace.

ACCIDENT INVESTIGATION PROCEDURES:

The Supervisor's Accident Investigation Report for employee injury or illness is to be filled out by the supervisor of the employee injured. All applicable sections of the form must be filled out. If the supervisor is not available, the facility director and/or administrator will be responsible for the completion of the form.

We investigate accidents to determine what specifically should be done to eliminate or control hazards. In addition, the information obtained immediately following an accident can be invaluable in successfully defending against any future liability claims.

A copy of the completed Supervisor's Accident Investigation Report and any related documents shall be immediately completed. The following guidelines should be followed:

1. Put person at ease – establish a friendly understanding and appreciative atmosphere. Be sure to get correct full name, address and phone number.
2. Interview on the spot. The actual scene assists both to accurately relate and understand what happened.
3. Interview should be private – get on a one to one basis off to the side, out of easy listening range.
4. Do not lead with your ideas – encourage them to tell their version.
5. After you have heard their version, repeat it back – a restatement will ensure that the witness meant what he said and you understood what was said.
6. End on a positive note – be sure to express your appreciation for their cooperation.
7. Record critical information – recording the interview word for word usually slows the process down. Jot down the important facts, numbers and dimensions. As soon as the interview is over, record information in more detail. Do so before the next interview as it will be difficult to remember specifics after several interviews.

GENERAL SAFETY GUIDELINES:

PERSONAL PROTECTIVE EQUIPMENT:

1. Suitable safety glasses, goggles, gloves, or appropriate footwear should be worn when the work may result in hazardous exposure to your body. You are required to wear this protection.
2. Safety goggles will be provided by the district to those employees working in areas requiring eye protection.
3. Shoes suitable to the type of work to be done shall be worn at all times.
4. Loose clothing shall not be worn while working around or near moving machinery or equipment.

(More detailed rules will be explained in each department.)

LADDERS AND SCAFFOLDS:

1. Appropriate ladders shall be used for the specific jobs.
2. Ladders should be set up so the distance from the base of the support to the foot of the ladder shall be such that the ladder is at a safe and comfortable climbing angle.

3. Always face the ladder and grip side rails or rungs securely when climbing or descending.
4. Use proper scaffolding.
5. Use ladders when climbing—never boxes, chairs or other substitutes.
6. Do not use ladders with broken rungs, steps, rails or missing pods.

(More detailed rules will be explained in each department.)

MACHINES AND MACHINERY:

1. Operators shall be thoroughly familiar with the safe operation of any machinery they use.
2. Appropriate guards should be in place before operating the equipment.
3. Machines shall not be left running while unattended.
4. Wear approved eye protection when operating a grinder or working near it.
5. All machinery must be unplugged before making any repairs or cleaning.
6. Any defective equipment must be reported to the supervisor.

WELDING OPERATIONS:

1. Wear clothing that will protect the body from the rays of the arc and from metal sparks.
2. Hoods must be in place before you strike an arc at all times while welding.
3. Welder helpers shall be protected in a similar manner.
4. If welding or cutting is required, wear suitable eye and face protection.

(More detailed rules will be explained in each department.)

MATERIAL HANDLING AND STORAGE:

1. Wear back support belt when lifting.
2. When lifting heavy objects, employees shall lift by keeping the back as straight as possible, bending the knees and lifting with the leg muscles.
3. Employees should never attempt to lift objects that they believe are too heavy for safe handling. Get help or divide the load.
4. Work gloves should be worn when the specific job requires it.
5. Materials shall be stacked in a neat and orderly manner.

VEHICLE OPERATIONS:

1. All employees who drive district vehicles must have a valid Texas Driver's License for that equipment.
2. Employees are required to obey all Texas traffic regulations.
3. All persons riding inside vehicles shall use safety belts when available.

FIRE EXTINGUISHERS:

Each employee shall know the location of the fire extinguishers/alarms and be given instructions on how to use them.

Fire extinguishers/alarms are not to be blocked by storage or equipment.

FOOD SERVICE/CUSTODIAL STAFF:

1. Work efficiently and keep work areas clean and neat.
2. Return equipment to its proper place.
3. Practice safety precautions at all times.
4. Report any injury immediately.
5. Never leave mops, brushes or pails in halls, doorways, or on stairs.
6. Clean floors when traffic is lightest. Wet only a small area and then dry mop. Do one side of a hallway at a time so a dry area is always clear for traffic.
7. Wear gloves to protect your hands when moving furniture or other sharp materials.
8. When mixing or using strong cleaners, keep your hands out of the mixture, wear rubber gloves, and goggles.

