

**MAYSVILLE PUBLIC SCHOOL**

**SAFETY MANUAL**

**Introduction**

This manual contains safety policies developed to control the risks associated with school operations. It’s impossible to write a rule for every potential work scenario; therefore, while many policies are detailed, others dealing with specific job responsibilities may be provided by your supervisor.

If you have a suggestion that could improve safe measures at Maysville Public School, please speak with your supervisor. It is everyone’s job to help prevent accidents in the workplace.

Accidents are the result of unsafe conditions and/or unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, using tools in an unsafe manner or by neglecting to follow safe work practices. Violations of school safety policies and procedures could result in disciplinary action up to and including termination. Therefore, if you have questions and/or requests for additional information concerning the contents in this manual you must speak with your immediate supervisor or predetermined designee.

**Safety policy statement**

Providing a safe work environment for the staff at Maysville Public School is of the utmost importance. The goal of our safety policy is to provide guidance on how to avoid risks associated with the jobs performed by school employees. There is absolutely no way to provide guidance for every situation that may arise; therefore, we must depend on you – our staff – to make safe choices in your daily work. Our success depends on everyone making good choices and performing their job in the safest possible manner.

Safety is a team effort

Superintendent’s responsibilities:

Provide a safe work environment and adequate supervision of school operations. This includes, as applicable, the use of tools and equipment, proper safety equipment/clothing, training and on-site safety direction.

Periodic inspection of school departments.

Ensure prompt preventative and corrective action is taken with unsafe conditions and/or actions.

Ensure all accidents are reported and investigated in a timely manner.

Review incident reports to verify corrective action has been taken.

Principal’s responsibilities

Promote safety awareness and lead by example

Ensure employees are trained on safe work practices related to their assigned job tasks

Ensure that safety equipment and protective devices are provided and properly used

Conduct frequent safety inspections of all work areas and operations to improve and eliminate unsafe conditions

Take prompt corrective action when unsafe conditions and/or unsafe actions are observed

Investigate and report to the superintendent all incidents involving school personnel and/or property

Review newly purchased equipment to identify potential risks being introduced in to the operations

Inform employees of the disciplinary policy and takes appropriate action when warranted

Certified and noncertified employee’s responsibilities:

Follow the school and district safety policy and procedures

Report unsafe conditions and practices to the principal immediately

Keep work areas clean and orderly at all times

Operate equipment only if you have been authorized and instructed on safe work procedures

Report all accidents/incidents to the principal immediately and complete an incident report as soon as possible.

**What to do if an accident occurs**

First and foremost, employees must follow established Bloodborne Pathogens procedures

All accidents/incidents, no matter how minor, shall be reported immediately to your principal. Prompt reporting will ensure proper treatment, if required, and ensure appropriate corrective action is addressed

First-aid and CPR shall be performed only by trained personnel

The principal will arrange for transportation and may accompany the injured employee to the medical facility to facilitate paperwork and answer questions by both the treating physician and injured/ill employee

The principal and employee must complete the school’s Incident Report forms as soon as possible and route as directed

**Emergency action plans:**

For everyone’s safety, emergencies (fire, severe weather, bomb threats, etc.) require immediate action by all employees. The following emergency action plans have been developed. The principal/superintendent or designee for their respective areas will:

Direct actions of personnel

Know the location of fire extinguishers

Know who is first-aid and CPR trained

Identify individuals that may require special assistance during evacuations and make arrangements to ensure their safety.

Familiarize employees with evacuation route.

Ensure the building is clear and account for personnel after building evacuation.

**Fire evacuation:**

When the fire alarm sounds, only if possible, turn off nearby equipment and walk to the nearest exit out of the building

Assemble away from the building at the designated area

The principal or their designee will account for all individuals. Employees shall remain outside until the all-clear is given by responding fire personnel

**Severe weather – tornadoes etc.:**

In severe weather do not leave the building. Await direction to proceed in an orderly fashion to the designated storm shelter.

**Bomb threats:**

All bomb threats must be treated seriously. The receiver of the bomb threat should attempt to obtain as much information from the caller as possible. The incident should be reported immediately to the principal. If directed by your supervisor, follow the same evacuation procedures as a fire evacuation.

**Recordkeeping:**

Documentation is a critical component for maintaining a safe working environment. The following records will be maintained in school files:

Employee training records

Certifications

Accident/Incident reports

Hazard identification and corrective actions

Signed acknowledgements

Equipment inspection/certifications

**Violence in the workplace**

It’s the policy of Maysville Public School that physical violence or the threat of violence, even in a joking manner is not appropriate and is subject to disciplinary action.

School employees are to report any acts or threats of violence to their principal immediately. Report the behavior or threats made, give facts of where and when it occurred, what was said and include any witnesses.

Anyone who observes a weapon on the premises is required to report it to the principal immediately.

**Biological exposure control plan**

During your time on the job, you may come into contact with co-workers, students and/or members of the public who pose a risk of transmitting blood and/or airborne diseases. To

protect yourself do not come into contact with blood or other body fluids without proper personal protective equipment as outlined in the *Blood/Airborne Pathogens Program.*

General policies for all operations

The expectation is that all employees will perform their job tasks in a safe manner. Speak with your supervisor if you have any questions regarding safe work practices.

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical well-being and ensuring that you receive adequate rest.

Violence and horseplay of any kind is strictly forbidden. Employees who willfully engage in violence (threats and/or actions) and horseplay are subject to the school’s disciplinary procedures up to, and including, termination.

Clean and orderly work areas prevent injuries. Take time each day to keep your work area clear of unnecessary materials, tools and/or equipment.

All exits and stairways shall be clear and free from obstructions.

Only approved, grounded electrical extension cords shall be used. When extension cords are not in use, they shall be unplugged, coiled and stored in designated locations. Extension cords that show wear and tear shall be immediately disposed of.

When lifting, follow proper lifting techniques and seek assistance when necessary. Before use, all equipment (dolly, etc.), shall be checked to ensure it is in good condition.

The use of a personal music device (iPOD, MP3, radio, smartphone etc.) in the work area; including vehicles, will be at the discretion of the immediate supervisor.

Smoking is prohibited on school grounds.

**Slip and fall prevention:**

Footwear should be: anti-slip, low-heeled shoes, with closed-toe and heel.

