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INTRODUCTION/OVERVIEW

Did you know that maintaining a safe work environment for employees could have a positive effect on operating cost? When you minimize accident exposure, you maximize operating efficiency and decrease operating costs.

An effective Accident Prevention Plan can benefit our fund balance. First, a low injury record will reduce the cost of insurance coverage. Second, every employee workplace accident results in both direct and indirect costs and the indirect cost of accidents can have the greatest impact on our fund balance.

Direct costs, such as compensation benefits and medical payments are fairly obvious. Indirect costs are, to some extent, hidden. They include:

- Direct time loss – time lost by those injured as well as other employees and supervisors.
- Indirect time loss - time lost hiring and training new or substitute employees, preparing reports, or attending hearings.

An effective Accident Prevention Plan can substantially reduce these indirect and uninsured costs.

PROGRAM COMPONENTS

Seven component guidelines are provided covering administration, accident investigation, safety training, inspections, safety analysis, record keeping, and program review. Sample forms are provided for each subject.

GOALS AND OBJECTIVES

GOALS

An effective Accident Prevention Plan will achieve the following goals:

- Effective involvement of each and every employee of the district.
- Elimination of hazards (current and potential) that expose or create risk of any nature.
- A reduction of all work related accidents resulting in injury or illness to any employee or other person associated with the district.
- An increase awareness of the overall safe operation of all facilities.
- An increase in employee morale from knowing their work environment is maintained as free as possible from any and all recognized hazards.
OBJECTIVES

- Implementation of an effective Accident Prevention Plan.
- Commitment for ongoing support from each and every level of Administration and personnel.
- Assigned responsibilities and accountabilities for the safety program.
- Allocation of adequate resources to the safety program.
- Establish lines of communication involving Administration and employees at all levels for safety and health concerns.
- Effective records and documentation maintenance and review.
- Completion of comprehensive surveys and periodic self-inspections.
- Establishment of effective measures for hazard identification, correction and control.
- Implementation of effective orientation and training programs.
- Initiation of regular program review and revision procedures.

The goals will be realized only if the objectives are carried out without hesitation or interruption, and every employee becomes interested in the safety program and its success.
ADMINISTRATION POLICY STATEMENT

The Trustees and Administrators of Canutillo Independent School District are committed to providing a safe and healthful work environment for all our employees, students, and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operations.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we provide educational services.

We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of a safety and health program is contingent and dependent upon support from not only the executive level of Administration but also from involvement of all employees of the district.

The Superintendent of the district is committed to allocating and providing all the resources needed to promote and effectively implement the Accident Prevention Plan.

The district will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health.

The district will comply with all federal, state, and local safety and health regulations.

Administration and staff will set an example of commitment to safety and health at this district.

This policy applies to all employees and persons affected or associated in any way by the scope of this district.

Damon Murphy
Superintendent
(official signature on original document)
AUTHORITY AND ACCOUNTABILITY
The Superintendent of Canutillo Independent School District accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program.

The Superintendent is responsible and will be held accountable for the overall implementation of the working plan. The Superintendent has the authority to delegate any or all portions of the plan to subordinates, but will be held responsible for the performance of the plan. The immediate supervisor (Principals, supervisors, etc.) also have authority to approve or carry out actions against those who violate policies, procedures, or rules.

The immediate supervisor is responsible and will be held accountable to ensure that all employees under his/her control follow all safety and health policies, procedures, and rules established by the district. The immediate supervisor is also responsible for administering training and guidance to employees under their direction. The immediate supervisor has the authority to reprimand and recommend disciplinary actions against employees who violate the safety and health policies of the district.

Employees are responsible and will be held accountable for providing this district with a commitment to the safety and health program, abiding by the policies, procedures, and rules set forth by the program and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

Contractors who provide or perform services for this district, at any location, are responsible to ensure that each of the contractor’s employee’s actions and services delivered are in a manner consistent with our commitment to safety and health. The Accident Prevention Plan will be made available to all contractors for review.

EMPLOYEE COMMITMENT AND RESPONSIBILITIES

We recognize the success of any district-wide endeavor is ultimately dependent upon the entire workforce. This district recognizes the value of employee involvement to assist us in realizing the goals we have set for ourselves.

The Superintendent aggressively solicits from all employees’ assistance for and commitment to, the implementing of the Accident Prevention Plan.

All employees are encouraged and expected to become involved in all aspects of implementing the Accident Prevention Plan.

All employees are expected to follow established avenues to solicit and provide comments, information, and assistance where safety and health is concerned.
All employees are expected to perform their job duties in a manner that is safe for themselves, as well as those around them.

All employees are required to abide by all safety and health policies, procedures, and rules established by this district.

All employees of this district will adhere to the safety and health regulations established by federal, state, and local agencies.

All employees are expected and required to adhere to the safety and health program of this district. This is not optional! Your continued employment with Canutillo Independent School District is contingent upon you recognizing and abiding by the safety and health policies, procedures, and rules established by the district.

EMPLOYEE INVOLVEMENT

Administration encourages employee involvement in the implementation process for the ongoing safety and health program of this district. We solicit this involvement by giving each employee an opportunity to participate and be responsible for implementation of the safety program for his or her respective areas.

REPORTING OF HAZARDS AND UNSAFE CONDITIONS

As a condition and requirement of employment, all employees are required to report hazards and unsafe conditions in the workplace to their supervisor. Each employee will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does exist, immediate attention for correction or interim protective measures will be taken. Regardless of whether or not a hazard is identified, the reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazard existed. If practical, this information will be shared with all employees of the district.

SAFETY AND HEALTH DOCUMENTATION

All reports of hazards, corrective measures and/or action taken will be documented and recorded. This documentation will be reviewed by the Risk Management Specialist. Pertinent information will be made for employee review.

CAMPUS/DEPARTMENTAL SAFETY MEETINGS

The campus/departmental safety committee will ensure that all employees meet on a regular basis, at least monthly, to discuss and review safety and health issues or concerns and increase employee awareness of the safety and health program. Regular meetings will keep the program active in the mind of the employees, and offer an avenue for employees to voice concerns regarding workplace safety and health. Attendance records will be kept on file to include date and time of the meeting.
DISCIPLINARY POLICY

Canutillo Independent School District has developed a disciplinary policy that applies to the safety and health program of this district. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. **The disciplinary policy applies to all employees of this district.**

The district shall strictly enforce the Alcohol and Controlled Substance Policy within the legal limits of the policy and the federal, state and local laws governing such infringements.

VERBAL WARNINGS

Immediate supervisor may issue verbal warning to employees who commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

WRITTEN WARNINGS

Immediate supervisor may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could potentially result in injury to them or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

DISCIPLINARY LEAVE

Immediate supervisor, with the concurrence of Administrator, may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations, non-conformance to safety rules or procedures.

TERMINATION

Immediate supervisor, with the concurrence of Administrator, may recommend the termination of any employee for repeated serious violations of the above circumstances.

DOCUMENTATION

The Immediate Supervisor will establish employee files. Violations of district rules or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that he or she understands the seriousness of the violation. Failure to sign may result in further disciplinary action.
ACCIDENT AND HAZARD INVESTIGATION COMPONENT
The Administration is committed to correcting or controlling, in a timely manner, all hazards identified.

HAZARD CORRECTION
Whenever possible and feasible, all hazards identified at facilities will be corrected, by the responsible department, eliminating the cause of the hazard at its source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace.
- Discontinuation from use or removal of defective equipment until replaced or repaired.
- Correction of any unsafe acts or conditions in existence, by in-service or individual training.

HAZARD CONTROL
When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include, but not limited to, the following:

- Isolation of employee exposure to the hazard.
- Guarding or displacement of employee exposure to the hazard.
- Preventive maintenance or replacement of machinery and equipment.

Administrative procedures will include, but not be limited to, the following:

- Written programs to establish administrative guidelines for safe work practices.
- Established and implemented work rules and procedures.

Work practices will include, but not be limited to, the following:

- Careful planning and performance of each assigned job, duty, or task.
- Reduction in duration of exposure to hazards.
- Adherence to safety and health rules and procedures.

Personal protective equipment will be the control of last resort when all other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed of the requirements, use, care, and limitations of the equipment.

ACCIDENT INVESTIGATION AND REPORTING
The immediate supervisor will investigate all work related accidents and near miss incidents involving employees or district properties in order to develop preventive measures and implement corrective actions.
EMPLOYEE REPORTING
All employees and staff are required to report any of the following to their immediate supervisor:

- Accidents with injury or illness of any magnitude including first aid related cases.
- Accidents resulting in property or equipment damage of any magnitude.
- Any near miss incidents that could potentially have resulted in injury, illness or property damage.

EMPLOYER REPORTING
The Risk Management & Safety Coordinator will report the following accidents to local, state and federal agencies as required.

- For DWC: Fatalities and accidents involving hospitalization of five (5) or more people will be reported within 24 hours.
- All serious accidents requiring hospitalization necessitate the immediate faxing of the First Report of Injury to Canutillo Independent School District Risk Management.

ACCIDENT INVESTIGATION
Immediate supervisor will be responsible for conducting investigations of accidents that occur in their areas or that affect employees under their supervision. Upon notification of an accident or near miss incident, the responsible Immediate Supervisor will begin investigative proceedings to determine the following:

- How the accident or incident occurred.
- Special circumstances involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures and controls.
- Follow-up of corrective actions and who will perform them.

Accidents and incidents involving situations where multiple supervisors are affected, (such as an employee of one department injured in another), will be investigated jointly. The immediate supervisor of the area where the incident occurred will be in charge of, and held accountable for, the investigation.
DOCUMENTATION
All activities and findings of the investigators will be documented and recorded for review. Accident investigation documentation will record as a minimum, the following information (required for injury records per DWC Rule 120.1):

- Date and time of occurrence.
- Name of person(s) involved, job title(s), and area assigned.
- Date of birth, sex, wage, length of service and social security number.
- Location of occurrence.
- Nature of severity of injury or illness.
- Name of person(s) conducting the investigation.
- Name of immediate supervisor of employee.
- Job assignment or duties being performed at time of accident.
- Special circumstances.
- Details of how the accident occurred.
- Injury sustained and part of body affected.
- Description of any equipment affected or involved.
- Names and comments of witnesses.
- Direct cause.
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements).
- Corrective action implemented or preventive measures taken (including safety and health program adjustments).

SAFETY AND HEALTH TRAINING COMPONENT
The Canutillo Independent School District is committed to providing safety and health related orientation training to all employees at all levels of the district. The Risk Management Specialist will develop, implement, and maintain an aggressive safety and health orientation and training program. The program’s purpose is to educate and familiarize employees with safety and health procedures, rules, and work practices of the facility. All ongoing training will be conducted on a quarterly/monthly basis. The Administration of this district will encourage and require involvement and participation of all administrators, supervisors, and employees. Furthermore, the Board of Trustees and the district’s Superintendent will support the orientation and training program with allocations in funding, staff, resources, and time to develop and implement this program. Employees will be notified if any changes are made to the training program.

- Emergency procedures
- Personal protective equipment.
- Hazardous chemicals and materials.
- Specific equipment operation training.
- Employee reporting requirements.
- Accident investigation (supervisors and other designated personnel).
- Confined space entry.
TRAINING PROGRAM DEVELOPMENT

The training subjects and materials are developed using industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by governmental regulations. The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area.
- Hazards of the job or task assignment.
- Emergency procedures
- Personal protective equipment.
- Hazardous chemicals and materials.
- Specific equipment operation training.
- Employee reporting requirements.
- Accident investigation (supervisors and other designated personnel).
- Confined space entry.
- Any required training not included or addressed above.

The training program shall be administered in two phases consisting of the following:

- New or reassigned employee orientation, and
- Regular periodic training and refresher sections.

Aside from the formal safety and health related training classes, employees will receive guidance and instruction on safe operating procedures involved in each assigned job or task.

ORIENTATION

The orientation training will be administered to all new employees by Risk Management Specialist prior to initial work assignment and to employees assigned to new or different tasks or jobs. The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be given a tour of the district’s facility by respective supervisor and an opportunity to ask questions in order to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the immediate supervisor that the new employee has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties.

ONGOING TRAINING

All employees are required to participate and become involved in the ongoing safety and health-training program. Ongoing training will be conducted on a monthly or quarterly basis during the month(s) of September through August. This training will be conducted by District training personnel or their insurance carrier safety professional. The frequency, and repetitiveness, will be determined by training assessments and audits to be performed by Canutillo Independent School District and will be at intervals that ensure demonstration of adequate training. The assessments and audits will, for the most part, be informal questions and observation of employees and work areas. At some point a more formal survey, such as a written examination, may be required. At no time will an employee be approved to work at interval greater than 12 months without retraining. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. The Superintendent has the authority to assess training effectiveness and is responsible for enforcing implementation of criteria for all training.
DOCUMENTATION
Any and all safety and health related training administered or provided by Canutillo Independent School District will be documented with the following minimum information:

- Date of training session.
- Provider (name of person conducting training and affiliation).
- Legible name of attendee (s) and supplemental identification if needed or required.
- Signature or acknowledgement of attendance.

All training records and documentation will become a permanent part of the master record used to determine participation of all employees.

ANALYSIS COMPONENT
The District’s Safety Committee will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a quarterly basis during the month (s) of September through August and will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, or property damage.

The immediate supervisor will provide information and recommendations for corrective measures for trends developing in their areas.

Employees will be made aware of developing trends and hazardous exposures as they are recognized.

Trends of accidents and hazard recurrences will be the focal point for corrective action and employee training as needed.

Corrective measures will be followed by the immediate supervisor of each campus and district facility until the causal factor has been eliminated or controlled.
SAFETY AND HEALTH SELF-INSPECTIONS
The Canutillo Independent School District has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will employ multiple resources to ensure effectiveness.

The immediate supervisor at each location of operation will conduct quarterly in-house safety and health self-inspections, which will cover the entire facility and equipment.