SAFETY RULES

JOB HAZARD: Back Injuries While Lifting Objects

1. To lift object, squat or bend knees, take hold of item and straighten up.
2. Divide weight of object between both hands.
3. Leg or thigh muscles must be used for lifting objects.
4. Keep back straight when lifting.
5. Keep object close, avoid reaching, don't jerk.
6. Secure firm footing before lifting.
7. Ask for assistance with heavy objects.
8. Use weight lift belt for lifting heavy objects.

JOB HAZARD: Electrical Shock From Wall Outlets/Electrical Cords

1. Never attempt to plug/unplug cord with wet hands or while on wet floor.
2. Report cracked wall cover plates and frayed or broken cords immediately.

3. If you notice a tingling sensation, sparks, or smoke when using a machine, stop using it immediately. If possible, unplug and put a warning sign on it. Report the condition to someone who has the authority to correct the situation. Do not attempt electrical repairs.
4. Electrical extension cords should be 3-wire grounded type of the proper gauge for the application. They should be arranged so as not to cross walkways, create tripping hazards, or be vulnerable to physical damage of wet locations.
5. Do not overload electrical circuits by attaching multiple appliances with adapters or extension cords to wall outlets.
6. Ensure that all power cords on electrical appliances are designed for the appliance in use. Replacement cords should follow the manufacturer's recommendations for proper grounding.
7. Use floor conduits, special tape or covers to cover and securely fasten cords to floor or walls.
8. Do not use extension cords as a substitute for permanent electrical wiring.
9. Make sure electrical or phone outlets in the floor are protected to prevent tripping or physical damage to the electrical installation.

JOB HAZARD: Injuries From Slips, fall, Wet Floors, Foods, Spills and Trash

1. Wear supportive, closed-toe shoes.
2. Clean up noted spills and trash.
3. Identify wet floors.
4. Observe WET FLOOR signs.
5. Stay off wet floors until dry.
6. Walk , don't run or slide across floor.
7. If cleaning, mop and then "dry mop" a small area at a time.

JOB HAZARD: Bruises, Lacerations, Skin Tears

Keep all drawers, doors, etc. closed.
Knock before entering a room.
Take time to look before leaving room.

JOB HAZARD: Bruises, Contusions, Abrasions or Crushing Injuries When Transporting Full Carts

Pull, don't push cart (pull slowly).
Never overload cart so as to block view.
Avoid narrow areas.
Be alert, pay attention to where you are going.

JOB HAZARD: Use of School Vehicles

1. Staff members who need to use school vehicles must have a valid driver's license.

2. Any staff member using any school vehicle should be checked out on that vehicle prior to using the vehicle.
3. Vehicle must be signed out prior to leaving the property.

JOB HAZARD: Burns and Skin Reactions Due to Contact With Chemicals and/or Contaminants

1. Some jobs will require handling chemicals, which may or may not be hazardous. Each person using chemicals should be able to distinguish between hazardous and non-hazardous chemicals.
2. Any product containing chemicals should have a warning/information label that lists the chemicals, the manufacturer, and hazardous ingredients, and spill and emergency information. DO NOT use any product without a label.
3. Avoid skin contact (wear proper protective attire).
4. Handle chemicals cautiously.
5. Never spray toward face or toward another person.
6. Use proper mixing ratio.
7. If cleaning compounds produce fumes, use only in well ventilated area.
8. Mix only those chemicals together for which specific instructions have been written, to avoid making a dangerous combination.
9. Wash promptly if any chemical comes in contact with skin.
10. Use eye wash at eye wash station if and when necessary.
11. Use heavy rubber gloves when necessary.
12. Use heavy leather (or other appropriate) gloves when handling trash.