Keep the floors clean and dry; use designated wet floor signage whenever necessary. Keep mops, brooms, boxes and other articles from passageways.

When reaching overhead, use a step stool or ladder. Do not stand on boxes, chairs, desks, or tables.

**Ladders:**

Ladders must be inspected before use

Don’t use chairs, boxes, etc. as ladders

Maintain 3-point contact (two hands, one foot or both feet) when ascending or descending ladders; always face the ladder.

Do not climb higher than the second step from the top of a step ladder. When using a ladder, do not climb higher than the third rung from the top

**Extreme temperature conditions**

Maysville Public School operations may expose employees to extreme temperatures. Employees are responsible for monitoring their physical condition both on and off the job.

**Hazard communication**

Products used by the school are to be approved before use. The associated risks with products shall be communicated to employees before use by reviewing the product Safety Data Sheet (SDS). Annual training on proper hazard communication will be provided with additional training as new products are introduced in the work environment *(see Hazard Communication Program).*

**Personal Protective Equipment (PPE)**

Head protection:

Approved hard hats must be worn whenever there is a potential risk of injury to the head. Employees are responsible for keeping track of and making sure hard hats are in good condition. Head protection must be replaced as indicated by the stamped date located inside the hat.

Hearing protection:

Maysville Public School has implemented a Hearing Conservation Program to control the risks associated with high noise levels. Approved ear protection shall be worn under all work conditions that have been determined by the school to exceed acceptable noise levels. Hearing protection shall be provided by Maysville Public School*.*

Respiratory protection:

Maysville Public School has implemented a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particles*.*

Foot and hand protection:

Footwear suitable to the type of work and work environment shall be worn at all times. Slip resistant soles may be required in some operations.

Hand protection shall be selected based on the risk associated with the assigned job tasks. However, in operations where hand protection may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor regarding the proper hand protection and use. If necessary, hand protection will be provided by Maysville Public School.

Outerwear protection:

Regular work clothing should be cotton or other natural fiber. Shorts and tank-top shirts are prohibited. Contaminated clothing or gear must be removed and replaced.

**Kitchen Operations**

Employees shall be trained on the safe operation of any machinery they use.

All safety guards must be in place before operating the equipment.

Keep electrical equipment unplugged and in the off position when not in use.

All electric outlets that have potential to come in contact with water should be a ground fault circuit interrupter (GFCI).

Follow SDS guidelines when cleaning equipment with chemicals.

Tools/cooking utensils are to be used only for the purpose for which they are designed.

The tools/cooking utensils shall be inspected before use and replaced as required.

Don’t leave tools/cooking utensils in work areas.

Never leave tools/cooking utensils lying around where they may be tripped. over or interfere with other work in progress.

Don’t carry an edged or pointed tool/cooking utensil in apron pockets or belts unless the point or edge is protected.

Avoiding burns:

Always use caution when removing lids from pots.

The edge of the lid farthest from the body should be raised slightly, first to allow steam to escape before lifting lid.

Have a place ready to move hot cooking pans before removing from the stove.

Place hot cooking pans on dry potholders.

Do not pour boiling liquids into glass jars.

Be sure pot handles do not extend into passage area around stoves or work tables.

Avoiding cuts:

Don’t place sharp knives or glass objects in sink.

Use sharp knives carefully, store them in the space provided when not in use.

Knives should be kept sharp to reduce force when cutting.

Handle opened cans with care; never open cans with a knife.

Cracked dishes should be discarded.

Broken glass should be placed in a separate container for disposal, not a trashcan.

When using a knife, always cut away from the body.

Safety gloves must be used when cleaning or dismantling the slicer.

Never use a food slicer with the blade guards off.

Never place hands or any utensil in a food mixer while the mixer is operating.

**Maintenance Operations**

Hand tools:

Hand tools are to be used only for the purpose for which they are designed.

Tools will be inspected before use and replaced as required.

Tools with burrs, cracks, mushroom heads or broken, lose splintered handles shall not be used.

Do not leave tools on overhead work areas where they pose a risk of falling and striking someone.

Never leave tools where they may be tripped over or interfere with other work in progress.

Do not carry edged or pointed tools in pockets or belts unless the point or edge is protected.

Portable power tools:

Do not operate power tools without proper instruction and authorization.

Always check portable power tools before use to ensure proper safeguard operation, (e.g., grinder guards, weed eater guards).

Power tools should be inspected and tested by qualified personnel.

Always report defects or minor shocks on any piece of equipment.

Any electrical equipment or cord without a ground prong intact shall not be used.

Ground fault circuit interrupters (GFCIs) shall be used in all wet locations.

Electrical cords should be protected from damage by oil or wear.

Cords shall not be left in aisles where they may be run over by trucks or other equipment, creating a tripping hazard.

Never run an electrical cord through a doorway.

Powered mowing equipment:

Do not attempt to operate any power equipment without proper instruction and authorization.

When in proximity of equipment operations, keep clear of equipment where operators cannot see you.

Only the operator is allowed on the equipment.

When working in close proximity to moving traffic, ensure that proper barricades have been placed around the work zone. When leaving the seat, the operator should disengage the Power Take Off (PTO), engage the brake, stop the engine and wait for all parts to stop moving before dismounting.

Never refuel equipment while the engine is running or hot.

Ensure all roll over protective devices and seat belts are in place on equipment.

When operating equipment on loose soil or slanted surfaces, operator should take caution to ensure equipment does not roll over or into open ditch area.

If an area is too sloped or the ground is deemed too uneven to operate the mower safely, use a weed eater to cut the grass.

Areas with high grass and weeds should be mowed to an intermediate height, inspected for debris then mowed again to the desired height.

Motor vehicle operation:

The high risks associated with motor vehicle operation, the school has implemented the following requirements:

All employees who operate vehicles for this school must have a valid Oklahoma driver’s license, operator, commercial or chauffeur’s license as required for the equipment being operated.

Only school employees are permitted to operate school owned equipment/vehicles.

Employees are required to obey all Oklahoma traffic regulations. Cost for violations of traffic laws are the responsibility of the employee. Employees convicted of two or more moving violations within a 12-month period will not be allowed to operate school vehicles.

Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.

**CAFETERIA EMPLOYEES**

**Cuts and Burns**

Minor injuries to the skin are often ignored. It’s important to remember that the skin is a vital organ and injuries should not be ignored. Maintain a well-stocked first-aid kit in your work area.