All inspections will be conducted on an ongoing yearly basis during the month of October with a follow-up in February without interruption. Administration will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain an inspection checklist specific to the operation. The list will be developed using a general inspection checklist, and will be evaluated and updated with hazards that are identified during the inspection and with other pertinent data as it is acquired. The contents of this check list will be reviewed regularly to ensure that it is current and updated. The checklist will become a part of the permanent record of the inspection and will serve as confirmation of the audit. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and record keeping.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage and informed of measures or steps that will be taken to eliminate, correct, or control the hazard.

The Superintendent designee will review the inspection checklists and any other established documentation to ensure that a timely course of corrective action has been established for eliminating each deficiency.

Reports generated, by the Superintendent or delegated representative, as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards identified and recommendations for their removal will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken. These reports and all associated documentation will be maintained for record and periodic review. Members of Administration who receive these reports will ensure that corrective actions are taken.

Checklists will be developed with the assistance of professionals providing comprehensive surveys (Third Party Administrators' Loss Control and Safety Representatives, local fire inspectors, DWC, etc.)

RECORDKEEPING COMPONENT
Canutillo Independent School District believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective record keeping program. The record keeping element is also essential in tracking the performance of duties and responsibilities under the program. This district is committed to implementing and maintaining an active up to date record keeping program. All documentation will be kept for a minimum of five years, or as required by state and federal regulations including accident investigation reports. Individual training records will be maintained for the current year plus five more.
INJURY AND ILLNESS DATA
The Canutillo Independent School District will maintain records of all work-related injuries or illnesses and attendant investigation reports of our associates or employees.

The following records are applicable to work related injuries and illnesses.
- Division of Workers’ Compensation for DWC-1, Employer’s First Report Injury.
- Record of first aid or other incidents, which are not required to be reported by law.
- Accident investigation reports.

SAFETY AND HEALTH SURVEYS AND INSPECTIONS PROGRAMS
The Canutillo Independent School District will maintain and review records of all safety audits and inspections that are conducted within or that affect the district, our employees, or facilities.

Applicable forms and records:
- Comprehensive survey reports and records of action taken.
- Checklists of self-inspections and record of action taken.

SAFETY OR OTHER RELATED MEETINGS
The Human Resource Division will maintain accurate records of all meetings associated with the safety and health program of this district including minutes and other records and data resulting from safety meetings or other gatherings in which discussion occur that affect the safety and health program.

Records will be kept of all proceedings and appropriate administration or other designated staff actions affecting the safety and health program. These records will include the name of the recorder, date, a list of attendees, details of the topics discussed and action or corrective measures suggested, recommended or taken. The purpose of these records is to ensure that decisions affecting the safety and health program of this district are, implemented and results are documented.

A recorder, responsible for keeping minutes or records at each meeting, will be designated. During each subsequent meeting, the record of minutes of the previous meeting will be reviewed, discussed, resolved, and the document closed with an authorized signature.

TRAINING RECORDS
The Canutillo Independent School District will maintain records of all safety and health related training.

All safety and health related training provided to employees of this district will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

ACCIDENT INVESTIGATION
The Canutillo Independent School District will ensure proper records and documentation of all accident and incident investigation activities are maintained.

Applicable forms and records:
- Accident investigation forms and supporting data including photographs.
- Records of corrective action or preventive measures implemented.
EQUIPMENT INSPECTION AND MAINTENANCE
The Canutillo Independent School District will maintain records and data pertaining to equipment inspection and maintenance programs of the district.

Applicable forms and records:
- Routine inspection and maintenance records.
- Documentation of services performed by contract agreement.
- Documentation of repair and replacement of parts or equipment.

Accurate records will be maintained involving all routine inspection and maintenance procedures performed on equipment within the District. This documentation will be periodically reviewed by those responsible for maintaining equipment and facilities. The documentation will be employed to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

PERIODIC REVIEW AND REVISION OF COMPONENTS
The Canutillo Independent School District’s Safety Committee or other designated representative will on an annual basis, review and revise the components of the Accident Prevention Plan for effectiveness and relevancy. Special attention will be devoted to areas and criteria that demonstrate failure in a program component, as well as any changes relative to the introduction of new procedures, processes, or equipment.

Corrective measures will be done as needed, by the Superintendent or her designated representative, to reemphasize or restructure the Accident Prevention Plan in order for the plan to perform at its optimum effectiveness.

The Superintendent will solicit information from area supervisors and employees to determine the effectiveness of each program component, and for assistance in developing adjustments and corrections.
DISTRICT’S ACTION PLAN FOR ACCIDENT PREVENTION

DISTRICT'S SAFETY GUIDELINES

GENERAL SAFETY

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. Further, it is the responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his / her supervision. It is the supervisor’s responsibility to train these employees to enable them to work safely and efficiently.

General Safety Rules
The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures must be followed:
   a. Stand properly when lifting.
   b. Bend your knees and bring your body up with the load.
   c. Keep the load close to your body and keep your back straight.
   d. Get help for heavy loads.
   e. Take care when lifting. Lift properly and stay within your limitations.
2. Only qualified, designated employees should work on electrical wiring and equipment.
3. Horseplay or practical jokes will not be tolerated.
4. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
5. Each employee should know the location of fire extinguishers in their work area.
6. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.
7. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
8. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
9. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
10. Smoking will not be allowed at any facility.
11. Clean up slip hazards immediately.
12. Use caution when opening doors which serve two-way pedestrian traffic.
13. Use a stepladder or a step stool for high reaching.
14. Aisles and stairways are to be kept free and clear of boxes and tripping hazards.
15. While in a district vehicle, where provided by the manufacturer, seat belts are required to be worn at all times.
16. Obtain operating instructions for all equipment before attempting to operate any machinery with which you are not familiar; read operating instructions carefully.
17. After use put all tools/or equipment back in their proper place.
18. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord.
19. Use handrails when using the stairways.
20. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.

USE COMMON SENSE AT ALL TIMES. IF YOU ARE UNSURE OR IN DOUBT ABOUT SOMETHING, ASK your Supervisor!

FIRE EXTINGUISHERS

Portable fire extinguishers must be maintained in fully charged and operable condition and kept in their designated places at all times when not being used.

Extinguishers must be conspicuously located where they will be readily accessible and immediately available in the event of fire. They must be placed along the normal routes of traffic.

If extinguishers for different classes of fire are grouped, each extinguisher must be plainly marked for its proper use.

Each facility is responsible for the inspection, maintenance and testing of all fire extinguishers on school premises.

Fire extinguishers must be inspected monthly to determine that:
   1. Each extinguisher is where it belongs.
   2. No extinguisher has been used or tampered with.
   3. No extinguisher has been damaged, has corroded or otherwise impaired.

At least yearly and when inspections reveal defects, extinguishers must be recharged, repaired or replaced as needed. When extinguishers are removed from the premises, for recharging, they must be replaced with substitute units.

Durable tags must be attached to each extinguisher to identify maintenance and recharging dates and the person(s) who performed the maintenance on the extinguisher.
DISTRICT'S SAFETY GUIDELINES

TRAFFIC SAFETY STRATEGIES

School Bus Route Plan
A school bus route plan is developed for each school area for the purpose of providing protection at a minimum cost. The school bus route plan consists of selected routes designated to minimize the potential risks for children when going to and from school. The transportation supervisor is responsible for route planning.

Children must be instructed to take advantage of the existing sidewalks, adequate musters, and existing traffic controls. A continuous educational program in the schools must be conducted to inform the children of the existing school route plan.

Pavement Marking
School crosswalk markings shall be used for school crossing protection. Such pavement markings indicate to motorists where heavy pedestrian movement can be anticipated.

Employees must be instructed to cross streets only as provided by the appropriate markings in order that the employee set proper examples for all students.

Students must regularly be instructed to cross streets only as indicated by the appropriate pavement markings.

School Zone Speed Limits
Appropriate speed limits for all school zones are established according to state and local laws. The superintendent and/or Executive Director of Facilities & Transportation must (in cooperation with the local law enforcement officer and local traffic engineers if available) assure that all school zones are adequately identified with the appropriate signs and, where possible, flashing caution lights.
DISTRICT’S SAFETY GUIDELINES
FIRE SAFETY

Fire safety is a term that generally embraces all measures relating to the safeguarding of human life and the preservation of property in the prevention, detection, and extinguishing of fires. Fire prevention must not be considered synonymous with fire protection; instead, it is a term to indicate measures directed toward avoiding the inception of fire.

The prevention and the reduction of fire and casualty losses depend on five fundamental principals:

a. Prevention of personal injuries from fire or panic.

b. Fire protection engineering.

c. Quarterly periodic inspections.

d. Early detection and extinguishment

e. Damage control - limiting the damage resulting from fire and fire extinguishment.

(*See fire extinguisher section)

Fire/Evacuation Drill Requirements

Quantity and frequency of drills required: All school shall conduct a fire drill monthly.

Conducting fire drills: Every fire drill shall be an exercise in school administration for the principal and teachers, with the chief purpose of every drill being the complete control of the class. Great stress must be laid upon the execution of each drill in a brisk, quiet, and orderly manner. Running is prohibited. In case there are pupils incapable of holding their places in a line while moving at a reasonable speed, provisions must be made to have them cared for by the more sturdy pupils, moving independently of the regular line of march.

Appointing monitors: Monitors must be appointed to assist in the proper execution of all drills. They shall be instructed to hold doors open in the line of march or to close doors where necessary to prevent spread of fire or smoke. There shall be at least two substitutes for each of the regular monitors. The searching of other rooms, such as restrooms, shall be the duty of the teachers and other members of the staff.

Class assembly points outside of building: Each class or group must proceed to a predetermined point outside the building and remain there while a check is made to see that all are accounted for, leaving only when a recall signal is given to return to the building or when dismissed. Such points shall be sufficiently far away from the building and from each other to avoid danger from any fire in the building, interference with fire department operations, or confusion between different classes or groups. Each district campus must have posted fire drill procedures. These procedures will be included in the campus handbook.

Clearing of exits: It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition.

Decorations: Flammable decorations, costumes, curtains, and drapes are not to be used, stored, or exhibited on school premises. The use of flammable decorations in any auditorium or other building or grounds where students congregate is prohibited.
DISTRICT’S SAFETY GUIDELINES

BOMB THREAT

In most instances, a bomb threat is received through a telephone message. It is important that the receiver of the call try to get as much information from the caller as possible. Try to get answers to these important questions:

- Where is it (the bomb) located?
- When will it go off?
- When was it placed there?

It is equally important that the receiver of the call notify the principal. Take these steps immediately:

- Initiate bomb treat/fire procedures for evacuating building.
- Report accident to these offices:
  - Police Department
  - Security Department
  - Public Information Office - The PIO will assist you in dealing with the news media.
  - You can refer all media inquiries to the PIO.

Other things to do:

- Instruct teachers to open two or three windows, prop the doors open when leaving the room, and move everyone at least 500 feet from building.
- Instruct teachers to take a roll check and notify the principal if someone is missing.
- Organize a search immediately for missing person(s)
- Instruct staff and students to remain outside of buildings until all areas have been declared safe by authorities.

OFFICE AND CLASSROOM SAFETY

Since the majority of instructional employees work in an office and/or classroom environment, removing the hazards from such an environment must be one of the priorities of a loss control program for educational entities. The following safety procedures must be carefully explained to all administrators, faculty members, aides and clerical employees. The school principal is responsible for insuring compliance with these procedures.

HAZARDS AND OFFICE MACHINES

1. Office machines must be equipped with three-wire grounded circuit. Care must be exercised that the ground wires are properly connected before the machines are operated.
2. Office machines must be properly located and placed in a manner in which there is no danger of falling.
3. Electrical machines and connections must not be touched with wet hands or operated on damp floors.
4. Office machines must not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is stopped by pulling the plug out of the outlet.
DISTRICT’S SAFETY GUIDELINES

Hazards of Desks, Tables, Etc.
1. Do not use glass tops; only shatterproof glass with beveled edges must be used.
2. Pencil sharpeners that are mounted on desks or tables should be mounted in a way in which they will not protrude.
3. Drawers shall never be left open. Keeping them closed is a sign of a well-managed office.
4. Always use the handle to close typewriter desk compartments. It must be standard procedure to have these machines fully explained before using.
5. Desks and tables must have rubber feet on them to prevent creeping. Misaligned desks and tables can cause strains and injuries to fingers and hands.
6. Desks and tables must be checked for splinters, dangerous cracks, and loose veneer.
7. Never sit on the table arm of a desk.

Hazards of Typewriters
1. Never use carbon tetrachloride for typewriter cleaning.
2. Since many cleaners are highly flammable, open flame must not be permitted in the vicinity of typewriter cleaning operations. Note: Smoking is prohibited on all school property -- indoors & outdoors.
3. Typewriters must always be secured to the surface upon which they are set.
4. Do not place typewriters upon unstable surfaces from which there is danger of falling.

Hazards of Swivel Chairs
1. Extreme care must be taken by persons tilting back in swivel chairs to which they are not accustomed.
2. Seats on swivel chairs must not be raised so high as to contribute to overbalancing.
3. Spring tension bolts must be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with considerable force.

Hazards of Fans
1. Check fans regularly to make sure that the guards are not defective and that the blades are secure.
2. Fans must not be placed on low tables, boxes, chairs, etc., or in any location where individuals might catch their clothing or hand in them.
3. All fans must be cover-guarded with wire mesh, with one-half inch maximum opening. There may be loss of ventilating capacity, but this will be compensated for by eliminating the major cause of fan accidents.
4. Floor type fans must not be placed in locations where they will present tripping hazards.

Hazards of Wastebaskets
1. Metal waste cans may have sharp points or fragmented edges which may tend to cut the users.
2. Broken glass and other similar materials must be thoroughly wrapped before disposal into waste cans.
DISTRICT’S SAFETY GUIDELINES

Hazards of File Cabinets
1. File drawers must not be left open. Always use the handle to close them.
2. Heavy materials must be put in the bottom drawers, lighter materials in the top drawers.
3. Pull only one drawer out at a time.
4. File cabinets must be checked periodically for burrs and sharp edges.