JOB HAZARD: Cuts (Knives, China, Glassware)

1. Use care in handling.
2. Use broom and dustpan to clean up broken dishes/glass.
3. Keep knives in proper storage place, i.e. special rack/drawer.
4. Do not put knives or other sharp objects in sinks.
5. When knife is in use, point away from body.
6. If knife falls, do not try to catch it; let the knife fall to the floor.
7. Pick up knives by handle only.
8. Pay special attention to work when using knives – do not daydream.
9. If a knife, plastic wrap or foil box falls, don't try to catch it – get out of the way.
10. Chipped glasses or china should be discarded.
11. Do not mix glass or china articles with pots in sink.
12. In the event of breakage in sinks, remove large pieces carefully by hand; allow remaining pieces to collect in the screen, then remove, empty and replace screen.

JOB HAZARD: Burns

Use only dry towels, mitts, or pot holders when handling hot utensils.
Remove pot and pan covers slowly and tilt cover sideways to allow steam to escape
in a direction away from hands or face.

Turn handles of cooking utensils away from edge of stove; always regard stove as hot.

When removing heavy containers from stove/oven, always ask for assistance.

When drawing hot beverages, the spigot should be turned slowly to avoid splashing.

When placing food in hot grease, do not drop food but let food slide in gently, to prevent hot grease from splashing.

Avoid overfilling containers with hot liquids or foods.

JOB HAZARD: Electrical Equipment Used in Food Preparation

1. Never use any machine unless trained in its use.
2. All electrical appliance switches should be in the OFF position before being plugged into an outlet.
3. Use safety devices as provided on the equipment.
4. Report any malfunctions immediately.
5. Operate electrical equipment according to manufacturer's instruction.
6. Turn switch to OFF and unplug before adjusting or cleaning machine.
7. Keep fingers, hands, knives, spoons, etc. away from moving parts.
8. Do not remove food until moving parts are still.
9. Do not stand on wet floor when operating electrical equipment.
10. Take particular care when cleaning slicing machines:
 - a. Disconnect machine.
 - b. Turn gauge to zero.
 - c. Do not touch cutting edge.
 - d. Clean blade from center out.
11. Never wear pins or jewelry that might drop into food or into machine, or cause scratches.
12. Do not wear loose sleeves, sashes, ties, etc. when working with grinders, mixers, etc.
13. Do not allow fluids to overflow or seep into electric motor housing.
14. Remember that electric motor housing can become hot to the touch when machine is operated for long periods of time or allowed to overheat.
15. Garbage disposal: Do not place bones, utensils of any solid objects inside disposal.
16. Check garbage disposal for any broken dishes, bones, etc. before turning machine on. Be careful! Do not reach into disposal with fingers!

JOB HAZARD: Mowers

1. Keep gasoline in approved safety cans and keep them properly labeled.
2. Pick up rocks, wire, etc. before mowing and watch for other obstacles.
3. Ensure that all safety equipment is properly installed on the mower.
4. Do not leave mowers running unattended.
5. Do not operate any equipment without proper instruction and training.
6. Fill tanks on mowers in well-ventilated areas and do not smoke during the process.
7. Wear proper eye protection when mowing, edging or weed eating.
8. Keep hands and feet from under the machine.

9. Attempt no repairs or clearing of jams on mowing machines without cutting the machine off and insuring that the unit cannot accidentally start.

JOB HAZARD: Hand and Power Tools

1. Keep cutting tools sharp and cut away from yourself.
2. Use the right tool for the job.
3. Inspect tools prior to use and report faulty tools to supervisor for disposal.
4. Use proper eye protection.
5. Keep sharp tools such as screwdrivers out of your pockets.
6. Ensure that electrical tools are properly grounded.
7. Adequately secure all objects being cut or drilled.
8. Disconnect power during any repair operations.
9. Ensure all blade guards and safety attachments are in place and functioning properly.
10. Do not use any equipment you have not been cleared to use.
11. Ensure that electrical cords are run so as not to contact the cutting edge, rotating portions of the unit, or positioned so they can cause the operator to trip over the cord while using the unit.
12. Stay out of the line of flight of materials being cut, welded, or drilled, should the materials become dislodged.

Safety Rules for Custodial Personnel

1. Use caution signs when floors are wet.
2. Be familiar with and follow the established evacuation program, lifting, and storage procedures.
3. Get proper training and instruction on equipment, such as the buffing machine, prior to use.
4. Do not overload electrical circuits.
5. Use care in handling crates, broken glass, etc. and dispose in proper containers.
6. Do not block exit doors.
7. Do not store flammables and combustibles in mechanical or boiler rooms.
8. Make use of provided lifting aids when moving heavy items.