**Cuts**

First-aid treatment:

Place sterile gauze over the cut and hold it.

When holding the gauze, apply pressure until the bleeding stops.

Once the bleeding has stopped:

Wash the cut with soap and water, followed by a disinfectant.

Look for foreign objects in the cut; if possible, remove the object.

Cover the cut with a bandage.

**Burns**

First-aid treatment:

If a burn begins to blister, cool it by running it under cold water; if necessary, apply an ice pack.

Once cool, gently clean the burn and cover the area with sterile, nonstick gauze.

\*To help prevent an infection it’s important to never puncture a blister.

Safe Lifting

One of the leading causes of disability is back pain from injury due to improper lifting and moving of objects. Learning to lift the right way will help prevent back pain, loss of mobility and time off the job.

Before you lift or carry something: consider its weight, size and shape. Just because an object is small doesn’t necessarily mean it will be lightweight. If it appears the item is too heavy for you to handle by yourself, get help or use a mechanical lifting device. Also, plan your route and be sure to remove any obstacles that might be in your path.

Positioning your body for proper lifting: bend your knees to the degree that it is comfortable and get a good grip on the object. Using your leg and back muscles, lift the object straight up, smoothly and evenly. Push with your legs and keep the item close to your body.

While lifting: avoid jerking, turning or making twisting movements. Take your time and use slow, cautious movements.

Moving the object: use your feet to change direction rather than twisting and turning your body. Keep the object close to your body and try to position the item between your waist and your shoulders.

Lowering the object: how you set the object down is just as important as picking it up. Use your leg and back muscles and slowly lower the object by bending your knees. When it is securely positioned, release your grip.

Overhead objects: don’t stretch or grab an object that is overhead or too high to reach as this may result in strains or falls. Use a ladder so you are in a position where you can lift and move the object safely without overreaching.

Make these tips a part of your workplace Routine and help prevent a possible back injury.

Slips, Trips and Falls

Slips, trips and falls are the number one reason for an industrial injury in the United States. More workers are hurt due to slips, trips or falls than any other reason. Thousands of disabling injuries, even deaths, occur each year as a result of slips, trips and falls.

Maintaining work areas is the best way to prevent slips, trips and falls. Specific examples include:

* Keep walkways, aisles, and stairs free from materials or other hazards
* Clean up any leaks or spills on floors, stairs, entryways and loading docks promptly
* Repair or report floor problems, such as broken planks, missing tiles, etc.
* Block off and mark floor areas that are being cleaned or repaired
* Place trash promptly in proper containers
* Keep drawers closed
* Wear non-skid, flat-heeled, close-toed shoes
* Wipe your feet when coming in from rain or snow
* Take precautions on loading docks; don’t jump on or off platforms
* Don’t carry a load you can’t see over, especially on stairs or around dock edges

Appliance Guarding

Guards are designed to protect, not hinder. Machine guards protect against direct contact with moving parts. They are also designed to protect the operator in the event of mechanical or electrical failure.

The type of guard most commonly found on kitchen appliances is an interlocking guard. Interlocking guards do not allow the appliance to operate until the dangerous parts are guarded. For example, the large mixers in the cafeteria will not “start” until the guard or shield is in place and a microwave will not start until the door is closed.

Here are some key items to remember when using appliances in your workplace that are equipped with guards:

Never reach into the machine or appliance to remove anything or fix a jam. If this is necessary, first make sure the appliance is completely de-energized (unplugged from an electrical source).

Do not use an appliance if it has missing parts or is missing its guard

Be aware of the dangers a particular appliance can pose if used or operated improperly, or without its protective guard

Remember, guards are meant to protect the operator. So take your time when using your kitchen appliances and make sure the guard is in place, even if it takes a little bit longer to get the task done.

**GFCI Safety**

A GFCI (ground fault circuit interrupter) is designed to prevent accidental shock and electrocution by preventing ground faults. GFCI’s will continuously match the amount of current going to an electrical device against the amount of current returning from the device along the electrical circuit path.

A grounding fault is needed in areas such as bathrooms and kitchens, or any other potentially wet environment. GFCIs are required anywhere within 5 feet of a water source.

Actions to take to ensure electrical safety:

-Always make sure the tools and cords are in good working condition

-Inspect cords regularly for visible damage.

-Use GFCI devices

GFCIs should be inspected and tested on a monthly basis.

Proper Storage

Properly storing items in your cafeteria’s pantry and refrigerator(s) is very important. Not only is proper storage appealing to the eye, these practices also provide a continuous flow of parts throughout the workplace and ensure that materials and goods are available when needed. Practicing good ergonomics can help prevent injuries by reducing the size or weight of items being lifted and stored or changing the height of a shelf.

Push carts may be provided to move stock items from the loading dock into their storage area (pantry or walk-in refrigerator/freezer). Step ladders may also be used to stock items on higher shelves. Proper ladder safety procedures should be exercised when using a portable step ladder.

Other things to keep in mind include:

When manually stocking shelves, position the materials to be shelved slightly in front of you so you don’t have to twist when lifting and placing it on the shelf.

Place heavier items about mid-height. This prevents you from having to bend down and pick it up at a later time when it is needed.

Lighter weight items (such as Styrofoam and paper goods) should be placed on higher shelves.

Make sure the weight is evenly distributed across the shelf. You do not want heavy items all on one side, as this could cause the shelf to warp and possibly break.

Place items on the shelves so that they lie flat and do not lean against each other.

Do not let items overhang from the shelves into the walkways.

Observe height limitations when stacking materials

Food Service Safety

Food handling is a line of work that seems to be overlooked in terms of safety. But food service employees have risks in their jobs just like every other job and are no less important. Knowing what the hazards

of working in food services, such as in cafeterias, and how to prevent these hazards is something every employee should know.

Some of the most common hazards working in a kitchen include:

* Falls from slipping on wet, greasy floors
* Tripping over clutter
* Burns from steam and hot surfaces
* Back injuries from lifting cartons or bulk food items
* Repetitive strain injuries
* Electrical shock from faulty equipment
* Kitchen fires

There are numerous things you can do at work or within your own workstation to be safe.