PROFESSIONAL & ADMINISTRATIVE

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general professional and administrative staff safety rules that each employee is required to follow:

1. Furniture, desks, chairs, file cabinets, etc., should be kept in safe condition and positioned so drawers do not open into walkways or halls.
2. Desk and file cabinet drawers should not be left open.
3. File cabinet drawers should be opened one at a time, and lower drawers should hold the heaviest load.
4. Furniture should not be used as stools or ladders.
5. Walkways, aisles, halls, and stairways should be kept clear of obstructions.
6. Do not attempt to move heavy objects; get help from maintenance or custodial personnel.
7. Office machines should be double insulated or grounded with ground wires or three-prong plugs.
8. Do not attempt to make any electrical repairs on equipment or electrical cords.
9. Electrical extension cords should be three-wire, ground type. Ensure they are not placed where they may cause a tripping hazard.
10. Store supplies in an orderly fashion. Heavier items should be stored waist high.
11. Light items can be stored on upper or lower shelves.
12. Flammable liquids should be stored in approved Flammable Liquid Storage Cabinets.
13. Room doors which open into hallways should be opened slowly.
14. Duplicating machines which use ammonia, methanol, or other toxic liquids should be ventilated.
15. Personnel operating office equipment should be trained before operating equipment.
16. Employees should be trained in how to use portable fire extinguishers and should be familiar with building evacuation procedures. (See fire controls and emergency preparedness and evacuation plan.)
17. Ear phone devices are prohibited during work hours (i.e., MP3 players, cellular phones, radios, etc.)
DISTRICT’S SAFETY GUIDELINES

AUDIO-VISUAL EQUIPMENT

Each school principal and educator is responsible for the proper care, use and operation of all school-based audio-visual equipment. At the discretion of the school principal, pupils may assist in the operation of tape recorders, record players, projectors, etc., being careful to follow the normal safety procedures. Such operators must be subject to the following procedures:

1. **Training**: Proper training of each pupil must be undertaken by qualified faculty members who will supervise all activities in which audio-visual equipment is being used.

2. **Limitations**: A student shall not be asked to operate any piece of audio-visual equipment unless it has been thoroughly checked out by a qualified operator of that particular piece of equipment.

3. **Inspection**: All audio-visual equipment must be inspected periodically by qualified members of the faculty and/or maintenance department. Faulty equipment shall be “red tagged” and put out of service until repaired.

4. **Repairs**: Under no circumstances shall any pupil be asked to repair audio-visual equipment. All repairs must be requested in writing through the principal to the maintenance department.

5. **Operating direction**: To avoid errors and eliminate needless damage to equipment, all operational directions must be followed.

FIRST AID

**Introduction/Overview**
Estimates of work related injury fatalities may exceed 10,000 workers per year, while work related disability injuries number approximately 1.8 million. Approximately 35 million lost work days occur each year due to nonfatal injuries. The direct and indirect costs of occupational injuries are estimated to be 47 billion dollars per year.

The outcome of occupational injuries depends not only on the severity of the injury, but also the rendering of first aid care. Prompt, properly administered first aid care can mean the difference between life and death, rapid vs. prolonged recovery, temporary vs. permanent disability.

The American Red Cross offers standard and advanced first aid courses. After completion of the course and successful passing of the written and practical tests, trainees receive two certificates; one in CPR and the other in first aid. Private institutions also teach courses in basic first aid, but they do not certify their trainees.
DISTRICT’S SAFETY GUIDELINES

General Program
General first aid should be available to employees in all departments. First Aid supplies should be stored in a convenient area available for emergency access in all departments. Depending on the number of employees in each department there should be at least one trained employee in CPR and general first aid available for emergency situations.

First Aid Supplies
The first aid provider should be responsible for the type, amount, and maintenance of first aid supplies needed for their particular department. These supplies need to be stored in a convenient area available for emergency access.

BLOODBORNE PATHOGENS

Every first aid provider should be provided with adequate instruction on the need for and use of universal precautions. This should include:

1. The meaning of universal precautions, which body fluids are considered potentially infectious, and which are regarded as hazardous.
2. The value of universal precautions for infectious diseases such as AIDS and Hepatitis B
3. The necessity for keeping gloves and other protective equipment readily available and the appropriate use of them.
4. Appropriate tagging and disposal measures of materials such as blood soaked material
5. The appropriate management of blood spills.

EMERGENCY RESPONSE

If you are unsure of the seriousness of an injury you should call for professional medical help. A list of emergency phone numbers should be posted at each location where first aid is provided for easy access. Prompt first aid care can mean the difference between life and death.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

An AED is located within each campus and facility and is clearly marked. Key personnel within each campus and facility have been trained in the use of the AED, but the unit is designed to be used by any layperson. If the need arises do the following:

1. Call for help and instruct someone to call 911.
2. Check for breathing and pulse.
3. Open the case and follow the verbal instructions that will come from the unit.
4. Began CPR as instructed.

Complete Emergency AED Response Plan is provided in CKD (Regulation) and is printed on the following pages as Public Access Defibrillation Program.
DISTRICT’S ACTION PLAN FOR ACCIDENT PREVENTION

DISTRICT’S SAFETY GUIDELINES
PUBLIC ACCESS DEFIBRILLATION PROGRAM

Emergency AED Response Plan

DURING SCHOOL HOURS:
• Conduct initial assessment
  - Assess for scene safety; use universal precautions
  - Assess for patient responsiveness
    ▪ If unresponsive, activate EMS and the school emergency plan
    ▪ Call 911
    ▪ Contact Emergency Response Team
    ▪ If another person is present send him/her to get defibrillator and notify school
      office of the location of emergency
    ▪ stay with victim, begin care
    ▪ If no other person is present, notify school office and ask for defibrillator
  • Assess breathing
    - Open airway
    - Look, listen and feel for breathing
    - If breathing is absent, deliver two rescue breaths
  • Assess circulation
    - If signs of circulation are absent, provide CPR if trained until defibrillator or emergency
      response team arrives
  • Begin defibrillation treatment
    - As soon as defibrillator arrives, turn it on and follow prompts
    - Wipe chest if wet
    - Apply defibrillator pads, following diagrams
    - Peel one pad at a time, placing on chest according to illustration
    - Ensure pads are making contact with victim’s chest
      ▪ If needed, shave chest with disposable razor and discard razor safely
    - Jewelry may remain on victim, as long as it does not interfere with pad placement
      ▪ For female victims, bras may need to be cut off, if straps or under wire interfere
        with pad placement
    - After first clearing area deliver shock to victim if advised by defibrillator
    - Continue to perform CPR until otherwise prompted by defibrillator or until EMS
      personnel arrive
    - When advised by defibrillator, check victim’s airway, breathing, and signs of circulation,
      and initiate CPR if signs of circulation are absent
      ▪ If breathing and other signs of circulation are present, leave defibrillator attached
        and place victim in recovery position.
      ▪ Continue to monitor victim’s airway, breathing and circulation and provide
        indicated care
  • Continue to follow defibrillator prompts
DISTRICT’S SAFETY GUIDELINES

When EMS arrives, responders working on the victim should document and communicate important information to the EMS provider as:

- Victim’s name
- Known medical problems, allergies, medical history
- Time victim was found
- Initial and current condition of victim
- Information from defibrillator “i” (Information) storage
- Number of shocks delivered
- Length of time defibrillator has been on
- Assist as requested by EMS
- Post-use Procedure
  - Complete AED Incident Report within 24 hours
  - Copies to principal, district AED Program Coordinator
  - Participate in incident de-briefing with AED Program Coordinator
  - Post incident critique form should be submitted at time of incident de-briefing
  - Participate in any follow-up and evaluation procedures related to incident response
  - Notify AED Program Coordinator regarding use of electrodes, ancillary supplies, etc.
  - Complete AED maintenance report if assigned to emergency response team
DISTRICT’S SAFETY GUIDELINES

FAMILY & CONSUMER SCIENCE

Some simple safety precautions can prevent many accidents that might otherwise occur during home economics instruction. These precautions are;

1. Use a pilot light for lighting a gas range, if possible, otherwise, use safety matches.
2. When lighting a gas burner, put the lighted match on the burner, then turn on the gas.
3. Paper or flammable materials must not be placed on or too near a stove.
4. Turn off electric stoves before cleaning. (It is preferable to disconnect.)
5. When cooking on the range, turn panhandles to the back or side of the range to prevent spilling.
6. Disconnect appliances by pulling out plug, not by jerking cord.
7. In deep-frying, fill kettle no more than half full so that it will not bubble over when food is added.
8. If fat or grease catches fire, cover kettle with lid until fire is smothered.
9. Always cut away from body and any clothing.
10. Always use potholders for handling large, heavy pots.
11. Buy only electrical equipment approved by Underwriter’s Laboratories and guaranteed by the manufacturer.
12. Do not operate or connect electrical equipment when hands are wet or when you are standing on a wet floor.
13. If smell of gas is evident, call a repairman at once. Extinguish all open flames immediately and evacuate the area.
14. Use only non-slip wax on floors.
15. Poisons must be plainly marked and stored in a locked cabinet.
16. Keep a sturdy stool or stepladder handy for reaching top shelves.
17. Avoid placing metal spoons or forks in the sink disposal.
18. Do not store oils, paints, or other materials, which can cause fire in closets.
19. If a razor blade is used in sewing, it must be a single-edge blade.
20. Provide a flameproof ironing board cover.
21. If it is necessary to fill a steam iron while hot, be sure to disconnect it first.
22. Always use a pincushion; do not put pins or needles in the mouth.
23. To avoid cracking or breaking, do not put cold water into a hot glass or enamel utensil.
24. Leave pressure cooker closed until pressure has fallen.

AGRICULTURE SAFETY

Vocational agriculture and agri-business classes can be very hazardous if not properly managed. Students must be instructed in the correct and safe way to use each tool. Therefore, Safety Policy and Procedures should be provided and required a signature of acknowledgement. The following procedures are considered minimal for reducing the possibility of accidents in the subject classes.

Handling of Soils and Fertilizers

Students enrolled in agriculture or garden classes must be instructed as to the hazards of infection, skin rash, or irritations resulting from soil organisms and the handling or inhaling of chemicals in fertilizers. Students must be required to wash after using or handling soils or fertilizers.
DISTRICT’S SAFETY GUIDELINES

**Use and Storage of Toxic Material**
Poisonous materials, such as insecticides, dusting powders, and sprays, must be stored in locked cabinets. These toxic materials may only be used with the approval of the teacher. No elementary school child must have access to or use these materials at any time.

1. Use only pesticides that are recognized as being safe for the person using them. Chemicals requiring a respirator and protective clothing are not for the average gardener.
2. Read the label, every word of it, before opening a package. Some chemicals are harmful when absorbed through the skin or inhaled through the nose as well as when taken through the mouth.
3. Take care not to get the concentrated pesticide on your skin; if you accidentally spill it, wash it off immediately. Measure the recommended amount exactly; never increase the dosage.
4. Only personnel trained to handle pesticides must be permitted to use them.

**Safe Operation of Equipment**
No agriculture equipment shall be operated by any student prior to the student being instructed in the safe operation of the subject equipment. No student may operate any agricultural equipment except under the direct supervision of the instructor.

**HEALTH OCCUPATIONS/SCIENCE LAB SAFETY**
All Health Occupations and science faculty members within a school system must meet with the instructor at the beginning of each school year to discuss the hazards arising from science instruction. All these instructors must assume the responsibility for:

1. Notifying their principal of defective gas and/or electric fixtures and lack of fire extinguishers in their respective classrooms.
2. Locking combustible, poisonous and otherwise dangerous materials in safe cabinets.
3. Labeling cabinets that contain dangerous chemicals with adequate warnings.
4. Inspecting chemical cabinets daily.
5. Assuring that safety goggles are available and worn by students when appropriate.
6. Teaching students about the hazards of handling glassware and scientific instruments.
7. Following the Hazard Communication Program - Right to Know.
8. Obtaining materials safety data sheets (in a 3 ring binder) and keeping them on file in the classroom and principal’s office.
10. Health Occupations follows universal precautions and standards as prescribed by OSHA and CDC.
DISTRICT’S SAFETY GUIDELINES

PHYSICAL EDUCATION SAFETY

Administrative responsibility for safety in physical education must be taken seriously by principals, coaches, and instructors. All staff members must be aware of rules and regulations pertaining to the use of physical education facilities and equipment. Staff members must also realize the importance of inspecting all facilities, equipment and grounds to identify any unsafe conditions.

Specific policy statements may have to be drafted to cover unique conditions in physical layout. No hazardous activity or condition must continue for lack of a policy eliminating the hazards.

Installation and Maintenance of Physical Education Facilities

Administrators, maintenance personnel, coaches, and instructors shall continually evaluate and research the safety aspects of physical education facilities, equipment, and supplies. The following procedures shall be followed in installing and maintaining equipment.

1. Only equipment which has been approved by the Executive Director of Facilities & Transportation shall be installed on playgrounds or in gymnasiums.
2. The principal and physical education supervisor of each school must confer with the Executive Director of Facilities & Transportation regarding the type, brand and location of physical education equipment and apparatus before installation.
3. Installation of any physical education equipment shall be according to standard specifications for that equipment or grade level.
4. Playing surfaces must be free of obstructions, uneven surfaces, other hazardous conditions, and must be on level ground whenever possible.
5. Equipment found to be faulty or unsafe must be clearly leveled and withdrawn from use immediately.