Safety Rules for Food Servers

1. Avoid overloading trays. Carefully place the dishes and containers of food upon trays so they will not slip or spill when trays are carried or moved.
2. Protect food from foreign substances. If you break an article near open food containers, immediately report this to the supervisor so that the food can be removed from service.
3. Observe IN and OUT door signs. Do not go through the wrong door.
4. When clearing, do not overload dish carts. Make sure you can see where you are going. Be careful when going through doorways or around corners.
5. Throw away any chipped glasses or dishes.
6. Store dish racks properly.
7. Avoid straining. Do not lift large stacks of dishes or metal plates or trays.
8. Do not leave chairs in aisles or passageways.
Chairs and tables with broken parts, splinters, tough edges, etc. should be reported to your supervisor.
9. Never stand on a chair or table.

Safety Rules for Academic Staff

1. Be aware of your workspace.
2. Do not block Exits or aisles.

3. Keep Clean Path to Circuit breaker boxes / switches.
4. Do not use over load electrical circuits.
5. Do not use extension cords as a replacement for permanent wiring.
6. Do not bring elements from home.
7. Use stools or ladders to climb, not furniture.
8. Do write up defect in equipment.
9. Report facility defects (doors, lights, plugs).

GENERAL INSPECTION PROCEDURES

Principal/Assistant_____ **Supervisor:** _____

Teacher: _____ **Director:** _____

Management should make the necessary daily, regular, and periodic safety inspections of the operations, materials and equipment. The following will aid in the inspections.

MEANS OF ENTERING AND EXITING, GENERAL. Inspect facilities to determine that adequate means of exits are provided for the hazard contents of each building. Establish that exit signs are adequate, properly illuminated and free from obstruction; that fire protection systems and alarms are provided and operable where applicable; that aisles, doorways, stairs or other means of egress are free of obstruction(s).

WALKING/WORKING SURFACES. Visually inspect all walking and working surfaces for obstructions, defects, slippery surfaces and debris; unguarded floor, wall, and stairway openings, platforms and scaffolding. Determine adequacy of handrail, barricades, toe boards and stair treads. Inspect fixed and portable ladders for defects. Verify ladders, stairways, and scaffolding are constructed to conform to established standards.

HAZARDOUS MATERIALS. Visually inspect hazardous material storerooms and areas where hazardous materials are utilized to determine if the materials are properly identified and if non-compatible materials, solvents, chemicals and gases are properly stored and used. Determine if flammable solvents are contained and used in safety containers and the existence of safety showers, eyewash fountains, fire suppression equipment, exits, exhaust systems, and adequate ventilation and lighting in storage and work areas where hazardous materials are employed. Ensure that large containers of hazardous chemicals are not stored on the top shelves of storage racks and that bulk storage facilities are equipped with emergency containment reservoirs. Inspect for chemical, solvent, fuel or oil spills. Determine if adequate safeguards exist and are in use where toxic chemicals are employed.

GENERAL ENVIRONMENTAL CONTROLS. Inspect facilities to determine that adequate housekeeping is maintained in all areas; toilet facilities are available and maintained in sanitary conditions; and waste containers and water supply are provided. Determine that change rooms are available where necessary, eating facilities are adequate and not located in or near toilet areas. Check on insect and rodent control. Ascertain that color codes are in use marking physical hazards, fire equipment, electrical, etc. Ensure that accident prevention signs are in use for dangerous areas, radiation and lock out systems etc.

MEDICAL AND FIRST AID. Inspect to determine that adequate medical facilities are available. In the absence of same, determine that sufficient personnel are trained in first aid procedures and that approved first aid supplies are available, and a physician or medical facility is available in a reasonable distance from the area.

EMPLOYEE SAFETY CHECKLIST

New Employee: _____ **When Hired** _____

Name of Employee: _____

Date: _____ **Department:** _____

Employees will receive a safety orientation. After each employee is familiar with and understands the sections that pertain to his/her workplace, he/she is to initial each of the following boxes.

1. General safety policy and program	
2. Proper body mechanic procedures	
3. Safety rules – general	
4. Safety rules – specific to job	
5. Employee counseling (discipline for safety policy violation)	
6. Fire prevention, location of fire fighting equipment, location of exits	
7. Proper personal attire and required personal protective gear	

On _____, I reviewed the above checked items relating to the safety rules and safe work procedures for _____.