* Dress for your job with safety in mind
* Choose low-heeled, secure shoes with a non-skid sole and enclosed toe
* Talk to your supervisor about fire-resistant clothing, if needed
* Keep kitchen cutting tools sharp and in good condition
* Store knives on overhead magnetic strips as opposed to loosely in drawers
* When lifting, avoid twisting or bending your back. Get help with heavy loads.

**Housekeeping**

Housekeeping is an important aspect of every job. Not only does it improve the overall appearance of your work environment, it shows that you take pride in where you work.

Results of poor housekeeping practices include:

* Injuries resulting from employees tripping or falling over objects
* Lowered employee morale and performance
* Increase in potential for other accidents

General housekeeping rules to remember are:

* Cleaning up after yourself. Pick up your trash and debris and properly dispose of it immediately
* Keep your work area/station clean throughout the day
* Stack materials and supplies orderly and secure them so they won’t fall over

Footwear

Protective footwear worn in the workplace is designed to protect the foot from physical hazards, including falling objects, stepping on sharp objects, heat and cold and wet and slippery surfaces. The operations you complete everyday will dictate what type of footwear is appropriate protection against foot injuries.

According to the National Safety Council, approximately 130,000 disabling foot injuries and 40,000 toe injuries occur annually. Shoe type, material and fit are all important characteristics of proper footwear. Overall, ensure that your footwear is close-toed, non-slip and closed-heel. Footwear should also be comfortable, especially if you are on your feet for long periods of time.

Good footwear should have the following qualities:

* The inner side of the shoe must be straight from the heel to the end of the big toe
* The shoe must grip the heel firmly
* The forepart must allow freedom of movement for the toes
* The shoe must have a fastening across the instep to prevent the foot from slipping when walking
* The shoe must have a low, wide-based heel

Safety Awareness

Accidents occur for many reasons. Most of the time people will look to blame others; however, statistics show 80 percent of accidents are the fault of the person involved in the accident. Having a good attitude can make all the difference and also make you more aware of safe-work practices.

There are a few things you can do in your everyday work duties to ensure a safe-work environment for you and your co-workers:

Avoid taking shortcuts. Trying to find a way to get the job done faster or more efficiently may not be in the best interest in terms of safety.

Avoid having the “it’ll never happen to me” attitude. Overconfidence can lead to accidents.

Make sure you know exactly how to execute the task at hand and do so properly. When in doubt, ask for help.

Maintain good housekeeping in your work area. Housekeeping is also a reflection of everyone’s attitude and can affect the quality of work, both positively and negatively.

Make sure you stay focused on the task at hand. Avoid bringing outside problems to work with you and keep other mental distractions in check.

Pre-plan your job duties. A Job Safety Analysis (JSA) is a tool that is used to determine the risks associated with a particular task and the actions that need to be taken to prevent the hazard from becoming an accident. Make sure you think the process through before beginning the task. Plan your work, and then work your plan.

Enforcing safety rules is part of your supervisor’s job, but it is your job to put safety into practice. Remember, these rules are made to protect you.

GROUNDS/MAINTENANCE EMPLOYEES

Ladder safety tips

Always inspect the ladder prior to using it and follow all safety instructions provided on the ladder.

When inspecting the ladder, look for:

* Loose, split, cracked or missing rungs.
* Missing or damaged feet (if the ladder is equipped with them).
* Any sign of rot.
* Excessive warping.
* Cracks in the rails, especially near the rungs.
* Maintain three-point contact with the ladder when climbing. Three-point contact consists of two hands and one foot or two feet and one hand touching the ladder.
* Make sure the ladder is on a surface that is stable, level and slip resistant.
* Use the proper height ladder for the job you are performing. Don't place the ladder on an object or place an object on the ladder to obtain additional height.
* Don't move or shift a ladder with a person on it.
* A straight ladder should extend a minimum of three feet above the point of support (what the ladder is leaning against) and the rungs in that three-foot section should not be used for climbing.
* In placing an extension ladder, the ladder should be one foot out for every four feet up and the ladder should extend at least three feet above the roofline and be tied off at the top.
* Always check the workspace for power lines prior to using a ladder. Never use a metal ladder near electrical wires.
* Be sure that all locks are properly engaged.

Do not climb with your hands full of gear. You should put the materials in a bucket or bag fastened to a rope or a line.

When you reach the working level you will be working on, hoist the materials up and fasten the bucket or pail to the platform or rung.

Check your footwear for mud, oil or other debris that could cause you to slip from

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Before you lift or carry something: consider its weight, size and shape. Just because an object is small doesn’t necessarily mean it will be lightweight. If it appears the item is too heavy for you to handle by yourself, get help or use a mechanical lifting device. Also, plan your route and be sure to remove any obstacles that might be in your path.

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Make these tips a part of your workplace Routine and help prevent a possible back injury.

Safety Glasses

According to *Safety & Health* magazine, every day approximately 1,000 eye injuries occur in the U.S. each year. These injuries are responsible for over $3 million annually in medical, lost production and workers’ compensation costs.

Wearing eye protection is critical. OSHA estimates roughly 90 percent of all eye injuries are preventable simply by wearing proper safety glasses. Accident studies reveal that flying/falling objects and sparks are responsible for 70 percent of eye injuries and nearly 60 percent of the objects causing the injury are smaller than a pin head.

Many operations in your daily job tasks present eye hazards, including:

* Grinding, hammering or wood working that might cause large fragments or small particles to become airborne and fly into the eyes
* Painting, spraying, metal working or spot welding
* Mowing, weed eating, hedging, etc.

Eye protection can be safety glasses, safety goggles, face shields or prescription glasses with safety lenses. Ask your supervisor what eye protection is appropriate for your job.

Electrical safety

Electricity plays a role in our daily activities, and it can pose a significant safety hazard if proper procedures are not followed. Electrical-related accidents occur when workers become part of the electrical circuit through direct or indirect contact with an open circuit.

Below are a few tips that will help avoid common electrical accidents in the workplace.

Before using electrical outlets and electrical/extension cords, make a safety check for loose cable connections, bare wires, cracked outlets and missing or damaged face plates.

Electrical and extension cords or cables are not to be laid on floors, in walkways, etc. unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, doorways or work areas.

Panel boxes must have a cover on them at all times, except when being serviced and when a temporary cover is in place it should be marked “HOT” to denote live current.