Safety Instruction

Adequate instruction relative to the many facets of physical education activities will eliminate many needless accidents. Instruction must be made in the proper skills and attitudes while in the locker room, gym, shower room, etc. Definite procedures must be set up to cover before-class activities and supervision of those arriving early. Care must be taken not to place a student in an activity or situation for which he is not structurally or functionally prepared. Certain activities require large and more secluded areas for safe execution; these areas include archery, golf, etc.
DISTRICT’S SAFETY GUIDELINES

GYMNASTIC SAFETY
Serious injuries can result from gymnastic stunts and tumbling activities. The following procedures are suggested in order to reduce the possibility of gymnastic related accidents:

A. Instruct students:
   1. Safe use of equipment
   2. Dangers inherent in each stunt
   3. Proper mechanics of each stunt
B. Condition the student in advance of each apparatus stunt.
C. Present a good demonstration either by teacher or capable student.
D. Provide sequential instruction allowing for mastery of fundamentals before attempting more complex moves.
E. Make sure that each student has a clear understanding of what he is attempting.
F. Remember that the proper uniform an important aspect of safe, pleasurable gymnastics:
   1. Remove all jewelry, bracelets, pencils, pens, etc.
   2. Use sneakers or gymnastic shoes.
   3. Insist upon proper warm-up period before attempting any stunt.

Trampolines
Students have received extremely serious injuries while jumping on trampolines. This type of apparatus is particularly enticing to students. Students frequently use trampolines unsupervised. Trampolines can only be used safely when under close and careful supervision. A school system can rarely assure that trampolines will only be used under such supervision. For these reasons, trampolines must not be included in the equipment utilized for physical education.

Eye Protection
Students who wear glasses must be encouraged to wear only safety glasses when participating in physical education classes. Administrators must communicate to parents of elementary students via bulletins, newsletters, PTA meetings, etc., the need for children to wear only safety glasses during physical education instruction.

SHOWER AND LOCKER ROOMS
Shower and locker room shall be used only under strict supervision of an instructor. The following guidelines must be observed:
1. Running or playing in the shower room is prohibited.
2. Standing on locker room benches is prohibited.
3. Snapping of towels at other students is prohibited.
4. Use of the master shower control is the responsibility of the teacher. Students shall not be assigned this responsibility.
5. Swinging or chinning from bars or pipes in the locker room is prohibited.
6. Benches must be inspected frequently for splinters, protruding nails, sharp corners, etc.
DISTRICT’S SAFETY GUIDELINES

PLAYGROUND SAFETY

Many accidents resulting in bodily injury occur on public school playgrounds annually. These injury-producing accidents most frequently involve falls from playground equipment, particularly from slides and climbing apparatus. Many of the accidents are falls to the ground or onto other equipment. Hazards other than falls also produce numerous playground-related injuries. Some of the hazards are:

1. Being struck by a piece of moving equipment.
2. Rough edges on equipment.
3. Entrapment of extremities in equipment.

The safety of playgrounds depends to a large extent on the safety of the equipment on the playgrounds. Equipment safety is determined by several factors; including selection, location, maintenance, and usage.

1. **Selection:** Playground apparatus must be selected in terms of the youngsters who are to use it. Age, sex, size, and motor development are important factors to consider.
2. **Location:** The location of playground apparatus is a vital determinant of the safety with which the apparatus will be used. It is important to consider such things as sufficient space for children.
3. **Maintenance:** Because of the hard and intense use to which playground equipment is subjected, the entire area must be checked carefully and constantly.

In addition to the checking of grounds and equipment, repairs must be made promptly, and no apparatus in need of maintenance may be used until necessary repairs have been made.

Daily inspections must include a search for loose fastenings, worn and broken parts, inspections and lubrication (if necessary) of moving parts and ball-bearing connections, a check and refilling of landing pits, and a check of worn ground supports. Maintenance Inspection Report will be conducted on a quarterly basis.

One of the most important requirements in the safe use of playground equipment is the restriction of activity to the general purpose for which a piece of equipment was designed. Many playground accidents result from misuse of equipment, attempts to perform unsuitable stunts, climbing on structures and swings, and general rough housing.

To avoid such mishaps, adequate supervision of the apparatus area is necessary at all times when children are using the equipment.

In addition to the need for adequate supervision, children must be taught general safety practices for the entire playground area, which must include:

1. No rough housing.
2. No games such as tag must be played on or around apparatus.
3. No throwing of debris on the playground or apparatus.
4. No removal of sand or other material, which has been place on a landing, surface under apparatus.
5. No apparatus may be used when wet or ice-coated.
DISTRICT’S SAFETY GUIDELINES

6. No apparatus may be used without supervision.
7. Children may use only apparatus designed for their age group.
8. Children must learn to take turns in using the various units of apparatus.
9. Children must not enter the danger zones of apparatus when others are using it.
10. Only those using or waiting to use apparatus may be within the apparatus area.

MUSIC, CHORAL AND BAND INSTRUCTION

The following safety procedures must be followed during music, choral and band instructions:

1. Instruments must be checked frequently to identify protruding parts such as loose metal or protruding nails.
2. Students are prohibited from pushing pianos.
3. All wind instruments must be cleaned frequently. Students must not blow another student’s instruments.
4. Large instruments must be securely stored and placed as low to the ground as possible.
5. During band classes, instrument cases must be stored out of the path of other students by placing the cases under chairs when they are small enough or by placing the cases on storage shelves.
6. Fields must be checked for hazards (holes, glass, protruding objects) before marching band practice sessions.
7. Intense heat or cold must be a determining factor in scheduling outdoor marching band practices.
8. Choral risers must be checked thoroughly before being used.
9. Seated risers must have a rail and step blocks for safe use.
10. Unsafe conditions must be reported immediately to the principal, and the rise shall be placed off limits until it is satisfactory repaired.
11. Robes and gowns must be short enough to eliminate any possibility of tripping.
12. The use of lighted candles in musical activities is prohibited.
DISTRICT’S SAFETY GUIDELINES

JANITORIAL AND CUSTODIAL

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general janitorial and custodian safety rules that each employee is required to follow:

1. Use caution when mopping floors. Do one-half of the hallway at a time, wait for that side to dry, and then do the other half. Put out caution signs indicating “Caution - Wet Floors.”
2. Use care in handling crates, broken glass, jagged wires, etc. Use gloves.
3. Never store metal items or anything flammable or combustible in a storeroom where electrical equipment is located.
4. Do not block pathways.
5. Keep the storeroom and boiler rooms clean and roomy.
6. Always mix and apply waxes according to the label. Always use “UL Approved” non-slip waxes or floor coatings. Proper floor cleaning is vital for keeping floors from becoming hazardous.
7. Store and use acid or caustic drain cleaners properly. Keep caustics away from chlorine cleaners. Use eye protection. Read the directions before using any cleaner.
8. Use extension handles on dust mops, etc., to reduce the need for climbing to high places.
9. Use handrails when using stairways.
10. If your hands are full, use a cart and keep the load light. Do not let the load obstruct your vision when going in hallways or stairways.
11. Always put tools, equipment, and machines back in their proper place after use.
12. Do not leave pails and carts, etc., in the middle of hallways where they can become obstacles.
13. Do not store flammable or combustible materials such as paper products, gasoline cans, aerosol cans, mops with wooden handles, etc., in the vicinity of the boilers or other sources of heat such as gas water heaters.
15. Safety belts together with proper lifting procedures may be used when lifting heavy loads.
16. When in doubt, ask your supervisor.
DISTRICT’S SAFETY GUIDELINES

GROUND MAINTENANCE

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general grounds personnel safety rules that each employee is required to follow:

1. Do not operate any equipment unless you have been properly trained and are familiar with the specific equipment.
2. Use equipment for jobs it was designed, etc.; do not trim hedges with mowers.
3. Keep hands and body parts from under machines.
4. Do not leave mowers running unattended.
5. Prior to mowing, pick up rocks, wire, bottles, and any item that may damage a mower or become an airborne missile.
6. Prior to mowing, locate and mark all obstacles.
7. Always wear eye and ear protection when mowing (dust masks, optional).
8. Use drop chains on tractor-towed mowers; be sure the chains are within one-half inch of the ground. Watch for slopes and go slow.
9. Disengage PTO prior to leaving tractor seat.
10. Use proper “KILL” switches to stop engine.
11. Use extreme caution when attempting to field repair any mower. Ensure all ignition sources are deactivated.
12. Report all mechanical defects to your supervisor.
13. Do not refuel mowers indoors.
14. Keep all flammable liquids in an approved Flammable Liquid Storage Cabinet.
15. Use eye goggles and gloves when handling chemicals.
16. Know your chemicals; review chemical data sheets regularly.
17. When in doubt of any grounds procedures, contact your supervisor.
DISTRICT’S SAFETY GUIDELINES

BUILDING MAINTENANCE

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

The following are some important general building maintenance personnel safety rules that each employee is required to follow:

Electrical Equipment
1. Office machines should be grounded if they are equipped with a ground wire or three-prong plug. New equipment should have grounded connections.
2. Electrical cords and plugs should be in safe repair. Check for loose plugs, worn insulation, and defective outlets.
3. If an adapter must be used to insert a grounded plug into an ungrounded receptacle, attach the pigtail to a grounded object.
4. Electrical extension cords should be 3-wire grounded type. They should be arranged so as not to cross walkways.
5. Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.
6. Only electricians from the maintenance department should attempt any electrical repairs.

Electrical Power Cords
1. Worn cords can cause short circuits, shocks, and fires. Always be sure you are using the right type of cord for the right job. Use heavy duty cords for tools, moisture resistant for outdoors and always use the 3-wire type of cords.
2. Extension cords must never be affixed to a wall with metal staples.
3. Never place cords under rugs or across a driveway because damage can occur to the insulation.
4. Never wrap cords around steam pipes, metal, or warm appliances. Protect them from heat and water.
5. Never use extension cords that are defective. Check the continuity and use no cords which are frayed. Check to see that the strain relief is proper.
6. Pull the plug - not the cord - to disconnect from a wall outlet and check the cord often for wear at the plugs and connections.

Compressed Gas Cylinders
Compressed gas cylinders can become extremely dangerous if mishandled or if the valve is broken off the top. They must be stored away from direct sunlight, out of extreme heat, and in an area that is properly ventilated. The cylinders should be kept in racks or stands or set in an upright position. They should also be leashed or chained to prevent them from falling over. Protective caps must be installed on all cylinders, whether empty or full, when they are not being used. Never drop a gas cylinder.

Step-Ladder Safety
1. Completely inspect all ladders before using and set up the ladder properly. The inspection should include the hardware and fittings. Defective ropes/cables should be replaced. Comply with the weight limits and specific uses for a ladder by referring to its label. When a ladder is detected to
have defects it should be tagged or marked as “Dangerous, Do Not Use” and repaired or discarded.

2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.

3. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping. When on a ladder, the climber’s body must be centered at all times.

4. Never stand on the two top steps of a ladder nor on the bucket shelf.

5. All stepladders should be open wide enough that the spreaders lock in the fully-open position. Set the ladder base firmly on the ground.

6. Portable metal ladders should not be used for electrical work or where they may contact electrical conductors. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.

7. Do not place ladders in front of a door unless the door is locked or adequately guarded.

8. Never lean a ladder against unsecured or unsafe objects, surfaces, or piping that could be damaged.

9. Stepladders should not be substituted for scaffolds or work stands.

10. Select a ladder tall enough to reach the work. No attempts should be made to reach beyond a normal arm’s length while standing on the ladder, especially to the side. Move the ladder instead.

**Extension Ladder Safety**

1. Completely inspect the ladder before using. The inspection should include the hardware and fittings. If a defect is discovered tag or mark the ladder as “Dangerous, Do Not Use” and repair or discard the ladder.

2. Ladders should not be painted: defects may be covered by paint. Clean off any paint spilled on the ladder during use.

3. Never use a metal ladder near electrical wires or electrical equipment. Use a wood or fiberglass ladder instead and shut off power first if ladders must be used in such locations.

4. Secure ladders before climbing. If necessary, a second person should be present to hold the bottom from slipping. The ladder should be equipped with safety shoes to prevent the bottom from slipping.

5. Set the ladder squarely on the ground.

6. Shoes and ladder rungs should be free of dirt, mud, grease or ice.

7. Always face the ladder and have both hands free when climbing or descending.

8. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top of both side rails or to a proper sized single support attachment.

9. Use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.

10. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. If the ladder is too close, it can tip backwards. If it is too far away, the ladder may break or slide downwards.

11. When working from a position on the ladder, knees should be braced against the side rails near the end of the ladder rungs to increase stability.

12. Never lean out from a ladder to work. Get down and move the ladder.

13. Never carry heavy or bulky tools and materials up or down a ladder. Raise or lower them by a hand line, bucket or crane. Small tools should be carried in a tool pouch to leave both hands free.
**DISTRICT’S SAFETY GUIDELINES**

**Scaffold**

The span-scaffold platform is designed to carry a maximum distributed load of 500 pounds with a safety factor of four. Do not exceed this 500 pound load. The maximum static load is 25 pounds per square foot on any platform and 3000 pounds total on any base section of 1600 pounds with legs extended.

1. The horizontal brace of the span scaffold should never be installed at the same level as the intersection of the diagonal braces. Always install it either higher or lower than this intersection point.
2. Never climb a span scaffold which does not have at least two diagonal braces and one horizontal brace properly installed in the bottom section. Double width spans require double bracing.
3. Lock all caster brakes before climbing the scaffold.
4. Never move a scaffold when anyone or material is on it.
5. If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for instructions.
6. Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.
7. Be sure the scaffold is level at all times. When the leg is adjusted, be sure to push the locking collar completely over the expanding nut and below the safety locks. Never make leg adjustments when anyone is on the scaffold.
8. Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold. Never push or pull or lean against a wall or ceiling when standing or sitting on a scaffold, unless it is securely tied to the building.
9. Never try to stretch the platform height with the adjustable legs. When additional the scaffold.
10. Make sure all locking hooks are firmly in position and that the spring-loaded locking pins have functioned properly. These hooks appear at each end of the separate horizontal and diagonal braces and at the upper end of the stairways.
11. Before using a scaffold with folding braces, be sure that the latches of all locking hinges are locked.
12. Metal scaffolds must never be used while working near electricity, electrical wires or electrical equipment, even for changing light bulbs. Shut off power first if the scaffold must be used in such locations. Electricity is conducted by metal. Look up and look out for power lines.
DISTRICT’S SAFETY GUIDELINES

Portable Power Tools
All portable power tools should be electrically grounded when they are in use. On some machines this is done by the use of a three-wire cord and plug which fits a three-hole receptacle. The receptacle is grounded to the circuit ground. On others there is a three-wire cord with a small tail which should be screwed to the junction box, thus grounding it to the conduit.