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

TO BE RETURNED TO THE SUPERVISOR, FACILITY DIRECTOR AND/OR ADMINISTRATOR WITHIN TEN (10) WORKING DAYS FROM THE DATE OF ORIENTATION.

TEACHERS SAFETY CHECKLIST

Semester Report

Date: _____

Location: _____

Name: _____

This form will be completed by all teachers.

SAFETY ITEM	YES/NO	FOLLOW-UP	DATE
Teacher is aware of nearest fire extinguisher location.			
Area is free of litter, dust, etc.			
No evidence of insect/rodent infestations.			
Equipment & supplies are properly stored .			
Fire doors in proper working order.			
Electrical appliances have proper plug. No excess plugs per receptacle.			
Absence of "trip" hazards.			

Protective gear such as goggles, gloves, back support belts, etc. are used when needed to perform certain projects that are job related .			
Material safety data sheets are on file in various			
Employee areas.			
Flammable materials stored properly.			
Fire exit corridors free of obstructions.			
Adequate lighting in work areas.			
Ambient room temperature within acceptable limits.			
No personal chemicals from an outside source in classroom			
No equipment/structure needs repair.			

COMMENTS:

SAFETY CHECKLIST- FACILITIES MONTHLY REPORT

DATE _____ **By:** _____

	YES/ NO	COMMENTS
1. Only 3 wire cords &/or extensions used throughout premises (ground wire)?		
2. Emergency electric power generators tested, ready to use?		
3. Adequate clearances maintained around the electrical control panel?		
4. Have employees been instructed on proper lifting and handling techniques?		
5. Do employees exercise safe work habits?		
6. Are work areas clean, orderly and safely arranged?		
7. Adequate aisles maintained throughout work area?		
8. All hand tools in good repair, properly stored?		
9. All electric and gasoline powered equipment maintained?		
10. Point of operation guards provided and used?		
11. Eye protection provided and used where required?		
12. Are elevated platforms, step-ladders, extension ladders well constructed and in good repair?		
13. All ladders provided with non-slip base?		
14. Work areas isolated or barricaded to prevent outside interference?		
15. Electrical switch lockouts used when making repairs on machinery?		
16. Lighting adequate in all work areas?		
17. Are warning signs or barricades placed when work creates a hazard to others?		
18. Are loose tools and materials located so tripping hazards are not created?		

19. Are all ropes, cables, chains, etc. adequate for the job?		
20. Are all ropes, cables, chains inspected for condition?		
21. Are safe methods used when replacing burned out lights and tubes?		
22. Are explosion or vapor-proof lights and switches installed where needed?		
23. Electrical installations, maintenance and repairs made by a qualified technician?		
24. Safe fusing of all electric circuits?		
25. Safe collection, storage and disposition of all waste combustible materials?		
26. Are flammable liquids safely stored in safety cans, in minimum amounts?		
27. Gas cylinders kept clear of heat sources (steam pipes, radiators, direct sunlight)?		
28. Boiler Room physically separated by fire wall?		
29. Proper stack clearance to combustible materials?		
30. Kitchen stove exhaust system free of grease and lint?		
31. Filters and ducts on regular cleaning schedule?		
32. Are fire extinguishers of proper size and type for location?		
33. Are fire extinguishers inspected, tagged and recharged if necessary?		
34. Fire alarm systems operative and frequently tested?		
35. Are fire exits plainly marked and kept clean?		
36. Fire doors correctly hung, fused and operative?		
37. Access to entire building open at all times for fire equipment?		
38. Are fire hydrants protected and accessible?		
39. Are fire emergency instructions posted?		
40. Are protective devices and equipment used?		
41. Do employees participate in supporting the safety program?		