Equipment or circuits that are de-energized must be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized.

Tags must be placed to identify plainly the equipment or circuits being worked on.

In addition to the tag, the circuit at the switch box should be padlocked in the “OFF” position.

Sufficient space must be provided and maintained in the area of electrical equipment to permit ready and safe operation and maintenance of such equipment.

There must be a clearance sufficient to permit at least a 90 degree opening of all doors or hinged panels.

Chemical Handling

Chemicals are a major part of our everyday life - especially in the workplace. Examples of chemicals you may use on school grounds include: gasoline, paints, fertilizers, lawn chemicals, bug spray, paint strippers, bleach and other household cleaners.

Chemical exposure can occur in four different ways:

Inhalation: breathing in dusts, mists and vapors.

Ingestion: eating contaminated food (food that has been exposed to airborne contaminants). Absorption: skin contact with a chemical.

Injection: forcing an agent into the body through a needle or high-pressure device.

You can protect yourself against chemical hazards by:

Reading container labels, material safety data sheets (SDSs) and safe-work instructions before you handle a chemical.

Using specified personal protective equipment (PPE) that may include chemical-splash goggles, a respirator, safety gloves, apron, steel-toed shoes or safety glasses with side shields.

Inspecting all PPE before use. Do this by looking for defects in the equipment, such as cracks, missing parts, rips, etc.

Knowing where the safety showers and eye wash stations are located and how to use them.

Washing your hands before eating, especially after handling chemicals.

Leaving contaminated clothing at work to eliminate the possibility of exposing your family to the hazards.

Respiratory Protection

Respirators are an important aspect of safety and health protection in the workplace. Respiratory hazards in the workplace should be controlled whenever possible using engineering, work practice or administrative controls. However, if these controls are not feasible or do not provide sufficient protection, employees may need to utilize respiratory protection.

Respiratory hazards include:

* Harmful dusts (lead, silica, and other heavy metals)
* Fumes and smokes (welding fume)
* Gases and vapors (chemical exposure)
* Biological hazards (tuberculosis, whooping cough, flu viruses, coronavirus)

There are two main types of respirators: Air-purifying respirators and atmosphere supplying respirators. Choosing the appropriate type is critical.

**Air-purifying respirators** (APR) clean the air you breathe using filter, cartridges or canisters. APRs include half-face, full-face, N95, and PAPR respirators.

**Atmosphere supplying respirators** supply the user with breathing air from a source independent of the ambient atmosphere. Supplied air respirators (SAR) and Self-Contained Breathing Apparatus (SCBA) are examples of atmosphere supplying respirators.

The first step in selecting a proper respirator is to have the workplace assessed to determine the level and type of contaminant(s) present. All employees must then be medically cleared, trained and respirator fit-tested before respirator use. *Retraining and fit-testing is required on an annual basis*.

In caring for your respirator, you should inspect it before each use. Check for missing or worn parts. For air-purifying respirators, the proper cartridge or filter must be selected based on the hazard present. Respirator users must know the limitations of their respirator and stay clean-shaven to ensure a proper fit and seal. Workers should not share respirators and should only use the respirator they have been fitted for. And finally, respirators must be cleaned and stored properly after each use.

Face masks are available upon request for all other respiratory precautions.

Equipment Operations

Operation of heavy equipment (such as lawn mowers) should always been done by trained persons who have demonstrated their ability to properly and safely operate. Employees working around the equipment while it is being operated should be trained in how to work safely around the equipment.

Some basic safety rules to consider for operators and those working around equipment are:

Good communication between the operator and surrounding employees. Hand signals aid in communication in these situations.

Most heavy equipment (with the exception of mowers) has back up warning alarms that should be heard by nearby workers.

A rollover protection structure (ROPS) is required on all riding lawn mowers to meet OSHA requirements. The ROPS is designed to protect the operator if the machine tips over. A seat belt should be worn (if available) to keep the operator from being thrown from the seat during a roll over.

If working on slopes, try to avoid moving across the face of the slope. Try to operate up and down the slope face if possible.

Wear hearing protection when necessary. You should wear protective ear plugs or muffs when working around or on loud equipment (Do not use electronic music devices or ear buds, as these can affect you hearing a co-worker or the sound of your machine malfunctioning).

Never jump onto or off the equipment. Operators should always use the 3-point contact rule when climbing onto or off equipment.

Make sure you follow all work and equipment-specific safety rules when operating or working around heavy equipment.

Footwear

Protective footwear worn in the workplace is designed to protect the foot from physical hazards, including falling objects, stepping on sharp objects, heat and cold and wet and slippery surfaces. The operations you complete everyday will dictate what type of footwear is appropriate protection against foot injuries.

According to the National Safety Council, approximately 130,000 disabling foot injuries and 40,000 toe injuries occur annually. Shoe type, material and fit are all important characteristics of proper footwear. Overall, ensure that your footwear is close-toed, non-slip and closed-heel. Footwear should also be comfortable, especially if you are on your feet for long periods of time.

Good footwear should have the following qualities:

* The inner side of the shoe must be straight from the heel to the end of the big toe
* The shoe must grip the heel firmly
* The forepart must allow freedom of movement for the toes
* The shoe must have a fastening across the instep to prevent the foot from slipping when walking
* The shoe must have a low, wide-based heel

Heat Stress

During the summer it’s important to take extra precautions to ensure that your body doesn’t get overheated, especially for those working outside in the hot summer months. Symptoms of heat stress can be slow to start but increase in intensity if precautions are not taken. The onset of these symptoms is mild and typically involves headaches, thirst and tiredness.

Heat stress can escalate to heat stroke quickly when the body’s natural cooling system breaks down and causes the body core temperature to rise drastically, which can cause the brain to overheat. Symptoms of heat stroke are immense thirst, severe headaches, disorientation and dry/hot skin (lack of sweat).

The following are ways to treat and possibly prevent heat stress:

Employees should take small breaks until they are acclimated to the high temperatures.

It’s helpful to begin work early in the morning in order to quit working by the afternoon, when the temperature is approaching the high for the day.

Employees accustomed to working in the heat are better candidates for job assignments where heat stress disorders may occur.

Employees must drink plenty of fluids (including water, Gatorade, PowerAde, etc.) to replenish electrolytes lost through perspiration. Carbonated beverages such as soda, only increase thirst, dehydration and give a false sense of hydration.