Electrical accidents are not frequent but can be fatal. USE THE GROUNDS PROVIDED ON YOUR MACHINES. Do not cut ground prongs off plugs.

Be sure all portable machines are pointed in a safe direction with the switch off when the plug is put into the electrical circuit.

Electric Hand Drills
1. Use only sharp, straight bits of the size intended for the machine.
2. Keep eyes away from electrical hand tool cooling air vents; wear an eye shield or goggles to keep dust from being blown into the eyes.
3. Severe injury may result if a live or coasting bit gets hold of a piece of clothing.
4. When using attachments, follow the instructions.
5. Do not try to hold small pieces of material with the fingers.
6. Always use the screwdriver attachment in such a way that it cannot injure the operator if it slips off the work.

Portable Belt Sanders
1. Always hold the handle of the sander when plugging it into the electrical circuit.
2. Never set a coasting machine down on the bench.
3. The user should inspect the tracking of the belt whenever a new belt is put on.
4. Wear eye protection when using the portable belt sander. The fan vents may blow dust into the eyes.
5. Keep both hands on the handles provided on the belt sander.
6. Arrange the electric cord so that it cannot be caught by the belt.

Power Hand Saw
1. Be sure the switch is off and the saw lying or held in a safe position when the plug is inserted.
2. Unplug the power when changing the blade or handling the blade.
3. Care should be taken to prevent the electric cord from getting into the blade.
4. In a diagonal cut the guard may catch. Do not try to release it with your fingers, unless it has a handle for this purpose.
5. Do not stand directly in the saw line of this or any other saw. If the blade binds, it has a tendency to kick the saw back out of the cut, and legs have been severely cut in this way.
6. These machines are provided with two handles. Keep both hands on these handles when operating this saw. Holding work with one hand and cutting with the other is dangerous.
7. Sawing through loose knots may cause the saw to kick. Defective material may break under the weight of the saw when cut, thus causing the saw to strike the leg of the operator.
DISTRICT’S ACTION PLAN FOR ACCIDENT PREVENTION

DISTRICT’S SAFETY GUIDELINES

**Hand Router**
1. Wear eye protection when using this tool.
2. Be sure the fence or pilot is securely locked.
3. Feed the machine so that the leading edge of the knife is biting in as the router is pushed along.
4. Keep both hands on the handles when using this machine.
5. Lay the machine down with the cutter pointing away, and beware of the coasting machine.

**Grinder**
1. Wear clean goggles that shield the eyes from all directions when grinding.
2. Keep the tool rest as close to the wheel as possible. Under no conditions should the distance between the tool rest and the wheel exceed one-eighth inch.
3. Apply work gradually to a cold wheel.
4. Do not grind on the side of a light wheel. Side grinding must be done only on a wheel that is designed and built for side grinding.
5. Keep the fingers clear of the stone.
6. Keep the path of the wheel travel clear of any obstructions.
7. Do not rub the face or eyes with hands that are soiled with emery dust.
8. Do not stand in line with the wheel when starting the grinder. Faulty grinding wheels usually break on START.
9. Hold small pieces securely in a proper holder. Do not hold small pieces with the hand.
11. Ensure side guards are installed on all table grinders.

**Air Compressors**
1. Air compressors must have their flywheel and drive pulley fully enclosed.

**Compressed Air**
1. Beware of compressed air, it can be dangerous. Alternate methods of cleaning surfaces should be sought.
2. Compressed air should never be used to blow debris from a person.
3. The downstream pressure of compressed air must remain at a pressure level below 30 PSI whenever the nozzle is dead-ended and then only when effective chip guarding and personal protective equipment are used.

**Planer**
1. Make certain that the stock has no large cracks, loose knots, nails, screws, dirt, paint, or varnish on any of the surfaces.
2. Turn the shaving exhaust on before starting the machine.
3. Never run stock through the planer if it is less than 18” long.
4. Limit the depth of cut to one-eighth inch for narrow stock and one-sixteenth inch for stock of full planer width.
5. Never plane stock less than one-fourth inch thick unless it is placed on a thick board for support.
6. Keep hands away from the feed rolls, and keep “hands off” boards that are gripped by the feed rolls.
DISTRICT’S SAFETY GUIDELINES

7. Never plane two boards side by side. One board may be thinner than the other and a serious kickback may result.
8. Never plane the edge of a board in the planer.
9. Never attempt to look into the planer while it is in operation.
10. Never allow the planer to run unattended.
11. Never stand directly in line with the rotation of the planer head or directly behind the board that is being fed.
12. Anchor the planer to a solid foundation to reduce vibration.
13. Wear ear protection and eye protection.
14. Enclose the cutter heads completely.
15. Keep feed roll guards on and properly adjusted.

Painting
1. Have the spray booth ventilation system in operation during every spraying operation.
2. Use the proper type of respirator at all times when spray painting with toxic paints.
3. Regulate the air and paint pressure on the spray gun before starting work. Exercise caution in the handling of compressed air and power paint equipment.
4. Clean the spray gun and other equipment thoroughly after each use.
5. Never put your hand in front of an airless paint spray nozzle.
6. Follow all rules governing safe handling of combustible materials. Read and follow the manufacturer’s directions carefully when using finishing materials. This is especially important when using lacquer, enamel, or paint in pressurized cans. Spray 20 feet away from possible source of ignition.
7. Store flammable paints and thinners, etc., in approved storerooms with explosion-proof wiring or a metal storage cabinet.
8. Never have more than a one-day supply of flammable paint outside an approved storage area.
9. Clean up all spills promptly.
10. Store thinners in UL approved safety cans with spring-loaded and vented lids.
11. Dispose of oily paint or solvent rags in metal containers with tight fitting lids.
12. Bond metal containers when transferring flammable liquids, especially those that are known as Class I Flammable liquids.

Plumbing
1. Eye protection of an approved type should be worn when any type of eye hazard exists. This would include welding or cutting operations, grinding, chipping, or working on steam or chemical lines.
2. Hard hats should be worn by all persons working in areas where tools, materials, or objects may fall from above.
3. Safety belts and life lines should be used when it is necessary to work at elevations where scaffolding or staging is not practical, such as running pipes or ducts along members of open roof trusses, and when working on unguarded catwalks.
4. Gloves should be worn when handling pipe, sheet metal, or other material having rough edges.
5. Wear adequate clothing, which includes long sleeves, and keep the cuffs buttoned when welding, cutting, or working on chemical or steam lines.
6. Care should be exercised when handling pipes, ducts, or other materials to avoid catching fingers and hands between the materials and the floor, or other objects.
DISTRICT’S SAFETY GUIDELINES

7. Use only tools and equipment that are in first-class condition. Examine the tools periodically to make sure they are in good working order.

8. Be considerate at all times of the safety of your fellow workers and the general public, including the students.

9. All electricity-driven power tools and machinery should be properly grounded.

10. Check the torches to determine that no leaks exist and that they are in good operating condition. Do not place them where surrounding material could be ignited. Never leave any torches unattended when lighted.

11. Never leave tools on ledges, beams, or any other elevated places.

12. Store all material in a safe and orderly manner.

13. Material should not be stored in such quantity as to exceed the safe carrying capacity of the floor or platform.

14. Pipes or ducts should be securely tied and latched to prevent movement or shifting when being transported on elevators or material hoists.

15. When using a rope to hoist pipe or ducts, secure them with a double hitch, well spaced to prevent shifting.

16. Hoists or block and tackle should be of sufficient size and strength to safely raise or lower the load for which it is intended.

17. The sides of trenches should be shored or braced to prevent cave-ins or collapse when excavated to a depth of four (4) feet or more, where soil is likely to crumble, or where hydrostatic pressure exists and the sides are not sloped to the angle of repose.

18. Substantial barricades should be erected around pits and trenches to protect employees, the public, and students.

19. Do not force powered sewer augers, especially if there is too much distance between the auger and the drain.

20. All attempts should be made to avoid the use of caustic drain cleaners, but if necessary to use, always use goggles and gloves and follow product instructions.

**Welding, Arc Cutting, and Brazing**

1. Welding should be performed by qualified welders only.

2. When welding or cutting outside the designated welding area in a hazardous area, one person shall be designated to stand fire watch with a fire extinguisher. Additionally, a portable gas detector should be used periodically to check for combustible atmosphere. If the person standing fire watch is called away to perform another job, welding will cease.

3. Flammable and other materials should be cleaned from surfaces before welding.

4. Proper eye protection shall be worn by all personnel in the welding area.

5. Gas cylinders require careful handling. Cylinders should be stored under cover, protected from the direct rays of the sun, sparks, flame, and heat. They shall be secured in an upright position with caps in place when stored or not in use. Caps shall be in place before cylinders are moved.

6. Light acetylene first. This prevents back pressuring the acetylene with higher pressure oxygen.

7. Leave a special wrench in position on the valve stem so the fuel gas flow can be shut off in an emergency.

8. Keep the acetylene and oxygen hoses out of the doorways and the path of workers. If the hose is flattened, a flashback may occur, causing the hose to rupture and catch fire.
DISTRICT’S SAFETY GUIDELINES

9. Report worn or leaking hoses.
10. Report damaged arc welding cables immediately.
11. Secure the ground lead firmly.
12. Never join cables without proper connectors. Do not force connections that do not fit.
13. Wear a welding helmet with the proper shade of lens.
14. Wear clean, fire-resistant gloves and clothes with collar and sleeves buttoned.
15. Protect others in the vicinity by using screens, shields or booths.
16. Never carry disposable butane lighters in shirts or pant pockets as these can be burned by welder sparks and could possibly explode.
17. Contact lenses should not be worn. Arcs generated by an arc welder may cause blindness.
18. Never use an arc welder in wet areas or when it is raining.
19. Never weld or cut containers (drums, cans, etc.) which have held a flammable substance until they have been thoroughly cleaned, made vapor free, and tested for presence of flammable vapors.
20. Check vessels and tanks with a gas detector any time there has been a break in welding or cutting operations to determine that there has been no accumulation of gas.
22. Provide local exhaust ventilation when the ceiling is less than 16 feet high or when welding in confined spaces. Use respirators if you are going to do prolonged welding where ventilation is not provided, or when welding on metals or coated metals such as those painted with lead paint of cadmium-plated metals or plastics. These produce toxic fumes.
23. Welders shall be qualified to do the appropriate procedure for the given work.
24. All welding should be performed to procedures which have been reviewed by a qualified supervisor.
DISTRICT’S SAFETY GUIDELINES

WAREHOUSE

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
3. Do not hot rod fork-lifts or pallet jacks.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of eye wash stations when handling batteries to be charged.
6. “NO SMOKING” signs should be posted in battery charging areas.
7. Keep vent caps off of batteries to prevent the build up of gases.
8. Cover vent openings with a cloth.
9. Lower forks to the ground when the truck is not in use or the operator is more than twenty five feet away.
10. Always travel with the load lowered.
11. Check the trucks daily or after each shift.
12. Travel backwards if the view to the front is obstructed by the load.
13. Do not overload lifts or hoists.
14. Keep out from under loads.
15. Do not jump off docks, pickup trucks, or other elevated surfaces.
17. Stow pallets flat.
18. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
19. Avoid stacking materials on the floor. Use shelves when possible.
20. Forklift operators should be properly trained and qualified before using the vehicle.
21. Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
22. When moving a load do not stop quickly; make sharp turns slowly.
23. Never carry hitchhikers. Forklifts were made for one person.
24. Never run over objects lying in the floor and try to avoid chuck holes. These hazards could easily topple the load.
DISTRICT’S SAFETY GUIDELINES

FORKLIFT TRUCKS

1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, fluid lines and levels, lights, filters, safety devices (horn, fire extinguisher, etc.), backup horns, and the movement of the fork.
2. Unless qualified, the operator should not attempt to make any repairs.
3. Portable and powered dock boards shall be strong enough to carry the load imposed on them.
4. Portable dock boards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
5. Handholds, or other effective means, shall be provided on portable dock boards to permit safe handling.
6. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
7. Only loads within the rated capacity of the forklift truck shall be handled.
8. A load engaging means (forks) shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
9. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
10. The operator shall:
   a. Maintain a safe distance (recommended 3’-5’) from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
   b. Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
   c. Observe all traffic safety rules, including authorized plant speed limits.
   d. Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
   e. Yield the right of way to pedestrians.
   f. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.
   g. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
   h. Look in the direction of, and keep a clear view of the path of travel.
   i. Travel the load trailing if the load being carried obstructs forward view.
   j. Cross railroad tracks diagonally whenever possible.
   k. Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
   l. Slow down for wet and slippery floors.
   m. Properly secure dock board or bridge plates before they are driven over.

12. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
13. Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
14. The operator shall not:
   a. Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
   b. Drive forklift trucks up to anyone standing in front of a bench or other fixed object.
   c. Run over loose objects on the roadway surface.
FORKLIFT TRUCKS CONTINUATION

d. Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty.
e. Park closer than eight feet from the center of railroad tracks.
f. Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.
g. Place arms or legs between the uprights of the mast or outside the running lines of the truck.
h. Use forklift truck for opening or closing freight doors.
i. Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
j. Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
k. Participate in stunt driving or horseplay.
l. Push or tow other forklift trucks.