NOTES & CORRECTIVE ACTIONS: _____

DEPARTMENTAL SAFETY CHECK LIST – CAFETERIA

Monthly Report

DATE: _____ **BY:** _____

	PROBLEM	DATE CORRECTED
Have employees been instructed on proper lifting and handling techniques?		
Do employees exercise safe work habits?		
Are floor surfaces clean and free of cracks or holes?		
Are aisles adequate for movement of personnel and materials?		
Are all machines securely anchored and properly guarded?		
Is care used when cleaning sharp tools?		
Are sharp tools correctly handled and safely stored?		
Are utensils easily accessible?		
Is there adequate lighting in all work and storage areas?		
Are work tables substantial and of sufficient size?		
Are extension cords or temporary wiring used?		
Are electric motors clean, lint free, and well ventilated?		
Are bulk storage areas clean, orderly and well arranged?		
Are loading docks, ramps or stairways in good repair?		
Are hand trucks and dollies properly used, maintained and stored?		
Is refrigeration equipment on preventive maintenance?		
Is there adequate venting of all cooking units?		
Are vent hoods equipped with filters?		
Are hoods, filters and vent ducts clean?		
Are grease traps cleaned with satisfactory waste grease disposal?		
Are employees instructed in proper use of pressurized cookers?		
Are there separate waste receptacles for garbage, trash and glass?		
Are food service carts in good working order, easily removed?		
Is food storage adequate to control contamination?		
Are dairy items kept under proper refrigeration?		
Is china, glassware and silverware properly washed and disinfected?		
Are there adequate properly sized fire extinguishers?		
Are employees trained in use of fire extinguisher?		
Is employee cleanliness stressed?		
Are hairnets or equivalent protection used?		
Do employees report unsafe conditions to their supervisor		

COMMENTS:

DEPARTMENTAL SAFETY CHECK LIST TRANSPORTATION

Monthly Report

Date: _____

Name _____

	Yes/No
Do employees exercise safe work habits?	
Are all tools properly stored?	
Are electric tools properly grounded?	
Are electric cords, extensions, plugs and switches in good condition?	
Are ladders, stools or elevated platforms solid and equipped with safety feet?	
Are proper tools available for various jobs?	
Are poisons, acids, etc. handled and stored safely?	
Are materials handled to prevent breakage, spillage or tripping hazard?	
Are tools and carts placed to prevent interference?	
Are powder or liquid spillages wiped up immediately?	
Adequate instructions given on work to be done with adequate time for safe performance?	
Are employees trained and instructed to recognize and report all unsafe conditions, acts and fire hazards?	
Are all flammable liquids kept in approved containers?	
Is adequate ventilation and illumination provided?	
Is waste kept in non-flammable containers?	
Are electrical tools disconnected when not in use?	
Is equipment room clean and orderly?	
Are paper and other flammables promptly disposed of?	
Are fire extinguishers of proper size, type, inspected, tagged, and charged?	
Are fire emergency instructions posted?	

COMMENTS/CORRECTIVE ACTIONS:

CUSTODIAL INSPECTION

MONTHLY REPORT

DATE _____

NAME _____

Is all equipment in operating condition?	Yes/No	Comments
Are all chemical containers labeled? ie. Spray bottles, gallon jugs.		
Are janitorial closets neat and orderly?		
Are all bathroom facilities clean?		
Are all bathroom fixtures in working order?		
Are circuit breaker boxes/transformers free of obstruction?		
Are all flammable products kept in approved storage containers?		
Do any hard floors require repair?		
Do carpets have tears or ripples?		
Are all exits clear and unobstructed?		
Are all walking surfaces clean and free of obstruction?		
Are all exit lights operational?		
Are all doors and their hardware operating correctly?		
Is all electrical equipment properly grounded?		
Are all fire extinguishers charged and have a current inspection?		

(NEAR-MISS ACCIDENT)

Reported to:_____

Reported by:_____

Date of Incident:_____ **Time:**_____

Place incident occurred:_____

Persons involved:_____

Description of incident:_____

Recommendations:_____

Copies of report forwarded to: _____

Signature:_____

Date of Report:_____

RULES - POLICIES - PROCEDURES

Rules, Policies, Procedures

Reference Guides

Emergency Evacuation Plan

Located at individual campuses/departments.

Hazard Communications Plan

Head Custodians have this information with the (MSDS) Material Safety Data Sheets.

Workplace Violence Prevention Plan

Included in the Crisis Management Manual.

Motor Fleet Safety Plan

Located at the Transportation Department.

Asbestos Abatement Plan

Located at the Purchasing Department.

Crisis Management Plan

Crisis Management Manual

**Additional rules, policies and procedures can be accessed at the Pleasanton
ISD**

web site: www/pisd.us