*The goal is to recognize the hazards associated with working in the heat long before someone falls victim to a heat-related illness.*

Hand tools/Power tools

Hammers, wrenches, pliers, screwdrivers and other similar hand tools are too-often underrated and not viewed as potentially dangerous in any line of work. Most people view hand tools as simple to use, therefore thinking there is little or no safety protocol necessary. Approximately 8 percent of industrial incidents are the result of improper use of hand tools. These injuries range from simple cuts, contusions and abrasions to amputations and fractures.

Things to remember to avoid such injuries include:

* Using the right tool for the job
* Don’t use broken or damaged tools
* Cut in the direction away from your body
* When using large tools, make sure your grip and footing are secure

Keep tools in good condition. A dull or blunt point can result in an injury.

*The most important factor in hand tool safety is choosing and using the right tool for the job at hand.*

Power tools should always be used with extreme caution. They have the potential to amputate, break bones, electrocute and even kill the operator. Problems using power tools include not following instructions, using improperly grounded, non-double insulated tools, removing protective guards, using dull cutting edges or blades and twisting or getting the electrical cord hung up on something (such as a ladder).

There are simple solutions to prevent injuries from power tools:

Have proper training in power tool use.

Ensure that all power tools are in good working condition. Regular maintenance and inspection is key to power tool safety.

Never carry a tool by the cord or hose. Never yank the cord to disconnect it.

Avoid accidental startup by keeping fingers off the switch button while carrying a plugged-in tool.

Wear appropriate clothing for the job; no loose shirts or items to avoid entanglement.

Remove damaged tools from service and tag them “Do not use.”

Lockout Tagout

A Lockout Tagout program outlines machine-specific procedures for proper shutdown and training for working on equipment. The program should also include the training required for those employees, who operate, service or work on the equipment. These procedures for “locking and tagging” must be followed during service or maintenance of machines to avoid the unexpected energization or startup of the machinery or equipment, or the release of stored energy, which could cause injury to employees.

Any person, who operates, cleans or services machinery or equipment should be aware of the machines hazards. Any type of powered machinery or electrical equipment that can harm a person or potentially put them in danger is a hazard, a hazard that should be prevented by following appropriate locking and tagging procedures. Failure to do so can result in serious injury or even fatal accidents.

Steps necessary to safely de-energize equipment should include:

Notifying all “affected employees” that this equipment will be shut down for maintenance.

Shutting down the equipment by using normal stopping procedures (parking, turning off ignition, etc.).

Isolating all the equipment’s stored energy sources.

Locking out and/or tagging out the energy isolating devices with appropriate locks, tags, etc. (Isolating devices include the key ignition or any other “startup” device).

Releasing or restrain any potentially stored energy by grounding or blocking.

Testing the equipment to ensure that it is inoperable before beginning maintenance/repair work.

Knowing what you can do to prevent accidental injury from moving machinery parts is critical:

Ensure that you are aware of the hazards associated with the equipment before performing any maintenance on it.

Ensure that you know all the energy that could potentially affect the task (such as gravity, hydraulic, steam, electric, etc.).

Ensure that you control the accidental release of the energy before beginning work on the equipment by properly locking and tagging the appropriate piece(s).

Test the energy after you believe it has been isolated. This is an extremely simple and quick step that is all-too often overlooked but is probably the most important. Doing so could save you from a potential fatal accident.

Safety Awareness

Accidents occur for many reasons. Most of the time people will look to blame others; however, statistics show 80 percent of accidents are the fault of the person involved in the accident. Having a good attitude can make all the difference and also make you more aware of safe-work practices.

There are a few things you can do in your everyday work duties to ensure a safe-work environment for you and your co-workers:

Avoid taking shortcuts. Trying to find a way to get the job done faster or more efficiently may not be in the best interest in terms of safety.

Avoid having the “it’ll never happen to me” attitude. Overconfidence can lead to accidents.

Make sure you know exactly how to execute the task at hand and do so properly. When in doubt, ask for help.

Maintain good housekeeping in your work area. Housekeeping is also a reflection of everyone’s attitude and can affect the quality of work, both positively and negatively.

Make sure you stay focused on the task at hand. Avoid bringing outside problems to work with you and keep other mental distractions in check.

Pre-plan your job duties. A Job Safety Analysis (JSA) is a tool that is used to determine the risks associated with a particular task and the actions that need to be taken to prevent the hazard from becoming an accident. Make sure you think the process through before beginning the task. Plan your work, and then work your plan.

Enforcing safety rules is part of your supervisor’s job, but it is your job to put safety into practice. Remember, these rules are made to protect you.

BUS BARN EMPLOYEES

**Welding safety tips**

The potential for injury while welding is significant and can include burns, exposure to fumes and light and heat radiation.

The tips below help to reduce the potential for a workplace accident when welding.

Inspect all equipment prior to use (torches, electrical components, regulators, etc.).

Flammable and/or combustible materials should not be stored within 50 feet of welding area.

Sufficient local exhaust and ventilation should be provided to remove welding and hot work fumes. When ventilation is insufficient to control the respiratory hazard, proper respiratory protection should be used.

Welding screens are used to protect nearby workers from the flash glare of welding operations or from sparks generated from cutting operations.

Firefighting equipment should be readily available nearby

Personal protective equipment should include:

* Welding hood and gloves
* Clothing made from wool or wool blends rather than cotton
* Leather cape, jacket or apron
* Dark clothing to help reduce reflected light

Safe Lifting

One of the leading causes of disability is back pain from injury due to improper lifting and moving of objects. Learning to lift the right way will help prevent back pain, loss of mobility and time off the job.

Before you lift or carry something: consider its weight, size and shape. Just because an object is small doesn’t necessarily mean it will be lightweight. If it appears the item is too heavy for you to handle by yourself, get help or use a mechanical lifting device. Also, plan your route and be sure to remove any obstacles that might be in your path.

Positioning your body for proper lifting: bend your knees to the degree that it is comfortable and get a good grip on the object. Using your leg and back muscles, lift the object straight up, smoothly and evenly. Push with your legs and keep the item close to your body.

While lifting: avoid jerking, turning or making twisting movements. Take your time and use slow, cautious movements.