15. An overhead guard shall be used as protection against falling objects.
16. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
17. Only approved industrial trucks shall be used in hazardous locations.
18. Lift truck operators should know the weight of the load prior to moving the load.
19. Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
20. Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
21. Extreme care must be taken when mast and load are raised high.
22. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
23. Always heed instructions about stacking height.
24. Never allow other workers to stand nearby when you stack materials.
25. Do not stack material in aisles or roadways.
DISTRICT’S SAFETY GUIDELINES

MOTOR VEHICLE OPERATION

Introduction/Overview
On the job accident prevention is the responsibility of all district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general motor vehicle operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop.
4. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
5. Slow down in heavy traffic or densely populated areas.
6. Adjust speed for low visibility or adverse weather conditions.
7. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
8. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
9. Before stopping or changing directions, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.
10. Avoid “tailgating”. Use safe following distance.
11. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
12. Keep alert at railroad crossings. Make sure you have a clear view of the tracks.
13. School buses must stop at all railroad crossings.
14. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
15. Drive at speeds, which permit stopping within visibility range of your headlights.
16. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
17. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
18. When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
19. Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
20. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
21. Perform a pre-trip inspection. This includes checking the following:
   a. All fluid levels.
   b. Directional signals.
   c. Lights and warning reflectors.
   d. Safety belts.
   e. Tires, including spare, if provided.
   f. Windshield wipers.
DISTRICT’S SAFETY GUIDELINES

  g. Heater and defroster.
  h. Horn.
  i. Fire extinguisher, if provided.
  j. Rear view mirrors. Inside and outside.
  k. Safety equipment, flares, flags, chock blocks, chains.
  l. Brakes and related equipment.
  m. Steering mechanism.
  n. Muffler and exhaust system.

22. When a vehicle is returned to the facility a post trip inspection is required. It is a requirement that vehicles transporting students be parked with no less than ½ tank of fuel. All other vehicles will be fueled as designated by the appropriate department.

23. Always consider proper loading and proper load distribution as factors in safe driving.

24. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.

25. Nothing shall be stored on the rear window ledge of any vehicle.

26. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.

27. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.

28. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.

29. Trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.

30. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).

31. No one shall drive a vehicle or operate a piece of equipment that is defective.

32. If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid.

33. Send someone for medical help.

34. In the event of an accident, all employees must contact their supervisor immediately. Any driver involved in an accident may be subject to a drug and alcohol test.

35. Never take drugs or strong medication before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions, and slow your reaction time.

36. Do not hang items from the rear view mirror of vehicles.

37. Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.

38. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.

39. Do not operate, nor instruct other employees to operate an unsafe vehicle or equipment.

40. Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle shall cover the material with canvas or otherwise secure it as appropriate.

41. Do not use a cell phone while operating a vehicle.
DISTRICT’S SAFETY GUIDELINES

SCHOOL BUS SAFETY

All school buses, whether owned by a school district or the use of which is contracted for the school district, must be operated according to the procedures provided in the appropriate bulletins published by the State Department of Education.

Seating Capacity
The school district, in planning school bus routes, must assure that no bus at any time will be used for transporting more students than authorized by the State Department Transportation Handbook Bulletin #1191.

Driver Training
The Executive Director of Facilities and Transportation is responsible for assuring that each school bus driver has completed the appropriate training before the school bus driver transports students. The training shall include over-the-road training in the operating of the school bus; familiarization with the bus route and orientation to State Department of Education regulation, state statutes and school district policies pertaining to student transportation. Records of the school bus driver’s training shall be kept on file at the personnel office.

Student Safety
The school district is responsible for developing a plan for all students transported in school buses to receive instruction each year in school bus safety and provide at least twice per year for emergency bus evacuation practice.

Student Discipline On School Buses
The principal or person appointed by the school district is responsible for a system of supervision of students as they load and unload the bus on school grounds.

The principal or person appointed by the school district is responsible for discipline of students aboard the school buses and shall aid the school bus driver with discipline problems that have been reported by the bus driver.

If a student continues to create a serious safety hazard or discipline problem after being warned, disciplined and/or reported by the school bus driver, the Principal and/or Executive Director of Facilities and Transportation will forbid the student to ride the school bus until the written permission has been granted to reinstate the riding privileges.

Cell Phone Use
The use of cell phone in a non-emergency situation is strictly prohibited.

Ear Plug Use
The use of earplugs or earphones while operating a vehicle used to transport students is prohibited.
DISTRICT’S SAFETY GUIDELINES

VEHICLE MAINTENANCE

Introduction/Overview
On the job accident prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general vehicle maintenance personnel safety rules that each employee is required to follow:

1. Report any injury to your supervisor immediately.
2. Do not indulge in horseplay, practical jokes, or scuffling.
3. Wear proper work clothes, with no open shirt cuffs or shirt tails left hanging out. Roll up your sleeves and avoid loose clothing.
4. Remove rings, watches, necklaces, and ID chains with metal bands, especially when working on engines or when testing electrical circuits and parts.
5. Do not put sharp, pointed tools in pockets.
6. Always wipe up spills, oil, or grease off the floor immediately and wipe the area dry.
7. Dispose of oil absorbent material properly.
8. Avoid using refrigerants, aerosols, adhesives, propellants, or any toxic or flammable liquids or gases in a tight or closed area.
9. Do not smoke near, and keep flames and sparks away from, “flammable liquids.”
10. Be sure to wash hands after handling acids or batteries to avoid getting chemicals on your skin, mouth, or into eyes.
11. Always use mechanical handling or lifting devices wherever possible and get help when pushing vehicles.
12. Always use the right tool for the job.
13. Keep tools off the floor.
14. Do not leave creepers on the floor.
15. Always position the jack handle to its highest point. Never allow a jack handle to stick out from under a vehicle.
16. Be sure to place safety jack stands under the vehicle after it has been raised. Never overload a lift, hoist, or jack.
17. Keep legs under a vehicle when working under it.
18. Never lift or lower a vehicle with someone under it.
19. Do not point an air blow gun at others. Never use compressed air to spin bearings, to blow dust or dirt off clothes. The maximum pressure allowable at the nozzle is 30 PSI.
DISTRICT’S SAFETY GUIDELINES

VEHICLE MAINTENANCE CONTINUATION:

20. Turn off ignition and remove key before working on an engine.
21. Always disconnect battery ground cable before starting work on an engine.
22. Use protective goggles and face shields when drilling, using wire brushes, bench grinders, brake drum lathers, valve grinders, or when using caustics. Also use protective eye equipment when cutting off mufflers or tail pieces or while working under a vehicle.
23. Use a good step-stool with non-slip tread bearing surface to gain access to high vehicles. Use stools with a wide base. Do not climb on bumpers or fenders with grease or oil on your shoes.
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26. Do not run an engine in a closed room. Provide a means to vent the exhaust to the outside.
27. Do not stand in front of a car when it is being started.
28. Be careful when removing a radiator cap from a hot radiator. Use a heavy cloth, or let the radiator cool down.
29. When removing a battery, always disconnect the ground cable first.
30. Always carry a battery with a carrier strap or handle.
31. Always place oily rags, oily waste materials, or solvent soaked rags in closed metal containers with tight fitting covers to prevent spontaneous combustion.
32. Know the location of fire extinguishers and how to use them. (See the section on fire controls).
33. When working on fuel lines or fuel pumps clean up all spills immediately and dispose of the rags properly.
34. Always store gasoline in safety cans: this means the type which has a spring-loaded vented cap. Never carry flammable liquids in open containers.
35. Prevent flash fires by avoiding sparks around the battery charging areas.
36. Always report any broken or damaged tools or equipment.
37. Do not pour gasoline into a carburetor while the engine is being turned over.
38. Don’t use your hand to cover a carburetor to choke it.
39. Always wind up the droplight when you are finished with it.
40. Always return special tools and testing machines and battery charger to their specified place.
41. Do not throw tools.
42. Do not use any electrical power tools when your feet are wet.
43. Be extremely careful when using a 1/2 inch electrical drill. Always have a firm grasp.
44. Be sure the drill switch requires constant pressure and stops if released.
45. Before starting the engine, make sure the vehicle is out of gear.
46. Keep hands out of door jambs.
47. Handle brake fluid carefully so that it does not splash in the eyes.
50. Keep all chemicals, solvents, etc., properly sealed and labeled.
51. Keep all traffic lanes, parking stalls, zones, and aisles properly marked.
52. Sound horn before passing through entrance or exit doors.
53. Use a tire safety cage when inflating tires with split rims. Use good lock rings and double check the fit of the ring before inflating. Only authorized persons should work on tires with split rims.
54. Stand to one side when inflating any tire. Do not inflate a split rim tire if it is on a vehicle; remove it first and have it repaired.
55. Do not cut, weld, or use the torch unless authorized.
56. Get help by having someone give you signals when backing up. Never stand directly behind the vehicle when giving signals; that is, stand to one side.
57. Post a list of emergency phone numbers near the phone.
58. Wear rubber boots with nonskid treads in the wash rack area.
59. Do not jump-start any vehicle without proper safety instructions and/or authorization.
60. Report defective equipment in time so that it can be maintained to avoid the need for jump-starting.
61. When spray painting, in the absence of a rated paint booth, always paint in a well ventilated area and use goggles and proper respiration.
DISTRICT’S SAFETY GUIDELINES

SPECIAL NEEDS CLASSROOMS AND PROFESSIONAL STAFF

Introduction /Overview
On the job accidents are the responsibilities of all the districts employees. It is the further responsibility of each special needs classroom employee to correct and report any unsafe conditions or behaviors that he or she may witness.

Safety Rules
1. Furniture, desks, chairs, etc. should be kept in safe working condition.
2. Desk and file cabinet drawers should not be left open. Close when finished.
3. Furniture should not be used as stools or ladders.
4. Walkways, aisles, hallways, stairways should be kept clear of obstructions.
5. Do not attempt to lift students from the floor without help.
6. Never turn your attention away from a known hostile student.
7. Whenever possible have at least two staff members in all special needs classrooms.
8. Get help when attempting a manual student transfer.
9. Always use a gait belt when making student transfers.
10. Use proper lifting devices whenever the transfer is too complicated for the two-person lift.
11. Size up the task at hand, if to big for one person, GET HELP.
12. Always use universal precautions when assisting a student to the restroom.
DISTRICT’S SAFETY GUIDELINES

SPECIAL EDUCATION TRANSPORTATION SAFETY

In most cases, special education school buses utilize the services of a full time bus monitor. His/her responsibility is to care for the special education students on the bus while you are conducting the route. On occasion, the bus driver might have to assist the monitor to handle a specific problem. If the bus monitor is absent, it is the Transportation Supervisor’s responsibility to find a substitute to serve on the bus.

If because of physical, emotional, or mental disorders, the child has to be picked up at the home address of the student, the parent (s) will be responsible to get the student to the door of the bus. At that point, the attendant is to take responsibility of the student and make sure he/she is properly seated and secured into his/her seat with seat belts and shoulder harnesses.

Because of behavioral disorders, some special education students cannot respond to the normal rules and regulations regarding proper behavior on the bus. It is important that they do not harm themselves, other students or place the safe operation of your bus in jeopardy. Some of these students have to be told repeatedly to correct their behavior, because they cannot remember what they were told only moments before. Be patient, understanding and flexible, but do not jeopardize the safe operation of your bus. When returning special education students to their home residence in the afternoon, a situation could occur where no one will be home to accept the child. Should this happen, contact the transportation office immediately. The office will check the computer to see if any emergency phone numbers are available to contact the parents or next of kin. Do not leave the child unattended. Keep the child on the bus. Do not take the child to your home because you could be held liable for any injuries to the child should he/she get injured in your home.

When the homebound buses arrive, with the students from their home pick-ups, at the transfer site, each bus then becomes a transfer bus. Each bus is assigned to go to one or more schools, which handles specific handicaps. All other buses will then transfer students with that particular handicap to that particular bus.

It is important that all buses try to arrive at approximately the same time at transfer sites because if a bus is broke down or late, then several other buses who transfer students will have to wait on that particular bus. On the return trip in the afternoon, drivers report to the schools they service and pick up their transfer students. The buses the report back to the transfer sites where they transfer these students to their homebound buses. The students are then taken home. Substitute drivers must check with the bus monitor who normally rides the bus to make sure all students are picked up at home and at the transfer sites to go to school. Drivers are not allowed to drive from bus to bus at the transfer sites to pick up and drop off students, unless specific authorization is granted by the transportation office due to a child’s specific orthopedic handicap.

Drivers are not allowed to leave students unattended at a transfer site. Some drivers in the past have dropped off their homebound students at the transfer site and picked up all of their school bound students and left the transfer site. Several homebound students that were left unattended wandered away from the transfer site and had to be found. The driver who leaves these students unattended will be held directly accountable.
DISTRICT’S SAFETY GUIDELINES

Communication
The driver must know something about the needs and inability of his/her passengers. The best way to learn these is through communication with parents, teachers and administrators.

Parent-Driver
With the school principal’s permission, drivers and parents must discuss behavior rules on the bus, special equipment use and schedules, as various handicaps require various approaches. The parent must transport any medication from home to school. Students must not be allowed to carry their medication on the bus.

Drivers, teachers and administrators must keep an open line of communication so behavior can be controlled from bus to classroom and back to bus each day.

Handling
Drivers for handicapped children are a special breed. They must have stamina, common sense and the ability to accept the handicapped child, just as they would any other child. There are special safe and effective ways to easily lift a child. The drivers will be able to learn these techniques by conversation with the parents, teachers or school specialist and through specialized training.

The driver must be well informed on how to operate the lift or special equipment on the bus with ease to insure the safety of the child as well as the driver. If there is no special equipment, then the driver shall obtain any information on handling the children under ordinary conditions. How to lift and carry is important. Once again, refer to parents, teacher or school specialist.

PERCEPTUALLY HANDICAPPED CHILDREN

A perceptually handicapped child is a child with minimal brain damage without intellectual retardation. He is not mentally retarded. The child is academically retarded due to the brain dysfunction. This damage has changed the way in which he thinks about what he perceives or sees and what he does with it. This damage is the central nervous system has caused the child conceptual confusion difficulty in his behavior and disorders in his learning. These children are very destructible; they cannot filter out the unimportant visual and audio impressions, which compete for their attention. They hear with equal intensity the teacher’s voice and the ticking of the classroom clock. They are attracted by both the lesson on the blackboard and sights and sounds outside the window. They may be hyperactive, have a short attention span and develop an emotional disturbance to add to their problems.