Moving the object: use your feet to change direction rather than twisting and turning your body. Keep the object close to your body and try to position the item between your waist and your shoulders.

Lowering the object: how you set the object down is just as important as picking it up. Use your leg and back muscles and slowly lower the object by bending your knees. When it is securely positioned, release your grip.

Overhead objects: don’t stretch or grab an object that is overhead or too high to reach as this may result in strains or falls. Use a ladder so you are in a position where you can lift and move the object safely without overreaching.

Make these tips a part of your workplace Routine and help prevent a possible back injury.

Hand tools/Power tools

Hammers, wrenches, pliers, screwdrivers and other similar hand tools are too-often underrated and not viewed as potentially dangerous in any line of work. Most people view hand tools as simple to use, therefore thinking there is little or no safety protocol necessary. Approximately 8 percent of industrial incidents are the result of improper use of hand tools. These injuries range from simple cuts, contusions and abrasions to amputations and fractures.

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There are simple solutions to prevent injuries from power tools:

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**Material Handling**

**Auto body jacks & lifts)**

Working beneath a vehicle is often required to check for faults, servicing or repairs. Because these tasks are common, people may get used to working beneath potentially lethal weights. Whether working on vehicles while at work or at home, there are dangers of motor vehicle repair.

Safety precautions to remember:

Make sure the vehicle is in “park” before beginning repair work.

Use wheel blocks to chock the wheels of any vehicle on a runway lift while performing maintenance on said vehicle.

Use stands on hard, level surfaces.

When working beneath a vehicle, always use jack or axle stands to support the vehicle, never rely on the jack as sole-support.

Always use a jack stand that is properly rated for the load in question.

Support systems, such as jacks and axle stands should be in good condition and inspected every year.

Make sure the vehicle cannot become energized. This can be done by removing the keys from the ignition source while performing maintenance work.

Safety Awareness

Accidents occur for many reasons. Most of the time people will look to blame others; however, statistics show 80 percent of accidents are the fault of the person involved in the accident. Having a good attitude can make all the difference and also make you more aware of safe-work practices.

There are a few things you can do in your everyday work duties to ensure a safe-work environment for you and your co-workers:

Avoid taking shortcuts. Trying to find a way to get the job done faster or more efficiently may not be in the best interest in terms of safety.

Avoid having the “it’ll never happen to me” attitude. Overconfidence can lead to accidents.

Make sure you know exactly how to execute the task at hand and do so properly. When in doubt, ask for help.

Maintain good housekeeping in your work area. Housekeeping is also a reflection of everyone’s attitude and can affect the quality of work, both positively and negatively.

Make sure you stay focused on the task at hand. Avoid bringing outside problems to work with you and keep other mental distractions in check.

Pre-plan your job duties. A Job Safety Analysis (JSA) is a tool that is used to determine the risks associated with a particular task and the actions that need to be taken to prevent the hazard from becoming an accident. Make sure you think the process through before beginning the task. Plan your work, then work your plan.

Enforcing safety rules is part of your supervisor’s job, but it is your job to put safety into practice. Remember, these rules are made to protect you.

CUSTODIANS

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Before you lift or carry something: consider its weight, size and shape. Just because an object is small doesn’t necessarily mean it will be lightweight. If it appears the item is too heavy for you to handle by yourself, get help or use a mechanical lifting device. Also, plan your route and be sure to remove any obstacles that might be in your path.

Positioning your body for proper lifting: bend your knees to the degree that it is comfortable and get a good grip on the object. Using your leg and back muscles, lift the object straight up, smoothly and evenly. Push with your legs and keep the item close to your body.

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Moving the object: use your feet to change direction rather than twisting and turning your body. Keep the object close to your body and try to position the item between your waist and your shoulders.

Lowering the object: how you set the object down is just as important as picking it up. Use your leg and back muscles

and slowly lower the object by bending your knees. When it is securely positioned, release your grip.

Overhead objects: don’t stretch or grab an object that is overhead or too high to reach as this may result in strains or falls. Use a ladder so you are in a position where you can lift and move the object safely without overreaching.

Make these tips a part of your workplace Routine and help prevent a possible back injury.

Chemical Handling

Chemicals are a major part of our everyday life - especially in the workplace. Examples of chemicals you may use on school grounds include: gasoline, paints, fertilizers, lawn chemicals, bug spray, paint strippers, bleach and other household cleaners.

Chemical exposure can occur in four different ways: Inhalation: breathing in dusts, mists and vapors.

Ingestion: eating contaminated food (food that has been exposed to airborne contaminants). Absorption: skin contact with a chemical.

Injection: forcing an agent into the body through a needle or high-pressure device.

You can protect yourself against chemical hazards by:

Reading container labels, material safety data sheets (SDSs) and safe-work instructions before you handle a chemical.

Using specified personal protective equipment (PPE) that may include chemical-splash goggles, a respirator, safety gloves, apron, steel-toed shoes or safety glasses with side shields.

Inspecting all PPE before use. Do this by looking for defects in the equipment, such as cracks, missing parts, rips, etc.

Knowing where the safety showers and eye wash stations are located and how to use them.

Washing your hands before eating, especially after handling chemicals.

Leaving contaminated clothing at work to eliminate the possibility of exposing your family to the hazards.

Respiratory Protection

Respirators are an important aspect of safety and health protection in the workplace. Respiratory hazards in the workplace should be controlled whenever possible using engineering, work practice or administrative controls. However, if these controls are not feasible or do not provide sufficient protection, employees may need to utilize respiratory protection.

Respiratory hazards include:

* Harmful dusts (lead, silica, and other heavy metals)
* Fumes and smokes (welding fume)
* Gases and vapors (chemical exposure)
* Biological hazards (tuberculosis, whooping cough, flu viruses)

There are two main types of respirators: Air-purifying respirators and atmosphere supplying respirators. Choosing the appropriate type is critical.

**Air-purifying respirators** (APR) clean the air you breathe using filter, cartridges or canisters. APRs include half-face, full-face, N95, and PAPR respirators.

**Atmosphere supplying respirators** supply the user with breathing air from a source independent of the ambient atmosphere. Supplied air respirators (SAR) and Self-Contained Breathing Apparatus (SCBA) are examples of atmosphere supplying respirators.