Dealing With These Children In Terms Of Transportation

- Be firm but gentle, speak slowly, firmly and clearly, but never with anger or impatience.
- Keep rules and limits for the child at a minimum. Keep them confined to the issues concerning proper conduct.
- Be patient, persistent and consistent. Progress is slow.
- A common observation is the fluctuation from day to day or from week to week in the efficiency and control of these children. This puzzling contrast can lead one to feel that much of the behavior has been willful disobedience, that is, the behavior of a bad child. This is believed to be
the effect of neurological activity that reflects changes in their activity.

DISTRICT’S SAFETY GUIDELINES

Think About
If a child has a healthy body, but one that will not do what he wants it to - if he has ears that hear, but has not learned to hear the way others do - he cannot tell anyone what his difficulty is. It just seems to him that he is always wrong. No one can see that he is not like everyone else, so he is expected to act like everyone else. These are the things that happen to the perceptually handicapped child. This is the kind of behavior the bus driver will have to understand if he is to help the child.

EMOTIONALLY DISTURBED CHILDREN

An emotionally disturbed child as evidenced in the public school setting may be described as a child who is:

- Average to above average in intelligence.
- Generally below average in academic achievement
- Not mentally handicapped. (Brain damaged or retarded)
- Often very aggressive (Loud, argumentative or hitting others)
- Sometimes withdraws (quiet, sullen, etc.) is unhappy, exhibits inappropriate types of behavior or feelings under normal circumstances, often develops physical symptoms or fears associated with personal school problems.

Reasons For Behavior
Emotional disturbance usually is caused by consistency of controls placed upon the child by adults. For example, the child may be allowed to do one thing one day and be severely punished the next day for performing the same act. He therefore becomes confused and acts up or withdraws. Other causes may be due to broken homes, alcoholism, loss of a parent, etc.

Dealing With These Children in Terms of Transportation
Maintain a set of clear cut rules, make a short list of rules concerning behavior while riding the bus and follow them to the letter. The child wants to know where he stands at all times. Remember, once the child begins to act up, he cannot stop himself. You must stop him. Any deviation from these rules will only confuse the child and cause him to act worse. Be firm but fair. Smile often for this child, but be firm and to the point when you correct him. YOU ARE THE KEY TO THE PUPIL’S WHOLE DAY. You are the first school authority to see him in the morning and the last to see him in the afternoon. Say “Good Morning” and let him know you are glad to see him and that you want him to ride your bus. (This will be difficult at times but it will pay off in the long run.) There isn’t a cut and dried method of controlling behavior. The method you can use to control one child may not work with another. If a child is on medication, you must know the effects of the medication and if the medication will hold out throughout the bus routes and what to do if it should wear off.

These are some reasons why it is difficult to work with these children. You must be resourceful in discipline areas. Keep in mind these children have been acting this way from 7 to 10 years and you will not change their behavior over night. With this thought in mind, it is hoped that you will have the patience and understanding to perform your job easily and effectively.
DISTRICT’S SAFETY GUIDELINES

DEAF AND HARD OF HEARING CHILDREN

Some hearing losses are permanent and others are correctable through medical treatment and hearing testing programs. These are usually conducted by local health departments. This takes extensive testing to show the degree of hearing loss a child has; however, this child’s auditory sensitivity and acuity is so deficient, it interferes with his educational performance.

Dealing With These Children in Terms of Transportation

Be gentle though firm and consistent in your rules; this child understands more than sometimes given credit for. Consult the teacher if the child has learned to speak. Make him talk when asking you for something; you can always put your fingers to the backside of your ear and say “I can’t hear you”. He has to practice communication. If the child knows that you know he can talk, he realizes he cannot fool you. This is a favorite joke they like to pull on someone new.

- The younger child will be very emotional until he learns to communicate.
- When the child boards your bus, make a visual check to determine whether or not he or she is wearing a hearing aid. If no aid is visible, ask where it is.
- When you return to the bus garage, check your vehicle to see if any hearing aids have been left on the bus. If you find any, immediately contact the schools involved. Hearing aids are very expensive instruments. When they are lost or mislaid, parents worry a lot and usually call the school first.

BLIND AND PARTIALLY SIGHTED CHILDREN

Children and youth that have both a hearing and visual loss and who cannot be educated either as a blind child or as a deaf child.

Dealing With These Children in Terms of Transportation

The ride to and from school can be an important learning experience.

- Touch child gently on shoulder or arm to cue him/her before he/she is required to move. To be picked up or pulled can be startling if the child doesn’t anticipate being moved.
- Check with teacher and parents to learn some of the basic signs of communication.

Example: sit down, stand up, come, good, and no.

- If child is squirmy and can’t sit still, ask that a small toy be provided to hold while riding to and from school.
- Check with teacher and parents to deal with special handling problems.
- Always stay with child in bus.
- Be knowledgeable of the child’s strengths and let him function as independently as possible.
SEVERE LANGUAGE DISORDER CHILDREN

A Child is considered to have a disorder when his speech deviates from normal to the extent that communication is seriously impaired and/or inefficient. Therefore, professional help is required to enable the child to communicate adequately.

Language disorder may include:
- Serious articulation problems
- Non-Fluency (stuttering)
- Cerebral Palsy speech
- Cleft palate speech
- Delayed language
- Deaf speech
- Voice defects

Dealing With These Children in Terms of Transportation

Usually these children are very close to the normal child to handle on the bus. If they do have a problem they will run along the same lines as an emotionally disturbed child.

- If the child has a non-fluency problem, try whenever possible to have eye contact when talking to him.
- Let this child know that he has your attention when he is talking to you. Part of his problem is frustration from people not listening.
- Be familiar with special equipment that this child may use (language boards, etc.).
- Do not become frustrated with the child as he attempts to communicate with you.
- Regardless of the time span.

MENTALLY HANDICAPPED CHILDREN

Description of a Mildly Mentally Handicapped

These children can learn, but they need special support usually from specialists or consultants. The mild children must be potentially independent socially and economically.

Description of a Moderately Mentally Handicapped

A moderate individual has developed at approximately the rate of 1/3 to 1/2 the normal child with a mental age of 6 to 8 years. This child has potential of self-care, social adjustment to home and neighborhood and for economic usefulness in the home or the community sheltered work situation. These children attend school between the ages of 3 - 22 years.

Description of a Severely Mentally Handicapped

To be considered severely mentally handicapped, a pupil must meet the following criteria:
- Have a mental age of 2 years or less.
- Have potential of learning basic self-care.
- Can profit from a day training or day care program.

Dealing With These Children in Terms of Transportation

Try to meet the child and parents before the first day of the bus run, with the school and supervisor’s permission. These children do not adapt quickly. Reaction to a new situation may be very slow. Introduce yourself to the parents and child and show them the bus. Explain rules for behavior on the bus,
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inform parents of your schedule. Set rules and limits early in your association with the child. These children become set in their behavior. If you know you will want certain behavior on your bus, don’t try to demand it halfway through the year. Start by requests that are consistent in nature as soon as the child starts to ride the bus. Try to keep calm, even disposition, these children are very sensitive to changes of feeling, moods, changes in weather, etc. NEVER leave them alone on the bus. They are very unpredictable in their behavior.

ORTHOPEDICALLY HANDICAPPED CHILDREN (CRIPPLED)

An orthopedic child is one who is defective in bone, joint or muscle to the extend that he/she requires special services in order to develop to the limit of his/her potential, physically, intellectually and socially. Such a child may be handicapped by cerebral palsy, polio, muscular dystrophy, heart condition, or be otherwise physically handicapped. The category of “otherwise physically handicapped” may include children with special learning disabilities or who exhibit a disorder in one or more things like listening, thinking, writing, etc. They do not include hearing, sight or retardation.

Dealing With These Children in Terms of Transportation

- Be open-minded - Take suggestions from parents regarding ways of moving a severely handicapped child. They live with the child’s problems every day.
- Be aware of the lifting problems in cases such as muscular dystrophy. This child has a tendency to slip through one’s arms. Get a good hold on the bone structure.
- SAVE YOUR BACK. If a child is not able to walk, transport him to and from the bus in a wheel chair whenever possible. Avoid carrying the child if other means are available.
- Encourage independence in the child. Have him do as much for himself as possible.
- If you have any questions in handling a physically handicapped child, ask for help from some qualified person at the school, or have your bus supervisor get the answer for you.
- Report to the parent any accident (bump or fall) the child got during the transportation. Vomiting or nausea may occur after the child is home. Little things are very important in the physically handicapped child.

EPILEPTIC CHILDREN

There are many types of epilepsy; most types are experience because of a delayed damage to the brain, such as any type of accident where the individual receives a severe blow to the head or an infectious condition such as Encephalitis. Tumors or brain hemorrhage are also known causes. There are many epileptics where there is no known cause. Some symptoms of epilepsy are sudden and repeated attacks of dizziness, with severe abdominal pain, but consciousness usually is lost or impaired. Only a qualified physician can diagnose the presence of epilepsy.

There are many different drugs used to manage the epileptic. Sometimes a person is on as many as 2 to 6 different kinds of medication at one time.
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Grand Mal
During a Grand Mal Seizure, an individual loses consciousness, falls down and thrashes around, may bite his tongue and may lose control of bladder or bowel. He feels no pain and rarely is in serious danger. A PERSON CONVULSING CANNOT SWALLOW HIS TONGUE and will not choke to death if - when his jerking stops - his face is turned to the side so the tongue can drop into the cheek and the saliva can run from the mouth. The epileptic will give the appearance of choking on his tongue while actually drowning in his own saliva. Because the Grand Mal attacks are extremely dramatic, they generally are associated with epilepsy by the public. However, there are many other less dramatic manifestations of the disorder.

Petit Mal
During a Petit Mal attack, a child may stare blankly, stumble momentarily, drop an object, or act unconsciously for a few seconds. These seizures may occur many times a day. If you notice a child acting in such a manner, don’t brush it off as a “clumsy child” but keep an eye open to see if this is a pattern. You as a bus driver must report this to the parent or to the school administrator.

Psychomotor
During Psychomotor attacks, a child’s behavior is inappropriate to the circumstances. While riding a school bus a child might blink his eyes open and shut excessively for a few minutes, stop conversing and just sit smacking his lips or get up and perform purposeless motions. This behavior rarely involves violence. A child does not remember what happens during a psychomotor seizure.

Dealing With These Children in Terms of Transportation
- Stop your school bus in a safe place, not in the lane of traffic. Keep calm.
- You cannot stop a seizure once it has started. The seizure must run its course.
- DO NOT FORCE ANYTHING BETWEEN THE CHILD’S TEETH.
- More patients have received serious damage from broken pencils, tongue depressors, etc.; from the old belief the epileptic would swallow his tongue if you did not open his mouth.
- Try to prevent a child from striking his had or body against any hard or sharp object (roll up a coat for cushion) - do not interfere with his movement. His muscles are very rigid and you can injure him easily.
- Carefully observe the seizure - check approximately how long in time and how severer the seizure was so this can be reported.
- When the child stops jerking, TURN THE CHILD’S FACE TO THE SIDE. Loosen the tight clothing.
- If a child having a seizure, stops breathing momentarily, this is just part of a Seizure. DO NOT PANIC.
- Most seizures will last only 2 to 7 minutes. It will just seem longer.
- On very rare occasions, a child will pass from one seizure to another without regaining full consciousness; call your supervisor or building administrator for instructions.
- When a child regains consciousness, let him rest. DO NOT open windows.
- Respond as you would for shock by maintaining normal body temperature.
DISTRICT’S SAFETY GUIDELINES

Watch for and Remember
Quick flashes of light may set off a seizure. Example: Days when you have an electrical storm, lightening, bright sunshine day, and flashes of sunlight through branches in a wooded area. If you ever take a picture of your group, aim the flash camera away from the epileptic child. Always remember discipline will NOT trigger a seizure. It might trigger a temper tantrum, but the epileptic child needs the same consistent rules and regulations as any other child for a safe and happy bus ride.

You are a professional bus driver. Remember the rest of the children on your bus will pretty well reflect your feelings. The serenity you show will develop in your whole group, especially in the epileptic child’s attitude toward you and his seizures. In a practical sort of way, your own tranquility and realistic acceptance of epilepsy will help others overcome their uneasy feeling about seizures.

OTHER HEALTH IMPAIRED

Other health impaired means limited strength, vitality or alertness, due to chronic or acute health problem including a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes.

Dealing With These Children in Terms of Transportation
• Usually these children need a lot of special care. Suggestions from parents regarding medication are most important.
• Being gentle is important for many of these children, for they lack strength and vitality.
• Careful observation of these children daily, as they board the bus, for signs of change in physical condition is very important.
• Share information with parents that may be important is assessing whether the child needs medical assistance or not.

AUTISTIC

Autism is a severe developmental disability which appears during the first three years of life and which is behaviorally defined to include disturbances in the rate of appearance and sequencing of developmental milestones, abnormal responses to sensation, delayed or abnormal ways of relating to people and things.

With These Children in Terms of Transportation
Try to be calm in all situations.
• Behavior is often time sporadic.
• Children do not communicate verbally often, so some signing may be helpful in communicating.
• Try to meet the child and parents before the first day of school.
• Try to learn the things that upset the child.
• Have an open mind. Be willing to share information with parents and teachers.
• Be aware of mood changes, for moods may be liable.
• Other expressions such as crying, giggling, laughing, etc. May be unexplainable, inconsolable and without identifiable stimuli.
• Never leave these children alone for their behavior is never predictable. There may be lack of appreciation for real danger and also self-injurious behavior may exist.
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MULTI HANDICAPPED

Multi-handicapped means concomitant impairments (such as: mentally retarded, blind, orthopedically impaired, deaf, autistic-orthopedically handicapped, emotionally disturbed-mentally retarded, etc.), the combination of which these such severe educational problems are that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blind individuals.

Dealing With These Children in Terms of Transportation
- Be patient and gentle with these children.
- Check with teacher and parents so that you may be familiarized with any special problems.
- Always stay within visual contact with the child.
- Be familiar with special equipment that may be needed for the child.
- Be aware of the handling problem of some of these children.
- Always discourage dependency and encourage independence on the part of the child.

GIFTED

Gifted children and youth are those who possess demonstrated abilities that give an evidence of high performance in academic and intellectual aptitude.

Dealing With Children in Terms of Transportation
- These children are usually well adjusted.
- They can be treated as any normal child riding a school bus would expect to be treated.
Introduction/Overview
On the job accidents prevention is the responsibility of all the district’s employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

Safety Rules
The following are some important general food service safety rules that each employee is required to follow:
1. Keep floors free from wet spots and debris. Wipe up spills immediately and until the floor is completely dry, use a “wet floor” safety sign. Keep all equipment clean.
2. Walk, do not run. Rushing is especially hazardous when carrying hot foods, dishes and glassware.
3. Report injuries to the manager.
4. A school kitchen is no place for horseplay and practical jokes and are prohibited.
5. Know your school’s fire safety plan.
6. Use equipment only after you have received proper instruction. Never talk to others or allow yours to be distracted while you are operating electrical equipment, especially the meat slicer and mixer.
7. Use carts to move large quantities of food rather than carrying by hand. Never obstruct your view by overloading mobile carts. If necessary, ask for help in moving or lifting heavy loads. Use proper lifting techniques. It is recommended that a back belt be worn on duty, especially when lifting is necessary.
8. Guide a baker’s rack by walking beside it rather than in front or behind it. Be sure to have good visibility when moving rack.
9. Use dry cloth, mitts, or potholders to pick up hot receptacles. Have an area clean for placing hot items.
10. Never pour boiling liquids into glass jars, plastic, or foam containers.
11. Before cleaning steam tables or electrically powered machines, make certain that the steam and/or electricity has been shut off and equipment is cool enough to handle. Ovens and stoves should also be allowed to cool before cleaning.
12. Remove the cover from a pot or pan so that the steam will be directed away from you; stand to the side when opening oven doors, steamer doors, or the lids to kettles and braising pans. Also be sure that the surrounding area is clear of other people whenever steam is to be released. The content and/or liquids must be removed with extreme care.
13. Shut off the switch and pull the plug before cleaning any electrical appliance (including portables). Wait until the machine comes to a full stop.
14. Sharp knives and glass objects should never be placed in any compartment sink. A specific place should be designated to put soiled knives for washing. Sharp knives must be placed point down in dishwasher racks.
DISTRICT’S SAFETY GUIDELINES

15. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
17. Store heavy utensils or stacks of dishes flat on the middle storage shelves for safer handling and so that they will not jar off.
18. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
19. Guards on kitchen equipment are for your protection and should never be removed except for cleaning and then immediately replaced. Inform co-workers when the guards are off the equipment.
20. Keep oven doors closed when not in use.
21. Special care should be used when lighting equipment with pilots.
   a. Oven doors should be opened before lighting burners.
   b. If any odor of gas is detected, let it fully escape before striking a match.
   c. Always light the match before turning on the gas.
   d. At the end of the day, the person using any piece of gas-fired equipment must inspect it carefully to ensure that all jets are properly closed.
22. Fill pans no more than 2/3 full.
23. Use care in handling produce crates to avoid slivers, nails, or jagged wires.
24. Keep all crates and boxes off the floor and away from walkways.
25. Cover all containers when stored in coolers or storage spaces.
26. Observe cleanliness rules and wash hands thoroughly.
27. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
29. Use a step stool or ladder for reaching high places. Never stand on stacked boxes, cans, shelving, chairs, etc.
30. CPR and choking posters must be posted in the cafeteria.
32. Never melt fat in its original container or in shallow pans.
33. If it is full, it may run over and cause a burn or start a fire.
34. Raw grease in a deep fat fryer against coils can catch fire.
35. A buildup of grease can present a fire hazard. Clean grease off equipment, such as stove tops, hoods, drip pans, cooking pans and utensils.
DISTRICT’S SAFETY GUIDELINES

Use of Kitchen Equipment
Accidents can happen easily when a tool is used incorrectly. Pay close attention to what you are doing and to what is going on around you.

1. Unplug electrical equipment before cleaning. Use caution when removing hot items from appliances.
2. The meat slicer should be unplugged when not in use and when being cleaned. Use the slicer only with safety guards. When the slicer is not in use, the thickness gauge is to be set at zero.
3. Keep hands and utensils out of the mixing bowl while it is in operation. Begin mixing at the lowest speed and, when the mixing is completed, return it to the lowest speed.
4. Gas and electric ovens can be extremely hazardous.
   a. Keep hands off the tops and sides of ovens when in use because of the heat.
   b. Always make sure the pilot light is on before turning on gas.
   c. Clean ovens when they are cool and turned off.
   d. Keep water away from electric cords.
   e. Ventilate a gas oven several minutes before striking a match. Then strike the match and place to the jet before turning it on. Open the gas slowly to avoid blowing the match out prematurely.
   f. If gas is smelled when opening the kitchen in the early morning, leave the lights off and call maintenance to inspect the premises.
5. Steam tables are another source of heat, so be careful not to touch them when they are in use. Always use hot pads when lifting hot pans from the steam table to the oven.
6. Knives can be dangerous whether sharp or dull.
7. It is best to use sharp knives so less pressure has to be exerted by the user and the likelihood of slippage is decreased.
8. Knives should be handled carefully, even when the task is done. For example, knives should be placed (rather than tossed). Never put knives into water.
9. The person using the knife should also wash, dry, and store the knife when finished with it.
10. A knife should be passed handle first.
11. If you drop a knife, let it fall rather than trying to catch it.
12. The food processor must be unplugged when not in use and when it is being cleaned. Its blades are sharp and must be handled cautiously. Never use hands to feed foods into the processor; use the food plunger with light pressure (not force).
13. Vent-a-hoods are to be on during all kitchen operations.
14. Use the appropriate size of ladder to clean the hoods.
15. Always have assistance when removing and replacing hood filters.
16. Oven cleaner blackens aluminum; therefore, never use this product on the vent-a-hood vents.
17. Have plenty of ventilation when spraying inside the hoods.
DISTRICT’S SAFETY GUIDELINES

Kitchen Storeroom Safety
Good storeroom safety rules are effective only when put into practice.

1. Use a strong ladder that is the appropriate size for the job.
2. Replace sagging shelves with strong shelves.
3. Stack heavy loads on the middle shelves or on duckboards.
4. Store chemicals on bottom shelves or out of the storeroom and food production areas.
5. Keep storeroom well lighted.
6. Keep floor clean, dry, and free from clutter.
7. Keep aisles clear of objects. Put groceries and equipment away as soon as possible.

Mopping Procedures
1. Wring out excess water from the mop to eliminate extra weight in the mop and to avoid leaving excess water on the floor.
2. Mop in an “S” motion (instead of back and forth in a sweeping motion) to relieve the back from excessive strain.
3. Use the proper cleaning agents designed for floors. This will prevent residue from building up on the floors and creating a slippery surface.
4. Put up “wet floor” signs while mopping and until the floor is dry.
DISTRICT’S SAFETY GUIDELINES

ELECTRICAL AND MECHANICAL LOCKOUT/TAGOUT PROCEDURES

Introduction/Overview
District Maintenance staffs are often called on to maintain electrical and mechanical powered equipment. It is important to the safety of the maintenance worker that all sources of power be disconnected before work actually begins. It is also imperative that these power sources not be re-established until all repairs are completed.

If guards or other protective devices must be removed for any reason, servicing personnel must use Lockout/Tag out procedures.

Electrical and Mechanical Lockout/Tag out procedures should be used to ensure that:
- Machinery or equipment is free of all residual or accumulated energy before authorized employees do any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

The purpose of lockout/tag out procedures is to control hazardous energy sources so that the maintenance employee and the worker are both safe from accidents.

Energy Sources
The following is a list of basic hazardous energy sources:
- Electricity
- Steam
- Heat
- Gases
- Chemicals

These are only a few of the basic hazardous energy sources. All machinery should be inspected to determine what hazardous energy sources are involved in running the machinery. Any energy source that has a potential to injure is hazardous and should be considered for lockout/tagout procedures before any maintenance is done.

Employees
There are two types of employees involved in lockout/tag out procedures:
- Authorized
- Affected

Authorized employees are those employees who are authorized to perform maintenance and actually use lockout/tag out procedures while they are cleaning or repairing equipment. Affected employees are those employees who work around equipment or machinery. All employees whether authorized or affected should have a basic knowledge of lockout/tag out procedures.
DISTRICT’S ACTION PLAN FOR ACCIDENT PREVENTION

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Device and Tag
A lockout device is any mechanism that uses a positive means, such as a lock, to prevent the accidental energizing of machinery or equipment. The lockout device cannot be removed by anyone other than the person who attached the device. A tag out is a tag that shows the machine or equipment to which it is securely attached is not to be operated until the tag out device is properly removed by the person attaching the tag.

When To Lockout/Tagout
When employees are protected by machine guarding, lockout/tag out is not necessary. If guards or other protection must be removed during a normal production operation, servicing employees need to use lockout/tag out procedures. Lockout/tag out procedures should be used in clearing a jam during normal operation if it is determined that the possibility of injury is present. The only exception to lockout/tag out procedures during maintenance is when an electrical cord is the only source of power. The person who is cleaning or maintaining the equipment must have control of the plug thus preventing the machine from becoming re-energized during these procedures.

The use of tag out procedures alone does not prevent re-energizing. The best method to prevent injury is to use both lockout and tag out procedures during maintenance.

Inspections
An inspection or audit should be done to ensure that employees are trained and have basic knowledge of company policies and procedures regarding lockout/tag out procedures. All machinery should be inspected to determine what lockout/tagout procedures are needed for each individual machine. Documentation should be kept on company policies, procedures and training involving lockout/tag out.

Policies
Policies should be adopted that consistently determine when and where lockout/tag out procedures will be used. Lockout/tag out hardware should never be used for any purpose other than what it is intended for. Each individual must accept the rules that are established for lockout/tag out and abide by them. The purpose of lockout/tag out procedures is to ensure that whenever the possibility of unexpected machine or equipment start-up exists or when the unexpected release of stored energy could occur causing injury, the equipment is isolated from its energy source(s) and rendered inoperative before servicing or maintenance is begun.

Lockout/tagout procedures help prevent accidents for both machine operators and maintenance staff. Disciplinary action, which may lead to termination, will be taken against any employee violating the lockout/tag out procedures.

General
1. Every worker required to work on electrical/moving equipment, will be issued an individual lock/w key and tag. (At no time will tags be used only on electrical equipment).
2. Every worker who works in a Lock-Out area; machine or equipment, will be required to install his personal lock on the control device and to remove his lock on completion of his work.
DISTRICT’S SAFETY GUIDELINES

Preparation for Lock-Out/Tag-Out
Make a survey to locate and identify all isolation devices to be certain which switch (s), valve (s), or other energy isolation devices apply to the equipment to be locked or tagged-out. More than one energy source may be involved.

Procedure for Lock-Out/Tag Out

1. Notify all affected employees that a lock-out/tag-out system is going to be utilized and the reason. The authorized employee (s) (Foreman/Operator) shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards involved.
2. If the machine or equipment is operating, shut it down by normal stopping procedures:
   a. Depress stop button, open toggle switch.
   b. Pulling handle on safety disconnect switch.
   c. Pulling handle at the switch gear room.
3. Anyone working on this machine or equipment will place their personal locks, using a multiple lock clasp, on safety disconnect switch or switch gear before commencing work.
4. (If the lock does not have a name, a tag must be used to identify each individual working on this piece of equipment).
5. To assure the machine/equipment is de-energized try the start-up button after the Lock-Out is completed. BE AWARE that a system may have stored energy that may be release when you try the start up button on the equipment/machine. Be certain that all workers remain clear of the system until after this check.
6. Perform the required work.
7. On completion of his work, each worker will remove his personal lock.
8. When all work is completed and all workers’ lock have been removed. The Foreman/Operator will make sure of the following:
   a. Area has been inspected.
   b. Guards are in place.
   c. Tools are out of the way.
9. Operator will make sure of the following:
   a. Area has been inspected.
   b. Guards are in place.
   c. Tools are out of the way.
10. Everyone is clear of the machine/equipment.
11. Energize the machine/equipment and check work.
12. If more work is needed go back to step 2. De-energize equipment and lock-out.

Shift Change

1. If work will be turned over to another crew, the new crew will place their locks on and the initial crew will take their locks off. Make certain everyone affected is notified.
2. If work will not be turned over, the Supervisor/Foreman will place an equipment lock on, then all other workers may remove their locks.

Locks Still On
In the event that any workers’ lock is still on after the workers have cleared the area, a search will be made of the work area to locate these workers.

If the workers are not found, their Supervisor/Foreman will be notified and he will make every attempt to locate them at home or elsewhere.
When he has satisfied himself that the workers are not still in the system, the locks may be removed by duplicate keys (if available) or cutting the lock and the system activated as described above. A written report must be forwarded to Management within twenty-four (24) hours following such removal of a workers’ lock.

**Mobile Equipment**

1. Break down in plant area:
   a. A “DO NOT OPERATE” tag will be placed on the equipment and the key will be removed.
2. Maintenance being performed in shop:
   b. A “DO NOT OPERATE” tag will be placed on the equipment and the key will be removed.
   c. The wheels must be chocked to prevent the machine from rolling.
   d. If any implements, buckets, blades, or forks, must be off the ground for repairs they must be blocked in a fashion to prevent accidental falling in case of sudden change or loss of pressure to a system.