The first step in selecting a proper respirator is to have the workplace assessed to determine the level and type of contaminant(s) present. All employees must then be medically cleared, trained and respirator fit-tested before respirator use. *Retraining and fit-testing is required on an annual basis*.

In caring for your respirator, you should inspect it before each use. Check for missing or worn parts. For air-purifying respirators, the proper cartridge or filter must be selected based on the hazard present. Respirator users must know the limitations of their respirator and stay clean-shaven to ensure a proper fit and seal. Workers should not share respirators and should only use the respirator they have been fitted for. And finally, respirators must be cleaned and stored properly after each use.

Face masks are available upon request for all other respiratory precautions.

Bloodborne pathogens

Bloodborne pathogens (BBP) are microorganisms that can cause diseases (sometimes fatal) such as Hepatitis B and C, as well as HIV. They are carried through a person’s body via infected blood and bodily fluids. For this reason, it is important to treat all human blood and bodily fluids as if they were infectious.

In any workplace, bloodborne pathogens can be transmitted when blood or other infectious bodily fluids come in contact with mucous membranes (eyes, nose or mouth), an open cut, sore, burn on your body or handling and/or touching contaminated materials or surfaces. BBP’s can also be transmitted by injection via a contaminated sharp object (like a needle).

Universal precautions should be taken when administering first-aid to an injured person when there is the potential for coming into contact with bodily fluids.

Guidelines for handling bloodborne pathogens include:

Wearing appropriate disposable gloves to avoid coming into direct contact with the injured person’s bodily fluids. When removing disposable gloves, roll the first glove off your hand inside out. Then, place the gloves in a biohazard container for proper disposal.

If necessary, wearing a dust mask or other protective device on your face.

Flush your eyes, nose or other exposed mucous membrane immediately following care.

Immediately wash your hands and any other affected area(s) with soap and warm water.

Wash down areas where bodily fluids may have been contacted with the use of a mild household water and bleach solution.

Report all BBP exposures or any potential exposures to your supervisor immediately.

If possible, it can help to have the injured person bandage his or her own wound; however, if the injury is serious call 911 immediately.

Ladder safety tips

Always inspect the ladder prior to using it and follow all safety instructions provided on the ladder.

When inspecting the ladder, look for:

Loose, split, cracked or missing rungs.

Missing or damaged feet (if the ladder is equipped with them).

Any sign of rot.

Excessive warping.

Cracks in the rails, especially near the rungs.

Maintain three-point contact with the ladder when climbing. Three-point contact consists of two hands and one foot or two feet and one hand touching the ladder.

Make sure the ladder is on a surface that is stable, level and slip resistant.

Use the proper height ladder for the job you are performing. Don't place the ladder on an object or place an object on the ladder to obtain additional height.

Don't move or shift a ladder with a person on it.

A straight ladder should extend a minimum of three feet above the point of support (what the ladder is leaning against) and the rungs in that three-foot section should not be used for climbing.

In placing an extension ladder, the ladder should be one foot out for every four feet up and the ladder should extend at least three feet above the roofline and be tied off at the top.

Always check the workspace for power lines prior to using a ladder. Never use a metal ladder near electrical wires.

Be sure that all locks are properly engaged.

Do not climb with your hands full of gear. You should put the materials in a bucket or bag fastened to a rope or a line.

When you reach the working level you will be working on, hoist the materials up and fasten the bucket or pail to the platform or rung.

Check your footwear for mud, oil or other debris that could cause you to slip from

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The shoe must have a low, wide-based heel

Housekeeping

Housekeeping is an important aspect of every job. Not only does it improve the overall appearance of your work environment, it shows that you take pride in where you work.

Results of poor housekeeping practices include:

* Injuries resulting from employees tripping or falling over objects
* Lowered employee morale and performance
* Increase in potential for other accidents

General housekeeping rules to remember are:

* Cleaning up after yourself. Pick up your trash and debris and properly dispose of it immediately
* Keep your work area/station clean throughout the day
* Stack materials and supplies orderly and secure them so they won’t fall over

Safety Awareness

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Proper Storage

Properly storing items in your cafeteria’s pantry and refrigerator(s) is very important. Not only is proper storage appealing to the eye, these practices also provide a continuous flow of parts throughout the workplace and ensure that materials and goods are available when needed. Practicing good ergonomics can help prevent injuries by reducing the size or weight of items being lifted and stored or changing the height of a shelf.

Push carts may be provided to move stock items from the loading dock into their storage area (pantry or walk-in refrigerator/freezer). Step ladders may also be used to stock items on higher shelves. Proper ladder safety procedures should be exercised when using a portable step ladder.

Other things to keep in mind include:

When manually stocking shelves, position the materials to be shelved slightly in front of you so you don’t have to twist when lifting and placing it on the shelf.

Place heavier items about mid-height. This prevents you from having to bend down and pick it up at a later time when it is needed.

Lighter weight items (such as Styrofoam and paper goods) should be placed on higher shelves.

Make sure the weight is evenly distributed across the shelf. You do not want heavy items all on one side, as this could cause the shelf to warp and possibly break.

Place items on the shelves so that they lie flat and do not lean against each other.

Do not let items overhang from the shelves into the walkways.

Observe height limitations when stacking materials

***Safety Manual Survey***

The content was relevant and useful (circle one):

Strongly agree

Agree

Neutral

Disagree

Strongly disagree

Overall evaluation of the presentation:

Excellent

Good

Fair

Poor

The presenters covered the materials well and adequately addressed questions from the group.

Strongly agree

Agree

Neutral

Disagree

How likely are you to attend future training courses offered by CompSource Mutual?

Very likely

Somewhat likely

Depends on content

Not likely

Ideas for future training sessions might be?

MAYSVILLE PUBLIC SCHOOL

Safety policy/procedure acknowledgment

By my signature below, I acknowledge that:

I have received and read the school's safety policy/procedures and have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand failure to do so may result in disciplinary actions, up to and including, termination of my employment with the school.

I have received training by the school for the duties associated with my job and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.

I have been informed and understand I am to report to my supervisor any accident and injury occurring while performing the duties of my job, or if in their absence, the next available senior school representative. An Accident Investigation Report must be completed and signed immediately (as is reasonable under the injury circumstances) by me after my injury.

I have been informed and I understand I am to immediately report any unsafe acts and/or conditions discovered during the performance of my job duties.

Employee's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_